



**Columbia High and Middle School
Faculty Handbook**

2013-2014

“Go Wildcats!”

WHO TO SEE

WHAT	MIDDLE SCHOOL	HIGH SCHOOL	BOTH
SUBSTITUTES	JANA RAWLS AND ANITA SWAIN	MARCIA MANNING AND KIM DAVENPORT	
SICK LEAVE	ANITA SWAIN	KIM DAVENPORT	
PROFESSIONAL LEAVE	ANITA SWAIN	KIM DAVENPORT	
ANNUAL LEAVE	ANITA SWAIN	KIM DAVENPORT	
PERMISSION TO LEAVE DURING THE INSTRUCTIONAL DAY	JANA RAWLS	MARCIA MANNING OR RAMONA ARMSTRONG	
DISCIPLINE ISSUES	JANA RAWLS	MARCIA MANNING OR RAMONA ARMSTRONG	
TECHNOLOGY ISSUES	WESLEY ARMSTRONG	WESLEY ARMSTRONG	COMPLETE TECHNOLOGY WORK ORDER ONLINE: SEND TO PRINCIPAL
TEXTBOOKS	JANA RAWLS	MARCIA MANNING OR RAMONA ARMSTRONG	
YEARBOOK	DANA DEGRAAF	LYNN WILLIAMS	
FUNDRAISER REQUEST FORMS	ANITA SWAIN OR WORKROOM	KIM DAVENPORT	MUST BE APPROVED BY PRINCIPAL AND SUPERINTENDENT
ATHLETICS: GATE DUTY, DISMISSAL TIMES, CANCELLATIONS, ETC/	TERRY DONOGHUE	BILL MANNING	
TRANSPORTATION REQUEST/FIELD TRIP REQUEST	online in Finance Forms	online in Finance Forms	
FIELD TRIP PERMISSION FORMS FOR STUDENT/PARENTS	ANITA SWAIN OR WORKROOM	KIM DAVENPORT	TEACHERS SHOULD CREATE ONE FOR EACH TRIP
STUDENT PORTFOLIOS	JEN WESTCOTT	KIM DAVENPORT	
IEP CONCERNS	TAMIKA SPRUILL	PATSY SWAIN	SUE SMITH
504 CONCERNS	JEN WESTCOTT grades 6 through 9	SARAH FOX grades 10 through 12	SUE SMITH
CUMULATIVE FOLDERS	JEN WESTCOTT	SHERRI SMITH	SUE SMITH
COPIER MAINTENANCE	TERESA BARNES	TERESA BARNES	
PURCHASE ORDERS-- CREATING	TIAWAN MOORE OR SCHOOL WEBSITE	KIM DAVENPORT	
PURCHASE ORDERS WHEN ITEMS ARRIVE	ANITA SWAIN	KIM DAVENPORT	
SUPPLIES	ANITA SWAIN	KIM DAVENPORT	

WHO TO SEE

WHAT	MIDDLE SCHOOL	HIGH SCHOOL	BOTH
MONEY-HOW MUCH CAN I SPEND?	JANA RAWLS	MARCIA MANNING OR KIM DAVENPORT	
ATTENDANCE-NC WISE	ANITA SWAIN	SHERRI SMITH	
ATTENDANCE-EXCESSIVE ABSENCES LETTERS	ANITA SWAIN	SHERRI SMITH	
RECEIPT BOOKS AND MONEY COLLECTED FROM STUDENTS	ANITA SWAIN	KIM DAVENPORT	
AG CONTACT	JANA RAWLS	MARCIA MANNING	SUE SMITH
TESTING	JEN WESTCOTT	RAMONA ARMSTRONG	

TYRRELL COUNTY SCHOOLS

2013-2014 CALENDAR (185 INSTRUCTIONAL DAYS) REVISED 04 08 2013

M	T	W	T	F
JULY 2013				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	T	F
AUGUST 2013				
			1	2
5	6	7	8	9
12	13	14	15	16
RWD 19	RWD 20	RWD 21	RWD 22	OWD 23
S1 26	S2 27	S3 28	S4 29	S5 30

M	T	W	T	F
SEPTEMBER 2013				
2	S6 3	S7 4	S8 5	S9 6
S10 9	S11 10	S12 11	S13 12	S14 13
S15 16	S16 17	S17 18	S18 19	S19 20
S20 23	S21 24	S22 25	S23 26	S24 27
S25 30				

OCTOBER 2013				
	S26 1	S27 2	S28 3	S29 4
S30 7	S31 8	S32 9	S33 10	S34 11
S35 14	S36 15	S37 16	S38 17	S39 18
S40 21	S41 22	S42 23	S43 24	S44 25
S45 28	S46 29	S47 30	S48 31	

NOVEMBER 2013				
				S49 1
S50 4	S51 5	S52 6	S53 7	S54 8
11	S55 12	S56 13	S57 14	S58 15
S59 18	S60 19	S61 20	S62 21	S63 22
S64 25	S65 26	AL 27	28	29

