

# COLUMBIA MIDDLE SCHOOL



# STUDENT HANDBOOK

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**2017-2018**

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**Columbia Middle School Website: <http://cms.tyrrell.k12.nc.us/>**

**Common Core Curriculum Website: <http://www.ncpublicschools.org/curriculum/>**

### **TYRRELL COUNTY SCHOOLS MISSION STATEMENT**

The Tyrrell County School System dedicates its efforts to developing a responsible and productive citizenry, well equipped to meet the challenges of the twenty-first century. We will accomplish this mission through the commitment and cooperation of our diverse community.

### **COLUMBIA MIDDLE SCHOOL VISION STATEMENT**

At Columbia Middle School, we are committed to creating successful 21st century learners.

### **COLUMBIA MIDDLE SCHOOL MISSION STATEMENT**

Columbia Middle School will provide a student-centered learning environment which promotes academic, social, emotional, and moral development. We will motivate our students to set reasonable goals for success beyond middle school.

### **COLUMBIA MIDDLE SCHOOL NON-DISCRIMINATION POLICY STATEMENT**

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

The school shall help children from all walks of life to gain the knowledge, skills and determination that will enable them to reach their highest potential and to contribute to the welfare of all mankind.

The school shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or handicapping conditions; respect for cultural differences; respect for economic, political and social rights of others; and respect for the rights of others to seek and maintain their own identities.

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

Any student who feels that his/her rights have been overlooked has the right to seek help from the proper officials. The first step should be to speak with the principal regarding any alleged act of discrimination. If an individual were not satisfied with action taken by the principal, an appeal to the Title IX Coordinator would be in order (Title IX Coordinator, Tyrrell County Board of Education, P.O. Box 328, Columbia, N.C. 27925 – Phone: 252-796-1121).

### **TYRRELL COUNTY SCHOOLS BOARD OF EDUCATION POLICIES**

All Tyrrell County Schools policies are located on the district webpage on line at [www.tyrrell.k12.nc.us](http://www.tyrrell.k12.nc.us)

Click on “Board of Education” on the right and then “Policy Manual” on the left to view any district policy.

### **MEDIA COVERAGE**

**Tyrrell County Schools occasionally publishes students' accomplishments in various forms of media, including the local newspapers and the schools' websites. If you DO NOT wish to have your child's picture published for any school recognition, please contact the principal.**

### **ACADEMICALLY GIFTED PROGRAM (AIG)**

The Differentiated Education Program of Tyrrell County Schools incorporates, within the core curriculum, a comprehensive program of differentiated instruction, which includes solving real problems, leadership and character development, and higher order thinking skills. This program stimulates and challenges students to develop and explore their individual interests, both inside and outside of school. Parents of AIG students will be invited to participate in the development of their child’s Differentiated Education Plan within the first 30 calendar days of the child’s enrollment in school. For more information about referral, identification and placement please contact 252-796-0369 extension 221 or view Tyrrell County’s Plan online at <http://www.tyrrell.k12.nc.us/> , click “Exceptional Children/ AIG” on the right of the screen, then Document Uploads.

### **EMERGENCY SCHOOL CLOSING**

When it is snowing or sleeting, or highways and roads are iced or hazardous, the superintendent will decide if school will be held. The superintendent will attempt to have an announcement made by 6:30 am via the “Alert Now” telephone system and on:

#### **TELEVISION STATIONS**

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

### **BLACKBOARD CONNECT CALL SYSTEM**

The Alert Now system is an automated call service that will dial each home in case of emergency. **It is imperative that updated telephone numbers be kept on file with the main office.** On days when it is snowing or sleeting or roads are hazardous in Tyrrell County, bus drivers should not leave home before 6:30 a.m. unless an announcement has been made that schools are to operate that day. Since snow or sleet can change into rain on short notice, it is usually wise to delay a decision as long as possible.

When school is in session and there is an emergency warranting school closing, the superintendent, under the law, is authorized to suspend the operation of schools for the remainder of that day without loss of credit to the pupil or loss of pay to the teacher.

