

# COLUMBIA HIGH SCHOOL

902 Main St.  
Columbia, NC 27925  
(252) 796-8161 (Main Office) (252) 796-1197 (fax)

## MISSION

Columbia Early College High School prepares students for postsecondary life through engaging teaching strategies and rigorous academic content.

## VISION

Every student in Columbia Early College High School will graduate ready for college, career, and life in a global community.

## ADMINISTRATION AND SUPPORT TEAM

Title	Name
Principal	Mr. William Ziegler
School Resource Officer	Mrs. Karen Simmons
Bookkeeper/Secretary	Ms. Pam Roughton-Hays
Receptionist	Ms. Katrina Woodard

## SCHOOL COUNSELOR

(252) 796 – 8161  
(252) 796 – 0143 (fax)

Counselor - 9th - 12th Grade	Mrs. Jennifer Westcott
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**COLUMBIA HIGH SCHOOL**

[SCHOOL COUNSELOR](#)  
[FOR NOTIFICATION OF GRIEVANCES](#)  
[MEDIA COVERAGE](#)  
[EMERGENCY SCHOOL CLOSING](#)  
[BLACKBOARD CONNECT CALL SYSTEM](#)  
[BELL SCHEDULES](#)  
[ATTENDANCE PROCEDURES](#)  
[TARDIES](#)  
[EARLY DISMISSAL POLICY](#)  
[HALL PASSES](#)  
[STUDENT PHONE USAGE](#)  
[MEDICATION POLICY](#)  
[STUDENT PARKING](#)  
[CAFETERIA - STUDENT/ADULT MEAL PRICES](#)  
[SCHOOL DISCIPLINE](#)  
[STUDENT CONDUCT & RESPONSIBILITIES](#)  
[CATEGORY IV OFFENSES](#)  
[DRESS CODE](#)  
[OFF-LIMIT AREAS](#)  
[TOBACCO USE POLICY](#)  
[VISITORS ON CAMPUS](#)  
[SOCIAL CONDUCT](#)  
[LOCKERS](#)  
[TEXTBOOKS](#)  
[RADIOS/ELECTRONIC DEVICES](#)  
[CONDUCT AT OTHER SCHOOL FUNCTIONS](#)  
[OUT OF SCHOOL SUSPENSION](#)  
[DUE PROCESS](#)  
[GRADING SYSTEM](#)  
[CREDIT](#)  
[CLASSIFICATION OF STUDENTS](#)  
[FUTURE READY CORE REQUIREMENTS](#)  
[COURSE LOAD](#)  
[COURSE SELECTION](#)  
[EXTRA-CURRICULAR ACTIVITIES](#)  
[INTERSCHOLASTIC ATHLETICS](#)  
[FIRE & EVACUATION DRILL REGULATIONS](#)  
[DROPOUT PREVENTION DRIVER'S LICENSE LEGISLATION](#)  
[STUDENT ASSISTANCE TEAM](#)  
[SCHOOL CALENDAR](#)  
[TCS TECHNOLOGY RESPONSIBLE USE POLICY](#)

## **Columbia High School Non-Discrimination Policy Statement**

Columbia High School is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school shall help children from all walks of life to gain the knowledge, skills and determination that will enable them to reach their highest potential and to contribute to the welfare of all mankind. The school shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or handicapping conditions; respect for cultural differences; respect for economic, political and social rights of others; and respect for the rights of others to seek and maintain their own identities.

The school shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in the location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

Any student who feels that his/her rights have been overlooked has the right to seek help for the proper officials. The first step is to speak with the principal regarding any alleged act of discrimination. If an individual was not satisfied with action taken by the principal, an appeal to the Title IX Coordinator would be in order.

Tyrrell County Schools has a plan to meet the needs of Academically Intellectually Gifted Students. All students who have been identified as AIG will have a Differentiated Educational Plan designed to provide enrichment opportunities and course acceleration, when appropriate. Questions regarding the AIG program should be directed to the principal or the Director of Exceptional Children, Preschool, and Student Services.

