



Parent/Student Handbook 2025-2026

Home of the Gators!

East Columbus Jr-Sr High School

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A Message from the Administration

Dear East Columbus High School Students & Parents:

Welcome to the 2025-2026 academic school year. What a great time to be an East Columbus Gator!

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

We are excited to build upon our successes from last year and move forward with some positive changes. This year our instructional focus will be “student engagement”. We want to ensure all students are valued, challenged and supported.

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

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

Let's go Gators!

Sincerely,

Administration,

Ms. Sherone Hough

Mr. Bryan Fowler

Mrs. Megan Locklear

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

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

ACADEMICS

GRADING SYSTEM

A – 90 to 100
B – 80 to 89
C – 70 to 79
D – 60 to 69
F – 0 to 59/fail course

P – Pass course (Credit Recovery)
I – Incomplete

RECEIVING CREDIT

To receive credit for a course a student must:

- ♦ Have a final average of 60 or higher.
 - The final average will be figured as follows:
 - Each six weeks grade will count 25%.
 - The final exam will count 20% or 25%, depending on course.
- ♦ Meet all teacher requirements and expectations.
- ♦ Meet local school system requirements and expectations.

ACADEMIC COURSE LEVELS AND WEIGHTS

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

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

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

GPA/CLASS RANK

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

PROMOTION STANDARDS/ GRADUATION REQUIREMENTS

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

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

10th grade: 7 Credits 11th grade: 14 Credits 12th grade: 20 Credits

To Graduate: Students must have 28 credits, plus any local requirements in the following courses: English (4), Math (4), Social Studies (4), Science (3), Health & PE (1), Arts Education (1), and Electives (6).

RECOGNIZING ACADEMIC ACHIEVEMENT FOR SENIORS & JUNIOR MARSHALS

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

Other important information:

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

NORTH CAROLINA SCHOLAR'S PROGRAM REQUIREMENTS

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

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

PRINCIPAL'S LIST AND HONOR ROLL

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

STUDENT SERVICES DEPARTMENT

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

- | | | |
|----------------------------|-------------------------|-------------------------|
| • Registration for courses | • Peer mediation | • Academic Advising |
| • Career selection | • Individual counseling | • Attendance counseling |
| • Scholarship information | • Drop-out Prevention | |

- College/University planning
- Teacher Parent Consultation

Members of the Student Services Department are:

Mrs. Brittany Edwards	School Counselor (High School)
Mr. Cory Singletary	School Counselor (Middle School)
Mrs. Lynn Worrell	School Nurse
Mrs. Tonya Jacobs	Student Services Support Associate
Mrs. Renee Patrick	ECJSHS Data Manager

ACADEMIC OPPORTUNITIES FOR STUDENTS

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

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

HIGH SCHOOL TRANSCRIPTS

High School transcripts generated and received prior to the end of the school year are unofficial draft copies and subject to change. Official transcripts will not be issued until the school year has been completed. There are no charges for transcripts for students currently enrolled for the purpose of scholarship and college applications, academic programs, or entrance into the military. In order to receive this transcript, the student must turn in a completed *Transcript Request Form*, found in the front office, to the Student Services receptionist. Please allow one to two weeks to process requests. There will be a \$5.00 charge per transcript for any purpose after graduation.

REPORT CARDS AND INTERIM PROGRESS REPORTS (IPR)

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

ADEQUATE ACADEMIC PROGRESS & YOUR DRIVER'S PERMIT/LICENSE

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

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

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

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

SCHEDULE CHANGES

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

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

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

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

- You want to drop a course that you requested.
- You want to change a class to a different period.
- You want to change to a different teacher.
- You want a different lunch or class to be with your friends.

CHANGE OF ADDRESS

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

TESTING

FINAL EXAMS

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

1. *End-of-Course Exam:* These exams are created by the Department of Instruction and are a requirement for Math 1, Biology, and English II. These exams are completed on the computer and include a blend of short answer and multiple choice questions.
2. *CTE Exams:* These exams are created by the Department of Instruction and are a requirement for all CTE courses. In order for a student to receive course credit, they must take the exam.
3. *Teacher Made Final:* These exams are created by the teacher and are a requirement for Health/PE, World Languages, Fine Arts and some on-line classes. Teacher made final exams use a variety of methods to assess student understanding of the material. Students may be exempted if they have a 90 or better average and have not missed more than 5 unexcused days.