### **ATHLETICS**

Columbia Middle School considers athletics to be an important extension of the classroom. The intent of the athletic program is not only to teach skills, sportsmanship, cooperation, and leadership, but also to help build confidence, a feeling of self-worth, and the desire for self-improvement. Coaches work to develop the players’ overall physical and psychological

well-being while laying a strong foundation for continued participation. The athletics program involves as many students as possible in a variety of activities, further strengthening the sense of community gained through the achievements of group efforts.

It is important to understand that while sports are an integral part of the school environment it is also a privilege. Academics, attendance and behavior can be a determining factor in playing versus not playing. The principal reserves the right to sit a player out of games and to remove students from the team if they are not performing in the area of academics. Students must be passing 4 out of 4 of their core classes, in order to participate actively in athletics.

### **FEES**

All students should pay a supply fee each year in the amount of \$5.00. Dues for membership and extra-curricular activities may be charged upon approval of the principal and the board of education.

Only such fees as are specifically approved by the Board Of Education will be charged to students for supplies and materials. Parents who are unable to pay fees due to financial reasons may request a reduction or waiver of such fees. The request should be made in person by the parent to the principal and will be kept confidential.

Students who owe fees to CMS will not be allowed to participate in sports and/or any after school athletic or other non-curricular events.

### **TECHNOLOGY FEES**

Tyrrell County Schools is preparing its students to be successful digital learners. As technology evolves it is important to ensure that all students have access to instructional devices during the school day. With budget limitations, the district has done its best to leverage resources available to implement 1:1 learning environments in as many classrooms as possible. This school year all students in grades 3-12 will have access to 1:1 Chromebook devices.

The Tyrrell County Board of Education has approved the implementation of an annual technology fee for all students in grades being served by 1:1 mobile devices. The purpose of the technology fee is to sustain, protect, and maintain the investment the district has made in the devices for student use at school for grades 3-8 and at school and home for grades 9-12. This fee covers the cost of a single repairable incident. The fee also includes a carrying case or sleeve (grades 6-12 only) and a variety of web-based learning resources. The fee would not cover costs associated with negligence, deliberate and/or malicious damage, or multiple accidental repairs within the same school year. Technology fees will be collected at each school along with other school fees. Columbia Middle School will charge \$15 per student.

### **ATTENDANCE POLICIES**

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

### **EXCUSED ABSENCES**

Valid excuses for absences must be written by the parent and presented to a school official in the office on the morning the student returns to school. Absences will be excused for the following reasons as stipulated by state policy:

1. **Illness or injury**, which prevents the student from being physically able to attend school.
2. **Quarantine** ordered by the Health Department or State Board of Health.
3. **Death in the Immediate Family** which generally includes grandparents, parents, brothers or sisters (up to 3 days)
4. **Medical or Dental Appointments.**
5. **Court or Administrative Proceedings** where the student is part of the action or under subpoena as a witness.
6. **Religious Services**
7. A valid **Educational Opportunity, which must be approved in advance by the principal.**

### **ATTENDANCE STANDARDS**

No student may be promoted to the next grade or receive credit for a course if he/she is absent more than eight (8) days during the semester. Parents will be notified when a student has reached 2, 4, 6 and 8 days. Parents will be required to come for a conference once a student has missed 6 days in a class. School administration or school designee will phone parents when a student has reached their fourth and eighth absence.

*Those students who have been given the opportunity to attend Tyrrell County Schools as an out of district transfer will be expected to follow the attendance and tardy policy as stated in the school handbooks or risk having their transfer privileges denied as deemed appropriate by a school official.*

The only exceptions to the eight (8) day policy are school-sponsored activities approved by the principal. Even in these cases, students are responsible for making up any class work that is missed. **Only in very rare or extreme circumstances shall the principal consider making exceptions to this policy.**

Students may not participate in extra-curricular activities (ball games, cheerleading, concerts, prom, trips, etc.) if they are absent from school on the day of the activity. Students must be present for one-half of the instructional day to be considered present for the day. Medical appointments should be made after school, whenever possible.

