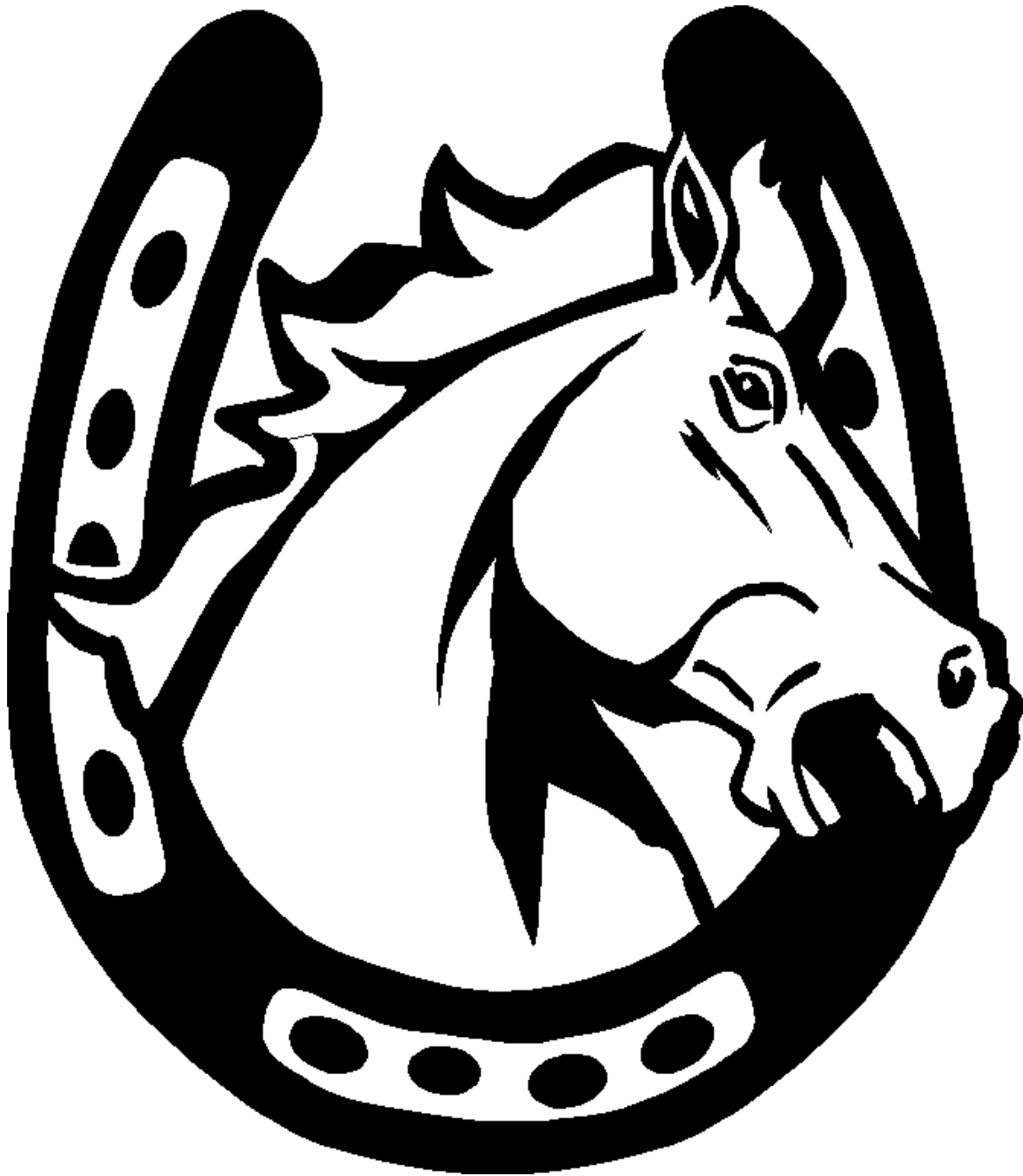


South Columbus High School



Student – Parent Handbook 2023-2024

ADMINISTRATION

COLUMBUS COUNTY BOARD OF EDUCATION

Chris Worley
Zone 4

Ronnie Strickland
Zone 2

Ervin Enzor
Zone 3

Randy Coleman
Zone 1

Steve Long
Zone 5

William W. Phipps
Board Attorney

COLUMBUS COUNTY ADMINISTRATION

Dr. Deanne Meadows
Superintendent

Jesse E. Beck
Associate Superintendent

COLUMBUS COUNTY BOARD OF COMMISSIONERS

Jerome McMillian
Zone 1

Lavern Coleman
Zone 4

Giles "Buddy" Byrd
Zone 3

Chris Smith
Zone 2

Brent Watts
Zone 5

Ricky Bullard
Zone 6

Charles McDowell
Zone 7

Boyd Worley
County Attorney

June Hall
County Manager

SOUTH COLUMBUS HIGH SCHOOL ADMINISTRATIVE TEAM

Mr. Adam Thompson
Principal

Mrs. Kristin Sellars
Assistant Principal

Mrs. Michelle Simmons
Assistant Principal

SOUTH COLUMBUS HIGH SCHOOL FACULTY AND STAFF

ADMINISTRATIVE TEAM

Mr. Adam Thompson
Mrs. Kristin Sellars
Mrs. Michelle Simmons

Principal
Assistant Principal
Assistant Principal/
Instructional Coach

Name

Room No.

Staff Assignment

AGRICULTURE DEPARTMENT

Mr. Jonathan Lovett**
Mr. Woodrow Smith

312
310

Agriculture
Agriculture

ARTS DEPARTMENT

Ms. Breanna Giddings
Mr. Jimmy Price **
Mrs. Miranda Romans
Mr. Richard Tyndall

127
129
125
131

Visual Arts
Chorus
Theater Arts/Dance
Band/Color Guard

BUSINESS DEPARTMENT

Mr. Justin Hughes
Mrs. Angela Zokal

313
314

Business Education
Business Education

ENGLISH DEPARTMENT

Mrs. Cheryl Cartrette**
Mrs. Christy Fipps-Todd
Mrs. Melissa Priest
Mrs. Peggy Smith
Ms. Wendy Strickland

212
202
209
206
204

English
English
English
English
English

EXCEPTIONALITIES

Mrs. Tabitha Godwin
Mrs. Sandra Greene
Ms. Jazz Hemingway
Mrs. Melissa Jones **
Ms. Michelle Lupo
Ms. Latarsia Pearsey
Mrs. Denise Price
Mr. Carlos Tisdale

116
112
100
308
116
100
116
100

Special Ed. Assistant
Special Ed Assistant
Special Education
Special Education
Special Ed. Assistant
Special Education
Special Education
Special Ed. Job Coach

GUIDANCE

Mrs. Kim Gore	1115	Guidance Counselor
Mrs. Stephanie Nance	1111	Administrative Assistant
Mrs. Stacy Stout-Prince **	1113	Guidance Counselor

HEALTH OCCUPATIONS

Mrs. Shonna Gurkin **	300	Health Occupations
Ms. Brison Ward	310	EMT Instructor

HEALTHFUL LIVING

Mr. Russell Dove	Weight Room	Health/Physical Education
Mr. Scott Johnson	146	Health/Physical Education
Mr. Justin White	148	Health/Physical Education
Mrs. Megan Whitesell **	146	Health/Physical Education

HOME ECONOMICS – FAMILY AND CONSUMER SCIENCE

Ms. Everlene Davis**	319	Home Economics
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IN-SCHOOL SUSPENSION

Ms. Debra Hemmingway	107	In-School Suspension
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JUNIOR RESERVE OFFICERS' TRAINING CORPS (JROTC)

Sgt. Karl Gore	318	JROTC
TBA	320	JROTC

MATHEMATICS

Mrs. Amanda Edwards	210	Mathematics
Ms. Mary Gore	216	Mathematics
Ms. Stacie Lane	214	Mathematics
Mr. David Marlowe	203	Mathematics
Mrs. Tanya Martinez **	215	Mathematics

MEDIA

Mrs. Crystal Stubbs	110	Media Coordinator
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SCIENCE

Mr. Travis Bowen	218	Science
Mrs. Jennifer Foley	219	Science
Mrs. Rachel Meares **	217	Science
Mr. Darryl Spivey	211	Science
Mr. Corey Sykes	213	Science

SOCIAL STUDIES

Mr. Jared Burris	303	Social Studies
Mr. David Prince	305	Social Studies
Mr. Collin Ransom	307	Social Studies
Mr. Jonathan Taylor **	301	Social Studies
Mr. Ira Warwick	205	Social Studies

SPANISH

TBA	208	Spanish
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TRADE & INDUSTRIAL TECHNOLOGY

Mr. Carlton Cox	304	Auto Technology
Mr. Ronald Carteret	312	Carpentry/T&I

SPECIAL POPULATIONS

Mrs. Chica Threadgill	1116	Special Populations
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STUDENT SERVICES

Officer Scott Fowler		Mrs. Stephanie Nance
Ms. Lora Lloyd		Mrs. Mandy Hewett

CAFETERIA STAFF

Mrs. Robin Buffkin	121	Manager
TBA	121	Food Service
Ms. Ida Mae Kelly	121	Food Service
Ms. Eugondia Simmons	121	Food Service
Mrs. Sandra Stanley	121	Asst. Manager

CLERICAL STAFF

Ms. Angela Little	109	Admin. Asst./Bookkeeper
Mrs. Connie Mills	109	Admin. Asst./PowerSchool
Mrs. Wendy Suggs	109	Admin. Asst./Receptionist

CUSTODIAL STAFF

Mr. Reggie Frink		Custodian
Mr. David McMillian		Custodian
Mr. Staffon Stackhouse		Head Custodian

NOTE: ** Denotes Department Chairpersons



South Columbus High School

40 Stallion Drive * Tabor City, NC 28463 * 910-653-4073 * Fax 910-653-9461

Adam Thompson
Principal

Kristin Sellars
Assistant Principal

Michelle Simmons
Assistant Principal

Dear Stallions:

We would like to take this opportunity to welcome you to South Columbus High School. For some of you an exciting four-year journey is about to begin and for others it is about to come to a close. Along the way, you will have opportunities to excel in your educational endeavors. These opportunities will shape your future and provide a strong foundation that will help you be successful in life. Memories will be shared with people you will grow to love and trust.

Not only will you be making memories and experiencing many wonderful opportunities, but you will be preparing for what lies beyond high school. Whether you choose a university, a technical school, or work, you should be well prepared with the guidance of our faculty and staff.

At South Columbus High School you will have the opportunity to participate in many clubs, sports, and organizations. There will also be the likelihood of winning awards and scholarships. That search begins here, with the **Student Handbook**. This handbook will provide you with valuable information about our policies and procedures.

This year, our goal will be to continue to grow as an excellent educational institution. Only through your hard work and dedication can we improve upon the successful tradition that has been established by those who came before us. The choices you make will directly impact your education and the success of our school.

We challenge each of you to strive for academic excellence and to set goals that will ensure your future success. We welcome your input as we meet the challenges presented by the 2022-2023 school year. Our door is always open to suggestions and recommendations for improvement. Together we can achieve greatness!

Again, welcome to South Columbus High School. We hope you learn a great deal and have fun in the process.

Administratively yours,

Mr. Adam Thompson
Principal

Mrs. Kristin Sellars
Assistant Principal

Mrs. Michelle Simmons
Assistant Principal

Our Mission Statement

The mission of South Columbus High School is to develop and enhance the life-long quest for knowledge by guiding productive individuals, nurturing receptive minds, and maintaining high standards for all students in order to prepare them for a global society.

