



# Parent/Student Handbook

# 2021-2022

## Home of the Gators and the Hawks!

### **East Columbus Jr-Sr High School**

32 Gator Ln.  
Lake Waccamaw, NC 28450  
Phone: 910.646.4094  
Fax: 910.646.3779

#### **A Message from the Administration**

Dear East Columbus High School Students & Parents:

Welcome to the 2019-2020 school year. What a great time to be an East Columbus Gator!

On behalf of the faculty and staff, we take pleasure in welcoming you to East Columbus Jr-Sr High School. Our faculty and students are establishing tradition as they have tirelessly worked to improve teaching and learning. We will build upon our previous endeavors and success to ensure another successful school year!

We are excited to build upon our successes from last year and moving forward with some positive changes. We will continue with our swamp chomp and intervention period for middle school to enhance remediation and club opportunities at school. There are multiple athletic and extra-curricular activities in place to enhance the school experience of our students and to provide an outlet for their talents and interests.

This student/parent handbook is published so that all students and parents of East Columbus Jr-Sr High School may have a reference to information that is necessary to understand the daily operations of our school. It is essential that all students and parents read, understand, and follow the information contained in this handbook. Our success depends, in large part, on the cooperation of our students and parents. We believe that this handbook is an effective resource for parents and students and that many questions are answered within its pages. It provides guidelines and regulations necessary to provide both a safe and productive learning environment.

Should you have questions or concerns throughout the school year, do not hesitate to call our office. We look forward to another exciting year at East Columbus Jr-Sr High School as we continue to strive for excellence.

Let's go Gators! Let's go Hawks!

Sincerely,

Jamie Faulk, Principal

Bobby Godwin, Assistant Principal

Chica Threadgill, Assistant Principal

Each student has access to a copy of the East Columbus Jr-Sr High School Student / Parent Handbook and can view a copy of the *Columbus County Schools Student Rules and Regulations* and other board policies on the CCS Webpage and ECHS webpage ([www.gatorseast.com](http://www.gatorseast.com)). It is the student's responsibility to share this handbook with his/her parents. It is also the responsibility of students and parents to read and familiarize themselves with the information contained in both handbooks.

There is no way to cover all the situations that may occur during the school year; therefore, any and all areas of the East Columbus School Student/Parent Handbook are subject to change during the course of the school year. As the administration continually evaluates the environment and atmosphere of our school, additions or adjustments may be needed. If this becomes necessary, students and parents will be notified.

## **ACADEMICS**

### **GRADING SYSTEM**

A – 90 to 100  
B – 80 to 89  
C – 70 to 79  
D – 60 to 69

P – Pass course (Credit Recovery)  
I – Incomplete  
FF – Failure due to excessive absences

F – 0 to 59/fail course

### **RECEIVING CREDIT**

To receive credit for a course a student must:

- ◆ Have a final average of 60 or higher.
  - The final average will be figured as follows:
    - Each six weeks grade will count 25%.
    - The final exam will count 20% or 25%, depending on course.
- ◆ Meet all teacher requirements and expectations.
- ◆ Meet local school system requirements and expectations.
- ◆ Maintain attendance in accordance with the Columbus County School’s attendance policy.

### **ACADEMIC COURSE LEVELS AND WEIGHTS**

Each letter grade will be granted quality points that will determine a student’s GPA as follows:

A – 4 points    B – 3 points    C – 2 points    D – 1 point    F/P – 0 points

\*\*For students that entered high school in 2015 and beyond, add a half point for Honors Classes and one point for AP and CCP Courses

### **GPA/CLASS RANK**

- A student’s Grade Point Average (GPA) will be used to determine rank in class and other academic honors.
- High School courses taken in middle school do not count towards a student’s GPA.
- All courses taken in grades 9 through 12 will be included in the class ranking process including concurrent enrollment courses except where limited by school board policy.

### **PROMOTION STANDARDS/ GRADUATION REQUIREMENTS**

Promotion Standards & Graduation Requirements are listed on the Columbus County Schools webpage. Students and parents should familiarize themselves with these standards and requirements, along with all other information in the code of conduct.

To be promoted to the next grade level students must have the following:

10<sup>th</sup> grade: 6 Credits    11<sup>th</sup> grade: 14 Credits    12<sup>th</sup> grade: 20 Credits including English I, II, & III

To Graduate: Students must have 28 credits in the following courses: English (4), Math (4), Social Studies (4), Science (3), Health & PE (1), Arts Education (1), and Electives (11).

**RECOGNIZING ACADEMIC ACHIEVEMENT FOR SENIORS  
& JUNIOR MARSHALS**

- ◆ **Latin Honor System:** Beginning with the graduating class of 2019, CCS will utilize a Latin Honor system to recognize academic achievement. See CCS Policy 3450. Determination will be based on the student’s total high school experience as determined by final weighted grade point averages as calculated by NC Power School.
- ◆ **Junior Marshals:** The top ten percent of the students in the junior class will qualify to serve as marshals based on their academic performance as calculated at the end of the first semester of the junior year. This calculation will be based on freshmen and sophomore final weighted grade point average plus first semester of the junior year weighted grade point average.

Other important information:

- To be included in any of the honors mentioned above a student must have attended East Columbus High School one full semester.
- Qualities such as: character, leadership, and citizenship will also be considered for the honors mentioned above.

**NORTH CAROLINA SCHOLAR’S PROGRAM REQUIREMENTS**

English	4 units
Mathematics (Math I, Math II, Math III, Advanced)	4 units
Science (Biology, Chemistry, and one other advanced science).	3 units
Social Studies (American History I & II, Civics, World History)	4 units
Foreign Language (two levels of the same language in grades 9 –12).	2 units
Health and Physical Education	1 unit
Four Credit Concentration in CTE, Arts, World Languages or any other subject area	4 units
Honors Level or Higher Courses taken during Junior or Senior year	3 units

Students satisfactorily completing the requirements enumerated above with an unweighted GPA of 3.5 shall be named North Carolina Scholars and shall receive a NC Scholars Medal at the Senior Awards Ceremony in the spring to be worn at the graduation ceremony in June.

## **PRINCIPAL'S LIST AND HONOR ROLL**

Students will be recognized for the Principal's List each grading period, plus first and second semesters, by earning all A's on courses completed. Honor roll is for those with all A's and B's. Certain school-sponsored honor clubs/societies have their own published criteria which may consider character and conduct for admittance.

## **STUDENT SERVICES DEPARTMENT**

The Student Services Department (Guidance) will work hard to provide the following services and information to East Columbus High School students and parents:

- Registration for courses
- Career selection
- Scholarship information
- College/University planning
- Peer mediation
- Individual counseling
- Drop-out Prevention
- Teacher Parent Consultation
- Academic Advising
- Attendance counseling

### **Members of the Student Services Department are:**

Mr. Brad Carey	School Counselor (High School)
Mr. Cory Singletary	School Counselor (Middle School)
Mrs. Lynn Worrell	School Nurse
Mrs. Lisa Thomas	Student Services Support Associate
Mrs. Renee Patrick	ECJSHS Data Manager

## **ACADEMIC OPPORTUNITIES FOR STUDENTS**

Governors' School  
Boy's & Girl's State  
Scholarship Opportunities

NC School of Math & Science  
Summer Ventures  
College and Career Promise

## **HIGH SCHOOL TRANSCRIPTS**

High School transcripts generated and received prior to the end of the school year are unofficial draft copies and subject to change. Official transcripts will not be issued until the school year has been completed. There are no charges for transcripts for students currently enrolled for the purpose of scholarship and college applications, academic programs, or entrance into the military. In order to receive this transcript, the student must turn in a completed *Transcript*

*Request Form*, found in front office, to the Student Services receptionist. Please allow one to two weeks to process requests. There will be a \$5.00 charge per transcript for any purpose after graduation.