### **TARDY TO CLASS or SCHOOL**

Students are to be in class at 7:45 a.m. Only students who have a written excuse from authorized personnel (teacher, counselor, librarian, principal, or his/her designee) will be excused by the teacher for being late to class. A student without a written excuse explaining the tardy from authorized personnel will receive an unexcused tardy. **A note from parents will not mean that the tardy will be automatically excused unless the reason is within the criteria for excused absences. Every three unexcused tardies to school will result in an after school detention. Teachers may substitute silent lunch and/or lunch detentions for tardies to their classrooms. Excessive tardies can also affect a student's opportunities to participate in after school and extra-curricular activities.**

### EARLY DISMISSAL

A student who wants to be dismissed early from school must have written permission from parents/guardian. Medical appointments should be made after school, whenever possible. Parents should use good judgment in requesting that a student be dismissed early from school. The office staff and/or principal will determine if these dismissals are excused or unexcused.

### STUDENT PHONE CALLS

Students will be allowed to use the telephone or receive a telephone call from the middle school office for emergencies only. The emergency must be explained to a school official before a student will be called out of class to receive the call. Unless the call is an emergency, students will be given a message to call their parents during class changes or at the end of the school day.

### BUS PROCEDURES AND CHANGES

#### BUS NOTES

For your child's protection, all bus destination change requests should be made in writing and sent to the school office by your child or faxed to 796-3639. Any change from normal routine, such as staying after school for an activity, going to a relative's house or staying at a friend's house, will require a written note from the parent. The correct address for the change in destination will also be required for any change from your child's normal destination. This will help us ensure the correct bus is assigned and your child is delivered to the correct location. Phone calls will be accepted only in an emergency. Faxed notes must be received no later than 1:30 p.m.

#### BUS PARKING LOT

For the safety of all of our students, please DO NOT drive in the bus parking lot during school hours. Students should enter and exit door through the main entrance by the flagpole at the front of the school.

### COUNSELING OFFICE

The counseling office is open during the school day and after school until 4:00 p.m. If students or parents wish to see the school counselor beyond these hours, we encourage you to call the counseling office to set up an appointment to meet your needs.

### MEDICATION POLICY

**The Tyrrell County Board of Education discourages the use of medications during the school day. However, for those medications that must be administered to a student during the school day this policy is to be implemented.**

**Tyrrell County Board of Education defines medication to mean "any prescription or over-the counter medication or supplement that a medical care source deems essential to be administered during the school day, by school personnel."**

**Tyrrell County Board of Education will require that a Medication Authorization Form (form E1) be completed and signed by the physician and parent, before school personnel administer the medication during the school day. It will also be required that the**

medication be in a container, labeled by a pharmacist, and transported to and from school by a parent/guardian for the Elementary and Middle School students.

The Authorization for Medication Form is to be used for short-term and long-term prescriptions and over-the-counter medications. In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication. This applies to middle school students as noted in individual student medical action plans.

## SCHOOL UNIFORMS – DRESS AND GROOMING FOR STUDENTS

**Dress Code Violations --** All infractions will result in parent notification. **Repeated infractions will result in ISS.**

### Bottoms

- Uniform type slacks, shorts, skirts, jumpers or capris in any of the following solid colors: khaki/brown/tan, grey, black, navy blue
- Must be cotton type blend (i.e., no denim, corduroy, velvet, spandex, knit. (Leggings may be worn under another appropriate uniform bottom or under an appropriate length of uniform top).
- Skirts, jumpers, and shorts must be knee length while standing. (as determined by the school administrator)
- Pants must be worn at the natural waistline.
- Belts are not required however, any student that violates the requirement of wearing pants at the natural waistline, or whose pants are not appropriately sized as determined by administration will be required to wear a belt.
- Appropriately sized as deemed by a member of administration
- Elastic waist pants are acceptable.
- Leggings may be worn under another garment that is an appropriate uniform bottom or appropriate uniform top length.