DECEMBER 2013				
S66 2	S67 3	S68 4	S69 5	S70 6
S71 9	S72 10	S73 11	S74 12	S75 13
S76 16	S77 17	S78 18	S79 19	S80 20
AL 23	24	25	26	AL 27
AL 30	AL 31			

JANUARY 2014				
		1	S81 2	S82 3
S83 6	S84 7	S85 8	S86 9	S87 10
S88 13	S89 14	S90 15	S91 16	S92 17
20	S93 21	S94 22	S95 23	S96 24
S97 27	S98 28	S99 29	S100 30	S101 31

FEBRUARY 2014				
S102 3	S103 4	S104 5	S105 6	S106 7
S107 10	S108 11	S109 12	S110 13	S111 14
S112 17	S113 18	S114 19	S115 20	RWD 21
S116 24	S117 25	S118 26	S119 27	S120 28

MARCH 2014				
S121 3	S122 4	S123 5	S124 6	S125 7
S126 10	S127 11	S128 12	S129 13	S130 14
S131 17	S132 18	S133 19	S134 20	S135 21
S136 24	S137 25	S138 26	S139 27	S140 28
S141 31				

APRIL 2014				
	S142 1	S143 2	S144 3	S145 4
S146 7	S147 8	S148 9	S149 10	11
AL 14	AL 15	AL 16	AL 17	AL 18
S150 21	S151 22	S152 23	S153 24	S154 25
S155 28	S156 29	S157 30		

MAY 2014				
			S158 1	S159 2
S160 5	S161 6	S162 7	S163 8	S164 9
S165 12	S166 13	S167 14	S168 15	S169 16
S170 19	S171 20	S172 21	S173 22	S174 23
26	S175 27	S176 28	S177 29	S178 30

JUNE 2014				
S179 2	S180 3	S181 4	S182 5	S183 6
S184 9	S185 10	RWD 11	OWD 12	OWD 13
16	17	18	19	20
23	24	25	26	27
30				

HOLIDAYS:

July 4, 2013 - Independence Day (summer employment)
 September 2, 2013 - Labor Day
 November 11, 2013 - Veterans Day
 November 28 and 29, 2013 - Thanksgiving Holidays
 December 24, 25, 26, 2013 - Christmas Holidays
 January 1, 2014 - New Year's Day
 January 20, 2014 - Martin Luther King, Jr. Day
 April 11, 2014 - in lieu of Good Friday
 May 26, 2014 - Memorial Day

REQUIRED:

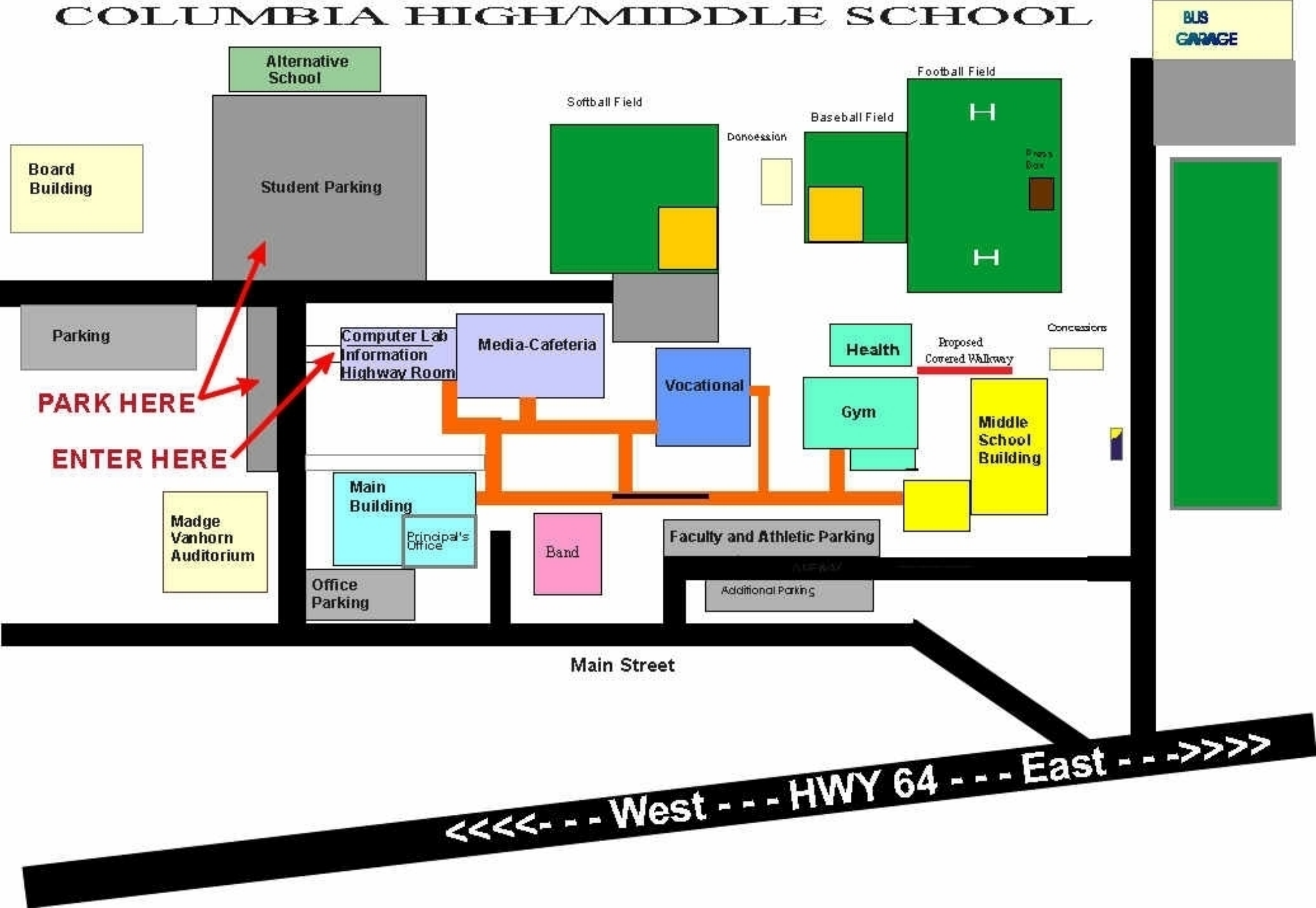
215 Day School Calendar
 185 Student Days plus-
 1025 Instructional Hours
 6 Required Work Days (RWD)
 3 Optional Work Days (OWD)
 10 Annual Leave Days (AL)
 11 Holidays (HOL)
 First day for Students
 1 p.m. Dismissal
 12:00 Noon Dismissal