### **REPORT CARDS AND INTERIM PROGRESS REPORTS (IPR)**

Interim Progress Reports for all students will be distributed at the 4.5 week mark for each marking period. Parents are encouraged to monitor their student's progress utilizing the Parent Portal in Power School. Report Cards will be distributed at the end of each nine-weeks grading period.

#### **Progress Reports Issued: Fall**

September 22, 2021

November 23, 2021

#### **Progress Reports Issued: Spring**

February 3, 2022

April 8, 2022

#### **Report Cards Issued**

October 29, 2021

January 7, 2022

March 14, 2022

June 7, 2022

### **ADEQUATE ACADEMIC PROGRESS & YOUR DRIVER'S PERMIT/LICENSE**

North Carolina legislation requires that the North Carolina department of Motor Vehicles (DMV) be notified whenever a student (15-17) who has a driver's permit or license:

- Drops out of school,
- Or is not making adequate progress toward obtaining a high school diploma or its equivalent, unless the student is not affected by the legislation, or granted a waiver due to hardship.

**Upon notification, DMV will revoke the student's driver's permit or license.**

Adequate progress, as defined by the State Board of Education, is passing three out of four classes per semester for schools on block scheduling. Students whose driving privileges are revoked due to academic reasons may have their license reinstated at the end of the next semester, if the student makes adequate progress. . Students who drop out of school and do not enroll in another school will lose their license until their 18<sup>th</sup> birthday.

### **SCHEDULE CHANGES**

Due to the limited class/course availability, schedule changes will be completed on a limited basis.

**Students will be held accountable for the courses they requested unless one of these 4 criteria apply:**

- You have an open period (missing class).
- You previously passed a class listed on your schedule.
- You need a specific course for graduation.
- You are placed in a course and have not taken the pre-requisite.

**The following issues are not scheduling problems and will not be addressed:**

- You want to drop a course that you requested.
- You want to change a class to a different period.
- You want to change to a different teacher.

- You have a CCP/SCC class that interferes or replaces a course listed.
  - You have the same class listed.
- You want a different lunch or class to be with your friends.

### **CHANGE OF ADDRESS**

If you and your family move during the school year and need to make a change of address, you must provide proof of the new address to the front office to make a change in PowerSchool. Please notify East Columbus High School if you make a move.

## **TESTING**

### **FINAL EXAMS**

Every course offered at East Columbus High School has a final exam component that will count towards 20 or 25% of the student's final average. Completion of final exams is required by all students and there are four types of final exams offered:

1. *End-of-Course Exam*: These exams are created by the Department of Instruction and are a requirement for Math 1, Biology, and English II. These exams are completed on the computer and included a blend of short answer and multiple choice questions.
2. *CTE Exams*: These exams are created by the Department of Instruction and are a requirement for all CTE courses. In order for a student to receive course credit, they must take the exam.
3. *Teacher Made Final*: These exams are created by the teacher and are a requirement for Health/PE, World Languages, Fine Arts and some on-line classes. Teacher made final exams use a variety of methods to assess student understanding of the material.

### **ACT, Pre-ACT AND WORKKEYS**

#### *(State Testing)*

ACT, the nationally recognized college admissions and career readiness program, is being administered in North Carolina high schools free of charge to students in the 2021-2022 school year. The ACT College Admissions Assessment will be given to every 11th grader on March 1, 2021. The Pre-ACT assessment will be given to every 10th grader on October 20, 2021 and the WorkKeys assessment will be administered to 12th grade Career and Technical Education concentrators in early December and February. These tests are mandated by the Department of Instruction and all required students must complete their respective test.

### **ACT, SAT, and AP REGISTRATION AND TESTING DATES**

#### *(Non-State Testing)*

In addition to the state administered ACT given in February to current Juniors, the ACT and SAT test dates are listed below. As a reminder, students at ECHS are eligible for fee waivers for the ACT and SAT.



### ACT REGISTRATION AND TESTING DATES

2019-2020 Test Dates	Test	Regular Registration Deadline (postmark/submit by)
September 11, 2021	ACT	August 6, 2021
October 23, 2021	ACT	September 17, 2021
December 11, 2021	ACT	November 5, 2021
February 12, 2022	ACT	January 7, 2022
April 2, 2022	ACT	February 25, 2022
June 11, 2022	ACT	May 2, 2022

Students are to register for the ACT at [www.act.org](http://www.act.org) and the school code is 340010.

### SAT REGISTRATION AND TESTING DATES

2018-19 Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 2, 2019	SAT & Subject Tests	September 23, 2019
November 6, 2019	SAT & Subject Tests	October 8, 2019
December 4, 2019	SAT & Subject Tests	November 4, 2019
March 12, 2020	SAT only	February 11, 2020
May 7, 2020	SAT & Subject Tests	April 8, 2020
June 4, 2020	SAT & Subject Tests	May 5, 2020

Students are to register for the SAT at [www.collegeboard.org](http://www.collegeboard.org) and the school code is 340010.

### AP TESTING DATES

Testing Date and Time	Test
Wed. May 4, 2020 8:00 AM	AP Literature & Composition

**Registration is in the Spring of 2022.**

### PSAT TESTING

*(Non-State Testing)*

On October 13, 2021, East Columbus High School will give the PSAT to students who register for the test. The test will measure critical reading, math-problem solving, and writing skills. Juniors who want to be considered for the National Merit Scholarship are strongly encouraged to take this test. Students

will be required to pre-register and pay a nominal fee for the test. Announcements will be made concerning registration for the test. *Students wishing to take the test are encouraged to register early as the number of available tests will be limited.*

# ATTENDANCE

In order for a student to receive credit for a course, he/she may not be absent from class more than ten periods.

- ◆ To receive credit for a course, a student who is absent is responsible for making up all assigned work regardless of the reason for the absence.
- ◆ All work missed during an absence must be made up within five days upon returning to school.
- ◆ *A student must be in class at least 70 minutes to be counted present.*
- ◆ For more information please review CCS Board Policy 4400.

## ATTENDANCE POLICY

- Period attendance is taken in each class on a daily basis.
- All absence notes are due to the front office within 3 days of the absence to be considered excused.
- Notes from parent/guardian should list both home and work telephone numbers where they can be contacted, the date(s) of the absence(s) and specific information/reason for the absence.
- Notes from doctors, dentists, and court officials are required when appropriate.
- Students with excessive absences will have individual parent conferences with grade level administrator and require official documentation of absences.
- Students arriving to school after the official start of their school day are to report immediately to the office to sign-in stating the reason for the absence or tardy.