## **FOR NOTIFICATION OF GRIEVANCES**

<p style="text-align: center;">Title IX Coordinator Dr. Jana Rawls Tyrrell County Board of Education P. O. Box 328 Columbia, NC 27925 Phone: (252) 796-1121</p>	<p style="text-align: center;">Director of Exceptional Children, Preschool, and Student Services Mrs. Cynthia Debreaux Tyrrell County Board of Education P. O. Box 328 Columbia, NC 27925 Phone: (252) 796-1121</p>
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## **MEDIA COVERAGE**

Occasionally students' pictures are taken and placed in the newspaper with special articles pertaining to Tyrrell County Schools. If you do not want your child's picture published please obtain a form from the Central office, complete and return to the Superintendent, P. O. Box 328, Columbia, NC 27925. If you have any questions please call 796-1121.

## **EMERGENCY SCHOOL CLOSING**

During times of inclement weather, the superintendent will decide if school will be held. If school will be closed or delayed, the superintendent will attempt to have an announcement made by 6:30AM. Delays and closures will be aired on the following outlets:

### **RADIO**

93.3  
102.5 THE SHARK  
104.1  
DIXIE 105.

### **TELEVISION STATIONS**

WITN CHANNEL 7 (CHANNEL 4 CABLE)  
WNCT CHANNEL 9 (CHANNEL 3 CABLE)

## **BLACKBOARD CONNECT CALL SYSTEM**

The Blackboard Connect system is an automated call service that will dial each home in case of an emergency. It is imperative that updated telephone numbers are kept on file with the main office.

On days when it is snowing or sleeting or roads are hazardous in Tyrrell County, bus drivers should not leave home before 6:30 am unless an announcement has been made that schools are to operate that day. Since snow or sleet can change into rain on short notice, it is usually wise to delay a decision as long as possible.

When school is in session and there is an emergency or act of God warranting school closing, the superintendent, under law, is authorized to suspend the operation of schools for the remainder of that day without loss of credit to the pupil or loss or pay to the teacher. (Reference BOE Policy #325)

## **2018-2019 Bell Schedules**

### **REGULAR BELL SCHEDULE**

<b>1st Block</b>	<b>7:55 - 9:27</b>
<b>Break</b>	<b>9:27 - 9:37</b>
<b>2nd Block</b>	<b>9:42 - 11:14</b>
<b>3rd Block</b>	<b>11:19 - 12:51</b>
<b>Lunch</b>	<b>12:51 - 1:26</b>
<b>4th Block</b>	<b>1:31- 3:05</b>

### **ONE HOUR DELAY**

**\*\*Breakfast Off the Bus\*\***

<b>1st Block</b>	<b>8:55 - 10:15</b>
<b>2nd Block</b>	<b>10:20 - 11:40</b>
<b>3rd Block</b>	<b>11:45 - 1:10</b>
<b>Lunch</b>	<b>1:10 - 1:40</b>
<b>4th Block</b>	<b>1:45 - 3:05</b>

### **TWO HOUR DELAY**

**\*\*Breakfast Off the Bus\*\***

<b>1st Block</b>	<b>9:55 - 10:59</b>
<b>2nd Block</b>	<b>11:03 - 12:08</b>
<b>3rd Block</b>	<b>12:12 - 1:17</b>
<b>Lunch</b>	<b>1:17 - 1:44</b>
<b>4th Block</b>	<b>1:48 - 3:05</b>

# ATTENDANCE PROCEDURES

North Carolina state law mandates that all students between seven and sixteen years of age attend school regularly. It is the responsibility of the parents or guardians to insure that students attend school. (G.S. 115C-378)

It is essential that all students attend school regularly in order to be successful. Therefore, students are expected to be in school every day unless it is absolutely necessary that they be absent. If a student misses more than fifteen (15) days in a yearlong course or eight (8) days in a semester course, credit will not be allowed for the course. Unexcused and excused absences are included in the fifteen (15) or eight (8) day policy. **This means that ALL periods absent count towards the 8-day policy.** When an absence is excused, teachers must allow students to make up the work within a reasonable time frame. When an absence is unexcused, allowing students to make up the work is optional and at the discretion of the teacher.

Parents will be notified when a student has been absent 2, 4 and 6 days. The exception to the fifteen (15) or eight (8) day policy are school-sponsored activities approved by the principal. Even in these cases, students are responsible for making up any class work that is missed. In an effort to assist those students who may need to be absent more than 8 days in any one class, missed learning opportunities will be offered throughout the school year. **Students will only be allowed to make up 5 days over the 8 absences.** Only in very rare or extreme circumstances shall the principal along with an appointed committee consider making exceptions to this policy.

Students may NOT participate in extracurricular activities: ball games, cheerleading, concerts, prom, trips, etc. if they are absent from school on the day of the activity. Medical appointments should be made after school or on student vacation days whenever possible.