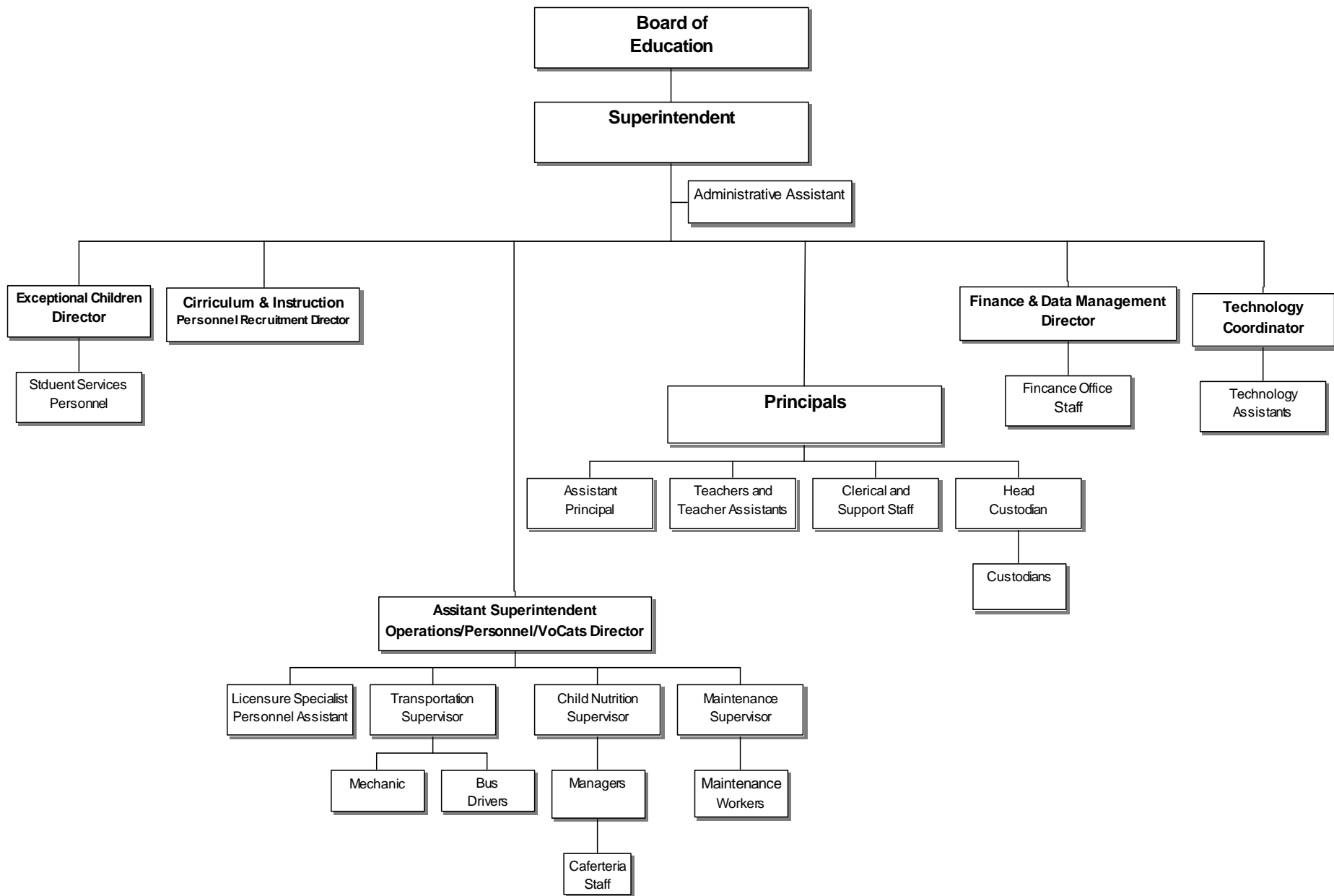
MARKING PERIOD

Aug. 26.....Oct18
Oct .21.....Dec. 20
Jan 2.....March14
March 31.....June 10
Report Cards
October 24
January 9
March 20
June 10 (TES)/June 13
(CHS/CMS)

NOTE: Make-up days due to interrupted calendar days are planned for Saturdays as 1st option - If a Saturday make-up day is not possible, decisions regarding make-up days will be made at the time of the interrupted schedule in the best interest of student instruction. BOE revision approved April 8, 2013.

COLUMBIA HIGH/MIDDLE SCHOOL





SCHOOL COMMITTEES

CHS SCHOOL IMPROVEMENT TEAM (SIT)

The Columbia High School SIT consists of the committee chairpersons and one support person.

Responsibilities: Direct the development of the CHS School Improvement Plan, especially new strategies for each year; Facilitate communication about pertinent issues between faculty and administration. Report SIT business to designated faculty members whom they represent.

CMS SCHOOL IMPROVEMENT TEAM (SIT)

The Columbia Middle School SIT consists of the CMS core instructional staff.

Responsibilities: Direct the development of the CMS School Improvement Plan, especially new strategies for each year; Facilitate communication about pertinent issues between faculty and administration.

SUNSHINE/ HOSPITALITY COMMITTEE

Responsibilities: collect dues; recognize births, weddings, illnesses and deaths of employee family members appropriately; plan faculty social functions.

SAT COMMITTEE

CMS and CHS have their own SAT committees, which respond to issues related to student achievement and attendance as they arise.

