

# COLUMBIA HIGH SCHOOL WILDCATS



## Student Handbook

902 East Main Street  
Columbia, NC 27925  
Main Office: 796-8161  
Fax: 796-1197

**2017/2018**

**This belongs to:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**COLUMBIA HIGH SCHOOL**  
**Tyrrell County Schools**

**MISSION STATEMENT**

The Tyrrell County School System dedicates its efforts to the success of all children. We ensure that our students will develop intellectually, emotionally, physically, and socially to become responsible, productive citizens and to enhance the quality of their lives. We will accomplish this mission through the commitment and cooperation of educators, parents, students, and other citizens.

**COLUMBIA HIGH SCHOOL MISSION STATEMENT**

Columbia High School is dedicated to providing a safe learning environment for all students. We believe that educators, parents and community members are key components of student success. Columbia High School will provide responsible leadership that is consistent in promoting effective communication for the well being of the school community.

**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 from the proper officials. The first step should be to speak with the principal regarding any alleged act of discrimination. If an individual were not satisfied with action taken by the principal, an appeal to the Title IX Coordinator would be in order (Title IX Coordinator, Dr. Jana Rawls, Tyrrell County Board Of Education, P.O. Box 328, Columbia, N.C. 27925 – Phone: 252 796-1121).

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 Susan Smith at the Board of Education, or to the CHS Principal.

**MEDIA COVERAGE**

From time to time 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 Dr. Will Hoffman, Superintendent, P.O. Box 328, Columbia, NC 27925. If you have any questions please contact Dr. Hoffman at 796-1121.

**EMERGENCY SCHOOL CLOSING**

When it is snowing or sleeting, or highways and roads are iced or hazardous, the superintendent will decide if school will be held. When weather conditions are bad, the superintendent will attempt to have an announcement made by 6:30 am on:

**RADIO**

- \* 93.3
- \* 102.5 THE SHARK
- \* 104.1
- \* DIXIE 105.7

**TELEVISION STATIONS**

- \* WITN CHANNEL 7 (CHANNEL 4 CABLE)
- \* WNCT CHANNEL 9 ( CHANNEL 3 CABLE)

**ALERTNOW CALL SYSTEM**

The AlertNow system is an automated call service that will dial each home in case of emergency. It is imperative that updated telephone numbers be 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 an emergency or act of God warranting school closing, the superintendent, under the law, is authorized to suspend the operation of schools for the remainder of that day without loss of credit to the pupil or loss of pay to the teacher. (Reference BOE Policy #325)

**2017/2018 CHS BELL SCHEDULE  
FULL DAY**

|                          |                      |
|--------------------------|----------------------|
| <b>1st Block</b>         | <b>7:55 - 9:25</b>   |
| <b>Break (Breakfast)</b> | <b>9:25 - 9:35</b>   |
| <b>2nd Block</b>         | <b>9:40 - 11:10</b>  |
| <b>3rd Block</b>         | <b>11:15 - 12:45</b> |
| <b>LUNCH</b>             | <b>12:50 - 1:20</b>  |
| <b>4th Block</b>         | <b>1:25 - 2:55</b>   |

**1 HOUR DELAY**

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

|                   |                      |
|-------------------|----------------------|
| <b>1st Block</b>  | <b>8:55 - 10:10</b>  |
| <b>2nd Block</b>  | <b>10:15 - 11:35</b> |
| <b>3rd Block</b>  | <b>11:40 - 1:05</b>  |
| <b>Lunch</b>      | <b>1:05 - 1:30</b>   |
| <b>4th Period</b> | <b>1:35 - 2:55</b>   |

**2 HOUR DELAY**

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

|                   |                      |
|-------------------|----------------------|
| <b>1st Block</b>  | <b>9:55 - 10:55</b>  |
| <b>2nd Block</b>  | <b>10:59 - 12:04</b> |
| <b>3rd Block</b>  | <b>12:08 - 1:13</b>  |
| <b>Lunch</b>      | <b>1:13 - 1:40</b>   |
| <b>4th Period</b> | <b>1:44 - 2:55</b>   |

**1 PM DISMISAL**

|                  |                      |
|------------------|----------------------|
| <b>1st Block</b> | <b>7:55 - 8:59</b>   |
| <b>Break</b>     | <b>9:00 - 9:10</b>   |
| <b>2nd Block</b> | <b>9:13 - 10:21</b>  |
| <b>3rd Block</b> | <b>10:24 - 11:35</b> |
| <b>4th Block</b> | <b>11:39 - 12:38</b> |
| <b>Lunch</b>     | <b>12:38 - 1:00</b>  |

**NOON DISMISSAL**

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

|                   |                      |
|-------------------|----------------------|
| <b>1st Block</b>  | <b>7:55 - 8:45</b>   |
| <b>2nd Block</b>  | <b>8:49 - 9:43</b>   |
| <b>3rd Block</b>  | <b>9:47 - 10:41</b>  |
| <b>Lunch</b>      | <b>10:44 - 11:39</b> |
| <b>4th Period</b> | <b>11:39 - 12:00</b> |

## ATTENDANCE

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 achieve in school. 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 (8) days in a semester course, credit will not be allowed for the course. Unexcused absences are included in the fifteen (15) or (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.