GOALS

1. To emphasize character education – **Respect, Responsibility, Attitude, Trustworthiness, Caring, Fairness, Leadership, Citizenship, Tolerance, and Honesty.**
2. To maintain a safe and educationally conducive environment for students and to ensure that each student feels welcome to participate in the total program.
3. To create an atmosphere where the individual student is respected, valued, and accepted by his peers and teachers.
4. To provide opportunities for students to gain training in the entry-level skills needed for various occupations, to acquire job-readiness, and to provide opportunities to further develop communication skills in the academic and vocational areas.
5. To counsel students to set realistic educational and occupational goals.
6. To set positive values for the school and to provide firm guidelines and rules that are presented, explained, and fairly and strictly enforced.
7. To encourage students to develop strong self-discipline.
8. To involve students in the school decision-making process concerning matters which directly affect the student.
9. To improve the average daily attendance of students and to reduce the dropout rate.
10. To increase the number of students successfully completing courses at South Columbus High School. (Reduce the retention rate.)
11. To improve end-of-course test scores.
12. To provide adequate guidance and counseling services for students.
13. To promote parent interest in school functions.
14. To promote a cooperative relationship with the communities.
15. To involve the staff in a curriculum audit of each subject at South Columbus High School.
16. To maintain a High Growth status.
17. To meet Average Yearly Progress (AYP).

Columbus County Schools

Revised May 23, 2023

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Optional Workdays (No students)

Mandatory Professional Development Days (No students)

Holidays (No students or staff)

Annual Leave (No students or staff)

Student Days

Teacher Days

Early Release Day

First or Last Day

Teacher Conference Days

(Teacher hours will be from 11:30 a.m.-7:00 p.m.)

First/Last Days of School & Grading Periods

August 28	First Day for Students	June 7	Last Day for Students
October 27	First Grading Period Ends (Grades K-12)		
January 23	Second Grading Period Ends (Grades K-12)		
March 27	Third Grading Period Ends (Grades K-12)		
June 7	Final Grading Period Ends (Grades K-12)		

**SOUTH COLUMBUS HIGH SCHOOL
2023-2024 FEE SCHEDULE**

REQUIRED FEES:

- Freshmen Extra Activity Fee: \$10.00
- Sophomore Extra Activity Fee: \$10.00
- Junior Extra Activity Fee: \$20.00
- Senior Extra Activity Fee: \$30.00
- Parking Pass: \$20.00

**** CLUB FEES ARE PAID TO THE CLUB SPONSOR AND MUST BE APPROVED BY PRINCIPAL.**

REPORT CARD RELEASE DATES 2023-2024

Board Approved August 14, 2023

GRADES K-12

Grading Period

October 27, 2023

January 23, 2024

March 27, 2024

June 7, 2024

Ends Release Date

November 6, 2023

January 31, 2024

April 11, 2024

June 17, 2024

INTERIM PROGRESS REPORT RELEASE DATE 2023-2024

Board Approved August 14, 2023

Grades K-12

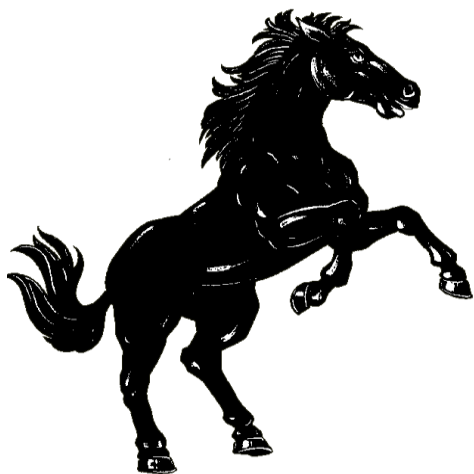
Release Dates:

September 27, 2023

December 1, 2023

February 23, 2024

May 3, 2024



SOUTH COLUMBUS HIGH SCHOOL

Bell Schedules 2023-2024

Regular Schedule

7:40 – 8:00 Breakfast
8:00 – 9:31 1st Period
9:35–11:06 2nd Period
11:06–11:36 1st Lunch
11:40 – 1:11 3rd Period (*1st lunch students*)
11:10–12:41 3rd Period (*2nd lunch students*)
12:41 – 1:11 2nd Lunch
1:15 – 2:45 4th Period

1st Days Schedule

7:40 – 8:00 Breakfast
8:00 – 8:30 Homeroom
8:34 – 9:57 1st Period
10:01–11:24 2nd Period
11:24–11:54 1st Lunch
11:58– 1:20 3rd Period (*1st lunch students*)
11:28–12:50 3rd Period (*2nd lunch students*)
12:50– 1:20 2nd Lunch
1:24 – 2:45 4th Period

Early Dismissal Schedule

7:40 – 8:00 Breakfast
8:00 – 9:04 1st Period
9:08 – 10:12 2nd Period
10:16 – 11:20 3rd Period
11:24 – 12:28 4th Period
12:32 – 1:00 Lunch

Two Hour Delay Schedule

10:00 –11:01 1st Period
11:05 –12:06 2nd Period
12:06 - 12:36 1st Lunch
12:40 – 1:41 3rd Period (*1st Lunch Students*)
12:10 – 1:11 3rd Period (*2nd Lunch Students*)
1:11 – 1:41 2nd Lunch
1:45 – 2:45 4th Period

TRADITIONAL EARLY GRADUATE RULES

For those whose fortuitous schedules might allow them to graduate early, certain rules must be accepted:

1. The early graduate may remain in contention for those honors and awards associated with his/her graduating class; e.g., valedictorian, scholarships.
2. As a member of the adult community, a graduate is invited to all school functions which are open to the public.
3. A graduate is not eligible to participate in student functions. Examples include, but are not limited to, athletic and academic competitions, club meetings/events/trips, and dances. Exceptions will include:
 - a. Spring commencement ceremonies.
 - b. The junior-senior prom.
 - c. Achievement ceremonies and special functions on approval of the principal.

EXIT DOCUMENTS

- Diploma
- Certificate of Achievement - A person who cannot satisfy the N.C. Competency Testing Program requirements but who meets all other North Carolina *diploma* requirements may receive a certificate of achievement. He or she may return to the school at each administration of the competency tests to retake the portion(s) failed. A public notice will always appear in local newspapers before the fall and spring testing dates. If the student does pass at some future date, the certificate may be traded for a diploma.
- Graduation Certificate - Available to a student whose Individual Education Plan calls for remedial-level courses (refer to section on exceptional children).
- Attendance Certificate - A local certificate acknowledging that the student has attended high school for four years. (Requires principal approval).

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

The students who qualify for this special recognition

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.
- may use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

The following revised plan is effective for students who enter the ninth grade for the first time in or after 2009-2010. Students must:

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Complete all the requirements of this North Carolina Academic Scholars Program.
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma.

NC Academic Scholars Endorsement

1. The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth-level mathematics course that meets University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a pre-requisite;
2. The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry;
3. The student shall complete four course credits of social studies;
4. The student shall complete two course credits of a world language (other than English);
5. The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area;
6. The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement, International Baccalaureate or Dual Enrollment courses; Advanced CTE and CTE credentialing courses; honors level courses, or Project Lead the Way courses; and
7. The student shall earn an unweighted grade point average of at least 3.50.

Columbus County Schools Graduation Requirements for Students Entering the Ninth Grade in 2020-21 and Later

CONTENT AREA	FUTURE-READY CORE COURSE OF STUDY
ENGLISH	4 CREDITS English I, English II, English III, English IV
MATHEMATICS	4 CREDITS NC Math 1, NC Math 2, NC Math 3, NC Math 4 or Pre-Calculus (<i>4th Math course is to be aligned with the student's post high school plans</i>)
SCIENCE	3 CREDITS A Physical Science, Earth & Environmental Science, Biology
SOCIAL STUDIES	4 CREDITS World History, American History: Founding Principles, Civics & Economics, American History, Economics & Personal Finance
HEALTH & PHYSICAL EDUCATION	1 CREDIT Health & Physical Education
ARTS EDUCATION	1 CREDIT Band, Vocal Music, Piano, Guitar, Dance, Theatre, or Visual Arts
ELECTIVES OR OTHER REQUIREMENTS	11 CREDITS 2 Elective credits of any combination from either: Career & Technical Education (CTE), Arts Education or World Language 4 Elective credits from the following (four-course concentration recommended): CTE, ROTC, Arts Education, Any other subject area (e.g., mathematics, science, social studies, English and dual enrollment courses 5 General elective credits
SECOND LANGUAGE	NOT required for graduation. REQUIRED to meet minimum application requirements for UNC.
	28 TOTAL CREDITS REQUIRED TO GRADUATE

What is GPA?

Most likely, in your high school classes, your final grades are awarded either as **letters** (A-, B+, etc.) or a **percent** (92%, 85%, etc. out of 100%). Your GPA (Grade Point Average) is a figure that represents all the grades you earned in high school.

A GPA, or grade point average, converts those letters or percents into numbers and then averages these numbers together. **Because it's made up of all your grades, your GPA is one of the most important factors for college admission.** It's a good indicator of your intelligence, work ethic, perseverance, and willingness to push yourself.

GPA's are useful for colleges to easily compare you with other students who graduated from your school and with all the other applicants.

GPA Scales

GPA tabulation begins by changing your letter grade into a number. In the traditional 4.0 scale, each grade is assigned a number from 0-4:

A = 90-100	A = 4.0
B = 80-89	B = 3.0
C = 70-79	C = 2.0
D = 60-69	D = 1.0
F = 0-59	F = 0.0

Calculating High School GPA: Weighted vs. Unweighted:

An unweighted GPA is when a school uses a scale that goes from 0.0 to 4.0 and *does not* consider the difficulty level of classes.

By contrast, a weighted GPA is when a school uses a scale that goes from 0.0 all the way up to 5.0 and *does* consider class difficulty. Classes are given higher numerical values to grades earned in honors, AP, and/or CCP classes. An "A" in AP Calculus takes more work to accomplish than an "A" in a standard high school class. A traditional weighted system adds 1 point for an AP/CCP Course and 0.5 points for an honors class. An "A" in an AP/CCP class equals 5.0-grade points, and a "B" in an AP/CCP class is worth 4.0.

<u>Standard (Unweighted)</u>	<u>Honors (Weighted)</u>	<u>AP/CCP (Weighted)</u>
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

South Columbus High School

Student: Jane Smith

<u>Course</u>	<u>Mark</u>	<u>Weighted</u>	<u>Unweighted</u>	<u>Earned Credits</u>
Health and PE	94	4.00	4.00	1.00
NC Math 1 Honors	96	4.50	4.00	1.00
Vocal Music Beginning	85	3.00	3.00	1.00
World History Honors	89	3.50	3.00	1.00
Physical Science	75	2.00	2.00	1.00
AP English Literature	92	5.00	4.00	1.00
Visual Arts Advanced	90	4.50	4.00	1.00
PSY 150: Psychology	98	5.00	4.00	1.00
Horticulture	60	1.00	1.00	1.00
IT Word	59	0.00	0.00	0.00
				10.00 Total Credits Attempted
				9.00 Total Credits Earned

Cumulative GPA Weighted: Total the weighted column (32.5) then divide by the number of classes taken (10) = 3.25 weighted GPA

Cumulative GPA Unweighted: Total the unweighted column (29.0) then divide by the number of classes taken (10) = 2.90 unweighted GPA

WHAT IS CAREER & COLLEGE PROMISE?

A program where high school students can take college classes tuition-free!

At SCC, we believe successful careers and college experiences can begin in high school! Through the Career & College Promise (CCP) program, we offer seamless dual enrollment opportunities to qualifying high school juniors and seniors. High school students have the opportunity to pursue a high school diploma while concurrently progressing towards earning a post-secondary academic credential including a certificate, diploma, or degree – all tuition FREE.

Such credentials will grant students the essential academic training to pursue college transfer interests and entry-level employment opportunities.

Taking CCP classes can lead to qualifying for the [SCC Success Scholarship](#)!