## EXCUSED ABSENCES

Per North Carolina General Statute and North Carolina State Board of Education Policy, excused absences are defined as the following:

1. Illness or injury which makes the student physically unable to attend school
2. Quarantine – Isolation ordered by the Department of Health
3. Death in the immediate family
4. Medical or Dental appointments
5. Court or Administrative proceedings
6. Religious observance
7. Educational opportunities with PRIOR APPROVAL as documented on the “Request for excused absence for Educational Reasons”. This form is available in the in the front office. The form must be approved by the principal five days in advance of the absence. Required documentation must be submitted five days upon the student’s return to school.

## UNEXCUSED ABSENCES

Absences from class due to the following reasons shall be coded unexcused.

- ◆ Car trouble

- ◆ Oversleeping
- ◆ Running errands
- ◆ Failure to bring an absence note from home
- ◆ Cutting/skipping

### SCHOOL RELATED ACTIVITIES

School related activities as outlined below should not be counted as absences from either class or school.

- ◆ Field trips sponsored by the school
- ◆ Athletic events *requiring early dismissal* from school
- ◆ School initiated and scheduled activities
- ◆ Governor's or Legislative pages

### EDUCATIONAL LEAVE REQUESTS

Students who miss school due to educational opportunities or college visits can request permission for the absences to be excused by completing the Education Leave Form found in the front office. The student must have the form signed by all teachers with final approval from the principal *five days* prior to the date requested. Students will be responsible for providing proper documentation of their leave and completing all missed assignments within five days. Students with excessive absences may not receive approval for educational leave.

### CHECK-IN / CHECK-OUT PROCEDURE

#### **Student Check-Out Process:**

1. Parents may check-out students, in person and with proper photo identification, through the front office. **Due to safety concerns, phone calls will not be permitted to check-out a student.** Students will not be permitted to check-out after 2:30.
2. Students who drive and park on campus that need to leave before the end of the day must present a note to the main office prior to 8:45am. The note must include the following: student name, time of check-out, reason for check-out, parent/guardian name and signature, and contact number for parent. East Columbus High School staff will verify the note with the parent/guardian who wrote the note between 8:30 and 9:30 am by calling the number listed on the note. The phone number listed on the note **must match a parent/guardian phone number listed in PowerSchool or the parent will not be contacted and the student will not be permitted to check-out.**

Habitual requests to check-out a student shall be reported to the administration for further investigation and *may warrant denial of future check-outs via note and require a parent/guardian completing future check-outs in person.*

3. Please note that only the parent/guardian listed on the student's current year Student Information Sheet or in PowerSchool may check-out or have contact with a student. Good, working contact numbers, including cell phone, work, and home numbers, are to be updated by the parent/guardian throughout the school year as needed. ***Phone calls will not be accepted to change a student's contact information in PowerSchool or to check-out a student.***
4. Parent permission and written authorization is required for all students to check-out, regardless of age.
5. Current students cannot check-out other current students for the day, unless they are siblings and parents provide written authorization for each check-out.
6. Students that have graduated in the past three years cannot check-out students or be added to a list of contacts authorized to check students out unless they are siblings or immediate family members. If an older sibling is to check a student out, written authorization will be needed each time from the parent. (***No phone calls.***)
7. Students who do not follow the check-out process and leave campus without permission are considered skipping and subject to disciplinary consequences including loss of parking privileges.
8. Please note that East Columbus High School staff will not interrupt assemblies, pep rallies, or state/national exams (ie. ACT, EOC, NCFE, etc.) to check-out students.

### **ILLNESS AND EMERGENCIES**

Students who become ill, get hurt, or have an emergency while on campus must report to the main office so school nurse or administration can notify parents and make a decision about what is best for the student's welfare. A faculty member who determines that a student is not able to make it to the main office because of illness, injury, or an emergency will notify the main office/administration.

### **TARDY TO CLASS**

Anytime a student is not in class when the bell to begin class rings, the student is considered tardy. Excessive tardiness will lead to escalating consequences; therefore, students are encouraged to arrive to class on time to avoid consequences. Excessive tardies and associated consequences will follow the chart below:

<b>Tardy #</b>	<b>Consequence</b>
<b>1-4</b>	Teacher Consequence and parent contact
<b>5</b>	Partial Day ISS ( <i>Referral to Administration</i> )
<b>7</b>	ISS ( <i>Referral to Administration</i> )
<b>10</b>	Parent and Administrator Conference ( <i>Referral to Administration</i> )

\*\*Tardies are cumulative and will reset at the end of each marking period.

Excessive tardies to first block or to a student’s first class on campus will result in parking privileges being revoked for both the short term and long term. Students habitually tardy to class or multiple classes will have escalating consequences including multiday ISS, OSS and revocation or suspension of parking privileges. Plans will be developed involving members of Student Services, the STAT team, and other stakeholders to promote students arriving to class in a timely fashion.

<b>Regular Bell Schedule</b>	
<b>Swamp Chomp Bell Schedule</b>	<b>Junior High Schedule</b>
♦ 8:00 – 9:15 First period	♦ 8:00 – 8:50 First Block/Elective/Planning 8th
♦ 9:20 - 10:35 Second period	♦ 8:55 – 9:45 First Block/Elective/Planning 7th
♦ 10:40 – 11:55 Third period	♦ 9:50 –10:45 Second Block
♦ 12:00 – 12:30 Chomp A	♦ 10:50 – 12:00 Lunch/Intervention
♦ 12:35 –1:05 Chomp B	♦ 12:05 – 12:55 Third Block
♦ 1:10 – 1:40 Chomp C	♦ 1:00 – 1:50 Fourth Block
♦ 1:45 - 3:00 Fourth Period	♦ 1:50 – 2:05 Break
	♦ 2:05 – 2:55 Fifth Block

## **ARRIVAL TO & DISMISSAL FROM CAMPUS**

### **CLOSED CAMPUS**

East Columbus High School operates as a closed campus which means that students are to stay on the school grounds from the time they arrive (even if the first bell has not yet sounded), until dismissal in the afternoon. Students are not permitted to leave campus unless they have received permission from the principal or the principal’s designee, follow the check-out procedure, or have a free period with permission to leave.

## **ARRIVAL AT SCHOOL**

The school building will open at **7:45 am** each morning. The media center will be open from **7:55 am-3:10 pm**, Monday through Friday, for those students needing to do research. No pass is necessary, but a student must sign in when he/she enters the media center. All media center expectations will be enforced. Upon entering the building, students will walk through metal detectors and their belongings will be checked by school staff. Students are expected to go to their lockers, take care of personal needs, and report to first period class. The exterior doors of East Columbus High School are locked by 8:15 am and any student arriving late must enter the building through the front door and sign-in at the main office.

## **HALL PASSES**

Except during class changes and lunch, students should be in class the entire school day. However, should the occasion arise that a student needs to leave class; it is the responsibility of the student to get a hall pass from the teacher. No students will be allowed in the hallways without an official hall pass and the hall pass will permit the student to go to a designated area(s) only. Students are encouraged to take care of personal needs during class changes and lunch. Leaving class will be limited during the first 20 minutes and last 20 minutes of class.

## **MOVEMENT IN HALLWAYS**

As student enrollment continues to increase, movement through the hallways becomes more difficult to navigate. Therefore, students will no longer be able to stop or congregate in the hallways to talk with friends or classmates. Students must be moving at all times from class to class or to the restrooms. Teachers, administrators, and other staff members will be in the hallways to move students along and prevent them from “posting up” to talk with friends.