\*\*Students will not be allowed to make up work after the regular school session has ended. Parents will be notified when a student has been absent 2, 4, and 6 days. The exceptions 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. 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 11 and June 15 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 June 6<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.

## TARDIES

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.

Student may accrue eight (8) absences for each semester (unexcused). After the fourth absence (unexcused), students must attend the Saturday Academy (SA) which takes place once a month on Saturdays.

Students are allowed three (3) tardies for each block with one extra free tardy for first period. After the free tardy, the student must attend the afterschool program which will meet directly after the end of the school day. This program is entitled After School Detention (ASD). The student has three days to recover that particular tardy. ASD will encompass one hour for each tardy and be supervised by a designated teacher.

3rd tardy after = 1 ASD (ISS) (SA) (ABC)  
Subsequent tardies (ISS 2x's, SA, ABC)

On Saturday Academy (SA), a student may make up a total of 4 blocks. Each block will run one hour and fifteen minutes with a five minute break between classes. Classes begin at 8:30. If a student arrives later than 8:30 A.M., that student may not be able to attend that particular SA day. That decision will be made by the in-school facilitator. All school handbook policies apply with regards to dress code,

behavior, etc. A student may attend as many as four blocks or as few as one; however, students must arrive no later than 8:30 A.M. to receive credit for classes and must sign out when/if not attending all four blocks. A student may make up blocks in any particular configuration whether it be one for each class that semester or all four for one class. 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-house 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 will prepare for state testing on SA days. Each department will create generic lesson plans to facilitate this preparation for state testing; however, if the in-school facilitator decides that a student who is making up a particular class needs work in another subject, the student will work on the latter subject. This decision will be made only by the in-school facilitator.

### **EARLY DISMISSAL**

A pupil who wants to be dismissed early from school must have written permission from a parent/guardian. 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 doesn't constitute being present for each individual class. Parents should use good judgment in requesting that a student be dismissed early from school.

### **HALL PASSES**

When leaving a class, a student must have a completed hallway passport from the teacher. The passport 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 medication 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 school secretary. 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. Medication must be transported to and from school by a parent/guardian for the elementary and middle school. High school students may transport medication to and from school and may self-medicate with an Authorization for Medication form on file in the medication notebook.

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

Self-medication (High school and middle 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: 252-796-1121.

**Students are not allowed to eat or drink in the class with the exception of water.**

### **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.

### **Senior Privileges**

#### **With Teacher's permission may:**

Leave class 3 minutes early for break

Leave class 5 minutes early for lunch

Leave their last class of the day 5 minutes early on Friday

**Seniors** who have an average of 95 or higher in any non-EOC or CTE class may be exempt from the final exam in that class.

**Seniors** may leave campus with parent permission on Thursday and Friday only during their lunch period. Food should not be brought back on campus. The purpose of this privilege is to eat lunch off campus. If seniors can not comply with this directive, the privilege will be revoked. Seniors must sign out and return in time for their next class.

## **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 on-going 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.

## **CORPORAL PUNISHMENT**

Corporal punishment may be administered for any Category I-IV offense providing procedures outlined in Tyrrell County BOE policy #563 are followed.

### **STUDENT CONDUCT AND 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 County 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, corporal punishment, 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
- Display of Affection
- Forging Signature(s)
- Inappropriate Language/Materials
- Disturbing Class
- Misconduct
- Vandalism (and Restitution )

#### **IV A CONSEQUENCES**

1<sup>st</sup> Referral.....ASD (30 Minutes) or LD

2<sup>nd</sup> .....ASD (1 Hour)

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

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)
- Skipping Class (under 15 minutes)
- Smoking/Tobacco or Incinerating Devices
- Theft less than \$25.00\*
- Profanity/Gestures
- Verbal/Physical Altercation
- 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

**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> and beyond...ADMINISTRATIVE REVIEW

**CATEGORY IV D OFFENSES**

- Fighting
- Inappropriate Touching
- Threat of Harm to Staff
- Serious Disrespect (includes abusive language)

**IV D CONSEQUENCES**

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

**CATEGORY IV E OFFENSES**

- Bus Violation

Safety issues—based on driver referrals; not following rules, disruptions, etc.

**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 tardies may result in ASD, ISS, SA

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

Students may be asked to write a letter of apology and/or complete an essay as assigned by the principal or assistant principal as a consequence, or part of a consequence.

## SCHOOL UNIFORMS-DRESS AND GROOMING FOR STUDENTS

Students must comply with the dress code from arrival to departure of campus.  
Policy # 560 – R

### SCHOOL UNIFORMS—DRESS AND GROOMING FOR STUDENTS

(Administrators have discretion in the implementation of this policy)

#### 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.
- e. Appropriately sized as deemed by a member of administration.
- f. Elastic waist pants are acceptable.
- g. 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.