Students who participate in a substantial amount of missed learning time, but fail to make up all required hours, may complete community service between June 3 and June 7 to make up necessary hours. **Students who do not take advantage of missed learning days will NOT be allowed to complete community service during the summer to make up time.** NOTE: Seniors who have not made up ALL required hours by 4:15 on May 24<sup>th</sup> will not be allowed to participate in graduation ceremonies, but may complete community service to earn their diploma during the times listed above if all other graduation requirements have been met.

# TARDY POLICY

Tardy students must have a signed note indicating the reason for late arrival. A note from parents will not mean that the tardy will be automatically excused unless the reason is within the criteria for excused absences.

A student must be minimally inside the room away from the door when the tardy bell rings. Some teachers may require the students to be in their seats when the bell rings.

Students may accrue eight (8) absences for each semester (excused/unexcused). Students may attend Saturday Academy (SA) which takes place once a month on Saturdays. **During Saturday Academy (SA), a student may make up a total of 2 blocks.** SA begins at 8:30 and ends at 11:30AM. All school handbook policies apply with regards to dress code, behavior, etc. If a student misbehaves during SA, the in-school facilitator may ask them to leave and receive no credit for that SA day. At that point, the in-school facilitator will make contact with the parent/guardian to inform them their student is being asked to leave and that all blocks attended that particular day will not apply.

**Students are allowed three (3) tardies for each block.** After the third tardy, the student must attend the after school program which will meet directly after the end of the school day. This program is entitled After School Detention (ASD).

# EARLY DISMISSAL POLICY

A student who wants to be dismissed early from school must have written permission from a parent/guardian or the parent/guardian must come to the school to sign the student out. Medical appointments should be made after school, whenever possible. The office will determine if these dismissals are excused or unexcused. Please note that high school students receive credit based on class attendance. Therefore, being present for the day does not constitute being present for each individual class. Parents should use good judgment in requesting that a student be dismissed early from school.

**Parents will not be able to call the school to sign a student out.** All notes dismissing a student from school will be verified with the parent. If a note is not verified, the student will not be dismissed.

## HALL PASSES

When leaving a class, a student must have a completed hallway passport from the teacher. The pass must be signed by the teacher, show the student's name, time he/she left the room and the destination.

## STUDENT PHONE USAGE

Students will be allowed to use the telephone in the school office for **emergencies only**. The emergency must be explained to a school official before a student will be called out of class to receive a message. **STUDENTS ARE NOT TO USE PHONES IN THE CLASSROOMS.**

## MEDICATION POLICY

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medicine of any type, including over-the-counter drugs given during school hours, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a medication form from the school nurse or main office. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by you, the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions. High school students may transport medications to and from school and may self-medicate with an Authorization for Medication form on file in the medication notebook. Self-medication (High school students with medical action plans): In accordance with G.S. 115C 375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. If you have questions about the

policy, or other issues related to the administration of medication in the schools, please contact the school nurse at the following number: (252) 796-8161.

You may discuss with your doctor an alternative schedule for administering medication (i.e. outside of school hours).

- All accidents at school involving personal injury should be reported to the office, whether the student has school insurance or not. Please make sure the teacher completes an accident report.

## STUDENT PARKING

A parking permit must be purchased in order to park on campus. A fee of \$10, make and model of vehicle, license plate number and color of vehicle are required to purchase a parking permit. Students who park without a decal will be assessed a fine that will be attached to his or her “fees owed list”. Students must park in the student parking lot at the back of the school.

## CAFETERIA - MEAL PRICES

Students have a Universal Breakfast and Lunch at no cost. Ala Carte prices for adults.

## CHS SCHOOL DISCIPLINE

### RATIONALE

The mission of the faculty, staff and support personnel of the CHS is to provide a school environment that is safe, nurturing and inviting. Students need to display appropriate behavior that helps them to be successful in all areas of school life. It is our goal to instill in each child the desire for self-discipline and proper behavior at all times.