## **TITLE IX: KEEPING STUDENTS SAFE**

Title IX is a civil law where "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.". Any unwelcomed harassment or discrimination falls under Title IX. Columbus County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following Title IX Coordinators: Heather Pigott for students and Cassie Cartrette for employees have been designated to handle inquiries. Columbus County Schools, 817 Washington St., Whiteville, NC 28472, (910) 642-5168

## STUDENT DRIVING PRIVILEGES, RULES, & EXPECTATIONS

A student being permitted to drive and park on school campus is a matter of privilege, not a right. A student not meeting the rules, regulations, and expectations of the East Columbus High School administration will forfeit their privilege to drive and park on the school premises on a temporary or permanent basis.

Parking permits will be sold before and after school or during lunch. Students must provide a completed form (may be picked up in front office) with both student and parent signatures, a copy of each of the following: driver's license, proof of insurance, and vehicle registration, and the appropriate fee. Parking permits are \$20 and must be purchased for parking on campus. Refunds will not be given in the event that a student is suspended from school, long term suspended or loses the ability to park on campus due to school or personal actions.

Students who are consistently tardy to school or leave campus without permission will have their parking privileges suspended or revoked.

Students are not permitted to go to their vehicle during the instructional day without first obtaining permission and an appropriate pass from the front office.

Per CCS Policy 4342, vehicles that are parked on campus are subject to search by administration. Please see the *East Columbus High School Student Driving Privileges, Rules, & Expectations Form* for more information.

## PARKING VIOLATIONS & CONSEQUENCES

Consequences for students *who park on campus without purchasing a parking permit* will follow the process below:

**First offense:** Warning Ticket *and* parent contact

**Second offense:** Vehicle booted (free removal) *and* parent conference

**Third offense:** Vehicle booted (\$10 removal fee) *and* parent conference

**Fourth offense:** Vehicle towed at owner's expense

Students will receive escalating consequences including warnings, tickets/fines, and boots for repeated violations the following offenses:

1. Parking in an area not assigned to student parking.
2. Parking on campus while parking permit is revoked.
3. Parking in visitor parking or in the front of the school.

Please refer to the *East Columbus High School Student Driving Privileges, Rules, & Expectations Form* for more information or for purchasing a parking permit.



## SCHOOL BUS PROCEDURES

Columbus County Schools provides transportation for students to and from school via a school bus. It is expected that students will behave in an appropriate manner while on a school bus and follow certain rules and procedures when riding a school bus. Riding a school bus is a privilege, and students who misbehave on a school bus will lose that privilege.

### Bus Rules and Procedures:

1. Be at your bus stop at the appropriate time in the morning.
2. Follow all directives and rules of the bus driver.
3. Remain seated at all times. Only stand up when the bus has come to a complete stop and you are ready to exit the bus.
4. Keep all body parts in the bus.
5. Do not throw objects on or out of the bus.
6. Use a reasonable tone and voice when talking on bus.
7. Foul and inappropriate language on a school bus is prohibited.
8. Students should not conduct themselves in such a manner that is unsafe or a distraction to the bus driver.

### **Students who violate the bus rules and procedures will face the following consequences:**

- 1<sup>st</sup> offense:** Warning and parent contact by an administrator
- 2<sup>nd</sup> offense:** 1 Day Bus Suspension
- 3<sup>rd</sup> offense:** 2 Day Bus Suspension
- 4<sup>th</sup> offense:** 3 Day Bus Suspension
- 5<sup>th</sup> offense:** 5 Day Bus Suspension
- 6<sup>th</sup> offense:** 10 Day Bus Suspension
- 7<sup>th</sup> offense:** Removal from the bus

**The following actions on a bus will lead to in or out of school suspension:** fighting, possession of illegal/controlled substances, use of tobacco products, possession of a weapon, bullying, disrespect towards the bus driver, etc. Students and parents should familiarize themselves with SBP 6305.

If a student does not ride the bus for 10 consecutive days, they are removed from the route sheet completely. On the 11th day the student will no longer be able to ride that bus unless an ADD/DELETE sheet is filled out and given to the driver.

## RIDING A DIFFERENT BUS

Anytime a student needs to ride a different bus, he/she needs to bring a note from their parents stating what bus they need to ride. The note must be signed and contain a contact number for the parent. The note must be turned into front office by 12:00 noon for approval. Once verbal confirmation with the parent has been made, a bus pass will be issued to the student to ride the different bus. The pass must be presented to the driver of the bus in order to board the bus. No passes will be issued after 2:00 PM. Any misconduct by the student will result in loss of the privilege to ride a different bus.

### DISMISSAL OF BUSES

After the bell rings for student dismissal, students should make every effort to move quickly to the bus parking lot. Students will have approximately seven minutes from the time the bell rings until the buses pull out. Having students run to their bus while it is leaving or having a bus stop suddenly to allow a student to board is a safety issue; therefore, *once the first bus leaves, students will not be permitted to board any bus*. Students who miss their bus in the afternoon will have to find alternate transportation home.

## CAMPUS LIFE

East Columbus Jr-Sr High School is your school. Treat it with respect and consideration just as you would your own home and personal property. Get involved and attend as many co-curricular activities as your academic schedule will allow. It will boost your school spirit. Be proud of what you have and show everyone that you have “Gator Pride”!

### VISITORS ON CAMPUS

Visitors to campus shall report to the main office and sign in with the school receptionist and receive a visitor’s pass. East Columbus High School utilizes a buzzer entry system located at the main entrance to enter the building. Faculty members and students will report to the administration and School Resource Office anyone who should not be on campus and violators are subject to arrest for trespassing. Former students are not allowed on campus until after 3:15 pm unless approved by the principal.

### DAILY ANNOUNCEMENTS

Daily school announcements will be made each day at the beginning of second period. Many aspects of student life at East Columbus High School are included in the announcements including upcoming events, testing information, extracurricular events, athletic opportunities, etc. It is important that you are respectful during the announcements and remain quiet so other students may listen. If there are athletic contests, athletic practice, or club meeting cancellations after daily announcements have been made, the administration will announce those cancellations when appropriate.

### **STUDENT MEDICATION**

All medications (both prescription and over the counter) must be regulated and under control of the school nurse. Per Board of Education Policy 6125, parents may request for the school nurse to distribute medicine to their student by completing the appropriate form and obtaining a doctor's signature. Students are prohibited from having any medication with them during the school day. Exceptions to this must be discussed with the school nurse. If your student has diabetes, please notify the nurse so that an appropriate care plan can be created.

### **TUTORING AND REMEDIATION**

Additional tutoring and remediation times are to be scheduled directly with the course specific teacher. High school students will be scheduled for Chomp sessions if they need additional assistance in their specific classes. Students are encouraged to communicate with their teacher if they are struggling academically and need extra assistance.

### **STUDENT DELIVERIES**

The delivery of food, flowers, and gifts to students at school is *strictly prohibited*. Parents may drop off school related items into the front office, however; students will not be called out of class or via the intercom to pick up such deliveries. Students will be permitted to pick up items during lunch or class change.

### **LOCKERS AND LOCKS**

Students can request the use of a locker from their homeroom teacher. Lockers will be checked to ensure no damage has occurred. A student's locker can be searched if the administration has a reasonable suspicion that the student has something in his/her locker that violates school/school board policy.

### **ELECTRONIC DEVICES**

Students can have cell phones at school as long as they are not visible.