MEDIA TECHNOLOGY COMMITTEE

Follows board policy regarding purchasing of books and equipment from the media budget.

PARENT INVOLVEMENT

Plans and publicizes events designed to involve parents in their student's education.

CHS CURRICULUM

Collaborates with Administration, guidance office, and teachers to ensure that a high quality instruction meeting state and local policies is offered at Columbia High School.

TYRRELL COUNTY BOARD OF EDUCATION

LLOYD ARMSTRONG, CHAIRMAN
LEE SCRIPTURE
ROBIN DUNBAR
JANIE SPENCER
BEVERLY SWAIN

CENTRAL OFFICE

PO BOX 328
210 N. ROAD STREET
COLUMBIA, NC 27925
(252) 796-1121
(252) 796-1492 FAX

DR. MICHAEL DUNSMORE, SUPERINTENDENT
PEARL SUTTON, ASSISTANT SUPERINTENDENT/PERSONNEL
LOUANN MAXON, PERSONNEL ASSISTANT/LICENSURE SPECIALIST
KATRINA WOODARD, RECEPTIONIST

OPERATIONS

DOUG PATRICK, MAINTENANCE SUPERVISOR
BRUCE LINTON, MAINTENANCE ASSTISTANT
JAMES MCCLEES, GROUNDS
MIKE SPRUILL, TRANSPORTATION

FINANCE

ROBIN VICK, DIRECTOR
PANDORA COLLEGE, BOOKKEEPER
BRENDA WYNN, BOOKKEEPER

CURRICULUM AND INSTRUCTION/TESTING

SHEILA CUMINSKY, DIRECTOR
LOUANN MAXSON, ASSISTANT

SPECIAL PROGRAMS

SUSAN SMITH, EXCEPTIONAL CHILDREN PROGRAM DIRECTOR

INSTRUCTIONAL TECHNOLOGY

ALLEN LEE, COORDINATOR

CHILD NUTRITION/COMMUNITY SCHOOLS

ROBIN WOODARD, DIRECTOR

**COLUMBIA HIGH SCHOOL
2012/2013 FACULTY/STAFF LIST**

PO BOX 419
902 MAIN STREET
COLUMBIA, NC 27925
(252) 796-8161
(252) 796-1197 FAX

ADMINISTRATION

MARCIA K. MANNING, PRINCIPAL
RAMONA ARMSTRONG, ASSISTANT PRINCIPAL
KIM DAVENPORT, BOOKKEEPER/SECRETARY
TIAWAN MOORE, RECEPTIONIST