### Tops

- Polo style or collared shirt of any solid color (long or short sleeved) with emblems no larger than a quarter
- T-shirts may only show at the neckline and may not extend beyond the sleeves of a polo shirt but must fit.
- Shirts without collars must be approved by administration, and considered “dressy.”
- Turtlenecks or mock turtlenecks in any color; does not need to be under a polo shirt.
- Hoodies, both pullover and zip up, may be worn in any color and/or style as long as the emblems and logos are school appropriate as deemed by school administration. A school collared shirt must be worn underneath the hoodie with the collar showing outside of the hoodie.
- Shirts that are meant to be tucked in should be tucked in appropriately.
- Tops that are worn over leggings must be fingertip length or longer. (when arms are held naturally at the sides)

### Outerwear



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

#### Shoes

- No spike heels allowed
- Sandals are acceptable (if in doubt, ask school administrators)
- No wheels, lights or noises.
- No bedroom slippers (or similar shoes).

#### Jewelry

- Jewelry must be appropriate for school attire.
- No large medallion type necklaces.
- No visible jewelry / ornamental piercing of the lip, tongue, nose, cheek or eyebrow during school hours.
- No excessive jewelry or acrylic nails for elementary students.

Physical Education – Mesh style shorts, any color tee shirt except white and tennis shoes

Please see the district website for the full policy located at [www.tyrrell.k12.nc.us](http://www.tyrrell.k12.nc.us)

### OFF-LIMIT AREAS

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

1. **Athletic Field** - The field, bleachers, dugouts and concession areas are off-limits to all students unless participating in a PE class.
2. **Gym** - No student is allowed in the gym, locker rooms, lobby, classrooms or bathrooms unless participating in a PE class.
3. **High School Buildings** are off limits to all Middle Grades students except when on official business or attending a class within the buildings.

Any student guilty of being in an unauthorized area will be subject to Category IV consequences.

### SMOKING

**Smoking and other uses of tobacco products are prohibited on any Tyrrell County Schools Property.**

### VISITORS ON CAMPUS

Students may not bring or invite friends or relatives to school to visit. Visitors (parents or other approved guests) must report to and register in the CMS office and secure a visitor's pass before going to other areas of campus, including the Middle School. Visitor passes may be left in the Middle School office only. Visitors not complying with policy will be asked to leave campus immediately. Refusal to leave will result in contact and arrest by a sheriff's deputy.

## **CHILD NUTRITION PROGRAM**

All Tyrrell County students eat breakfast and lunch free of charge. There are charges for extra servings, ice cream and other supplemental snacks.

## **PROCEDURES FOR MEAL PRE-PAYMENTS**

### **Prepay Accounts:**

Parents have the option of PREPAYING for your child's/children's extra meals and snacks on a weekly or monthly basis, whichever meets your needs. Please feel free to contact the cafeteria manager at any time to ask about your child's/children's accounts.

## **SOCIAL CONDUCT**

Students at Columbia Middle School are expected to conduct themselves with pride, dignity, and respect. This respect should be for self, for fellow students, for school faculty and staff, and for parents and family. Appropriate social conduct as it relates to relationships is important. Hands should be kept to self; petting, hugging, necking, kissing or more intimate sexual behavior on school property will not be permitted.

## **ASSEMBLY MANNERS**

Certain standards of assembly conduct are applicable to every audience situation and should be learned and practiced throughout your lifetime.

Practices that students at CMS are expected to use in assembly situations are:

1. Applaud at appropriate times (end of speech, act, or song). Never stomp, whistle, cheer, or boo.
2. Refrain from talking and excessive movement during any public performance.
3. Sit erect and pay attention to the performance.
4. Do not read, eat, or leave during the performance.

Any student who exhibits disruptive behavior during assembly programs will be removed immediately with possible loss of privileges to attend functions.

## **LOCKERS**

Locks and lockers are the property of the school and are subject to regulation and inspection as deemed necessary by the administration. Students will be assigned lockers and locks by their teacher. Pupils are responsible for personal possessions that they store in their lockers and must be sure that lockers are secure at all times. Students are required to return their assigned lock to the school at the end of the year. Any student who does not return their lock will be charged a \$5.00 fee.

## **TEXTBOOKS**

Textbooks are furnished to all students free of charge. Keeping books in good condition and safe in lockers is necessary to avoid damage and lost book fees at the end of the school year.