- Cell phones must be out of sight in the hallways, classrooms, and Swamp Chomp Sessions.
- Cell phones may not be used unless it is an emergency and then any call or text must be made with the permission of a school official.
- If classroom policy calls for it all cell phones must be turned in to the teacher at the beginning of class.

- o Students may use phones in the cafeteria to play games or surf the web, however, no phone calls will be allowed anywhere on campus at any time.

Any student in violation of the Cell phone policy will:

- o 1<sup>st</sup> Offense-Receive 3 days in ISS at which time the cell phone will be turned into the office and may be picked up at the end of the day by the student.
- o 2<sup>nd</sup> Offense-Receive 5 days in ISS at which time the cell phone will be turned into the office and must be picked up by a parent or guardian.
- o 3<sup>rd</sup> Offense- Receive 10 days in ISS at which time the cell phone will be turned into the office and must be picked up by a parent or guardian.

***All confiscated items will be turned into the front office. East Columbus High School and/or Columbus County Schools are not responsible for any lost or stolen electronic devices. Students, bring at your own risk.***

### **BOOK BAGS, GYM BAGS, POCKETBOOKS, ETC.**

East Columbus High School will only permit school appropriate book bags in school. Students using gym bags must use a mesh bag for their clothing. All sports bags that are too large to go into a student's locker or must be given to the appropriate coach at the beginning of the school day. Such gym bags will not be accepted or stored in the main office.

### **LOST OR STOLEN PROPERTY**

Students should make every effort to ensure that their personal property is kept in a safe and secure place at all times. This includes locking items in a locker, both gym and personal, or keeping items in their vehicle. ***Neither East Columbus High School nor Columbus County Schools are responsible for lost or stolen student personal property or assisting in the recovery of such property.*** If an item is suspected of being stolen, students are to inform the school resource officer and he will make a reasonable effort to recover such property. If a student is found to be in possession of stolen property, then he/she will be subject to disciplinary action including, but not limited to, suspension and criminal charges.

### **SCHOOL POSTERS**

- ◆ Only posters concerning school activities or school business will be permitted.
- ◆ Clubs, organizations, and athletic teams desiring to put up posters on the school campus must request permission from the principal or an assistant principal.
- ◆ Any group given permission to put up a poster will be responsible for removing such posters immediately after their usefulness has passed.
- ◆ Students are to use the cork strips that are located throughout the hallways to display school posters. No posters may be put up on the painted columns or entrance windows throughout the school.
- ◆ It is your responsibility to take your school poster down after the event.

## **FUNDRAISING**

All fundraising must be approved by the bookkeeper and the principal and sent to the Board of Education for final approval. All fundraising must be by a school affiliated organization. No student shall sell for his/her own profit or sell for any agency outside of the school community.

## **MEDIA CENTER USE**

- Before-School Students: The library will be open from 7:55 am until 3:10 pm on Monday through Friday. No pass is required and students must sign in at the circulation desk.
- Students coming to the library during the school day must bring a signed note from their classroom teacher and sign in at the circulation desk.
- If a student leaves the library for any reason, he/she must have a pass out of the library signed by the media coordinator.
- To check out of the library properly, students must return the original pass to the classroom teacher, signed by one of the library staff indicating the time the student(s) left the library.
- If a student has an overdue book, he/she may not check out another book until the overdue book is returned.
- Students should bring only necessary work materials to the library.
- Students must not bring food or drinks into the library.
- Students must work quietly and clean up their work area before leaving the library.
- Students in the library with a class must obey the teacher's classroom rules as well as the rules established in the library.
- Students must obey all school rules.
- Students using the Internet must abide by the Columbus County School's policies and guidelines for Internet use.
- Library books that are lost or not turned in will be added to a student's fee list. Lost books will cost \$18 for fiction and \$30 for non-fiction.
- Students who fail to adhere to these rules and policies will not be permitted to go to the media center.

## **USE OF THE SCHOOL PHONES/MESSAGES**

Student use of the telephone will be limited to emergency calls, sickness, and school business. All phone calls made by students shall be made in the main office and teachers have been directed not to allow phone calls to be made at other locations on campus. An exception to this can be made for after-school activities when a coach or club sponsor allows a student to use a phone to call a parent/guardian for a ride home. Students will not be called to the main office phone unless it is an emergency, and the administration will attempt to get urgent messages to the student if needed.

## **VIDEO/AUDIO RECORDING**

Students are prohibited from video or audio recording events at East Columbus High School or posting videos to various internet platforms without permission from the principal. This includes in the classrooms, hallways, gymnasiums, auditorium, restrooms, etc. Students who video altercations and other events may be assigned ISS or OSS and possibly referred to law enforcement, depending on the nature of the offense and the student's discipline record.

Security cameras are located throughout the building, both inside and outside, and on school buses. East Columbus shall keep all video recordings confidential and shall comply with all applicable state and federal laws related to video. Video recordings may only be accessed by the administration of East Columbus High School or the School Resource Officer. *To protect the privacy of other students, security camera videos cannot be shared with parents or other students.*

### **COMPUTER AND INTERNET USE**

Columbus County Schools and East Columbus High School offer students the unique opportunity to use computers and the internet for educational purposes. Students must have permission from parents before being given access to the internet. Parents must sign and return the *CCS Student/Parent Technology Responsible Use Agreement* before access is granted. Students and parents should familiarize themselves with CCS SB Policy 3225, which covers acceptable use of computers, internet, and technologies in the school and school system.

In addition, the following covers common violations of computer and internet use:

1. The downloading of games, music, and programs to a computer or network space from the internet or personal storage device is strictly prohibited.
2. Students are prohibited from playing games on the internet.
3. Students are prohibited from viewing or downloading pictures and images that are deemed inappropriate for school from the internet or a personal storage device.
4. Students who have a computer violation that results in illegal activity will be turned over the Columbus County Sheriff's Office.

Computer use by students will be monitored by teachers, administrators, and the CCS Information Technologies Department by direct and remote observation. Violations will be reported to administration for appropriate disciplinary actions. Computer and internet violations will result in the loss of computer or internet use. Repeated violations will result in the loss of use for a semester and/or school year. Any violation that is suspected to be illegal will result in the loss of computer and internet use for *one calendar year*.

### **CAFETERIA, LUNCHES, DRINKS, & FOOD**

Students are to remain in the cafeteria and patio during lunch. Students will be prohibited from taking any food items or drinks out of the cafeteria during the school day. Students may not leave campus during lunch and any student caught leaving campus during lunch will be disciplined for skipping/leaving campus without permission.

Students may not have take-out lunch delivered to the school (*ie. Pizza or Chinese deliveries*) and deliveries will be confiscated and not returned. Students may go to the media center during lunch, but must follow media center expectations.

### **ASSEMBLIES AND PEP RALLIES**

All students are to attend assemblies and pep rallies when they are scheduled. Students are to sit in the assigned area with their homeroom teacher or classroom teacher.

Audience behavior and expectations:

- Talking during a performance is not proper behavior.
- Eye contact while sitting and facing the performance is expected.
- Applaud a performance when appropriate. Whistling and other loud noises are not appropriate for most performances.
- Behavior and participation at pep rallies should reflect school pride.
- The “KEY” is to be respectful and thoughtful of others...the performers, speakers, and other members of the audience.
- The administration may allow open seating at some assemblies. Students and staff will be notified when this is allowed.
- As a reminder, students will not be allowed to check-out during an assembly.