ENGLISH

ALISON LAWHORNE
JOEL MOUNT

MATHEMATICS

ANNA CORBIN
JENNIFER HOLLIE

SCIENCE

BILL MANNING
LENNY LETA
VICKIE FURLOUGH

SOCIAL STUDIES

WES GADDY
BILL ZIEGLER

MUSIC

RICHARD EDWARDS

PHYSICAL EDUCATION

TERRY DONOGHUE
DAN FOOR

VOCATIONAL

ERIC GODWIN, AGRICULTURE
DAVID SPRUILL, COMPUTERS
SARAH EXUM, FOODS
MEGHAN GRIMES, BUSINESS

EXCEPTIONAL CHILDREN

AMANDA FLEMING
PATSY SWAIN

ART

JEANNE LAPLANTE

SPANISH

BEATRIZ CALDERON

CREDIT RECOVERY

SHERRI SMITH

ASSISTANTS

CHANTEE WILKINS, ISS
DEANNA BASNIGHT, AC. LAB

STUDENT SERVICES

SARAH FOX, 10TH - 12TH COUNSELOR
JEN WESTCOT, 9TH COUNSELOR
DIANA SPRUILL, NURSE
SHERRI SMITH, NCWISE/GUID.
MICHELLE SWAIN, ESL

MEDIA CENTER

TERESA BARNES

CUSTODIAL

DAVID DUNBAR, SUPERVISOR
DIANNA PARKER
JOANNE BRYANT
DAVONA DAVENPORT

CHILD NUTRITION

ROSE HOLLIS, MANAGER
MARY BOWENS
MARYANN BRYANT
CATHERINE BAILEY
KATHY CAHOON

EARLY COLLEGE

VICKIE FURLOUGH, INSTRUCTOR
BROOKE JONES, ASSISTANT
LYNN WILLIAMS, ASSISTANT

**COLUMBIA MIDDLE SCHOOL
FACULTY/STAFF
2012/2013**

PO BOX 839
920 MAIN STREET
COLUMBIA, NC 27925
(252) 796-0369
(252) 796-3639

ADMINISTRATION

JANA RAWLS, PRINCIPAL
ANITA SWAIN, BOOKKEEPER/NCWISE
TIAWAN MOORE, RECEPTIONIST

MATH

JANET BRYAN
KRISTA HORN

SOCIAL STUDIES

DANA DEGRAAF
MONICA LIVERMAN

SCIENCE

MONICA LIVERMAN
REBECCA HARRELL

ENGLISH LANGUAGE ARTS

CASEY COUNCIL
TAMIKA SPRUILL

MEDIA CENTER

TERESA BARNES

MUSIC

RICHARD EDWARDS

CHILD NUTRITION

ROSE HOLLIS, MANAGER
MARY BOWENS
MARYANNA BRYANT
CATHERINE BAILEY
KATHY CAHOON

PHYSICAL EDUCATION

TERRY DONOGHUE
DAN FOOR

ART

JEANNE LAPLANTE

VOCATIONAL

ERIC GODWIN, AG EDUCATION
DAVID SPURILL, COMPUTERS
MEGHAN GRIMES, BUSINESS.
SARAH EXUM, FOODS

EXCEPTIONAL CHILDREN

DONZETTA OGLETREE-GRIFFIN

STUDENT SERVICES

DIANA SPRUILL, NURSE
LEE SWAIN SPEECH/LANG.
JEN WESTCOTT, COUNSELOR
MICHELLE SWAIN, ESL

CUSTODIAN

DAVID DUNBAR, SUPERVISOR
SHIRLEY SPENCER

COLUMBIA HIGH SCHOOL BELL SCHEDULE

MONDAY, THURSDAY, AND FRIDAY

7:50 – 8:35 1st PERIOD
8:39 - 9:24 2ND PERIOD
9:24 – 9:36 BREAK
9:40 – 10:25 3rd PERIOD
10:29 – 11:18 4th PERIOD & ANNOUNCEMENTS
11:22 – 12:07 5th PERIOD
12:11 – 12:56 6th PERIOD
12:56 – 1:31 LUNCH
1:35 – 2:22 7th PERIOD
2:24 – 3:09 8th PERIOD
3:09 – 3:10 ESSENTIAL ANNOUNCEMENTS

TUESDAY

WEDNESDAY

TUESDAY	WEDNESDAY
7:50 – 9:24 1ST PERIOD	7:50 – 9:24 2ND PERIOD
9:24 – 9:36 BREAK	9:24 – 9:36 BREAK
9:40 – 11:18 3RD PERIOD	9:40 – 11:18 4TH PERIOD
11:22 – 12:56 5TH PERIOD	11:22 – 12:56 6TH PERIOD
12:56 – 1:31 LUNCH	12:56 – 1:31 LUNCH
1:35 – 3:09 7TH PERIOD	1:35 – 3:09 8TH PERIOD
3:09 – 3:10 ESSENTIAL ANN.	3:09 – 3:10 ESSENTIAL ANN.