## **RADIOS/ELECTRONIC DEVICES/CELL PHONES**

Students who have cell phones or electronic devices for after-school use or away athletic events are responsible for ensuring that their devices are turned off and secured with the teacher during

the school day. Phones or devices may be given to teacher or office personnel during the day for safekeeping. Phones may also be locked into lockers,. Any cell phones seen, on or off, during the instructional day will be confiscated. Any phone that goes off during the day is also subject to confiscation. This includes during lunch. **The school, faculty and staff are not responsible for lost or stolen cell phones and other electronic devices. These are brought at your own risk.**

- 1<sup>st</sup> offense: Returned to student at end of day
- 2<sup>nd</sup> offense: Returned to parent or guardian only
- 3<sup>rd</sup> offense: Cell phone will not be permitted on campus by the student and a one day suspension will be enforced.

### **OUT OF SCHOOL SUSPENSION**

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

1. Any student convicted of a felony by the court will be suspended for a minimum of 180 school days from participation in any extracurricular activities sponsored by the school.
2. A participant who continues to accumulate office referrals from class disruptions or other violations of school rules will be subject to suspension from participation in extracurricular activities for up to 90 (school) days, pending a decision by the principal after appropriate consultation with the advisor, coach, or other school sponsor deemed appropriate.
3. Any questions not covered by this set of guidelines concerning whether a student has violated the Code of Behavior for Participants in extracurricular activities will be addressed by the principal and the other sponsors, coaches, or advisors involved.

### **DUE PROCESS**

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

### **GRADING SYSTEM**

Our school uses a numerical point system in grades 6-12 as follows: 90-100 excellent; 80-89 above average; 70-79 average; 60-69 below average; and 0-59 no credit. If students fall behind in their work during the first semester it will be very difficult for them to bring the grade up. It is suggested that students develop good study habits early in the first semester so as not to fall behind in their grades. A student's failure to take advantage of recommended remediation activities may result in the loss of course credit by the student.

### **STUDENT MAKEUP WORK**

Progress reports are sent home every 15 days and report cards every 45 days. For this reason a student has ample time to complete any missing work prior to the end of the grading period. A student will have a maximum of 5 days to turn in missing work after receiving a progress report. Work will not be accepted beyond the 5 day maximum. Parents are urged to keep up-to-date information by signing up for Parent Portal, which allows access to grades and status of assignments at all times.

### **STUDENT RECOGNITION**

Columbia Middle School makes every effort to recognize students for their accomplishments throughout the school year. This may be done through informal ceremonies within teachers' classrooms, hallway displays, and assemblies for students or official awards at the end of each semester. The standard awards given at the end of year formal ceremony are as follows:

**Perfect Attendance**– students who have no absences or tardies through the last day of school

**Honor Roll -**

**Principal's List -**

**Highest Average** – students who have the highest average in their individual class, each subject and each period

**Other** – students receive other awards as determined by their grade level team, PE and Exploratory teachers

Other forms of celebrations and recognition vary throughout the school year as planned by teachers and staff.

### CLASSIFICATION OF STUDENTS

Students in grades 6-8 are considered for retention if they fail two or more academic subjects or fail to meet competency and achievement standards as determined by the State Testing/Accountability Program. The final decision for placement rests with the principal.

### STUDENT RECORDS

A. The Tyrrell County Schools Administrative Unit shall maintain a cumulative record folder for each student attending its schools. The cumulative record folder shall contain all the written records directly related to a student except (1) records kept by teachers, counselors, or supervisory or administrative personnel that are in the sole possession of the maker and are not revealed to any other person except a substitute; (2) employment records of student employees if those records relate exclusively to the student in his capacity as an employee and are not made available for any other use; and (3) records kept by the principal concerning the behavior and discipline of the student or other such administrative or education records deemed necessary by the principal or his designee.

Cumulative records folders shall be kept in the Guidance office at Columbia Middle School. If the student no longer attends a school within the Tyrrell County School System, the cumulative record folder shall be kept at the central office. The principal of each school is responsible for maintaining the cumulative record folders of students attending his school, and the superintendent is responsible for maintaining cumulative record folders of students who no longer attend a school with the unit. Unnecessary and outdated material may be deleted from the student's record at any time except when a request for a review by a parent or student is pending.