Students at all grade levels need praise and recognition as well as structure with clear expectations and explicit boundaries. It is the intent of the staff to address these issues by implementing the following practices:

1. Provide every student the opportunity to receive positive recognition for achievements and accomplishments;

2. Provide parents/guardians with an ongoing update of student's progress through conferences, notes and telephone calls;
3. Give students coaching and practical experience in problem-solving and dealing with authority; and
4. Use literature based strategies to promote positive discipline

## STUDENT CONDUCT & RESPONSIBILITIES

The purpose of Columbia High School is to provide the fullest opportunity for each and every student to pursue his/her own education. The Tyrrell County Board of Education recognizes the rights of students and parents and expects them to exercise these rights insofar as such exercise does not infringe on the similar rights of other students.

In order to help ensure that each student is treated fairly, the Board of Education has adopted policies and guidelines concerning student behavior at Columbia High School. In each instance of a possible student conduct violation, the student will be given the appropriate due process.

The Tyrrell Board of Education policies cover categories one, two, three and four.

## CATEGORY IV OFFENSES

Violation of a Category IV offense may result in up to 10 days suspension from school, up to 10 days in school suspension, or other suitable consequences.

- The principal/assistant principal reserves the right to alter designated consequences due to mitigating or aggravating circumstances.
- Category IV offenses are divided into seven groups: A, B, C, D, E and F.

### CONSEQUENCES

**ASD**.....After School Detention

**ABC**.....Absent Before Conference

**OTB**.....Off the Bus

**SA**.....Saturday Academy

**OSS**.....Out of School Suspension

**ISS**.....In School Suspension

**LD**.....Lunch Detention

**ALP**.....Alternative Learning Program

### CATEGORY IV A OFFENSES

- Rough-housing
- Minor Vandalism
- Off-limits Area

### IV A CONSEQUENCES

1<sup>st</sup> Referral.....ASD or LD

2<sup>nd</sup> .....ASD or LD (2)

3<sup>rd</sup> .....ISS 1 (Phone Call)

- Display of Affection
- Forging Signature(s)
- Inappropriate Language/Materials
- Disturbing Class
- Misconduct
- Vandalism (and Restitution)
- Skipping Class (under 15 minutes)

- 4<sup>th</sup> .....ISS 2 (Phone Call)
- 5<sup>th</sup> .....ABC
- 6<sup>th</sup> .....OSS 1
- 7<sup>th</sup> .....OSS 2
- 8<sup>th</sup> .....OSS 3

**CATEGORY IV B OFFENSES**

- Instigating fight or disagreement
- Threat of harm to student(s)
- Theft less than \$25.00\*
- Profanity/Gestures
- Class Disruption

**IV B CONSEQUENCES**

- 1<sup>st</sup> Referral.....ASD (1 Hour)
- 2<sup>nd</sup> .....ABC
- 3<sup>rd</sup> .....ISS 1
- 4<sup>th</sup>.....ISS 2
- 5<sup>th</sup>.....OSS 1
- 6<sup>th</sup> .....OSS 2
- 7<sup>th</sup> .....OSS 3

\*Theft (Restitution **and** appropriate consequences

**CATEGORY IV C OFFENSES**

- Dishonesty (cheating, forgery & lying)
- Sexual/Racial Misconduct
- Disrespect to Faculty  
(Defiance of Authority/Back Talk)
- Skipping School
- Lewd/Obscene/Dangerous Act
- Profanity/Gestures
- Smoking/Tobacco or Incinerating Devices
- Verbal/Physical Altercation

**IV C CONSEQUENCES**

- 1<sup>st</sup> Referral.....ISS 1
- 2<sup>nd</sup> .....OSS 1
- 3<sup>rd</sup> .....OSS 3
- 4<sup>th</sup> .....OSS 5
- 5<sup>th</sup> .....OSS 10
- 6<sup>th</sup> & beyond....ADMIN. REVIEW

**CATEGORY IV D OFFENSES**

- Fighting
- Inappropriate Touching
- Threat or Harm to Staff
- Serious Disrespect

**IV D CONSEQUENCES**

- 1<sup>st</sup> Referral.....OSS 5 (at minimum)
- 2<sup>nd</sup> .....OSS 10
- 3<sup>rd</sup> .....ALP
- 4<sup>th</sup> .....OSS Year

**CATEGORY IV E OFFENSES**

- Bus Violation

**IV E CONSEQUENCES**

- 1<sup>st</sup> Referral.....OTB 1
- 2<sup>nd</sup> .....OTB 3
- 3<sup>rd</sup> .....OTB 5
- 4<sup>th</sup> .....OTB 10

**Riding the school bus is a privilege, which may be revoked as a result of extreme or repeated violations.**

**CATEGORY IV F OFFENSES**

- Tardy (Class or School)

**IV F CONSEQUENCES**

- 1<sup>st</sup>.....Warnings by teacher
- 2<sup>nd</sup> .....Letter to parent/conference
- 3<sup>rd</sup> .....Conference with student
- 4<sup>th</sup> .....ASD

Habitual tardiness may result in ASD, ISS, SA

The student will be referred after the first three (3) tardies have accumulated and for every tardy thereafter.