### SCHOOL FEES

1. Fee information will be reviewed and given to students during the first week of each semester. All outstanding fees, including lunch fees, follow the student year to year.
2. Students who owe fees are not eligible to participate in clubs, organizations, field trips, parking on campus, athletics or any other extra-curricular activities; including, but not limited to: prom, academic award celebrations, ring ceremony, and/or special programs.
3. Seniors must pay all fees prior to graduation to be eligible to participate in the graduation ceremony and receive tickets.

#### **Student Fees:**

Homeroom: \$11.00 ( <i>Includes Guidance, PE, Instructional Supplies, and Technology Fees</i> )	Mathematics: \$5.00	Science Lab Fee: \$5.00
Small Business: \$10.00	Computer Courses or Keyboarding: \$20.00	Parking Permits: \$20.00
Arts, Band, Chorus, Dance, Theatre Arts: \$20.00 per class	CTE (Ag, T&I Technology, Health Sciences): \$20.00	Advance PE: \$10.00
	Driver’s Education: \$20.00	
	First Meal: Free Second Meal: \$2.50	

### OPT OUT NOTIFICATION FORM

Students and parents wanting to prevent or restrict release of certain student information must complete the *CCS Opt-Out Form* on an annual basis. The form and guidelines can be found in the front office.

## **STUDENT RULES, REGULATIONS, AND EXPECTATIONS**

There must be a climate of discipline conducive to serious study, respect for oneself, and respect for the property of a school to satisfactorily meet the needs of the students. The principal shall have the authority and is charged with the responsibility to take whatever reasonable and legal actions are necessary to establish and maintain appropriate student behavior, and establish a safe and orderly environment.

### **FAILURE TO COMPLY WITH AN ADMINISTRATIVE DIRECTIVE OR TO IDENTIFY YOURSELF**

The safety of our school is of the utmost importance to the staff and administration. Therefore it is an expectation that students shall comply with all the directions of any school staff that are authorized to give directions, during any period of time when they are subject to the authority of such school personnel. In addition, all students are required to identify themselves when asked their names by any staff member of the school. Failure to identify yourself will result in out of school suspension or recommendation for long term suspension.

### **ACADEMIC VIOLATIONS**

Students at East Columbus High School are expected to complete all class and homework assignments to the best of their own abilities. Students who cheat on assignments will be held accountable for their actions by the teacher and depending on the frequency or severity students may be referred to administration.

Students are responsible for neither giving nor receiving assistance on tests, examinations, or class assignments that are to be graded as the work of a single individual. The actual giving or receiving of any unauthorized assistance or unfair advantage on any form of academic work constitutes an academic violation, as does the act of plagiarizing information.

An academic violation will result in parental contact and can result in the following: assignment assigned a grade of zero, an alternate assignment for partial credit, and may be documented with a discipline referral to an administrator with a consequence of ISS or OSS. Repeated and serious violations will result in disciplinary consequences up to long term suspension. Membership in the National Honor Society and/or other honor organizations may also be revoked.

### **STUDENT DRESS CODE**

Students must adhere to the Columbus County Schools Uniform Dress Code Policy. For East Columbus, the school uniform must adhere to the following:

1. **Shirts (Colors:** Hunter Green, Orange, and White or ECHS Sponsored Shirts):



Shirts must be collared or turtleneck, have buttons, be solid in color, have sleeves, worn tucked in, cover all midribs and undergarments, and free of labels, graphics, or insignias. Form fitting, denim, nylon, mesh, or see-through materials are prohibited. **Only ECJSHS or College Hoodies are permitted to be worn.**

**2. Pants/Capris (Colors: Solid Khaki, Solid Navy Blue, or Solid Black):**

Pants must be free of labels, graphics, insignias, and frays, must have no more than four pockets, and cannot be over-sized, under-sized or tight-fitting. Pants must be worn above the hips at all times and cannot have slits that

exceed four inches from the bottom part of the pant leg (or above the knee for capris). Form-fitting spandex material, nylon, denim, blue jeans and sweatpants are prohibited. Pants cannot be rolled up to simulate capri pants.

**3. Skirts/Jumpers/Dresses/Shorts/Skorts (Colors: Solid Khaki, Solid Navy Blue, or Solid Black):**

Skirts/Jumpers/Dresses/Shorts/Skorts must be no shorter than four inches above the knee, must have no more than four pockets, and must be free of labels, graphics or insignias of any kind. Form fitting spandex material, nylon, and denim are prohibited. Garments cannot have more than two slits and the slits cannot exceed four inches above the knee and undergarments must not be visible. One-piece jumpsuits are not allowed.

**4. Belts:**

Students must wear belts if the garment was manufactured with belt loops; belts must be worn within the belt loops. Belts must be black or brown. Graphic belts with metal decorations (grommets and studs) are prohibited and belts must be an appropriate length and not hang below the belt loops.

**5. Socks (Colors: Solid Khaki, Solid Navy Blue, White, or Solid Black):**

Both socks must match and may not be worn over the pants legs. Socks must be worn in a manner that does not undermine the integrity of the uniform.

**6. Shoes/Footwear:**

Shoes/footwear must be worn at all times. Shoe laces, if any, must be tied at all times, must match with only one lace per shoe and must be not dragging on the floor. Shoelaces must be white, black or match the color of the shoes. Bedroom shoes, slippers, flip flops, shower shoes and spike heels are prohibited and boots may not be worn over the pant leg. Sandals (except flip flops) and shoes with Velcro are acceptable shoes.

**7. Hats, Sunglasses, Headgear, Hoods, Outerwear:**

All headgear items (sunglasses, hats, kerchiefs, skull caps, hoods, sweatbands, bandanas, do rags, etc) are not permitted. Bandanas will be confiscated and may be submitted to law enforcement officials as possible evidence of gang-related activity. Only school color/affiliated sweat shirts and pullovers are permissible. Overcoats (heavy weight coats) must be removed when entering the building and are not allowed to be worn inside. Hats will be confiscated and will require a parent pick up.

**8. Jewelry:**

Jewelry or any other article affixed to a student's nose, tongue, lips, cheek, eyebrow, or any other visible part of the body, with the exception of the ears is prohibited. Articles promoting alcoholic beverages, tobacco, or the use of controlled substances, depict violence, or be of a sexual or disruptive nature are

not permissible. All body art (tattoos) must be covered. No adornment is allowed that reasonably could be perceived as, or used as, a weapon, including, but not limited to chains, spikes and large belt buckles (wider than the belt) nor are large pendants or medallions are permissible.

**10. Jackets**

Light jackets may be worn in the building but must be orange, green, white, black or gray. Combinations of these colors are acceptable. Collared shirts which adhere to the dress code policy are still to be worn underneath.

**11. Other Uniform Dress Requirements:**

No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed. Layering of shirts or pants (undergarments and one shirt/pant is allowed). Students are expected to be dressed in compliance with the standards for uniforms as established by this policy at all times school is in session. Students who are issued uniforms by the school which are used to represent the school in athletic contests approved by the principal or other school sponsored activities may be allowed to wear such uniforms at the discretion of the principal. Reasonable accommodations shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This may include, but is not limited to athletics, career and technical education, physical education classes, JROTC, special events, or any other activities that require non-conforming dress on a school campus during a school-sponsored event.