NEW ELIGIBILITY REQUIREMENTS

New eligibility requirements make it easy for you to earn college credit while in high school!

Meet one of these requirements:

2.8+ unweighted high school GPA, **OR** demonstrate college readiness on an approved assessment **OR** recommendation of high school principal approval for technical pathways.

CONTACTS

[Natalie Freeman](#)

Student Advisor

(910) 788-6285

A-123

natalie.freeman@sccnc.edu

[Veronica Powell](#)

Student Advisor

(910) 788-6297

A Building, Rm 125

veronica.powell@sccnc.edu

INTERESTED IN GETTING 2 YEARS' WORTH OF FREE TUITION & FEES?

SEE IF YOU QUALIFY FOR OUR SCC SUCCESS SCHOLARSHIP. APPLICANTS MUST:

1. Be a North Carolina resident who recently graduated from a high school in Columbus County. Students must have graduated in the spring 2021 semester and begin classes at Southeastern Community College in fall 2022.
2. Complete the FAFSA and apply for all other SCC scholarships each year before receiving the SCC Success Scholarship.
3. Successfully complete two Career & College Promise courses to be eligible for the program.
4. Have a 2.5+ unweighted GPA in high school.
5. To maintain the SCC Success Scholarship, students must be continuously enrolled in the fall and spring semesters with a maximum of two years to use the scholarship. **The summer semester is not included.**
6. Students may be enrolled less than full-time. These students still have two years to use the Success Scholarship as described in #5 above.
7. Have at least a 2.0 GPA at the end of their first spring semester in the program to be eligible for the second year in the program and not have any disciplinary actions taken against them.
8. Agree to participate in surveys about their experience at SCC.

Thanks to the [SCC Foundation](#) and the generous support of our donors who have funded the SCC Success Scholarship. Scholarships will be awarded as long as allocated funds are available.

ABOUT THE SCHOLARSHIP

- This scholarship covers in-state tuition and fees, not books or supplies.
- The last day that students can add classes and receive additional scholarship funds is the weekday before the beginning of the 12-week session. Students cannot add classes and receive additional scholarship funds once the 12-week session begins.
- Students who drop classes will have their scholarship funds for those classes returned to the college. If funds are not returned to the college in the semester in which the student drops the class, the funds will be deducted from the student's next semester's scholarship award.
- Scholarship recipients' progress towards completion will be tracked.
- All recipients will be surveyed to identify the impact of the scholarship on their decision to attend SCC and to identify any barriers to success.



Nursing Pathway
Columbus County Schools
High School to College Transition Pathway
Associate Degree in Nursing



HIGH SCHOOL PLAN

Students must complete 4 technical credits in their pathway in order to be a CTE concentrator.
 Three (3) technical credits **MUST** come from the Foundational Courses
 and at least one (1) must be at the completer level.
 The fourth (4) credit can be either a Foundational or Enhancement Course.

Community College
Associates Degree Nursing

9	10	11	12	Year 1	Year 2	Year 3
English I	English II	English III	English IV	NUR 117 Pharmacology	NUR 111 Intro to Health Concepts	NUR 113 Family Health Concepts
Math I	Math II	Math III	Math IV or CTE Math Equivalent	COM 231 Public Speaking	NUR 112 Health-Illness	NUR 114 Holistic Health Concepts
Earth/Environmental Science	Biology	Physical Science or Chemistry	Nursing Fundamentals	SOC 210 Introduction to Sociology	NUR 211 Health Care Concepts	NUR 212 Health System Concepts
World History	Civics and Economics	American History I	Pharmacology Fundamentals	ENG 231 American Literature I	POL 120 American Government	NUR 213 Complex Health Concepts
Healthful Living	Health Science I	Health Science II	PHI 240 Introduction to Ethics (CCP)	ART 111 Art Appreciation		SOC 225 Social Diversity
Health Science Careers LCO or other Elective	Microsoft Excel & Access	American History II	PSY 241 Developmental Psychology (CCP)	MAT 171 Precalculus Algebra		
MS Word/PPT/Publisher	Personal Finance	ACA 122 College Transfer Success (CCP) ENG 111 Writing and Inquiry (CCP)	BIO 168 Anatomy and Physiology I (CCP)	CHM 151 General Chemistry I		
World Language, Art Elective or other Elective	World Language, Art Elective or Biomed Technology II	PSY 150 General Psychology (CCP)		HIS 131 American History		
		Summer Term ENG 112 Writing/Research in the Discipline (CCP)	Summer Term BIO 169 Anatomy and Physiology II (CCP)	Summer Term MAT 152 Statistical Methods I		Summer Term BIO 275 Microbiology

Through the Career & College Promise (CCP) program, SCC offers seamless dual enrollment opportunities to qualifying high school juniors and seniors.
 Students must apply for admission into the ADN Program. Admission to the nursing program is competitive, meeting the requirements to complete the formal application process does not guarantee admission into program.

910.788.6279 ♦ WWW.SCCNC.EDU/CCP ♦ ccp@scnc.edu

2018-2019



SCC Manufacturing Technician Pathway

Columbus County Schools
High School to Workforce
Columbus County Industry Certification



HIGH SCHOOL PLAN

Students must complete 4 technical credits in their pathway in order to be a CTE concentrator.
Three (3) technical credits **MUST** come from the Foundational Courses and at least one (1) must be at the completer level.
The fourth (4) credit can be either a Foundational or Enhancement Course.

9	10	11	12	Community College or Workplace
English I	English II	English III	English IV	Employment and/or Workforce Training and/or Associate Degree Program
Math I	Math II	Math III	Math IV or CTE Math Equivalent	
Earth/Environmental Science	Biology	Physical Science or Chemistry	Advanced Studies in Construction or Automotive Service III	
World History	Civics and Economics	American History I	Working Smart (CCP) Charlotte-Mecklenburg Workforce Development Partners (CMWD/P) Working Smart (Soft Skills Certification)	
Healthful Living	Carpentry I or Automotive Service I	Carpentry II or Automotive Service II	SCC Manufacturing Technician (CCP) Manufacturing Skills Standard Council (MSSC Safety); OSHA 10 for General Industry; American Heart Association (AHA) CPR/First Aid/AED SCC Manufacturing Technician	
Core & Sustainable Construction or Introduction to Automotives	Microsoft Excel	American History II	General Industry Forklift (CCP) National Safety Council (NSC) General Industry Lift Truck- Sit Down Lift Truck (18 years or older)	
MS Word/PPT/Publisher	Personal Finance			
Career Management	World Language, Art Elective or other Elective			

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2018-2019



Mechatronics Engineering Technology

Columbus County Schools- Juniors
High School to College Transition Pathway
Associate Degree in Mechatronics Engineering Technology



HIGH SCHOOL PLAN

Students must complete 4 technical credits in their pathway in order to be a CTE concentrator. Three (3) technical credits **MUST** come from the Foundational Courses and at least one (1) must be at the completer level. The fourth (4) credit can be either a Foundational or Enhancement Course.

	HIGH SCHOOL PLAN				Community College Associates Degree Mechatronics	
	9	10	11	12	Year 1	Year 2
English I	English I	English II	English III	English IV	DFT 119 Basic CAD	ELC 128 Introduction to PLC
Math I	Math I	Math II	Math III	Math IV or CTE Math Equivalent	ATR 112 Introduction to Automation	ELC 213 Instrumentation
Earth/Environmental Science		Biology	Physical Science or Chemistry	ATR 115 Introduction to Mechatronics (CCP)	ELC 117* Motors and Controls	MEC 130 Mechanisms
World History		Civics and Economics	American History I	CIS 110 Introduction to Computers (CCP)	ELN 133 Digital Electronics	ELC 125 Diagrams and Schematics
Healthful Living		Agricultural Mechanics I	Agricultural Mechanics II	ELC 131 Circuit Analysis (CCP)	ART 111 Art Appreciation	MEC 111 Machine Processes I
Agriscience Application		Microsoft Excel & Access	American History II	HYD 110 Hydraulics/Pneumatics I (CCP)	PSY 150 General Psychology	WBL 110 or 111 Work-Based Learning
MS Word/PPT/Publisher		Personal Finance	ENG 111 Writing & Inquiry (CCP)	PHY 151 College Physics I (CCP)	COM 231 Public Speaking	
Career Management or Elective	World Language, Art Elective or other Elective		MAT 171 Precalculus Algebra (CCP)			
			ACA 115 Success & Study Skills (CCP)			
			ISC 112 Industrial Safety (CCP)			

Through the Career & College Promise (CCP) program, SCC offers seamless dual enrollment opportunities to qualifying high school juniors and seniors.



Mechatronics Engineering Technology

Columbus County Schools - Seniors

High School to College Transition Pathway

Associate Degree in Mechatronics Engineering Technology



HIGH SCHOOL PLAN

Students must complete 4 technical credits in their pathway in order to be a CTE concentrator. Three (3) technical credits **MUST** come from the Foundational Courses and at least one (1) must be at the completer level. The fourth (4) credit can be either a Foundational or Enhancement Course.

Community College Associates Degree Mechatronics			
9	10	11	12
English I	English II	English III	English IV
Math I	Math II	Math III	Math IV or CTE Math Equivalent
Earth/Environmental Science	Biology	Physical Science or Chemistry	ATR 115 Introduction to Mechatronics (CCP)
World History	Civics and Economics	American History I	CIS 110 Introduction to Computers (CCP)
Healthful Living	Agricultural Mechanics I	Agricultural Mechanics II	ELC 131 Circuit Analysis (CCP)
Agriscience Application	Microsoft Excel & Access	American History II	HYD 110 Hydraulics/ Pneumatics I (CCP)
MS Word/PPT/Publisher	Personal Finance		PSY 150 General Psychology
Career Management	World Language, Art Elective or other Elective		MAT 171 Precalculus Algebra
			ENG 111 Writing & Inquiry
			WBL 110 or 111 Work-Based Learning

Through the Career & College Promise (CCP) program, SCC offers seamless dual enrollment opportunities to qualifying high school juniors and seniors.

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2018-2019

GRADE CLASSIFICATION

A high school pupil shall be classified according to units passed. No student may take two required English courses during the same year, except in the case of a course failure or a fourth-year student needing 11th or 12th grade English to graduate. The courses must be taken in sequence (English I, II, III, and IV).

The basic graduation rule is that a student shall have earned his/her maximum potential credits minus four (potential – 4 = graduation). To enter 9th grade, students must complete 8th grade.

<u>To Enter</u>	<u>Potential Credits</u>	<u>Minimum Credits Required</u>	<u>Calculation</u>
10 th grade	8 units	6 units	$8 - 2 = 6$
11 th grade	16 units	14 units	$16 - 2 = 14$
12 th grade	24 units	20 units	$24 - 4 = 20$
For graduation	32 units	28 units	$32 - 4 = 28$

OFF-CAMPUS AND DUAL ENROLLMENT COURSE WORK

Any student who plans to seek course credit outside the Columbus County School District must have prior approval of her or his principal and the superintendent of schools (or his designee). No credit will be applied toward high school graduation unless earned in school system which meets the minimum requirements of the North Carolina Department of Public Instruction. Southeastern Community College cannot award credit toward Columbus County high school graduation.

In accordance with established policies and regulations of the North Carolina State Board of Education, the Columbus County Board of Education allows selected students enrolled in the secondary schools of Columbus County to be concurrently enrolled in an institution of the Community College System of North Carolina.