B. Those who have the right to inspect and review the cumulative record folder kept about the student include (1) parents of students who are under 18 years of age, (2) parents who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code, and (3) Students who are at least 18. Parents or eligible students who wish to inspect and review the cumulative record folder shall submit a request in writing to the principal of the student's school. When he receives a written request for review of the records from a parent or student who has a right to inspect the records, the principal shall schedule the review. The appointment date should

be as early as possible but never later than 30 days after the request was made. The inspection and review shall be made in the office of the principal or at another place designated by him. A school official competent in interpreting student records shall be present to explain the implications of the records that are examined. The fee for copies of records to parents or students is 10 cents per page. The parents or students to whom records are mailed shall be charged the mailing costs.

C. A parent or student who believes that information contained in the student's cumulative record folder is inaccurate or misleading or otherwise violates the student's rights may request in writing, that the records be amended by the principal of the school where the records are kept. Not later than five school days after he receives a request to amend, the principal shall decide whether to amend the records in accordance with the request. If he finds that the challenge is not justified, he shall inform the person who made the request of his finding and shall also inform that person of his rights to appeal in writing to the superintendent. The parents, guardian, or person standing in loco parentis may appeal the decision of the principal to the superintendent, and, if desired, may appeal that decision to the board of education.

D. In accordance with state law, G.S. 115C-402, any student discipline resulting in the student's suspension for more than 10 days, must become a part of the student's official record (cumulative file). G.S. 115C-402 requires that "each student's official record also shall include notice of any suspension for a period of more than 10 days or of any expulsion under G.S. 115C-391 and the conduct for which the student was suspended or expelled."

In accordance with the law, The Tyrrell County Board of Education allows the superintendent or the superintendent's designee to expunge from the record the notice of suspension or expulsion if the following criteria are met:

1. One of the following persons makes a request for expungement:
  - a. The student's parent, legal guardian, or custodian.
  - b. The student, if the student is at least 16 years old or is emancipated.
2. The student either graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.
3. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.
4. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

Even in the absence of number (1) above, a superintendent or the superintendent's designee may expunge from a student's official record any notice of suspension or expulsion provided all other criteria as spoken to in numbers (2), (3) and (4) above are met.

E. Schools may, without the consent of either the student or his parents, disclose information kept in the student's cumulative record folder to the following persons:

1. School officials who have a legitimate educational interest in examining the information;
2. Authorized representatives of educational agencies of the state and federal government;
3. Accrediting organizations that seek the information to carry out their accrediting functions;

4. Persons or organizations conducting studies for or on behalf of the school administrative unit;
5. Persons who seek the information in connection with a student's application for or receipt of, financial aid;
6. Officials of another school in which the student seeks or intends to enroll;
7. Persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other person.

The Tyrrell County School System may disclose directory information about a student without the consent of either the student or his parent unless the parent or student has properly objected to the release. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

No one else may have access to personally identifiable information from the cumulative record, other than directory information, except under one of the following circumstances:

1. When proper written consent to the release of such records has been obtained
2. To comply with a court order or lawfully issued subpoena. When he receives a court order or subpoena, the principal of the school where the records are kept shall immediately send written notice to the student's parents or to the eligible student at their last known address that a court order or subpoena has been received. Three school days after sending the notice, the school principal shall comply with the court order or subpoena. When a school official discloses information from the student's cumulative record folder, other than directory information, to anyone other than the parents of the student, the student himself, or other school officials, he shall inform the person who receives the information that it may not be transferred to any other party without the consent of the parents or the eligible student.

The principal shall maintain in each cumulative record folder for which he is responsible a cumulative record inspection log. The inspection log shall include the name and reason for inspection of each person who requests access to the cumulative record folder.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **FIRE AND EVACUATION DRILL REGULATIONS**

1. The signal for fire and evacuation drills will be the fire alarm horns located in each building.

2. Teachers and students will be expected to know the classroom fire exits for each of their locations during the day.
3. In the event there is a blocked exit, the line leader will raise both arms over his/her head. This will be a signal for everyone to turn around and follow the last person in line to the next most appropriate exit.
4. Students should not talk, run, or loiter during a drill, nor should they get their books or other things. They must leave immediately upon the sound of the alarm.
5. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
6. Each group should go out at least 100 feet from the building. The group should not be between two buildings or near trees or other things that may catch on fire. No group should block a driveway.
7. All students will return to the room they left immediately upon direction by the teacher.