**12. School Spirit day:**

On Fridays, students can wear collared shirts, t-shirts, jackets, sweaters, pullovers, or sweatshirts of any color as long as it is school affiliated, meaning that it displays the name of the school or mascot somewhere on it. All other dress code rules still apply on Friday.

**Columbus County Schools Discipline Procedures for Grades K-12**

Students are expected to comply with all guidelines and policies listed in the Columbus County Schools Board of Education [Student Code of Conduct](#). Students are also expected to comply with the rules established by faculty and staff of CCS and their individual school. Minor classroom disturbances will be handled by the teacher. If disciplinary action by administration is warranted, faculty/staff members will refer students using the Disciplinary Referral Form. The appropriate action will be taken in accordance with the Columbus County Schools Discipline Chart (see below) and following an escalating consequence model. School administrators will work in conjunction with law enforcement and/or the school SRO when necessary and violations of school rules that are considered breaking the law *will be* reported to law enforcement. Please keep in mind that behavior violations that do not fit into our level of consequences will be handled on an individual basis. *\* All individual offenses will be handled at the discretion of the school principal and/or designee.*

**Level One Offenses:** The following offenses will result in a disciplinary referral and escalating consequences up to five days of out of school suspension (OSS) for repeated violations.

<b>Level ONE offense</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3rd Violation</b>
--------------------------	---------------------------------	---------------------------------	----------------------

<b>1. Attendance (tardy/skipping class/leaving off campus without permission)</b>  <i>BOE Policy#4330/440</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS	5 days ISS or 2 days OSS	3 days OSS or referral to ALP.
<b>2. Bullying or Intimidation</b>  <i>BOE Policy#1710/4021/7230</i>	Parent/teacher/student conference/referral to school counselor/3 days ISS or 1day OSS	3 days OSS	5 days OSS/referral to ALP
<b>3. Disruption/Failure to comply with Student Code of Conduct (all settings)</b>  <i>BOE Policy#4300</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS	3 days OSS	5 days OSS/referral to ALP
<b>4. Disruptive or Obscene Literature or Illustrations</b>  <i>BOE Policy#4315</i>	Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services	3 days ISS or 1-day OSS	3 days OSS
<b>5. Dress Code</b>  <i>BOE Policy#4316</i>	Parent/teacher/student conference and or /referral to school counselor/3 days ISS or 1day OSS ( <i>Students will have one opportunity to make a change to their dress before consequence.</i> )	3 days ISS or 1-day OSS	5 days ISS or 2 days OSS
<b>6. Failure to Complete Remote Instruction as assigned and/or attendance</b>  <i>RLP/Reopening plan</i>	<i>After five consecutive absences:</i> Parent/teacher/student conference/referral to school counselor and/or school social worker and home visit.	Referral to Administration for additional action and or grade/credit could be denied	Referral to Administration for additional action and or promotion to next grade level could be denied
<b>7. Blatant refusal to wear mask.</b>  <i>NCDHHS guidelines</i>	Parent/teacher/student conference/referral to school counselor and/or school social worker	Referral to administration for additional action/discretion and use	Referral to administration for additional action/discretion 1-2 days ISS per infraction (OSS for

		of alternatives to suspension.	additional infractions when blatant refusal to wear mask.)
<b>8. Gambling/Extortion</b> <i>BOE Policy#1710/4021/7230</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1-day OSS	3 days OSS	5 days OSS/referral to ALP
<b>9. Gang/Gang Activity (Non-violent)</b> <i>BOE Policy#4328</i>	Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services/ 3 days ISS or 1day OSS	3 days OSS	5days OSS/referral to ALP
<b>10. Integrity/Dishonesty</b> <i>BOE Policy#4310/4330</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS	3 days OSS	5 days OSS
<b>11. Misconduct on School Bus (non-physical)</b> <i>BOE Policy#4300</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day off bus	3 days ISS or 1-3 days bus suspension	3 days or greater bus suspension /referral to ALP
<b>12. Peer Relations/Inappropriate Affection</b> <i>BOE Policy#1710/4021/7230</i>	Parent/teacher/student conference and or referral to school counselor/referral to school based mental health services/3 days ISS or 1day OSS	3 days OSS	5 days OSS/referral to ALP
<b>13. Tobacco Products or Electronic Cigarettes or Vapes</b> <i>BOE Policy#4320</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 1day OSS	3 days OSS	5 days OSS/referral to ALP

**Level Two Offenses:** The following offenses will result in a disciplinary referral and escalating consequences up to ten days of out of school suspension (OSS) and a referral to an Alternative Learning Program (ALP) for repeated violations.

<b>Level TWO offense</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3rd Violation</b>
<b>1. Arson</b> <i>BOE Policy#4300/1510/4200</i>  7270	Possible petition for crime through court system and or 10 days OSS	10 days OSS/possible recommendation for long-term suspension	10 days OSS/possible recommendation for long-term suspension or ALP
<b>2. Computer Misuse</b> <i>BOE Policy#3225</i>	Parent/teacher/student conference and or 1-3 days ISS <i>and</i> suspension of computer use	3- 5 days OSS	5 days OSS/referral to ALP
<b>3. False Fire Alarm</b> <i>BOE Policy#4300</i>	Parent/teacher/student conference and or 3-5 days OSS	5 days OSS	10 days OSS/referral to ALP/ possible petition of crime through the court system
<b>4. Fighting/Physical Aggression</b> <i>BOE Policy#4331</i>	Parent/teacher/student conference and or 3-5 days ISS/OSS	10 days OSS/ referral to ALP	Recommendation for a long-term suspension/possible petition for crime through the court system
<b>5. Hazing/Intimidation</b> <i>BOE Policy#1710/4021/7230</i>	Parent/teacher/student conference and or 3-5 days ISS/OSS	5 days OSS	10 days OSS/possible referral to ALP & possible recommendation for long - term suspension
<b>6. Possession of Weapons other than Firearms</b> <i>BOE Policy#4300/4330</i>	Possible petition for crime through the court system and or 1-3 days ISS/OSS	3-5 days OSS	5 days OSS/possible referral to ALP

<p><b>7. School Transportation Disturbance (fighting, pullover, return to school, safety violation)</b> BOE Policy#4315/4300/1510/ 4200/7270</p>	<p>Parent/teacher/student conference and or /3-5 days ISS/OSS</p>	<p>5 days bus suspension</p>	<p>10 days bus suspension/10 days OSS/15 days bus suspension (possible revocation)</p>
<p><b>8. Sexual Acts</b> BOE Policy#1720/4015/7225 /4335</p>	<p>Possible petition for crime through the court system/referral to school counselor and or 3-5 days OSS</p>	<p>5 days OSS</p>	<p>10 days OSS/possible recommendation for long-term suspension</p>
<p><b>9. Sexual Harassment/ Bullying/Harassing Behavior</b> BOE Policy#1710/4021/7230 /4335</p>	<p>Possible petition for crime through court system and or 3-5 days OSS</p>	<p>5-10 days OSS/ possible recommendation for long- term suspension or ALP</p>	<p>10 days OSS/possible recommendation for long-term suspension</p>
<p><b>10. Threat/False Threat</b> BOE Policy#4330</p>	<p>Parent/teacher/student conference and or 1-3 days OSS</p>	<p>3-5 days OSS</p>	<p>5 days OSS/referral to ALP &amp; possible recommendation for long-term suspension</p>
<p><b>11. Theft or Property Damage</b> BOE Policy#4330</p>	<p>Parent/teacher/student conference and or /3-5 days ISS/OSS</p>	<p>5 days OSS</p>	<p>10 days OSS/referral to ALP</p>
<p><b>12. Trespassing</b> BOE Policy#4330</p>	<p>Parent/teacher/student conference and or 1-3 days ISS/OSS</p>	<p>3-5 days OSS</p>	<p>5 days OSS/referral to ALP</p>