2013-2014 Master Schedule DRAFT

Teacher	1 ST 7:50 – 8:35	2 ND 8:39-9:24	3 RD 9:40-10:25	4 TH 10:29-11:18	5 TH 11:22-12:07	6 TH 12:11-12:56	7 TH 1:35-2:20	8 TH 2:24-3:09
ENG 111 (T, TH)			1 st Semester 9:30-10:45					
HIS 111 (T, TH)				1 st Semester 11:00-12:15				
SPA 111 (MWF)				1 st Semester 11:00-11:50				
ART 111 (MW)			1 st Semester 10:00-10:50					
ACA 115 (T)					1 st & 2 nd Semesters 11:20-1:10			
Lawhorne E4	ENG 10 & 10H	PLAN	ENG 10 & 10H OCS ENG 10	PLAN	ENG 10 & 10H	AP ENG	ENG 12 & 12H OCS ENG 12	ENG 12 & 12H
Mount E2	ENG 9 & 9H OCS ENG 9	ENG 9 & 9H	ENG 9 & 9H	PLAN	PLAN	ENG 11 & 11H	ENG 11 & 11H OCS ENG 11	ENG 9 & 9H
Hollie M12	PLAN	MATH II	ALG 2	MATH II	PLAN	MATH II	ALG 2	IM 3 ALG 2
Corbin M11	MATH I	MATH I OCS MATH 1 OCS MATH 2	PRE-CAL	PLAN	PLAN	MATH I	MATH SUPP	AFM
Furlough M3 and H2	CHEM				FRESHMAN SEMINAR			
Leta M3	PLAN	PHYS SCI	PHYS SCI	E/ENV OCS SCI 1	PLAN	PHYSICS	E/ENV	PHYS SCI
Manning M8	AP BIO		E/ENV	BIO OCS BIO	AD PLAN	E/ENV	PLAN	PLAN
Gaddy M5	PLAN	CIVICS	CIVICS	AM HIST I & II		WRLD	CIVICS	PLAN
Ziegler M7	AM HIST I & II		YEARBOOK	HIS 111 & HIS 112		PLAN	AM HIST I & II	
Spruill, D V6	WPPP	MMWPD	CMS	CMS	MMWPD	PLAN	EA	WPPP
Godwin V1 and V3	AG MECH I	AG APPS	CMS	CMS	AG MECH II	AG MECH IISM ENGINES	PLAN	AG MECH I
Exum V4	TEEN LIV	FOODS I	CMS	CMS	FOODS I	FOODS 2	FOODS 2	PLAN
Grimes V8	PERS FIN	POB	CMS	CMS	ECOM & PERS FIN	CAR MGMT	PLAN	PERS FIN OCS FIN MGMT
LaPlante V7	PLAN	PLAN	CMS	ART	ART	ART	ART	ART
Edwards H1	BAND	BAND	CMS	BAND	CHORUS	CHORUS	PLAN	PLAN
Donoghue G121 (gym)	H/PE	ADV PE	CMS	CMS	CMS	CMS	PLAN	H/PE
Foor G121 (gym)	PLAN	H/PE	CMS	CMS	CMS	CMS	H/PE	WEIGHTS
Calderon M9	SPAN 1	AP SPAN	SPAN 1	PLAN	SPAN 2	SPAN 2	SPAN 1	SPA 3 SNS
Swain, M M10	ESL							

2013-2014 Master Schedule DRAFT

Fleming M4	OCS ENG 9	OCS MATH I OCS MATH II	OCS ENG 10 OCS ENG 11	OCS SCI I OCS BIO	PLAN	PLAN	OCS ENG 12 OCS ENG 11	BASIC ED OCS FIN MGMT
Swain, P M2	BASIC ED OCS PREP 3	BASIC ED OCS PREP IV	OCS PREP 1&3 OCS PREP II				PLAN	PLAN
		OCS PREP IV						
Williams H3								
ECHS E1/Jones								
Fox MC	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622	WRK STDY 95622
ECHS SH H3 Jones/ Williams								
CR Rec MG								

Middle School Schedule: 2013 - 2014

6th Grade		7th Grade		8th Grade	
7:40 - 7:55	Homebase	7:40 - 7:55	Homebase	7:40 - 7:55	Homebase
8:00 - 9:30	1st Block	8:00 - 9:10	1st Block	8:00 - 9:10	1st Block
9:35 - 10:20	Exploratory/Band	9:12 - 10:20	2nd Block	9:12 - 10:20	2nd Block
10:25 - 11:10	PE	10:25 - 11:10	Exploratory/Band	10:25 - 11:10	Exploratory/Band
11:15 - 12:05	2nd Block	11:15 - 12:00	PE	11:10 - 12:15	3rd Block
12:10 - 12:35	LUNCH	12:05 - 12:30	LUNCH	12:20 - 12:45	LUNCH
12:40 - 1:20	2nd Block	12:35 - 1:45	3rd Block	12:47 - 1:30	PE
1:25 - 2:55	3rd Block	1:47 - 2:55	4th Block	1:35 - 2:55	4th Block
3:00 - 3:15	Homebase	2:57 - 3:15	Homebase	2:57 - 3:15	Homebase

Band/ Art / Computers (typing)

Basic Computer Technology / Band

Band/ Exploring AgriScience/
Family&Consumer Science

CLASS ADVISORS

2013-2014

** The responsibility of the class advisor is to work with a class of students as they progress through high school. This includes beginning their fundraisers as freshmen for prom and senior trip. This also includes completion of any service projects the class wishes to do within the four years of high school. Teachers should work to become a mentor for groups of students within their cohort, asking them about schoolwork, interests, etc. We hope to be able to build on student-teacher relationships during this process.