ACT, Pre-ACT AND WORKKEYS ***(State Testing)***

ACT, the nationally recognized college admissions and career readiness program, is being administered in North Carolina high schools free of charge to students in the 2025-2026 school year. The ACT College Admissions Assessment will be given to every 11th grader. The Pre-ACT assessment will be given to every 10th grader and the WorkKeys assessment will be administered to 12th grade Career and Technical Education concentrators. These tests are mandated by the Department of Instruction and all required students must complete their respective test.

PSAT TESTING (Non-State Testing)

East Columbus High School will give the PSAT to students who register for the test. The test will measure critical reading, math-problem solving, and writing skills. Juniors who want to be considered for the National Merit Scholarship are strongly encouraged to take this test. Students will be required to pre-register for the test. Announcements will be made concerning registration for the test. *Students wishing to take the test are encouraged to register early as the number of available tests will be limited.*

ATTENDANCE

ATTENDANCE POLICY

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

No more than five school days per semester will be excused based on parent notes. Future absences due to personal illness, injury, or medical/dental appointments, will require a **healthcare practitioner's statement to be excused.**

Students may lose athletic eligibility for not following the attendance policy.

EXCUSED ABSENCES

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

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

UNEXCUSED ABSENCES

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

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

SCHOOL RELATED ACTIVITIES

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

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

EDUCATIONAL LEAVE REQUESTS

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

CHECK-IN / CHECK-OUT PROCEDURE

Student Check-Out Process:

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

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

3. Please note that only the parent/guardian listed on the student's current year Student Information Sheet or in PowerSchool may check-out or have contact with a student. Good, working contact numbers, including cell phone, work, and home numbers, are to be updated by the parent/guardian throughout the school year as needed. ***Phone calls will not be accepted to change a student's contact information in PowerSchool or to check-out a student.***

4. Parent permission and written authorization is required for all students to check-out, regardless of age.
5. Current students cannot check-out other current students for the day, unless they are siblings and parents provide written authorization for each check-out.
6. Students who do not follow the check-out process and leave campus without permission are considered skipping and subject to disciplinary consequences including loss of parking privileges.
7. Please note that East Columbus High School staff will not interrupt assemblies, pep rallies, or state/national exams (ie. ACT, EOC, NCFE, etc.) to check-out students.

ILLNESS AND EMERGENCIES

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

TARDY TO CLASS

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

Tardy #	Consequence
3	Minor referral and parent contact
6	3 days ISS or 1 day OSS
9	5 days ISS or 2 day OSS
10 or more	<i>3 days OSS or administrative discretion</i> or referral to Alternative Learning Placement

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

Regular Bell Schedule	
High School 1st period-8:00-9:12 2nd period-9:17-10:29 First Lunch 10:34-10:59 3rd period (1st) 11:04-12:21 3rd period (2nd) 10:34 to 11:46 Second Lunch 11:51 to 12:16 4th period 12:21-1:33 5th period 1:38 to 2:50	Middle School 1st period-8:00-9:12 2nd period-9:17-10:29 First Lunch 10:34-10:59 (7th grade) 3rd period (1st) 11:04-12:21 3rd period (2nd) 10:34 to 11:46 Second Lunch 11:51 to 12:16 (8th grade) 4th period 12:21-1:33 5th period 1:38 to 2:50

CLOSED CAMPUS

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

ARRIVAL AT SCHOOL

The school building will open at **7:40 am** each morning. Upon entering the building, students will walk through metal detectors and their belongings will be checked by school staff. All students are expected to report to the cafeteria when they arrive by 7:55am. The exterior doors of East Columbus High School are locked by 8:00 am and any student arriving late must enter the building through the front door and sign-in at the main office.

HALL PASSES

East Columbus will be using the E-Hall pass for student movement. Students must have their pass approved before leaving their designated area. Students have 5 minutes to leave their area and return. If a student violates the pass, this will result in a referral.