## **DRESS CODE**

### **I. INFORMATION DISSEMINATION**

A. It is the responsibility of district level administrators to adequately communicate to schools all information concerning the uniform policy, including general guidelines for implementation.

B. District administrators shall also work with schools to facilitate implementation of financial assistance programs.

C. Each school shall communicate the following information to parents and students:

1. Type and color of uniform
2. Compliance measures to be employed;
3. The availability of financial support and the procedures for applying for assistance;

D. The means by which this information is communicated shall include one or more of the following: student handbooks, school web pages, parent forums, telephone notification, open house, newsletters, and parent advisory meetings, social media, and/or newspaper announcements, school enrollment materials.

### **II. TYPE AND COLOR OF UNIFORM**

#### **A. Bottoms**

- a. Uniform type slacks, shorts, skirts, jumpers or capris in any of the following solid colors: khaki/brown/tan, grey, black, navy blue.
- b. Must be cotton type blend (i.e., no denim, corduroy, velvet, spandex, knit). Skirts, jumpers, and shorts must be knee length while standing.
- c. Pants must be worn at the natural waistline.

- d. Belts are not required however, any student that violates the requirement of wearing pants at the natural waistline, or whose pants are not appropriately sized as determined by administration will be required to wear a belt.
- f. Appropriately sized as deemed by a member of administration.
- g. Elastic waist pants are acceptable.
- h. Leggings may be worn under another garment that is an appropriate uniform bottom.

## **B. Tops**

- a. Polo style or collared shirt of any solid color (long or short sleeved) with emblems no larger than a quarter.
- b. T-shirts may only show at the neckline and may extend beneath the sleeves of a polo shirt but must fit.
- c. Turtlenecks or mock turtlenecks in any color; does not need to be under a polo shirt.
- d. Hoodies, both pullover and zip up, may be worn in any color and/or style as long as the emblems and logos are school appropriate as deemed by school administration. A school collared shirt must be worn underneath the hoodie with the collar showing outside of the hoodie.
- e. All shirts should be tucked in.
- f. Tank tops, halter top, crop top, anything with spaghetti straps or a top with no shoulders/straps cannot be worn under ANY circumstances.

## **C. Outerwear**

- a. Any color is acceptable.
- b. Hats, "do-rags", skull caps, bandanas or any kind of head-covering, hair rollers, and sunglasses worn over the eyes shall not be allowed while inside the building during instructional hours (male or female).
- c. Any outerwear such as coats and jackets must remain unzipped while inside the building.

## **D. Shoes**

- a. No spike heels allowed.

- b. No flip-flops or slides (those that are worn between the toes) Pre-K through 5th grade.
- c. Sandals are acceptable (if in doubt ask school administration).
- d. No wheels, lights or noises.

#### **E. Jewelry**

- a. Jewelry must be appropriate for school attire.
- b. No large medallion type necklaces.
- c. No visible jewelry/ornamental piercing of the lip, tongue, nose, cheek or eyebrow during school hours.
- d. No excessive jewelry or acrylic nails for elementary students.
- f. The superintendent shall exempt a student from wearing a school uniform when wearing the uniform would impose a substantial burden on the exercise of a sincerely held religious belief.

#### **F. Additional Information**

- a. As always, our policy is uniform or better.
  - i. Better is NOT jeans, sweatpants, tank tops, etc.
- b. If an athletic team is out of uniform, the student-athletes must meet the minimum dress code requirements and not violate any dress code item.**

### **III. FINANCIAL CONSIDERATIONS / NOTICE OF UNIFORM SALES**

A. No student shall be denied attendance at school, penalized, or otherwise subjected to compliance measures for failing to wear a uniform by reason of financial hardship.

### **IV. ANNUAL EVALUATION**

The schools and the district shall review the policy annually and the district shall consider proposed modifications to the uniform policy as appropriate.