### **TORNADO DRILL PROCEDURE**

If it becomes necessary to take precautions from high or tornado-like winds, the following procedures will be observed:

1. Notice will be given over the intercom (or by Messenger if power fails) for all students to move to the halls of the building they are in. Those students on the second floor of the main building are to proceed to the hall of the first floor.
2. Doors and windows should be open to equalize inside and outside atmospheric pressure thus reducing the threat of structural damage.
3. Once in the halls, students are to kneel and cover their heads with their hands and upper arms until danger has passed.
4. Stay away from windows or other areas where glass or flying objects may be a threat.
5. The tornado signal consists of **three consecutive rings** on the bell system repeated at short intervals.

### **INTRUDER DRILLS**

During the course of this school year, Columbia Middle School students and staff will be conducting “lockdown drills.” During this time, we will practice how to secure the classrooms and ensure student safety should it ever be necessary. For these drills, we may involve the sheriff’s department or local emergency management officials.

If you ever attempt to enter the school building during the day and all doors are locked, we are in the process of a “lockdown drill”. Please don’t be alarmed. We will notify you as soon as safety permits should a real emergency ever occur. We thank you in advance for your patience if you happen to visit our campus while a drill is in progress.

### **TYRRELL COUNTY SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Tyrrell County Board of Education (the “board”). Through the

school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

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

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

**A. Requirements for Use of Technological Resources**

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

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

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing,



downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.

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

of the school system only with prior approval by the superintendent or designee.

**B. Restricted Material on the Internet**

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

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

**C. Privacy**

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

**D. Personal Websites**

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

**1. Students**

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

**2. Employees**

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

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

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

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

Adopted: June 6, 2011

## **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.

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

#### **a. 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.

#### **B. 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.

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

### **a. 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:

- the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- an immediate supervisor if the individual making the complaint is an employee;
- 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);
- the Title IX coordinator for claims of sex discrimination or sexual harassment; or
- the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

### **b. 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.

### **c. 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.

## **6. RECORDS**

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

Adopted: November 1, 2010

**STUDENT BEHAVIOR POLICIES***Policy Code: 4300*

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All decisions related to student behavior are guided by the educational objective of the Tyrrell County Board of Education (the “board”), which is to teach responsibility and respect for cultural and ideological differences and by the board’s commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish: (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

**A. PRINCIPLES**

The reasons for managing student behavior are (1) to create an orderly environment where students can learn; (2) to teach expected standards of behavior; (3) to help students learn to accept the consequences of their behavior; and (4) to provide students with the opportunity to develop self control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility and to develop self control.
6. Strategies and consequences will be age and developmentally appropriate.

**B. COMMUNICATION OF POLICIES**

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board’s student behavior policies. Each school shall create a student behavior management plan which shall elaborate further on processes for addressing student misbehavior and use of intervention strategies and consequences (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct shall incorporate by reference any additional student behavioral standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed in accordance with policy 4302, provided such measures are consistent with law and board policy. The Code of Student Conduct shall not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct, (2) any behavior policies of the board that are not a part of the Code of Conduct, (3) any related administrative procedures, (4) any additional discipline-related information from the school's student behavior management plan, including behavioral standards, prohibited conduct or disciplinary measures, and (5) any other schools rules. This information shall be available at other times upon request and shall be made available to students enrolling during the school year and their parents.

For purposes of board policies related to student behavior, all references to "parent" include a parent, legal guardian, legal custodian or other caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

## C.

### APPLICABILITY

Students must comply with the Code of Student Conduct in the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school personnel; and
6. at any time or place when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

## D.

### CONSEQUENCES FOR VIOLATIONS

Violations of the Code of Student Conduct shall be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

#### 1. **Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions which involve a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve weapons or injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further

information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- parental involvement, such as conferences;
- isolation or time-out for short periods of time;
- behavior improvement agreements;
- instruction in conflict resolution and anger management;
- peer mediation;
- individual or small group sessions with the school counselor;
- academic intervention;
- in-school suspension;
- detention before and/or after school or on Saturday;
- community service;
- exclusion from graduation ceremonies;
- suspension from bus privileges; and
- placement in an alternative school.