FRESHMEN

JOANNE JUCO, LEAD
LENNY LETA
AMANDA HALL-FLEMING
BILL MANNING

SOPHOMORES

WES GADDY, LEAD
DAVID SPRULL
JEANNE LAPLANTE
JENNIFER HOLLIE
PATSY SWAIN

JUNIORS

BILL ZIEGLER, LEAD
ERIC GODWIN
RICHARD EDWARDS
SARAH EXUM

SENIORS

ALISON LAWHORNE, LEAD
ANNA CORBIN
MEGHAN GRIMES

SCHOOL BOARD MEEETINGS CHS/CMS

Teachers who serve as representatives of Columbia High/Middle Schools to the Tyrrell County Board of Education have three major responsibilities, which are as follows:

1. To attend the assigned board meeting and stay for the entire meeting.
2. To take notes on issues of importance.
3. To report back to the faculties of CHS/CMS.

Representatives receive a copy of the board agenda the morning of the board meeting.

Month	2011/2012	2012/2013	2013/2014
August			
September	Ramona Armstrong	Amanda Fleming	Beatriz Calderon
October	Krystal Davenport	Meghan Grimes	Dana DeGraaf
November	Joanne Juco	Patsy Swain	Alison Lawhorne
December	RoseMary Mann	Krista Horn	Rebecca Harrell
January	Janet Bryan	David Spruill	Tamika Spruill
February	Anna Corbin	Terry Donoghue	Bill Ziegler
March	Trudee Farley	Lenny Leta	Richard Edwards
April	Eric Godwin	Michelle Swain	Sarah Exum
May	Jeanne LaPlante	Casey Armstrong	D. Ogletree-Griffin
June	Wes Gaddy	Bill Ziegler (rescheduled to 13-14)	Monica Liverman

CUSTODIAL ASSIGNMENTS

The following are custodial assignments for the 2013/2014 school year. Teachers are asked to have their students keep rooms as clean as possible. Because of ant problems, teachers must have students take trash to the dumpster if food is placed in the trashcan after the room has been cleaned for the day. Students should not be allowed to consume food and/or have sugary beverages inside the classrooms except on special occasions. Should you have any concerns about the cleaning in your room, please contact the head custodian, David Dunbar.

CUSTODIAN	RESPONSIBILITIES
David Dunbar	Floating, general maintenance and upkeep needs, fill in during absences, Auditorium
Joanne Bryant	Music Building, English Building, Media Center
Diana Halcomb	Main Building, Media Center, Auditorium
Davona Davenport	Vocational Building, Central Office
Shirley Spencer	Middle School Building
All Custodial Staff	Cafeteria, Gymnasium, Concessions
All Custodial Staff	Sport Field Restrooms, Press Box, Concessions

TO: ALL FACULTY AND STAFF
FROM: CHS ADMINISTRATION
RE: STUDENT MONITORING

Faculty and staff, please notice the attached map for general locations of monitoring stations as stated below.

1. Front of gym
2. Bus unloading area near west end of vocational building
3. Between gym and east end of vocational building
4. Inside commons area between cafeteria and media center
5. Inside the cafeteria
6. West end of vocational building with view of girl's restroom entry and area outside
7. Student teacher parking lot at rear of campus
8. North end of main building near driveway
9. Front stairwell and girl's restroom of main building
10. Back stairwell and boy's restroom of main building
11. Outside commons area near east end of main building
12. Hallway in English building just outside Media Center
13. Top of stairs east end
14. Top of stairs west end
15. Road frontage south side of campus

**MONITORING STATION ASSIGNMENTS
2013-2014**

Morning before school (7:40 – 7:50)

- All teachers with a 1st period class at their doors
- Stations:
 1. Donoghue
 2. Manning
 3. Grimes
 6. Godwin
 7. Mount
 8. Dunbar
 9. Calderon
 10. Fleming
 13. Corbin
 14. Gaddy

Between 1st and 2nd periods

- All teachers with a 2nd period class at their doors
- Stations:
 3. D. Spruill
 9. SRO
 11. Edwards
 12. Lawhorne
 13. B. Manning
 14. Ziegler

Between 2nd and 3rd periods

- All teachers with a 3rd period class at their doors
- Stations:
 3. LaPlante
 9. P. Swain
 10. Leta
 13. Calderon
 14. R. ArmstrongRoaming Manning & SRO

Between 3rd and 4th periods

- All teachers with a 4th period class at their doors
- Stations:
 3. Exum
 6. SRO
 10. P. Swain
 12. Juco
 13. CorbinRoaming Manning & R. Armstrong