Policy # 4316 (f). Updated July, 2017

## OFF-LIMIT AREAS

To help ensure proper supervision of students, the following areas are off limits to students during the school day:

1. Athletic Field - The field, bleachers, dugouts and concession areas are off limits to all students not participating in a PE class.
2. Gym - No student is allowed in the gym, locker rooms, lobby, classrooms or bathrooms unless participating in a PE class.
3. Parking lots- unless just arriving on campus or has just signed out of school.
  - a. Students **ARE NOT PERMITTED TO GO TO THEIR CARS AFTER ARRIVING ON CAMPUS.**
  - b. This includes:
    - i. At break time/lunch
    - ii. Between classes
  - c. **If a student violates this rule, the student will lose their privilege of parking on campus.**
4. Middle Grades Building (East Campus) and area between that building and the gym is off limits during both lunch periods.

## TOBACCO USE POLICY

Smoking and other uses of tobacco products by anyone on the property of Columbia High School and any Tyrrell County Schools property is not permitted. **Anyone under the age of 18 in possession of tobacco will be referred to the School Resource Officer and legal action will be taken. It is against the law for anyone under the age of 18 to be in possession of tobacco or tobacco products (this includes vaping, juul, e~cigarettes, etc).**

## VISITORS ON CAMPUS

**Students may not bring or invite friends or relatives to school to visit.**

Visitors (parents or other approved guests) must report to and register in the main office and secure a visitor's pass. Visitor's passes must be returned to the main office. Visitors not complying with this policy will be asked to leave campus immediately. Refusal to leave will result in contact and arrest by the SRO or Sheriff.

## SOCIAL CONDUCT

Students at Columbia High School are expected to conduct themselves with pride, dignity, and respect. This respect refers to respect for self, fellow students, school faculty and staff, and for parents and family. Social conduct as it relates to male/female relationships is of concern to both faculty and students. Keep your hands to yourself; petting, hugging, necking or more intimate sexual behavior on the campus of CHS will not be permitted.

## LOCKERS

Locks and lockers are the property of the school and are subject to regulation and inspection as deemed necessary by the administration. Students will be assigned lockers by an advisor/teacher. Pupils are responsible for personal possessions that they store in their lockers and must be sure that locks are secure at all times.

## TEXTBOOKS

Textbooks are furnished to all students free of charge. Keeping books in good condition and safe in lockers is necessary to avoid damage and lost book fees at the end of the school year. **All fees must be paid to the bookkeeper before receiving report cards, schedules, or diplomas.**

## RADIOS/ELECTRONIC DEVICES

**There may be times, under the direction and supervision of the teacher, a student is allowed to use electronic devices within the classroom. Examples of these are, but not limited to: a cell phone or smartphone as a stopwatch during a lab, as a PDA to record homework, to text/tweet as part of a class discussion, or an MP3 player during study hall. These rules apply to such devices.**

- Cell phones are expected to be turned off and put away at all instructional times during school hours unless directed/instructed to be used during class.
  - Students may use their cell phones during break and lunch
    - Audio from a student's electronic device may not be played using the device speaker; students **must use headphones.**
    - If audio is too loud, the device may be confiscated.
- MP3 players, iPods and comparable devices may only be used with the permission of the teacher.

School staff may submit a discipline referral (defiance/cell phone usage) if a student is using their device without direct instruction by the teacher/staff to do so. In this event, the item in question maybe confiscated and returned at the end of the school day to a parent or guardian.

## CONDUCT AT OTHER SCHOOL FUNCTIONS

Students are reminded that their conduct at any school function (ball games, plays, dances, field trips, etc.) is subject to the same regulations that are expected during the regular school day.

## OUT OF SCHOOL SUSPENSION

Any student convicted by the court for any offense as outlined in the Student Handbook as a Category II or Category III offense which is less than a felony, will be suspended from participation in any extracurricular activities for a minimum of 90 (school) days. After the suspension, the student's case will be reviewed by the principal and significant others designated by the principal. If all standards of this code are being followed, the student's eligibility to participate in extracurricular activities may be reinstated. This applies to all convictions in these areas whether school related or non-school related.

1. Any student convicted of a felony by the court will be suspended for a minimum of 180 school days from participation in any extracurricular activities sponsored by the school.

A participant who continues to accumulate office referrals from class disruptions or other violations of school rules will be subject to suspension from participation in extracurricular activities for up to 90 (school) days, pending a decision by the principal after appropriate consultation with the advisor, coach, or other school sponsor as deemed appropriate.