## 2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences which may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension and serious violations that threaten the safety of students, staff or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain firearms violations.)

## **E. ENFORCEMENT**

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

Legal References: G.S. 115C-47, -288, -307, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (4300 series)

Adopted: 8-8-2011

## **CMS SCHOOL DISCIPLINE**

### **RATIONALE**

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

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

1. Provide every student the opportunity to receive positive recognition for achievements and accomplishments;
2. Provide parents/guardians with an on-going update of student's progress through conferences, notes and telephone calls;
3. Give students coaching and practical experience in problem-solving and dealing with authority; and
4. Use research based strategies to promote positive discipline.

### **Minor Discipline Classroom Procedures**

For disturbing class and general misconduct, teachers should administer the consequences. These offenses include but are not limited to the following:

- Excessive Talking
- Refusing to cooperate
- Repeated off task behavior
- Lack of respect for others
- Violation of any school or classroom rule
- Lack of cooperation in a group setting
- Lack of required supplies

Consequences that teachers will implement are as follows:

**First Offense: Verbal warning and student conference immediately after class**

**Second Offense: Parent Contact and behavior think sheet. Move student seating.**

**Third Offense: Lunch Detention**

**Fourth Offense: Office Referral (See Behavior management plan)**

### **Corporal Punishment**

It is not the practice of Columbia Middle School Administrators to administer corporal punishment.

**NOTE:** The discipline program calls for increased parent contact through conferences, for both major and minor offenses. In order to expedite timely conferences, students may be sent home and not permitted to return to school unless accompanied by a parent/guardian. The student's absence will not be regarded as a suspension but as an unexcused absence. This procedure shall be referred to as ABC, absence before conference.

### **STUDENT CONDUCT AND RESPONSIBILITIES**

The purpose of Columbia Middle School is to provide the fullest opportunity for each student to pursue his/her own education. The Tyrrell County Board of Education recognizes the rights of



students and parents and expects them to exercise these rights in-so-far as such exercise does not infringe on the similar rights of other students.

In order to help ensure that each student is treated fairly, the Board of Education has adopted policies and guidelines concerning student behavior at Columbia Middle School. This section outlines Board Policies in the 4300 series and clarifies expectations of the administration and staff of Columbia Middle School. This code applies to a student who is on school property or in attendance at any school-sponsored activity.

### **HAZING**

Hazing is prohibited. No student shall play abusive or ridiculous tricks on, frighten, scold, beat, harass or otherwise subject any other student to personal indignity. All staff members, coaches, and club sponsors shall report such violations immediately.

Any student convicted of the criminal offense of hazing or of aiding or abetting the offense of hazing as defined under NC General Statute 14-35 is subject to expulsion from school in addition to any court imposed punishment. According to NC General Statute 14-36, the Board of Education is required by law to expel any student convicted of hazing or otherwise guilty of a Class 1 misdemeanor.

### **INFORMATION CONCERNING STUDENT BEHAVIOR**

*Cheating is.....*

- Copying other students' test answers.
- Copying other students' homework.
- Copying other students' class-work.
- Copying directly from a source for a report or project without giving proper credit.
- Giving other students your test answers.
- Giving other students your homework.
- Giving other students your class-work, your reports, or your projects to use as their own.
- WRONG!
- AGAINST THE RULES!
- A CATEGORY IV OFFENSE.

### **CATEGORY IV OFFENSES**

Violation of a Category IV offense may result in ASD, ABC or up to 10 days suspension in school or out of school suspension. The principal reserves the right to alter designated consequences due to mitigating or aggravating circumstances. **The consequences will vary depending on the circumstances surrounding individual incidents that occur. We will make every effort to follow the expectations of PBIS (Positive Behavior Interventions and Supports).**

### **CONDUCT AT OTHER SCHOOL FUNCTIONS**

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