Qualifying students may be enrolled concurrently in a community college subject to the following conditions:

1. Qualifying students are juniors and seniors enrolled in a Columbus County School System high school.
2. Must be 16 years old.
3. A grade earned on the community college campus shall become part of the student's record.
4. A qualifying student may not physically attend the SCC Campus until senior year.
5. A dual enrollment application form must be submitted for the semester the student seeks to qualify for enrollment at the community college. The form shall be signed by the parent or legal guardian, school principal, superintendent of schools, and admissions officer of the community college. The form will be available at each high school.
6. The student and the family shall be responsible for all costs associated with enrollment at a community college.
7. Qualifying students enrolled in an approved program at a community college shall be fully responsible for transportation to and from such institution with no liability incurred by the Columbus County Board of Education.
8. The student shall provide to the high school the original registration form and receipt for tuition and fees. The college shall provide the official grade report.

9. CLASS RANK, MARSHALS, AND HONOR GRADUATES

I. Class Ranking – Set by State Board of Education on February 3, 1994

A. Curriculum organization (Grades 9-12)

1. Course Levels – 4
 - a. Advanced Placement
 - b. Honors
 - c. Standard
 - d. Remedial
2. Definitions
 - a. Advanced Placement – Courses that have the highest level of difficulty. Students enrolled in these classes can be exempt from certain college freshmen courses based upon performance on the Advanced Placement tests.
 - b. Honors – Selected courses that have a high level of difficulty and normally do not carry open registration in the areas of math, science, English, foreign language (Level III and above), social studies and selected arts education courses.
 - c. Standard – Courses that have an average to high level of difficulty and would normally carry open registration for most students and would include courses in the areas of mathematics, science, English, social studies, vocational, arts education, and health and physical education.
 - d. Remedial – The Language Arts and Math Competency courses, and all courses designed for disabled students, will have the remedial classification.

B. Class Ranking

High schools (grades 9-12) are required to use the NC Grading and Weighting Standards that started with the 1994-1995 school year.

GRADING AND WEIGHTING STANDARDIZATION NUMERICAL GRADES FOR STANDARD COURSES

WEIGHTING

C. Weighted grade point averages should be based on the following:

1. Honors Courses may receive one additional grade point.
2. Advanced Placement Courses may receive two additional grade points.

II. School 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 weighted, final weighted grade point averages, plus first semester of the junior year weighted grade point averages.

III. Honor Graduates

- A. Students ranked in the top ten percent of their graduating class, based on academic performance, will qualify for the designation of “Honor Graduate” and will receive the appropriate recognition for this accomplishment.
- B. The academic performance referred to above will be based on the student’s total high school experience as determined by final weighted grade point averages as calculated by NCWISE.
- C. Honor Graduate Recognition will be based on the Latin Honor System:
 - *4.40-5.00 = Summa Cum Laude
 - *4.25-4.39 = Magna Cum laude
 - *4.00-4.24 = Cum Laude

April 14, 2015

TO: NC 2015-16 High School Parents

FROM: June St. Clair Atkinson 

STATEWIDE 10-POINT GRADING SCALE

For high school students, grades and other academic measures become very important as they plan for their future after graduation. Over the past few years, North Carolina parents, students and local superintendents have petitioned the State Board of Education (SBE) to require a statewide standard 10-point grading scale for all high school students. Those advocating for this change in state policy noted that North Carolina school districts differed in their grading scales and that students would benefit from having a standard 10-point scale. This transition to a 10-point scale helps students who move from one district to another and puts North Carolina students in a more competitive position as they apply for admission to out-of-state colleges and universities.

**Standard Grading
Scale Approved**

In October 2014, the State Board approved a standard 10-point grading scale to begin with the 2015-16 school year for all high school students. This scale will not include “pluses” or “minuses.” Grades from prior years will not be altered retroactively.

**Grades and Grade-Point
Average Calculations**

Local school districts are required to follow the new scale at the high school level (grades 9-12). Although it is not required at grades K-8, local school districts may use the scale in lower grades if desired. Under the new scale, grades and grade point average calculations will be applied as follows:

- A: 90-100 = 4.0
- B: 80-89 = 3.0
- C: 70-79 = 2.0
- D: 60-69 = 1.0
- F: < 59 = 0.0

**New Quality Point Standards
Begin in 2015-16
with Ninth Graders**

In addition to the grade scale change, new standards for quality points also take effect in the 2015-16 school year. These new standards are the outcome of a study directed by the NC General Assembly and subsequent actions by the UNC Board of Governors and the State Board of Community Colleges. The new quality point standards only affect ninth graders in the fall of 2015-16 and all students entering high school after that year according to the effective policy date adopted by the State Board of Education. This change does not affect students who will be in grades 10, 11 or 12 in 2015-16.

The new quality points standard will provide an additional .5 quality point to Honors courses and 1.0 quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community college courses, or four-year university or college courses taken in high school.

This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework.

For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted 4.5 grade.

Questions

The North Carolina State Board of Education is committed to helping all students graduate high school prepared for success in college and careers. This recent policy change is in line with this goal as it will make grading scales more consistent across the state and will enable North Carolina students to better compete for admission to colleges and universities across the country. If you any have questions about the new statewide standard grading scale and how it affects your student, please contact your high school counselor.

JSA:mw

c: LEA Superintendents
High School Principals

PRINCIPAL'S LIST

Students will be recognized for the Principal's List each grading period, plus first and second semesters, by earning all A's and S's on courses attempted. A conduct grade is not included in the calculations.

HONOR ROLL

Students will be recognized for the Honor Roll each grading period, plus first and second semesters, by earning no grade below a B or S. A conduct grade is not included in the calculations. Note: Certain school-sponsored honor clubs/societies have their own published criteria which may consider character and conduct.

THE ACADEMIC LETTER AND MEDALLION

Students who complete five semester of high school work with an overall 4.0 or better average on all work completed will receive the ACADEMIC LETTER OF EXCELLENCE at the Outstanding Achievement Banquet.

A senior at the Outstanding Achievement Banquet who reaches the 4.0 requirement after the seventh semester will also receive the ACADEMIC LETTER OF EXCELLENCE.

POLICY ON TESTING AND GRADES

1. **Exams – semester and final – shall be required in grades 9-12. Each six weeks grade will constitute one-fourth of the final grade. The exam score will constitute one-fourth of the final grade. There will be no exemptions. End-of-course tests shall be used as the final exam, except as noted in the *Secondary Program of Studies* and in the annual testing program announcements from the State Board of Education. Teachers will give exams on the scheduled days designated by the county.**
2. Grading scheme, Grades 9-12:
 - a. 75% -- Evaluations (e.g. tests, formal performance assessments)
 - b. 25% -- Other (class participation, homework, etc.)
3. Length of Grading Period – Six Weeks
4. Interim Reports – Given to students the third week of every six weeks (documentation kept by teachers)
5. Incompletes – All incompletes must be converted by the end of each six weeks
6. **Other tests shall be scheduled as required by the instructional program. Grading period tests – everywhere at the same time – will not be required.**

PROMOTION STANDARDS

1. Attendance Per Course: Present at least 80 days per semester. No exclusions – applicable to all students.
2. Grades Per Course
 - a. Average of 60 or above
 - b. Actual average may be recorded each six weeks. The teacher has the option to use a minimum of 50 in his/her classes.
3. Exceptional Children
 - a. The subjects listed on the IEP will be graded by the special education teacher. It shall be the only grade for the subject on the report card.
 - b. Where the special education teacher and regular classroom teacher both have instructional responsibilities for a subject listed on the IEP, the teachers shall agree to one grade. The special educator shall complete the SIMS grade sheet. In case of disagreement, the goals and objectives on the IEP shall govern.

GENERAL PROCEDURES OF SCHOOL

CARE OF BUILDINGS AND GROUNDS

A school building is not a school until it is occupied by students. When a building becomes a school, it takes on a character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care.

We feel it is a matter of personal and school pride that each student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

CONDUCT DURING EXTRA-CURRICULAR ACTIVITIES

When students are given the privilege to participate in any extra-curricular activity sponsored by the school, they are representing the school. Students are expected to obey all rules and regulations governing student conduct. Students who fail to abide by school rules and regulations may forfeit their privilege of attending school events and/or participating in school events for a designated period of time.

DROPOUT PREVENTION/DRIVER'S LICENSE GUIDELINES

Adequate academic progress will be evaluated at the end of each semester. A student must pass 5 out of 6 courses each semester (3 out of 4, if the high school is on a 4 x 4 block schedule) in order to be eligible to receive a driving Eligibility Certificate. Students who do not meet this criteria will be reported to DMV and will have their permit or license revoked. A student's license will also be revoked if they possess alcoholic beverages, illegal controlled substances, weapons or firearms on school property and/or if they physically assault a teacher or other school personnel on school property. A student's license will also be revoked if they are expelled or suspended and/or sent to Alternative School for more than ten consecutive days.

A student who drops out of school will lose his or her driver's permit or license.

Parents or legal guardians of a student wanting to pursue a Driving Eligibility certificate based on hardship must notify the school principal and/or the principal's designee. The specific hardship circumstances are divided into four categories:

- | | |
|--------------------------------|--|
| 1. Medical Considerations | 3. Exceptional Children Considerations |
| 2. Work-Related Considerations | 4. Other Considerations |

FOOD REGULATIONS

Absolutely NO FOOD OR DRINK is allowed in classrooms. All food is to be eaten in the cafeteria. Students are not permitted to leave campus for lunch or to have food brought in during the lunch hours.

LOCATION OF STUDENTS BEFORE SCHOOL AND DURING LUNCH

Students may go to lockers on the way to lunch, but not during lunch. Students may be in the cafeteria, media center, and in the student commons area. Students may also go to the plaza area, but they must sit down. Students in hallways in other areas of the building before school or during lunch will be subject to disciplinary actions. Students in the media center must not talk or eat. The media center will be a quiet study area.

LOCKERS

Lockers will be assigned to students by the administrators. Each student will be assigned a locker. Students are encouraged to put locks on their lockers and not to share lockers with another student. Students should get their books quickly and move on to their next class. Students are not to stand in front of lockers to socialize.

MORNING ARRIVAL

1. Regardless of method of transportation, once any student arrives on campus, he or she becomes the responsibility of the school and may not leave the school grounds without permission from the office.
2. Upon arrival, students will remain in designated areas until the first bell rings. These areas are: the gym and cafeteria. Note: Students are not to enter classroom areas until the bell rings, or permission has been granted by an administrative team member.
3. Students who come to school by car are to leave the car and come to the building immediately after arriving on campus. Students may not remain in their cars in the parking lot.
4. Students who choose to sit down while waiting for the bell may do so only in the cafeteria. Students will not sit in the hallways or in the commons area.

OUT-OF-SCHOOL SUSPENSION

When a student's conduct warrants out-of-school suspension, he or she will not be allowed to attend any school function, any athletic event, or to be on the campus for any school function during the suspension.

SIGNING IN/OUT SCHOOL

Students who arrive on campus after 8:05 will report to the main office to sign in. Students must have a note containing the date, and a telephone number where the parents can be contacted. If the student is late due to a doctor's appointment or court appearance, the signature of the attending physician or the signature of the clerk of courts is required. This student will be admitted to his/her regular class without penalty. This student will sign in at the main office. If a student signs out of school, they may not sign back in unless they have a note from a doctor's appointment.

TELEPHONE USE

Only in the event of an extreme emergency are students to use the telephone in the office, and then only with the permission of an administrator. Since the main office is the recipient of all incoming phone calls and the number of lines available are limited, **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY NATURE.** All calls of this nature must be channeled through one of the administrators.

NO STUDENT IS TO LEAVE CLASS TO MAKE PHONE CALLS.

TEXTBOOKS

Students are fully responsible for the books that are issued to them. If any book is lost or damaged, the student will be expected to pay for the damage, or for the replacement of the book, prior to being issued a replacement for the damaged or lost book. Students should notify the appropriate teacher and/or administrator when a book is lost.

THEFT PREVENTION

The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. The school cannot be responsible for items that are lost or stolen. Students should give teachers and coaches their valuables.