MOVEMENT IN HALLWAYS

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

TITLE IX: KEEPING STUDENTS SAFE

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

STUDENT DRIVING PRIVILEGES, RULES, & EXPECTATIONS

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

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

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

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

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

SCHOOL BUS PROCEDURES

Columbus County Schools provides transportation for students to and from school via a school bus. It is expected that students will behave in an appropriate manner while on a school bus and follow certain rules and procedures when riding a school bus. Riding a school bus is a privilege, and students who misbehave on a school bus will lose that privilege. All parents are encouraged to download the Here Comes the Bus App to monitor all bus activities/communication.

Bus Rules and Procedures:

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

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

1st offense: Warning and parent contact by an administrator and bus driver

2nd offense: 5 Day Bus Suspension

3rd offense: 10 Day Bus Suspension

4th offense: Recommendation for long term suspension

The following actions on a bus will lead to in or out of school suspension: fighting, possession of illegal/controlled substances, use of tobacco products, possession of a weapon, bullying, disrespect towards the bus driver, etc. If a student does not ride the bus for 10 consecutive days, they are removed from the route sheet completely.

RIDING A DIFFERENT BUS

Anytime a student needs to ride a different bus, he/she needs to bring a note from their parents stating what bus they need to ride. The note must be signed and contain a contact number for the parent. The note must be turned into front office by 8:30am for approval the day of the request. Once verbal confirmation with the parent has been made, a bus pass will be issued to the student to ride the different bus. The pass must be presented to the bus driver to board it. No passes will be issued after 2:00 PM. Any misconduct by the student will result in the loss of the privilege to ride a different bus.

DISMISSAL OF BUSES

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

CAMPUS LIFE

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

VISITORS ON CAMPUS

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

STUDENT MEDICATION

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

STUDENT DELIVERIES

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

BOOK BAGS, GYM BAGS, POCKETBOOKS, ETC.

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

LOST OR STOLEN PROPERTY

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

SCHOOL POSTERS

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

FUNDRAISING

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

USE OF THE SCHOOL PHONES/MESSAGES

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

VIDEO/AUDIO RECORDING

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

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

CAFETERIA, LUNCHES, DRINKS, & FOOD

Students are to remain in the cafeteria for lunch. Students will be prohibited from taking any food items or drinks out of the cafeteria during the school day. Students may not leave campus during lunch and any student caught leaving campus during lunch will be disciplined for skipping/leaving campus without permission. Students may not have take-out lunch delivered to the school (*ie. Pizza or Chinese deliveries*) and deliveries will be confiscated and not returned.

ASSEMBLIES AND PEP RALLIES

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

Audience behavior and expectations:

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

SCHOOL FEES

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

Grade 7-10 -\$10

Grade 11- \$20

Grade 12-\$30

OPT OUT NOTIFICATION FORM

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

STUDENT RULES, REGULATIONS, AND EXPECTATIONS

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

FAILURE TO COMPLY WITH AN ADMINISTRATIVE DIRECTIVE OR TO IDENTIFY YOURSELF

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

STUDENT DRESS CODE

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
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. 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 adjust 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.

In addition, pajamas are not allowed to be worn to school and blankets are not allowed as covering.

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 the 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 ten days of out of school suspension (OSS) for repeated violations.

Level ONE offense	1st Violation	2nd Violation	3rd Violation
1. Attendance (tardy/skipping class/leaving off campus without permission) <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.
2. Bullying or Intimidation <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
3. Disruption/Failure to comply with Student Code of Conduct (all settings) <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
4. Disruptive or Obscene Literature or Illustrations <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
5. Dress Code <i>BOE Policy#4316</i>	Parent/teacher/student conference and or /referral to school counselor/1 day ISS (<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

6. Gambling/Extortion <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
7. Gang/Gang Activity (Non-violent) <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
8. Integrity/Dishonesty <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
9. Misconduct on School Bus (non-physical) <i>BOE Policy#4300</i>	Parent/teacher/student conference and or referral to school counselor/3 days ISS or 3 days off the bus	3 days ISS or 5 days bus suspension	10 days or greater bus suspension /Possible long-term bus suspension
10. Peer Relations/Inappropriate Affection <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
11. Tobacco Products or Electronic Cigarettes or Vapes <i>BOE Policy#4320</i>	Parent/teacher/student conference and or referral to school counselor/3 days OSS	5 days OSS	10 days OSS/referral to ALP/possible juvenile petition

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.