<b>13. Verbal Abuse or Disrespect</b> <i>BOE Policy#4300/4310</i>	Parent/teacher/student conference and or 3 days ISS/OSS	5 days OSS	10 days OSS/referral to ALP & possible recommendation for long-term suspension
--	--	------------	--

**Level Three through Five offenses:** The following offenses will result in ten days of OSS and/or a recommendation for Long Term Suspension or ALP. *Administrators will work with law enforcement and/or SRO for these offenses.*

<b>Level THREE &amp; FOUR Offenses</b>	<b>1<sup>st</sup> Violation</b>
1.Assault on another Student; 2. Assault on School Personnel; 3. Coercion or Extortion; 4. Weapons and Dangerous Instruments; 5. Controlled Substances and Drug Paraphernalia; 6. Threats, Hoaxes, and Other Acts of Terror; 7. Firearms/Destructive Devices	10 days OSS, referral to ALP, possible recommendation for long-term suspension/ Possible Petition for crime through the court system.
<b>Level FIVE Offenses</b>	
A student may be expelled for a violation of the Columbus County Schools Student Code of Conduct if the Principal, Superintendent, and Board determines that student’s behavior indicates that the student’s continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.	

**Parent Notification:** In accordance with the Columbus County Schools Student Code of Conduct, Parent(s)/guardian(s) will be notified by phone and/or letter when students are referred to an administrator for disciplinary action. All consequences will be determined on an individual basis. Multiple infractions may result in extended or long-term suspension. Students suspended from school shall be provided with an opportunity to make up any EOC, semester exam, or major test missed during the suspension period. **The Principal reserves the right to make exceptions to the level of punishment in accordance with the CCS Student Code of Conduct and G.S. 115C-288.**

**Felony Notification:** Any student, who has been charged with a felony and is waiting the disposition of the case by court, will be automatically suspended. If the suspension exceeds 10 days, the student will be placed in an alternative learning setting until the case has been settled. Students are suspended from the public school until the case has been settled.

*\*\*\*The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed. In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the Board of Education and its members.*

### **SCHOOL SAFETY DRILLS**

School officials are required to conduct various safety drills throughout the school year. The purpose of the drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedule. Students are required to remain quiet and with their teacher during the entire drill and must follow any directions given by school staff during a drill. Use of cell phones and other electronic devices is strictly prohibited during a school safety drill. Students must return immediately to class following the signal to return to the building.





# GET IN THE GAME!

## DON'T BE LEFT ON THE SIDELINES!

### For Eligibility, YOU...

- Must be a properly enrolled student at the time you participate, must be enrolled no later than the 15th day of the present semester, and must be in regular attendance at that school.
- Must meet *local attendance standards* for the previous semester.
- Must not have exceeded eight consecutive semesters or have participated more than four seasons in any sport since entering grade 9. That includes only one sport season for a participant per academic year – you can't play soccer in one season out of state and play it again upon moving to North Carolina in the same academic year.
- Must not have graduated from high school.
- Must be under 19 years of age on September 1, 2019.
- Must live with your parents or legal custodian within the school administrative unit. A student is eligible if he has attended within that unit the previous two semesters (if eligible in all other respects) and meets LEA standards.
- Must have passed the minimum academic load during the previous semester, and meet local promotion standards. Students in a "block schedule" must pass three courses per semester and meet local promotion standards; students in the "traditional schedule" must pass at least five courses and meet local promotion standards. These are courses for credit, not audited courses. Hybrid schedules have different requirements.
- Seniors must also pass that minimum load, even if they need fewer for graduation.
- Must have received a medical examination by a duly licensed physician, nurse practitioner, or physician's assistant within the previous 365 days; and if you miss five or more days of practice due to an injury, you must receive medical release
- Must not have been convicted of a felony, or an offense that would have been a felony if committed by an adult.
- Must not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation within the amateur rule limit. **THIS INCLUDES BEING ON A FREE LIST OR LOAN LIST FOR EQUIPMENT, ETC.**
- Must not have signed a professional contract or have played for a college team of any sort.
- May not receive team instructions from your school's coaching staff during the school year outside your sport season (from first practice through the final game). Instruction is limited to coach and athletes in **SKILL DEVELOPMENT SESSIONS. THESE SESSIONS IN NUMBER ARE LIMITED TO ONE LESS THAN A TEAM ON A DAILY BASIS, AND MAY NOT BE HELD DURING CERTAIN PRESCRIBED "DEAD PERIODS" OF THE YEAR.**
- Must not be guilty of unsportsmanlike conduct, or ejected from the previous contest.
- May not usually, as an individual or on a team, practice or play during a school day (from the first contest through the conference tournament).
- May not play, practice or assemble as a team with your coach on Sunday.
- May not dress for a contest or practice if you are not eligible to participate.
- Must not play more than three games in one sport per week, (some sports have exceptions) and no more than one contest per day (exception baseball, softball, and volleyball).
- Must meet the NCHSAA transfer requirement, if applicable.
- **Must meet Local Columbus County Schools requirements.**

before practicing or playing. Students with potential head injuries must receive medical release by a physician before re-admittance to practice or games.

- Should remember you represent your school and should practice good sportsmanship.
- Should be modest in victory and gracious in defeat.

### **For Sportsmanship, YOU...**

- Should respect the judgment and integrity of game officials.
- Should be aware of the NCHSAA ejection policy and how it can effect you and your team.
- Should encourage responsible behavior among fans and teammates alike.

This summary of our key athletic regulations is provided so that students can be made aware of the rules which effect eligibility. Students must understand that rules above are general statements only. See your principal, athletic director or coach if you have questions or need further explanations of details and exceptions.

**THE NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION**  
Inspiring Individuals, Encouraging Excellence Through Education-Based Athletics  
PO Box 3216 • Chapel Hill, NC • 27515-3216 [www.nchsaa.org](http://www.nchsaa.org)



### **Annual Notifications**

The following are notifications for students and parents. A comprehensive explanation of each can be found on the school website or main office.

#### **Child Find Statement**

Columbus County Schools is committed to identifying and serving all children with disabilities who are in need of special and related services. If someone knows of a child or youth who has been diagnosed or suspected of having a disability, please contact the principal or the exceptional children's director.

#### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. A copy of the school system's policy regarding the Protection of Pupil Rights Amendment (PPRA) can be obtained in the Principal's office.

#### **Annual Notification of Pest Management Program For School Year 2018 – 2019**

**Notification of Pesticide Use:** Our school system may find it necessary to use pesticides to control pests at your school or other school system site. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time using the enclosed form. **To request advanced notification** of non-exempt pesticide applications at your school or other site, please contact the school to obtain the appropriate forms.