UNSUPERVISED STUDENTS IN BUILDING

Students will not be in the building after 3:05 unless they are receiving academic help from teachers, serving detention, attending the after-school Tutorial Program, or under the direct supervision of a faculty sponsor or coach. Violation will result in disciplinary actions.

CLASSROOM BEHAVIOR

Classroom disturbances will be handled by the individual teachers as often as possible. After the teacher has made every effort to solve the problem, the administration will become involved.

COMMONS AREA/CAFETERIA

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch break a pleasant and enjoyable time, we ask cooperation with the following rules:

1. Do not sit on tables or on the back of chairs. Do not "beat" on the tables or stand/walk on them.
2. Put all trays, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff and follow instructions given by teachers and administrators.
4. Do not break line.
5. Use only appropriate language, no profanity or vulgarity.
6. Use only the hall you are requested to use when going to and coming from lunch.
7. Food and drink are not allowed to be taken into halls.

PARKING AREAS – AUTOMOBILE REGULATIONS

Driving a personal vehicle to school and parking it on campus are privileges that we are happy to extend to all students who lawfully qualify. To insure safety and security, the following rules and regulations are important:

1. Purchase a student parking sticker from the assistant principal.
2. Observe a five (5) mile per hour speed limit everywhere on campus.
3. Park in the student parking lot only.
4. Do not return to cars during school hours unless you are dismissed early.
5. Do not smoke in the parking area.
6. Do not litter the parking area.
7. **If there is an accident on the grounds, minor or major, no vehicles should be moved until school personnel have been notified.**
8. Use of personal vehicles as a means of skipping school will result in loss of parking privileges on campus for ten (10) days on the first offense, and indefinitely for an additional offense.
9. Diagonal parking (across the lines) will result in three days driving suspension.
10. Students are not allowed to ride in the back of trucks while on campus. Drivers will be penalized.
11. If you are involved in any accident with a vehicle on campus, do not move the vehicle until you are advised by a school official and/or the police.
12. Once students arrive on campus, they are to enter the building immediately. When students return to their vehicles in the afternoon, they are to leave campus immediately. Any violations of these policies will result in disciplinary actions.

We will work very hard to ensure safety and security for the parking area. To assist us, we are asking that you lock your car doors when you leave your vehicle because the school is not responsible for the vehicle or its contents. The penalty for violating automobile regulations may result in a warning or an indefinite suspension of parking privileges.

Unless otherwise specified, the following disciplinary actions will be used for violating automobile regulations:

- First Offense: Driving privilege suspended for one week.
Second Offense: Driving privilege suspended for two weeks.
Third Offense: Driving privilege suspended for one month.
Fourth Offense: Driving privilege suspended for one year

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1. If a student reports to a class ten minutes late or later, the student will remain with Mrs. Hemmingway in ISS.
2. The student will be marked absent for the period missed.
3. If a student reports to class late, but within ten minutes after class has started, the student will be admitted to class and marked "Tardy" on PowerSchool.

**The campus of South Columbus High School is monitored by surveillance cameras 24 hours a day, seven days a week.**

**\*\* Occasionally situations arise that have not been listed. These will be dealt with on a one-on-one basis by the administration. Also, other penalties may be applied to the aforementioned items.**

**\*\* Suspended students and students assigned to ISS may not participate in or attend any school activities, nor may they be present on school campus during the period of suspension.**

## 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.

| Level ONE offense                                                                                               | 1 <sup>st</sup> Violation                                                                                                                                                                       | 2 <sup>nd</sup> Violation | 3 <sup>rd</sup> Violation      |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|
| <b>1. Attendance (tardy/skipping class/leaving off campus without permission)</b><br><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><br><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><br><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><br><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><br><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><br><i>RLP/Reopening plan</i>                                    | <i>After five consecutive absences:</i><br>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                                                                                     |
| <del>7. Failure to wear a mask or follow the 3W's</del><br><b>8-7. Blatant refusal to wear face mask properly.</b><br><i>NCDHHS guidelines</i> | Parent/teacher/student conference/referral to school counselor and/or school social worker                                                            | <del>5 days OSS</del><br>Referral to administration for additional action/discretion and use of alternatives to suspension. | <del>Referral to ALP</del><br>Referral to administration for additional action/discretion 1-2 days ISS per infraction (OSS for additional infractions when blatant refusal to wear mask.) |
| <b>9-8. Gambling/Extortion</b><br><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>10-9. Gang/Gang Activity (Non-violent)</b><br><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>11-10. Integrity/Dishonesty</b><br><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                                                                                                                                                                                |
| <del>12-11. Misconduct on School Bus (non-physical)</del><br><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>13-12. Peer Relations/Inappropriate Affection</b><br><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>14.13. Tobacco Products or Electronic Cigarettes or Vapes</b><br><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>3<sup>rd</sup> Violation</b>                                                                |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>1. Arson</b><br><i>BOE Policy#4300/1510/4200 7270</i>                                             | 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><br><i>BOE Policy#3225</i>                                                  | Parent/teacher/student conference and/or ISS 1-3 days <i>and</i> suspension of computer use | 3- 5 days OSS                                                | 5 days OSS/referral to ALP                                                                     |
| <b>3. False Fire Alarm</b><br><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><br><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><br><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><br><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                                                            |
| <b>7. School Transportation Disturbance (fighting, pullover, return to school, safety violation)</b> | Parent/teacher/student conference and or /3-5 days ISS/OSS                                  | 5 days bus suspension                                        | 10 days bus suspension/10 days OSS/15 days bus suspension                                      |

|                                                                                                  |                                                                                                       |                                                                       |                                                                                |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <i>BOE Policy#4315/4300/1510/4200/7270</i>                                                       |                                                                                                       |                                                                       | (possible revocation)                                                          |
| <b>8. Sexual Acts</b><br><i>BOE Policy#1720/4015/7225/4335</i>                                   | Possible petition for crime through the court system/referral to school counselor and or 3-5 days OSS | 5 days OSS                                                            | 10 days OSS/possible recommendation for long-term suspension                   |
| <b>9. Sexual Harassment/Bullying/Harassing Behavior</b><br><i>BOE Policy#1710/4021/7230/4335</i> | Possible petition for crime through court system and or 3-5 days OSS                                  | 5-10 days OSS/possible recommendation for long-term suspension or ALP | 10 days OSS/possible recommendation for long-term suspension                   |
| <b>10. Threat/False Threat</b><br><i>BOE Policy#4330</i>                                         | Parent/teacher/student conference and or 1-3 days OSS                                                 | 3-5 days OSS                                                          | 5 days OSS/referral to ALP & possible recommendation for long-term suspension  |
| <b>11. Theft or Property Damage</b><br><i>BOE Policy#4330</i>                                    | Parent/teacher/student conference and or /3-5 days ISS/OSS                                            | 5 days OSS                                                            | 10 days OSS/referral to ALP                                                    |
| <b>12. Trespassing</b><br><i>BOE Policy#4330</i>                                                 | Parent/teacher/student conference and or 1-3 days ISS/OSS                                             | 3-5 days OSS                                                          | 5 days OSS/referral to ALP                                                     |
| <b>13. Verbal Abuse or Disrespect</b><br><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.*

## Student Dress Code

Policy Code: 4316

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board requires that appearance and clothing comply with the following board standards.

1. For sanitary and safety reasons and in accordance with State health regulations, all students are required to wear shoes/footwear to school. Specific footwear may be required for certain courses/classes. Slippers or bedroom shoes are prohibited.
2. Dress for special school sponsored activities that occur outside the regular school day may be determined and regulated at the discretion of the principal.
3. Sunglasses, hats, hoods, and other headgear including kerchiefs, bandanas, and rags may not be worn inside. **No hats will be allowed in the building.** If they are seen, they will be taken until the end of the day. If a student needs a hat for afterschool activities, it must be kept in a bag. If seen, it will be taken.
4. Jewelry and visible tattooing must not promote illegal drug, alcohol or tobacco use or be provocative, obscene or substantially disruptive. Jewelry cannot include any items that can be used as a weapon like spikes and chains attaching piercings.
5. Clothing which promotes illegal drug, alcohol or tobacco use or is provocative, obscene or substantially disruptive is prohibited (for information on gang-related attire, see policy 4328, Gang-Related Activity).
6. Clothing that is torn, cut, sliced or shredded from the neck to 4 inches above the knee is prohibited.
7. Garments for the lower body section must fall to at least four inches above the kneecap when the student is standing erect. These garments include dresses, skirts, shorts and any other appropriate apparel. These garments must fit snugly around the waist to eliminate sagging.
8. Garments for the upper body section must cover the upper torso. These garments include shirts, blouses and any other appropriate apparel. The bottom of any top must cover the waistband of the lower body garment so no skin is showing. Tank tops and sleeveless shirts must reach the edge of the shoulder and top of the arm.
9. All undergarments must be covered at all times.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Adopted: May 16, 2022

# **DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE**

*Policy Code: 1720/4015/7225*

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

## **A. DEFINITIONS**

### **1. Alleged Perpetrator**

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

### **2. Complaint**

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

### **3. Complainant**

The complainant is the individual complaining of being discriminated against, harassed or bullied.

### **4. Days**

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

### **5. Investigative Report**

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

### **6. Investigator**

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

**B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES**

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

**C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING**

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:



- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

## 2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

## 3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

# **D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING**

## 1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:

- i. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
  - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
  - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
  - iv. If the alleged perpetrator is the assistant superintendent for human resources, the superintendent or designee is the investigator.
  - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
  - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
  - c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
  - d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.

- e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

## 2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

## 3. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
  - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
  - ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
  - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- c. Information regarding specific disciplinary action imposed on the alleged

perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

#### 4. Appeal of Investigative Report

- a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

### **E. TIMELINESS OF PROCESS**

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep

the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

#### **F. GENERAL REQUIREMENTS**

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

#### **G. RECORDS**

Records will be maintained as required by policy 1710/4021/7230.

Adopted: December 17, 2009

Revised: May 31, 2011; February 7, 2012

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING**

*Policy Code: 1710/4021/7230*

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

### **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

#### **1. Discrimination, Harassment and Bullying**

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

#### **2. Retaliation**

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or

intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. “Visitors” includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
1. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

## **C. DEFINITIONS**

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

- a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
  - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other



school-related activity; or

- (3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

#### ***D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING***

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

#### **E. TRAINING AND PROGRAMS**

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

#### **F. Notice**

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

#### **G. COORDINATORS**

The superintendent or designee shall appoint one or more individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The superintendent or designee shall publish the name(s), office address(es) and phone number(s) of the compliance coordinator(s) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinator(s) shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

#### **H. RECORDS AND REPORTING**

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

#### **I. EVALUATION**

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Adopted: December 17, 2009

Revised: May 31, 2011; February 7, 2012

## **ASBESTOS MANAGEMENT PLAN**

To: Parent of Students  
Employees of the Columbus County School System

From: Dr. Deanne Meadows, Superintendent

As required by Federal Regulations you are notified by this letter that an Asbestos Management plan for your school has been developed. It is on file in the principal's office and is available for public review. A copy is also on file at the office of the Superintendent.

## **STUDENT RECORDS**

A copy of the school system's policy regarding the Family Educational Rights and Privacy Act (FERPA) can be obtained in the principal's office. FERPA ensures that the parent or eligible student has a right to:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that system policy authorizes disclosure without consent.
1. File with the US Department of Education a complaint concerning alleged failure by the Columbus County Schools to comply with the Family Educational Rights and Privacy Act.

### **Transfer of Disciplinary Records Regarding Suspension or Expulsion:**

1. The Columbus County School System will forward education records to other schools that have requested the records and in which the student seeks or intends to enroll.