Level TWO offense	1st Violation	2nd Violation	3rd Violation
1. Arson <i>BOE Policy#4300/1510/4200 7270</i>	Possible petition for crime through the 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
2. Computer Misuse <i>BOE Policy#3225</i>	Parent/teacher/student conference and or 3 days ISS <i>and</i> suspension of computer use	3-5 days ISS/OSS	5 days OSS/referral to ALP

3. False Fire Alarm <i>BOE Policy#4300</i>	Parent/teacher/student conference and or 5 days OSS	10 days OSS	10 days OSS/referral to ALP/ possible juvenile petition
4. Fighting/Physical Aggression <i>BOE Policy#4331</i>	Parent/teacher/student conference and or 5 days OSS	10 days OSS/referral to ALP	Recommendation for a long-term suspension/possible petition
5. Hazing/Intimidation <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
6. Possession of Weapons other than Firearms <i>BOE Policy#4300/4330</i>	5 days OSS	10 days OSS	10 days OSS/possible referral to ALP
7. School Transportation Disturbance (fighting, pullover, return to school, safety violation) <i>BOE Policy#4315/4300/1510/4200/7270</i>	Parent/teacher/student conference and or 5 days OSS	10 days OSS	Recommendation for a long-term suspension/possible juvenile petition
8. Sexual Acts <i>BOE Policy#1720/4015/7225/4335</i>	Possible petition for crime through the court system/referral to school counselor and 5 days OSS	10 days OSS	10 days OSS/possible recommendation for long-term suspension
9. Sexual Harassment/Bullying/Harassing Behavior <i>BOE Policy#1710/4021/7230/4335</i>	Possible petition for crime through the court system and or 5 days OSS	10 days OSS/possible recommendation for long-term suspension or ALP	10 days OSS/possible recommendation for long-term suspension or possible juvenile petition
10. Verbal/Physical Threats <i>BOE Policy#4330</i>	Parent/teacher/student conference and 3 days OSS	5 days OSS	10 days OSS/referral to ALP & possible recommendation for long-term suspension
11. Theft or Property Damage <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

12. Trespassing <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
13. Verbal Abuse/ Disrespect/ Confrontational Fussing <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 and or possible recommendation for long-term suspension
14. Possession of a cell phone and or communication devices <i>BOE Cell Phone Policy</i>	Parent/teacher/student conference and 3 days ISS/device confiscated/parent pick-up	3 days OSS/parent pick-up	5 days OSS/device confiscated/possible referral to ALP
15. Illegal Drugs/Alcohol/T HC <i>BOE Policy#4325</i>	Parent/teacher/student conference and 10 days OSS	10 days OSS/referral to ALP	Recommendation for a long-term suspension/possible juvenile petition

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.*

Level THREE & FOUR Offenses	1st Violation
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.
Level FIVE Offenses	
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 for the disposition of the case by the 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.*

East Columbus Cell Phone Policy

East Columbus will be a phone free school zone. Devices or device accessories are not permitted at any time during the school day. Students will keep all devices and device accessories locked in the Yondr pouch for the duration of the school day. Beats or special headphones are not allowed on campus. All students will be issued a Yondr pouch and expected to have devices powered off with accessories stored in the Yondr pouch when they enter the building. Any student without a pouch must turn their device into the main office to be stored until the end of the day. If a pouch is lost, stolen or damaged the replacement fee is \$50.

1. Possession of a cell phone and or communication devices <i>BOE Cell Phone Policy</i>	Parent/teacher/student conference and 3 days ISS/device confiscated/parent pick-up or one day OSS	3 days OSS/parent pick-up	5 days OSS/device confiscated/possible referral to ALP
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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.**

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SCHOOL SAFETY DRILLS

School officials are required to conduct various safety drills throughout the school year. The purpose of the drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedule. Students are required to remain quiet and with their teacher during the entire drill

and must follow any directions given by school staff during a drill. Use of cell phones and other electronic devices is strictly prohibited during a school safety drill. Students must return immediately to class following the signal to return to the building.