- Any questions not covered by this set of guidelines concerning whether a student has violated the Code of Behavior for Participants in extracurricular activities will be addressed by the principal and other sponsors, coaches or advisors involved.

## DUE PROCESS

Students and/or parents may appeal the suspension to the principal if there is some question of fairness or a question regarding the facts in the case. Suspensions in excess of 10 days may be appealed to the Board of Education.

# GRADING SYSTEM

Our school uses a numerical point system in grades 6-12 as follows: 90-100 A; 80-89 B; 70-79 C; 60-69 D; and 59 or less no credit. If students fall behind in their work during the first semester, it will be very difficult for them to bring the grade up. It is suggested that students develop good study habits early in the first semester so as not to fall behind in their grades. A student's failure to take advantage of recommended remediation activities may result in the loss of course credit by the student.

## CREDIT

Columbia High School operates on a semester system. The fall and spring semesters are approximately each 90 days in length. A semester credit is equivalent to a minimum of 250 minutes of instruction per week for eighteen weeks. A student must earn a numerical grade of sixty (60) or better for the year in order to be awarded credit for a course.

**STUDENTS WILL NO BE ALLOWED TO DOUBLE UP ON COURSES REQUIRING PREREQUISITES.**

## CLASSIFICATION OF STUDENTS

Students entering the 9th grade for the first time in 2018/2019 or earlier, must meet the following unit requirements to be promoted to the next grade:

- Ninth Grade - Six Units (6) including English 9 and one math credit
- Tenth Grade - Twelve Units (12) including English 10 credit and a second math credit
- Eleventh Grade - Eighteen Units (18) including English 11 credit and a third math credit

## FUTURE READY CORE REQUIREMENTS

### COURSE/CREDITS:

● English	4
● Math (depending on course of study)	4
● Science (A physical science, Biology, Earth/Env. Science)	3
● Social Studies (Civics, World History course & American History I & II)	4
● Health/PE	1
● Electives	8
TOTAL	24 UNITS

## **COURSE LOAD**

Each student at Columbia High School must take, at minimum, 2 courses each semester, unless special approval is received from the principal to take less than the normal load. A student must attend high school on a full time basis for four years in order to graduate.

## **COURSE SELECTION**

Students should select courses in consultation with the school counselor. The selection of courses is a very important decision. Students shall be expected to take courses that reflect their determined level of ability.

## **EXTRACURRICULAR ACTIVITIES**

CHS offers many activities not directly related to academics. Any student owing outstanding fees to CHS, will not be allowed to participate in any extracurricular activities. This includes but is not limited to: athletics, proms, dances, club events, etc.

## **INTERSCHOLASTIC ATHLETICS**

Students in grades 9-12 may participate in interscholastic competition. In order to qualify for public school participation, a student must meet the following requirements:

1. The student must meet the residence criteria of G.S. 115C366(a). The student may participate only at the school to which the student is assigned by the LEA (Tyrrell County Schools).
2. The principal must have evidence of the legal birth date of the student. The age limits for students as of August 31 of each year are:
  - a. No older than age 18 for high school
  - b. No older than age 16 for ninth grade or junior varsity; and
  - c. No older than age 15 for seventh or eighth grade
3. In grades 9-12, the student must pass at least 3 courses each semester previous to participate and meet promotion standards established by the LEA. Regardless of the school organization pattern, a student who is promoted from eighth to the ninth grade automatically

meets the courses passed requirement for the first semester of the ninth grade, (Non-credit courses in grades 9-12 do not count towards eligibility.)

4. The student must receive a medical examination by a duly licensed physician, nurse practitioner or physician's assistant each year (365 days).
5. A player (9-12) must be in attendance at least 85% of the previous semester.
6. The student may not participate after any of the following:
  - Graduation;
  - Becoming eligible to graduate;
  - Signing a professional athletic contract;
  - Receiving remuneration as a participant in an athletic contest; or
  - Participating on an all-star team or in an all-star team or in an all-star game that is not sanctioned by the association of which the student's school is a member. The student is ineligible only for the specific sport involved.
  - ISS or OSS will be assigned without the consideration of game schedules.
7. A high school student may participate only during the eight consecutive semesters beginning with the student's first entry into grade nine.
8. Each athlete must sign consent to be tested for drugs based on Tyrrell County Board Policy #548JL in order to be eligible for participation in the interscholastic sports program.