## **DESTRUCTION OF CONFIDENTIAL RECORDS**

1. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.
2. Public notice of intent to destroy scheduled records will be published in April of each year. Citizens will be informed that records may be needed for Social Security, legal proceedings, or other purposes. A copy of the written policy shall be given to eligible students and/or parents at the time of exit from school.
3. The policy will be included yearly in each child's student handbook.
4. Copies of student records will be made available to eligible students or parents upon request.
5. Litigated inactive records will be forwarded to the Director for Exceptional Children.
6. Records scheduled for destruction will be boxed and sent to the Exceptional Children's Department with an accompanying student roster.
7. A student roster of personally identifiable information will be maintained in a database indefinitely. That information shall include full name, last school attended, birth date, exceptionality, parent name, address, phone number, exit status, and date of exit.
8. Destruction of eligible records will be conducted in July of each year.

## **DIABETES PLAN**

**North Carolina Senate Bill 911 requires that schools have a diabetes care plan for children who are diabetic. The Columbus County Schools are in the process of identifying every child in our system with diabetes and insuring an appropriate plan is in place.**

**If your child is diabetic, please contact your child's principal by August 29, 2023, so a plan can be implemented for the 2022-2023 school year.**

## **CHILD FIND STATEMENT**

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

## **Deborah Greenblatt Act Permissible Use of Seclusion and Restraints**

It is the policy of the State of North Carolina to promote safety and prevent harm to all students, staff, and visitors in the public schools; to treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law; to provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools; to improve student achievement, attendance, promotion, and graduation rates by employing positive behavior interventions to address student behavior in a positive and safe manner; and to promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures which address student behavior in a positive and safe manner.

The following definitions apply in this section:

"Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.

"Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following: significant physical harm, such as tissue damage, physical illness, or death; serious, foreseeable long-term psychological impairment; obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body, extremely loud auditory stimuli, forcible introduction of foul substances to the mouth, eyes, nose, or skin, placement in a tub of cold water or shower, slapping, pinching, hitting, or pulling hair, blindfolding or other forms of visual blocking, unreasonable access to toileting facilities.

"Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.

"IEP" means a student's Individualized Education Plan.

"Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

"Law enforcement officer" means a sworn law enforcement officer with the power to arrest.

"Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

"Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.

"School personnel" means employees of a local board of education, any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students, any person working on school grounds or at a school function for another agency providing educational or related services to students.

“Seclusion” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware or other means or not capable of leaving due to physical or intellectual incapacity.

“Time-out” means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances: as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person; as reasonably needed to maintain order or prevent or break up a fight; as reasonably needed for self-defense; as reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior; as reasonably needed to escort a student safely from one area to another; if used as provided for in a student’s IEP or Section 504 plan or behavior intervention plan; as reasonably needed to prevent imminent destruction to school or another person’s property. Except as set forth in subdivision one of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

Mechanical restraint of students by school personnel is permissible only in the following circumstances: when used as an assistive technology device included in the student’s IEP or section 504 plan or behavior intervention plan or as otherwise prescribed for the students by a medical or related service provider; when using seat belts or other safety restraints to secure students during transportation; as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person; as reasonably needed for self-defense; as reasonably needed to ensure the safety of any students, school employee, volunteer, or other person present. Except as set forth in subdivision one of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited. Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices, such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

Seclusion of students by school personnel may be used in the following circumstances:

as reasonably needed to respond to a person in control of a weapon or other dangerous object; as reasonably needed to maintain order or prevent or break up a fight; as reasonably needed for self-defense; as reasonably needed when a student’s behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person’s property; when used as specified in the student’s IEP, Section 504 plan, or behavior intervention plan and the student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times, the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student’s IEP or Section 504 plan, the space in which the student is confined has been approved for such use by the local education agency, the space is appropriately lighted, the space is appropriately ventilated and heated or cooled, the space is free of objects that unreasonably expose the student or others to harm. Except as set forth in subdivision one of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted. Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence. Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

Isolation is permitted as a behavior management technique provided that: the space used for isolation is appropriately lighted, ventilated, and heated or cooled; the duration of the isolation is reasonable in light of the purpose of the isolation; the student is reasonably monitored while in isolation; the isolation space is free of objects that unreasonably expose the student or others to harm. Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

The use of aversive procedures as defined in this section is prohibited in public schools.

Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S. 115C-391(a).

Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year. School personnel shall

promptly notify the principal or principal's designee of any use of aversive procedures, any prohibited use of mechanical restraint, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan. When a principal or principal's designee has a personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident. "Promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday. The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include: the date, time of day, location, duration, and description of the incident and interventions; the events or events that led up to the incident; the nature and extent of any injury to the student, the name of a school employee the parent or guardian can contact regarding the incident. No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false. Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense.

## **School Board Notification to Parents: Meningitis, Influenza, HPV (also known as Garrett's Law)**

### **§ 115C-375.4. Meningococcal Meningitis and Influenza and Their Vaccines.**

Local boards of education shall ensure that schools provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children. (2005-22, s. 4(a), (b).)

In 2007 the General Assembly of North Carolina enacted the following to include HPV:

### **SECTION 1. G.S. 115C-47 is amended by adding a new subdivision to read:**

(49) To Ensure that Schools Provide Information Concerning Cervical Cancer, Cervical Dysplasia, Human Papillomavirus, and the Vaccines Available to Prevent These Diseases. – Local boards of education shall ensure that schools provide parents and guardians with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the beginning of the school year to parents of children entering grades five through 12. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children."

(5/31/07)

# **EMERGENCY EVACUATION**

## **FIRE DRILL AND EMERGENCY**

### PROCEDURE:

Students and personnel will evacuate the buildings of this campus in accordance with the following:

### SIGNAL:

The primary signal to evacuate the buildings will be three short rings of the bells. The secondary signal will be announced over the public address system. A tertiary signal may be the employment of school employees as runners to advise each room to evacuate the area. Any combination of the signals may be used depending upon the situation. One long ring of the bell shall be the signal to return to the building.

### INSTRUCTIONS:

1. All students and personnel in the building will evacuate when the signal is sounded.
2. Each teacher will appoint two students, plus two alternates, with the responsibility of assuring all windows and doors are closed as soon as practicable after the alarm is sounded.
3. During the evacuation and re-entry, all personnel must WALK, not run.
4. During Fire/Emergency Drills, all physical education activity conducted outside the building will cease.
5. Teachers should have their roll book in hand during the evacuation. Teachers are REQUIRED to check roll of their students outside of the building.
6. Classes will proceed from their assigned areas in single files and remain in single files at all times until they have returned to the classroom.

**ROUTES WILL BE POSTED IN EACH CLASSROOM. TEACHERS WILL CONDUCT SESSIONS WITH EACH CLASS RELATIVE TO EVACUATION PROCEDURES.**

## **TORNADO DRILL AND EMERGENCY**

### INSTRUCTIONS:

1. Evacuation of classrooms
2. Signal--one long continuous ring of the bell and alert over the PA system
3. All students stay inside the building. Teachers are to take students to the designated areas. Students will assume kneeling positions with lowered heads.
4. Designated areas are those away from the windows

## **CRISIS DRILL**

Faculty and Staff must follow all directions for a crisis drill.



# **CLUBS AND ORGANIZATIONS**

South Columbus hopes to offer a wide variety of clubs and organizations for its student body. The clubs and groups will be designed to add to the individual enrichment and opportunities available for the student body.

Clubs and organizations will be offered on a school year basis. The offering of these organizations is dependent upon faculty sponsorship. Students are encouraged to take part in this aspect of school life.

## OUTSTANDING AWARDS BANQUET

The Outstanding Awards Banquet is an annual event that celebrates the academic accomplishment of students. This event receives tremendous support from the Tabor City Civitans and Lewis Sikes Foundation. The purpose of the Outstanding Achievement Awards Banquet is to recognize extraordinary achievement. It is intended for these awards to be prestigious and to be a motivational instrument for more student achievement. The administrative team and staff of South Columbus High School are proud to extend recognition to students who excel in the following areas and categories.

1. Marshals: The top ten percent of the Junior Class based on five semesters
  2. National Honor Society Members
  3. Senior Honor Graduates will be determined after final exams and will be recognized at graduation
  4. Vocational Education, Arts Education, and Athletics will have separate award ceremonies and will not be recognized at this banquet
  5. There will be no club, organization, or society awards. The exception to this guideline is for state or national recognition of any kind.
- 
1. Other Areas of Recognition:
    - A. Governor's School: County Winners and accepted students
    - B. UNC Pembroke Honors Choirs
    - C. Summer Ventures: Only accepted members
    - D. Hugh O'Brien Leadership Winner
    - E. Air Force Science and Math Awards: the top ranking junior and senior in science and math during their high school careers
    - F. Math Teams: (1) The entire team will be recognized only if the entire team places.  
(2) Individual members will be recognized providing he/she places.
    - G. SAT: Students with scores of 1000+ during the current school year.
    - H. PSAT. Juniors and Sophomores with scores of 10+ only once during 10<sup>th</sup> or 11<sup>th</sup> grade—Student must sign score release form.
    - I. Senior Presidential Academic Fitness Recipients
    - J. Senior North Carolina Scholars
    - K. Students listed on the A-B Honor Roll and Principal's List for five six weeks
    - L. Miss SCHS Pageant Winner
    - M. Senior Scholarships and major awards (ex. DAR) which have been determined by banquet time. Later ones will be awarded at the regular Awards Day. Seniors will not be recognized twice for the same award/scholarship. All known scholarships will be listed in the graduation program as in the past.
    - N. Homecoming Queen
    - O. National, State, District, and/or County academic contest placement
  7. The committee recommends that student recipients be expected to be good citizens during the entire school year.

# Annual Notification of Pest Management Program For School Year 2023-2024

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Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the North Carolina School Children's Health Act. Columbus County Schools has adopted an Integrated Pest Management (IPM) Policy to comply with this law. IPM is a holistic, preventive approach to managing pests that minimizes pesticide use in our schools and on school grounds. IPM is explained further in the school's Pest Management Policy, a copy of which is included with this notice.

THE IPM Coordinator for our school district is:

Timmy Ward  
Assistant Director of Plant Operations  
(910) 642-0161  
[tward@columbus.k12.nc.us](mailto:tward@columbus.k12.nc.us)  
5487 Silverspoon Road  
Whiteville, NC 28472

Your on-site contact for questions about the IPM program is:

Adam Thompson  
Principal, SCHS  
(910) 653-4073  
[athompson@columbus.k12.nc.us](mailto:athompson@columbus.k12.nc.us)  
40 Stallion Drive  
Tabor City, NC 28463

The **IPM Coordinator** and your on-site contact maintain the pesticide product label and the Material Safety Data Sheet (MSDS) of each pesticide product that may be used on school property. The **label and the MSDS** are available for review upon request by a parent, guardian, staff member, student attending the school. Also, the IPM Coordinator is available to help answer any questions you might have about the school system's pest management program and pesticide use decisions.

**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.

**Exemptions:** Certain relatively low-risk pesticides are exempted from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV, "relatively nontoxic." Your right to be notified extends to all non-exempt pesticide applications at your school or other no-school site (office building, garage, workshop, etc.) both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, or after school hours.

**Emergency Pesticide Use:** In the event that a non-exempt pesticide must be used for a pest control emergency at your school or other site and there is not adequate time to notify you more than 72 hours in advance, and you have requested advance notice, you will receive a notice of emergency application less than 72 hours before, or as soon as possible after the pesticide application.

**To request advance notification** of non-exempt pesticide applications at your school or other site, please return the enclosed form to your on-site IPM contact person (see page 1). People wishing to receive pesticide use notification for multiple school district sites can list up to 5 sites on each form. You will need to submit a new copy of this form each year, and every time you wish to update or change your preferred contact information. Additional copies of this form are available by contacting your on-site IPM contact person.