##### 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.
- 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.

### IV. 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.

### V. ANNUAL EVALUATION

- A. 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. **Middle Grades Building (East Campus) and area between that building and the gym** is off limits during both lunch periods and/or you have a class there

#### SMOKING

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.

#### 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 and locks 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.

## RADIOS/ELECTRONIC DEVICES

No radios/electronic devices are allowed on campus during the school day or at school related activities unless prior approval is given by the principal (this includes iPods, pagers, cell phones, and video games).

**All such devices will be confiscated by the administration.**

**\*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/smart phones are expected to be turned off and put away at all times during school hours unless directed by faculty to use during class.
- Texting, tweeting, calling, receiving calls is prohibited
- MP3 players, ipods, and comparable devices may only be used in study hall with the permission of the teacher. Students may not walk around campus with these and/or the earbuds visible during school hours with the exception of break and lunch.

These devices will be confiscated if found to be turned on and/or in use without direct instruction by the teacher/ staff to do so. In this event, the item in question will be returned at the end of the school day to a parent or guardian. Repeated infractions or refusal to give the item to the teacher/staff may be considered as defiance and may receive further consequences.

## 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

1. 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.

2. 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.
3. 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 the 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 or better for the year in order to be awarded credit for a course.

**STUDENTS WILL NOT BE ALLOWED TO DOUBLE UP ON COURSES REQUIRING PREREQUISITES.**

### **CLASSIFICATION OF STUDENTS**

Students entering the 9<sup>th</sup> grade for the first time in 2017/2018 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**

COURSES/CREDITS:

- English 4
- Math (depending on course of study) 4
- Science 3  
(A physical science, Biology, Earth/Env Science)
- Social Studies 4

- (Civics, World History course & American History I & II)
- Health/PE 1
- Electives 8

TOTAL

24 UNITS

### **COURSE LOAD**

Each student at Columbia High School must take 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 fulltime 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.

### **EXTRA-CURRICULAR 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 high school; 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 participation and meet promotion standards established by the LEA. Regardless of the school organization pattern, a student who is promoted from the eighth grade 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 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. Each teacher should appoint two fire marshals for each group he/she has during the day. The chief marshal will lead the students out the room and the building. The deputy marshal will close the windows, the door, and be at the end of the line.
4. In the event there is a blocked exit, the chief marshal will raise both arms over his head. This will be a signal for everyone to turn around and follow the deputy marshal out the next most appropriate exit.
5. 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.
6. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
7. 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.
8. All students will return to the room they left immediately upon direction by the teacher.

### **DROPOUT PREVENTION DRIVER'S LICENSE LEGISLATION**

Beginning August 1, 1998, a student under the age of 18 will need to have 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 6 out of 8 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.

## SCHOOL CALENDAR

Teachers Report-----Aug 18, 2017  
First Student Day-----Aug 28, 2017

Teachers End Work-----June 14, 2018  
Last Student Day-----June 6, 2018

### Holidays

Labor Day-----September 4, 2017  
Veteran's Day.....November 10, 2017  
Thanksgiving-----November 23 & 24, 2017  
Christmas Vacation-----December 19, 2017 - January 1, 2018  
Martin Luther King-----January 15, 2018  
Good Friday.....March 30, 2018  
Spring Break-----April 2 - 6, 2018  
Memorial Day-----May 28, 2018

### Teacher Workdays

August 18- 25, 2017  
October 6, 2017  
November 3 & 22, 2017  
December 18, 2017  
January 22, 2018  
February 16, 2018  
March 30, 2018  
June 7-14, 2018

### Early Dismissals

January 19, 2018  
March 12, 2018

### Marking Periods

August 28 - October 26  
October 27 - January 19  
January 23 - March 23  
March 26 - June 6

### Report Cards

November 2, 2017  
January 26, 2018  
March 29, 2018  
June 13, 2018

## TYRRELL COUNTY SCHOOLS TECHNOLOGY RESPONSIBLE USE

**Policy Code: 3225/4312/7320**

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. 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.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

### A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct,

and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.

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 laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, 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, abusive, or considered to be harmful to minors.

5. The use of anonymous proxies to circumvent content filtering is prohibited.

6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential 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.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources.

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.

10. 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.

11. 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.

12. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, timekeeping software, etc.) for an unauthorized or improper purpose.

15. 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.

16. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.

17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

#### C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

#### D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student’s parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student’s independent access to the Internet and to monitoring of the student’s Internet activity and e-mail communication by school personnel. In addition, in accordance with the board’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

#### E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system’s network, devices, Internet access,

email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device. By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

**F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smartphones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

**G. 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 devices 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 Employees' personal websites are subject to policy 7335, Employee Use of Social Media.
3. Volunteers Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

**STUDENT/ADULT MEAL PRICES**

Students have a Universal Breakfast and Lunch at no cost.  
Ala Carte Prices for Adults

HAVE A GREAT YEAR!