(The above rules, among others, govern a student's participation in interscholastic sports sponsored by the NCHSAA. The principal has the right to limit a student's participation based on the rules reflected in this handbook. At the discretion of the principal, student participation in athletics may be denied temporarily or permanently depending on the circumstances of each case. Ref. BOE policy 578)

## **FIRE AND EVACUATION DRILL REGULATIONS**

1. The signal for fire and evacuation drills will be the fire alarm horns located in each building.
2. Teachers and students will be expected to know the classroom fire exits for each of their locations during the day.
3. Students should not talk, run, or loiter during a drill, nor should they get their books, wraps, or other things. They must leave immediately upon the horn blast.
4. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
5. Each group should go out at least 100 feet from the building. The group should not be between two buildings or near trees or other things that may catch on fire. No group should block a driveway.
6. All students will return to the room they left immediately upon direction by the teacher.

# DROPOUT PREVENTION DRIVER'S LICENSE LEGISLATION

*NC State Law (effective August 1998)*

A student under the age of 18 will need a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The office of the school principal and/or the principal's designee will issue the Driving Eligibility Certificate. Students who received a permit or license prior to December 1, 1997 are not affected. In addition, students (under 18) who are seeking or who already possess a permit or license must pass 3 out of 4 courses each semester to receive or to obtain a permit or license. School officials will not issue an eligibility certificate unless the academic performance standards are met and will notify DMV if a student fails to maintain the academic criteria. DMV will revoke the permit or the license of said students. Students who drop out of school prior to age 18 will have their permit or license revoked by DMV.

## STUDENT ASSISTANCE TEAM

The faculty and staff at CHS are aware that a student's personal problems may have an effect on academic performance. The Student Assistance Team (SAT) is part of the CHS Student Support Services available to students and families who may be experiencing difficult times in their lives. The SAT will assist with the development of positive coping skills, assessment and referral sources, case management, and a variety of activities that foster positive changes in behavior and outlook on the future. Group and/or individual sessions may involve topics such as drug and alcohol abuse, anger management, violence prevention, stress management, attendance issues, pregnancy, grief, etc. The SAT coordinator is Mr. William Ziegler. The team meets once a month or on a call basis.

**All information is strictly confidential to better serve the student and family during the challenges they are facing.**

## SCHOOL CALENDAR

Teachers Report: August 9, 2018  
First Student Day: August 15, 2018

Teachers End Work: May 31, 2019  
Last Student Day: May 24, 2019

## HOLIDAYS

Labor Day: September 3, 2018	Martin Luther King Day: January 21, 2019
Veteran's Day: November 12, 2018	Good Friday: April 19, 2019
Thanksgiving: November 21-23, 2108	Spring Break: April 22-26, 2019
Winter Break: Dec. 24 - Jan. 4, 2019	Memorial Day: May 27, 2019

## TEACHER WORKDAYS

August 9-14, 2018	March 15, 2019
January 4, 2019	April 17, 2019
February 15, 2019	May 28 - June 2, 2019

## EARLY DISMISSALS

December 21, 2018

## MARKING PERIODS

Quarter 1: August 15 - October 17	Quarter 3: January 7 - March 13
Quarter 2: October 18 - December 21	Quarter 4: March 14 - May 24
First semester exams Dec. 17 <sup>th</sup> – 21 <sup>st</sup>	Second semester exams May 20 <sup>th</sup> – 24 <sup>th</sup>

## REPORT CARDS

October 23, 2018	March 18, 2019
January 10, 2019	May 30, 2019

## PICTURE DATES

Seniors: September 6, 2018	Senior Cap & Gown: February 22, 2019
Fall Underclassmen: September 10, 2018	Spring Individuals - March 4, 2019
Makeups: October 30, 2018	

## TCS RESPONSIBLE USE POLICY

Policy Code: 3225/4312/7320

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet

the educational goals of the Tyrrell County Board of Education (the “board”). Through the school system’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

#### A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior. Such training must cover topics such as cyber-bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

## B. RESTRICTED MATERIAL ON THE INTERNET

Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The parent and student must sign a consent form acknowledging that the student user is responsible for appropriate use of the Internet and consenting to monitoring by school system personnel of the student's e-mail communication and use of the Internet.

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

### C. PRIVACY

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

### D. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

#### 1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

#### 2. Employees

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or online networking profiles to post information in an attempt to communicate with students about school-related matters. Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e), -391

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300)

Adopted: June 6, 2011