# Request for Notification before Non-Exempt Pesticide Applications

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Dear IPM Coordinator, Columbus County Schools,

I am writing to request notification in advance of non-exempt pesticide applications at my child's school, and/or at the school or other site where I am employed by the school district, as per my legal right under the NC School Children's Health Act.

I understand that I can request 72 hour advance notification for pesticide applications that are not already listed on the school district's annual schedule, if it has one. If there is an annual schedule of pesticide applications for my school site, it has been sent to me, and I can view it at any time by contacting Cassandra Cartrette, Assistant Principal at South Columbus High School.

I also understand that notification requirements apply to all non-exempt pesticide applications at the relevant school or other non-school site (office building, garage, workshop, etc.), both indoor and outdoor pesticide applications, and including applications planned for summer recess, holidays, weekends, or after school.

Pesticide products exempt from notification requirements include: antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products, classified by the United State Environmental Protection Agency (EPA) as belonging to the US EPA Toxicity Class IV, "relatively nontoxic."

In addition, I understand that should a pest control emergency require a pesticide application for which there is not adequate time to notify me 72 hours in advance, I will receive a notice of emergency pesticide use less than 72 hours, or as soon as possible after, the emergency pesticide application.

I am requesting notification of pesticide use in the following schools or other sites:

- 1) Name of Student or Employee: \_\_\_\_\_  
School or other site, homeroom or office number: \_\_\_\_\_
- 2) Name of Student or Employee: \_\_\_\_\_  
School or other site, homeroom or office number: \_\_\_\_\_
- 3) Name of Student or Employee: \_\_\_\_\_  
School or other site, homeroom or office number: \_\_\_\_\_
- 4) Name of Student or Employee: \_\_\_\_\_  
School or other site, homeroom or office number: \_\_\_\_\_
- 5) Name of Student or Employee: \_\_\_\_\_  
School or other site, homeroom or office number: \_\_\_\_\_

I would like my primary notification method to be (please check one):

☐ Mail. Mailing address: \_\_\_\_\_  
\_\_\_\_\_

☐ Phone Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Mobile or other phone: \_\_\_\_\_

☐ Email. Address: \_\_\_\_\_

In case of a problem with my primary notification method, I would like my back up notification method to be (please check one):

☐ Mail. Mailing address: \_\_\_\_\_  
\_\_\_\_\_

☐ Phone Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Mobile or other phone: \_\_\_\_\_

☐ Email. Address: \_\_\_\_\_

I understand that it is my responsibility to maintain communication through the means I have designated above, and that the school is required to try to contact me only once about a pesticide application. If I do not receive the notification because I have not updated my mailing address: my voicemail or answering machine are full or not functioning; or because my email account is not functioning, over quota, or notification from the school is auto-filtered as spam; it is my responsibility to correct the problem. Though they will attempt to alert me to the issue, the school system is not liable.

Sincerely,

Full Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If you would like to be notified, please remove and return to the school to the IPM coordinator)*



## NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

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### KNOW THE RULES:

#### Core Courses

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

#### Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

#### Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

#### **DIVISION I 16 Core-Course Rule**

##### **16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non doctrinal religion/philosophy).

#### **DIVISION II 14 Core-Course Rule**

##### **14 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or non doctrinal religion/philosophy).

**PLEASE NOTE:** Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

**COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATIONS**

**Release of Directory Information**

**AR Code: 4700-R**

**I. Directory Information**

**A. Student Record Information Designated as Directory Information**

Directory information is current information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. As provided in policy 4700, Student Records, the following information has been designated as directory information by the board:

1. Name;
2. Address;
3. Telephone listing;
4. Photograph (see Section IV, below);
5. Date and place of birth;
6. Participation in officially recognized activities and sports;
7. Weight and height of members of athletic teams;
8. Dates of attendance;
9. Diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
10. Most recent previous school or education institution attended by the student.

Any information not designated as directory information by the board will be considered an educational record under the Family Educational Rights and Privacy Act and will not be released without appropriate prior written consent.

**B. Graduation Certificates**

Graduation certificates are not considered directory information and will not be released without appropriate prior written consent. Graduation certificates are available only to students with disabilities, and the release of such information would reveal confidential information about students' disability status.

**C. Confidentiality of Personal Identifying Information**

Directory information does not include social security numbers and other personal identifying information. The collection, use, and disclosure of personal identifying information are governed by policy 4705/7825, Confidentiality of Personal Identifying Information, and its corresponding regulation.

**D. North Carolina Address Confidentiality Program**

In accordance with policy 4700, Student Records, and state law, the telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released as such. (See policy 4250/5075/7316, North Carolina Address Confidentiality Program.)

**E. Information for Military Recruiters and Institutions of Higher Learning**

In accordance with policy 4700, Student Records, and federal law, the names, addresses, and telephone numbers of high school students will be released, upon request, to military recruiters and institutions of higher learning. Such information will be released to military recruiters and institutions of higher learning whether or not it has been designated as directory information by the board; however, parents and eligible students will receive notice and the opportunity to opt out of the release of this information without prior written consent as provided in Section II, below.

Please note: Release as described in this section is required by law.

**II. Notice and Opportunity to Opt Out**

Permission from a parent, guardian, or eligible student is not required for the release of directory information, provided the parent, guardian, or eligible student has been given proper notice and an opportunity to opt out.

**A. Annual Notice**

1. At the beginning of each school year, the principal or designee shall provide parents and eligible students with notice regarding policy 4700, Student Records, and the release of directory information. Such notice will be provided in accordance with Section C.1 of policy 1310/4002, Parental Involvement, and this regulation.
2. The notice must identify the types of student record information designated as directory information and the purposes for which it may be released.
3. The notice also must describe the process through which parents and eligible students may exercise the right to opt out of the release of directory information.



**B. Opportunity to Opt Out**

In order to opt out of any release of any directory information, parents and eligible students must notify the principal or designee in writing within 30 days after the start of the school year. For students transferring into the school system after the start of the school year, parents and eligible students must notify the principal or designee in writing within 15 days after the transfer. No student's directory information will be released during these time periods without appropriate prior written consent.

Parents and eligible students may choose to opt out based on the following options:

1. To opt out of the release of specific types of directory information;
2. To opt out of the release of directory information for specific purposes; and

**III. Request and Approval for Release of Directory Information**

A. All requests for the release of directory information must be submitted to and approved by the superintendent or designee. The request must be submitted in writing and include the following information:

1. The name, address, phone number, e-mail address, and other contact information, as applicable, of the individual, organization, or other entity making the request;
2. The type(s) of directory information requested; and
3. The purpose and intended use of the directory information requested.

B. The superintendent or designee will consider all requests for directory information in accordance with the following guidelines.

**1. Requests for Legitimate Educational Purposes**

A request for the release of directory information for any legitimate educational or administrative purpose as determined by the superintendent or designee will be approved. Legitimate educational purposes include, but are not limited to, supporting a school's or the school system's educational program and goals, and recognizing and supporting student academic achievement. Such purposes also include those fulfilled through educational programs, services, and activities provided by organizations sponsored by or affiliated with a school or the school system (Examples would be school foundations, PTAs, etc. List here any examples that are applicable to the school system.), and other non-profit organizations approved by the school or school system (Examples would be community programs, civic organizations, after-school programs, etc. List here any examples that are applicable to the school system.).

2. Requests for Any Other Purposes

A request for the release of directory information for any other purpose will be considered by the superintendent or designee on a case-by-case basis. Such requests may be approved at the discretion of the superintendent or designee consistent with board policy and this regulation; however, the superintendent or designee shall provide equal disclosure to individuals, organizations, and other entities that are similar in purpose.

3. Requests by Military Recruiters and Institutions of Higher Learning

Notwithstanding the provisions above, a request by a military recruiter or an institution of higher learning for the names, addresses, and telephone numbers of high school students for the purpose of informing students about education and employment opportunities will be approved.

**PLEASE NOTE: Release as described here is required by law.**

4. Requests by the Media

Notwithstanding the provisions above, a request by any news media outlet, including radio, newspaper, or television, for any directory information for the purposes of recognizing and publishing the academic and athletic achievements of students will be approved.

C. Request for Review

1. If the superintendent's designee denies a request for the release of directory information, the individual, organization, or other entity may submit a written request for the superintendent to review the decision made by the superintendent's designee within 5 working days. The superintendent will review the request and make a decision within 10 working days of receiving the request for review.
2. Any request for the release of directory information denied by the superintendent may be appealed to the board, in writing, within 5 working days. Unless otherwise required by law, the board, in its sole discretion, may decide whether or not to review the superintendent's decision.

D. Release of Directory Information to Third Parties

Directory information released in accordance with policy 4700, Student Records, and this regulation is released only on the express conditions that the individual, organization, or other entity to whom the information has been released will not sell, share, or otherwise disclose the information to any third party and that the information released will be used only for the stated purpose for which it was requested.

**IV. Special Provisions Regarding Photographs, Videos, and Digital Images**

- A. Photographs, videos, and digital images of students at school or participating in school-sponsored activities, organizations, or athletics shall be considered directory information if used for informational or news-related purposes by a school, the school system, or the media. Such photographs, videos, and digital images will be released only in accordance with Section III, above.
- B. Photographs and digital images of individual students and groups of students shall be considered directory information for purposes of publication in a yearbook, school newspaper or newsletter, or athletics or other school-sponsored event program (such as a concert or theater production) and will be released only in accordance with Section III, above.
- C. Any photograph, video, or digital image from a school, school bus, or other security or surveillance system shall not be considered directory information and will not be released as such.
- D. Except as provided in subsections A and B, above, photographs, videos, or digital images of any student or group of students will not be released for any commercial or other purpose (such as advertising or fundraising) without appropriate prior written consent for each student.

**V. Record of Release of Directory Information**

The superintendent or designee shall maintain a record of each approved request for the release of directory information. For each request, the record shall include:

- 1. the name of the individual, organization, or other entity requesting the directory information;
- 2. the stated purpose and intended use of the directory information requested;
- 3. the type(s) of directory information approved for release; and
- 4. the date of the release.
- 5. the name of school official approving the release;
- 5. the names of the students affected by the release.
- 6. a copy of the released information; and/or a length of time such records must be maintained.

Issued by NCSBA: January 30, 2015

**COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Internet Safety**

**AR Code: 3226/4205-R**

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

**I. ACCESS TO INAPPROPRIATE MATERIAL**

**A. Use of Technology Protection Measures**

The school system technology director shall ensure that technology protection measures are in place to block or filter access to inappropriate material as required by law and policy 3226/4205, Internet Safety, and shall ensure the proper installation, maintenance, and use of all technology protection measures in the schools.

**B. Supervision and Monitoring**

Because no technology protection measure provides total protection from access to inappropriate material at all times, the technology user is ultimately responsible for his or her activity on the Internet. Teachers and supervisors shall reasonably monitor and supervise user compliance with the requirements of policy 3225/4312/7320, Technology Responsible Use.

**C. Requests to Unblock Websites, Web Pages, or Web Content**

A student or employee who believes that a student-appropriate website, web page, or web content has been improperly blocked by the school system's filter should follow the procedure below to request access to the information.

1. Follow the steps provided by the school system's filtering software to submit an electronic request for access to a website, web page, or web content. The request should specify the site, page, or content to which access is requested.
2. The principal shall confer with the technology director to determine whether the site, page, or content should be unblocked. The principal and technology director shall decide whether to grant or deny an electronic or written request for access within three days of receipt.
3. If the request is approved, the principal shall promptly notify the student or employee in writing of the decision. The technology director shall unblock the requested website, web page, or web content immediately.

4. If the request is denied, the user may appeal in accordance with policy 1740/4010, Student and Parent Grievance Procedure, or policy 1750/7220, Grievance Procedure for Employees.
5. Material subject to the request will remain blocked while the review is pending. If the request is granted, the website, web page, or web content will be unblocked immediately.

**D. Requests to Disable Technology Protection Measures for Work-Related Reasons**

The principal, with prior approval of the superintendent, may allow a technology filter or other protection measure to be (1) temporarily adjusted to a less restrictive level or, (2) in extraordinary circumstances, disabled for a brief period during non-instructional hours. Such adjustment to or disabling of the technology protection measure shall be solely for use by a teacher or other instructional employee or a school administrator for curriculum or other work-related reasons and shall be in accordance with the following procedure:

1. The requesting party must be a teacher or other instructional employee, or a school administrator.
2. The requesting employee must apply in writing for permission from the principal to adjust or disable the technology protection measure(s). The request to adjust or disable the technology protection measure should specify the following information:
  - a. whether the request is to disable the technology protection measure or to temporarily adjust it to a less restrictive level;
  - b. the day(s) on which the employee requests the technology protection measure to be disabled or adjusted;
  - c. the specific time period requested, including beginning and ending times; the time period for a request to disable the technology protection measure must not exceed one hour per day;
  - d. the work-related reason for the request; and
  - e. the name and contact information of the requesting employee.
3. The principal shall consult with the superintendent and technology director to consider the request and shall provide a response to the request within three days.
4. If the principal, with the superintendent's approval, grants permission to disable the technology protection measure(s), the principal shall request that the technology director disable the measure(s) during the specific time period approved by the principal.
5. The technology director shall monitor Internet access while the technology protection

measure(s) are disabled to prevent children from gaining access to inappropriate material.

6. The technology director shall ensure that all technology protection measures are restored immediately after the approved time period ends.

## II. STUDENT AND EMPLOYEE EDUCATION

### A. Technology Responsible Use Agreement

1. The technology director shall develop a Technology Responsible Use Agreement to govern access to school technology and Internet resources. The agreement shall be consistent with policy 3225/4312/7320, Technology Responsible Use.
2. All technology users and their parents (if they are under 18 years of age) must sign the Technology Responsible Use Agreement before accessing any school technology resources, including network and Internet resources.
3. The Technology Responsible Use Agreement must be signed each school year and kept on file at the school for the remainder of the school year.
4. A violation of the Technology Responsible Use Agreement may result in a loss of access to the Internet and/or other school technological resources.

### B. Student Instruction

The school media coordinator shall provide age-appropriate instruction for students who use the school system's Internet services. The instruction provided will be designed to support the school system's commitment to educating students in digital literacy and citizenship and will address the following topics:

1. the standards and acceptable use of Internet services as set forth in policy 3225/4312/7320, Technology Responsible Use;
2. student safety, security, and appropriate behavior while online, including behavior on social networking websites, in chat rooms, and when using electronic mail, instant messaging, and other forms of direct electronic communications;
3. cyberbullying awareness and response;
4. prohibited online activities, such as "hacking" or other attempts to gain unauthorized access, copyright violations, and other unlawful activities;
5. unauthorized disclosure, use, or dissemination of students' personal identification information or that of other minors; and

6. compliance with technology protection measures implemented by the school system.

Following completion of this instructional training, each student must acknowledge in writing that he or she received the instruction, understood it, and will follow the provisions of policy 3225/4312/7320, Technology Responsible Use, before being allowed to access the Internet using the school's network. A signed Technology Responsible Use Agreement and a signed training certification are mandatory before any student may access the school network, Internet, or technology.

#### C. Employee Instruction

The school media coordinator shall provide Internet and technology safety training for all instructional personnel and administrators. This training shall include instructions on how to educate, supervise, and monitor computer network, Internet, and technology use in the school.

Issued by NCSBA: September 1, 2014

Issued by the Superintendent: August 3, 2015

Reviewed: August 3, 2015

Revised:

**COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Evaluation of Student Progress**

**AR Code: 3400-R**

**I. METHOD OF EVALUATION**

**A. Scope of Evaluation**

Meaningful evaluation of student academic progress will include consideration of all activity that has occurred during the particular evaluation period. Activities to be considered include (1) homework, (2) projects, (3) reports, (4) classroom work, (5) class participation, and (6) quizzes, tests, (7) district benchmarks, and examinations.

**B. Grading Scales**

**1. Elementary School**

**a. Grades K-2**

M: Consistently meeting grade level expectations  
NM: Not meeting grade level expectations  
S: Satisfactory  
N: Needs Improvement  
U: Unsatisfactory

**b. Grades 3-5**

For 2015-2016 and after, the following grading scale will be used:

A=90%-100%  
B=80%-90%  
C=70%-80%  
D=60%-70%  
F=59% or below

**2. Middle School**

For 2015-2016 and after, the following grading scale will be used:

A=90%-100%  
B=80%-90%  
C=70%-80%  
D=60%-70%  
F=59% or below



informed of their children's progress.

In addition, parents are encouraged to contact individual teachers to schedule conferences to address any questions or concerns parents have about their children's academic performance. The principal shall provide information to all parents at the beginning of each school year about how to schedule conferences and shall publish this information in the student handbook.

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**COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

**Student/Parent Technology Responsible Use Agreement      AR Code: 3225/4312/7320-F1**

**STUDENT AGREEMENT**

I have read policy 3225/4312/7320, Technology Responsible Use. I understand that the policy governs the use of all school system technological resources both on and off school property. By signing below, I agree to strictly comply with that policy, including the provisions of the policy summarized below:

- I agree to respect others in the school community and on the Internet by following the generally accepted rules of network etiquette.
- I agree to follow the rules set by my principal regarding whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus.
- If I notice a security problem on a school technological resource, I will immediately notify my teacher, a principal, or other school administrator, and I will not show this problem to other students.
- I will not:
  - Use school system technological resources to make money, to play games that are not school-related, or for other entertainment purposes that are not school-related.
  - Copy, for personal use, software purchased by the school system.
  - Use school technological resources to plagiarize another's work or otherwise violate state or federal law.
  - Create, transmit, or intentionally view or access material that is obscene, defamatory, profane, pornographic, harassing, or abusive.
  - Attempt to bypass the school system's content filtering.
  - Install or use any Internet-based file sharing program designed to allow sharing of copyrighted material.
  - Send email or other electronic communications fraudulently, such as by misrepresenting the identity of the sender.
  - Reveal personally identifying information or information that is private or confidential when using e-mail, chat rooms, blogs, or other forms of electronic communication.
  - Forward or post personal communications without the consent of the person who wrote it.
  - Deliberately damage school system computers or other technological resources, transmit computer viruses or self-replicating messages, or deliberately try to degrade or disrupt performance of the school system network.

**COLUMBUS COUNTY SCHOOLS ADMINISTRATIVE REGULATION**

- Create or load any games or software onto any school system computer, electronic device, or network without permission.
- Use the computer network to try to gain unauthorized access to other computers, computer systems, or accounts.
- Use someone else's ID or password without permission from that person and a teacher or school official.
- Read, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- I understand that nothing I 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 is private. I understand that this applies whether the resources are used at school or elsewhere and even if the use is for personal purposes.
- I understand that the school system reserves the right to monitor, track, and log for any lawful purpose (1) my network access, communications, and use; (2) the content of my user files, electronic mailboxes, and systems outputs (such as printouts); and (3) my online activities when accessing the Internet with a school-owned device.

I understand that failure to follow these requirements will result in disciplinary action, including revocation of user privileges and, in the event of willful misuse, possible criminal prosecution. I also understand that while school personnel generally do not monitor my Internet activity on a personal device during non-school hours, I may be disciplined when my online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, even if no school system technological resources are used.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OTHER IMPORTANT INFORMATION**

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA Eligibility Center  
05/07/08 LK:cr

| <b>NCAA DIVISION I SLIDING SCALE<br/>CORE GRADE-POINT AVERAGE/<br/>TEST-SCORE<br/>New Core GPA / Test Score Index</b> |                                                   |            |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|
| <b>Core GPA</b>                                                                                                       | <b>SAT</b><br><small>Verbal and Math ONLY</small> | <b>ACT</b> |
| 3.550 & above                                                                                                         | 400                                               | 37         |
| 3.525                                                                                                                 | 410                                               | 38         |
| 3.500                                                                                                                 | 420                                               | 39         |
| 3.475                                                                                                                 | 430                                               | 40         |
| 3.450                                                                                                                 | 440                                               | 41         |
| 3.425                                                                                                                 | 450                                               | 41         |
| 3.400                                                                                                                 | 460                                               | 42         |
| 3.375                                                                                                                 | 470                                               | 42         |
| 3.350                                                                                                                 | 480                                               | 43         |
| 3.325                                                                                                                 | 490                                               | 44         |
| 3.300                                                                                                                 | 500                                               | 44         |
| 3.275                                                                                                                 | 510                                               | 45         |
| 3.250                                                                                                                 | 520                                               | 46         |
| 3.225                                                                                                                 | 530                                               | 46         |
| 3.200                                                                                                                 | 540                                               | 47         |
| 3.175                                                                                                                 | 550                                               | 47         |
| 3.150                                                                                                                 | 560                                               | 48         |
| 3.125                                                                                                                 | 570                                               | 49         |
| 3.100                                                                                                                 | 580                                               | 49         |
| 3.075                                                                                                                 | 590                                               | 50         |
| 3.050                                                                                                                 | 600                                               | 50         |
| 3.025                                                                                                                 | 610                                               | 51         |
| 3.000                                                                                                                 | 620                                               | 52         |
| 2.975                                                                                                                 | 630                                               | 52         |
| 2.950                                                                                                                 | 640                                               | 53         |
| 2.925                                                                                                                 | 650                                               | 53         |
| 2.900                                                                                                                 | 660                                               | 54         |
| 2.875                                                                                                                 | 670                                               | 55         |
| 2.850                                                                                                                 | 680                                               | 56         |
| 2.825                                                                                                                 | 690                                               | 56         |
| 2.800                                                                                                                 | 700                                               | 57         |
| 2.775                                                                                                                 | 710                                               | 58         |
| 2.750                                                                                                                 | 720                                               | 59         |
| 2.725                                                                                                                 | 730                                               | 59         |
| 2.700                                                                                                                 | 730                                               | 60         |
| 2.675                                                                                                                 | 740-750                                           | 61         |
| 2.650                                                                                                                 | 760                                               | 62         |
| 2.625                                                                                                                 | 770                                               | 63         |
| 2.600                                                                                                                 | 780                                               | 64         |
| 2.575                                                                                                                 | 790                                               | 65         |
| 2.550                                                                                                                 | 800                                               | 66         |
| 2.525                                                                                                                 | 810                                               | 67         |
| 2.500                                                                                                                 | 820                                               | 68         |
| 2.475                                                                                                                 | 830                                               | 69         |
| 2.450                                                                                                                 | 840-850                                           | 70         |
| 2.425                                                                                                                 | 860                                               | 70         |
| 2.400                                                                                                                 | 860                                               | 71         |
| 2.375                                                                                                                 | 870                                               | 72         |
| 2.350                                                                                                                 | 880                                               | 73         |
| 2.325                                                                                                                 | 890                                               | 74         |
| 2.300                                                                                                                 | 900                                               | 75         |
| 2.275                                                                                                                 | 910                                               | 76         |
| 2.250                                                                                                                 | 920                                               | 77         |
| 2.225                                                                                                                 | 930                                               | 78         |
| 2.200                                                                                                                 | 940                                               | 79         |
| 2.175                                                                                                                 | 950                                               | 80         |
| 2.150                                                                                                                 | 960                                               | 80         |
| 2.125                                                                                                                 | 960                                               | 81         |
| 2.100                                                                                                                 | 970                                               | 82         |
| 2.075                                                                                                                 | 980                                               | 83         |
| 2.050                                                                                                                 | 990                                               | 84         |
| 2.025                                                                                                                 | 1000                                              | 85         |
| 2.000                                                                                                                 | 1010                                              | 86         |