Between 4th and 5th periods

- All teachers with a 5th period class at their doors
- Stations:
 - 4 / 5 R. Armstrong
 6. Godwin
 9. Fleming
 10. P. Swain
 12. Lawhorne
 13. Hollie

Between 5th and 6th periods

- All teachers with a 6th period class at their doors
- Stations:
 1. Grimes
 7. Juco
 9. Furlough
 11. R. Armstrong
 12. BasnightRoaming: SRO

Between 6th and 7th periods

- All teachers with a 7th period class at their doors
- Stations:
 1. Donoghue
 7. Juco
 10. Leta
 11. R. Armstrong
 12. Basnight
 13. GaddyRoaming: Manning

Between 7th and 8th periods

- All teachers with an 8th period class at their doors
- Stations:
 1. Foor
 7. Lawhorne
 9. Furlough
 10. Hollie
 11. Corbin
 12. Basnight

At end of day (3:15 – 3:25)

- | | |
|-----------------|----------------------|
| 1. Donoghue | 10. Furlough |
| 2. R. Armstrong | 11. Barnes |
| 3. LaPlante | 12. Basnight |
| 6. Godwin | 13. Corbin |
| 7. Juco | 14. B. Manning/Gaddy |
| 8. Dunbar | Roaming: M Manning |
| 9. Parker | |

Periodically throughout the day:

Girls restroom vocational building – Exum/Grimes

Boys restroom vocational building – Godwin/D. Spruill

Lunch Duty Schedule 2013 - 2014

12:56 – 1:31 (35 min)

	Outside Main Bldg	Inside Cafeteria	Outside Voc. Bldg	Media Center Lab Working Lunch Detention*	Info. Hwy. Room Tardy Lunch Detention*	Outside iSchool
Mon.	R. Edwards (#251)	J. Mount (#274)	M. Grimes (#235)	B. Manning (#263)	D. Basnight (#275)	B. Jones (#266)
Tues.	P. Swain (#255)	A. Lawhorne (#273)	D. Spruill (#234)	A. Fleming (#256)	B. Jones (#266)	L. Williams (#266)
Wed.	W. Gaddy (#260)	J. Hollie (#261)	E. Godwin (#239)	V. Furlough (#268)	L. Williams (#266)	D. Basnight (#275)
Thurs.	B. Calderon (#258)	J. LaPlante (#237)	S. Exum (#233)	L. Leta (#249)	D. Basnight (#275)	L. Williams (#266)
Fri.	W. Ziegler (#259)	S. Smith (#251)	D. Basnight (#275)	A. Corbin (#257)	B. Jones (#266)	L. Williams (#266)

The Media Center computer lab will be the site for working lunch detention; the Info. Hwy room will be the site for tardy lunch detention (*when there are no students in lunch detention, the supervisor will go outside to help monitor students.)

Duties: Inside Cafeteria – Monitor students (students are not allowed to eat in the commons area)

Outside Voc. Bldg – Monitor students, check passes of students entering the Vocational building; watch for students going behind the buildings.

Back Parking Lot – Check passes of students in the parking lot.

Outside Main Bldg and iSchool – Check passes of students entering the Main Building and monitor students leaving/entering campus between the main building and the band building.

C. Wilkins will cover Media Center during 5th period.

Teresa Barnes will take lunch during 5th period (6th period on even block day).

SCHOOL ADMINISTRATION

PRINCIPAL (CHS)
ASSISTANT PRINCIPAL (CHS/CMS)
PRINCIPAL (CMS)

MARCIA MANNING
RAMONA ARMSTRONG
JANA RAWLS

OFFICE PERSONNEL

BOOKKEEPER (CHS)
RECEPTIONIST (CHS/CMS)
BOOKKEEPER (CMS)

KIM DAVENPORT
TIAWAN MOORE
ANITA SWAIN

TELEPHONES

COLUMBIA HIGH SCHOOL
COLUMBIA MIDDLE SCHOOL
TYRRELL ELEMENTARY SCHOOL
TYRRELL COUNTY BOE

796-8161
796-0369
796-3881
796-1121

THIS HANDBOOK WAS WRITTEN TO HELP SCHOOL PERSONNEL AND INTERESTED OTHERS TO UNDERSTAND THE PROCEDURES AND POLICIES OF COLUMBIA HIGH SCHOOL AND COLUMBIA MIDDLE SCHOOL. IT HAS BEEN DESIGNED AS A RESOURCE FOR YOU TO KEEP AND REFER TO OFFEN. WE ENCOURAGE YOU TO CALL OR COME BY THE OFFICE TO DISCUSS OR REQUEST CLARIFICATION OF ANY OF OUR POLICIES AND PROCEDURES.

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 21st century. We will accomplish this mission through the commitment and cooperation of our diverse community. Together we make a difference.

The Tyrrell County School System does not discriminate in the admission to, access to, treatment in, or employment in its programs and activities. A notice to this effect (such as equal opportunity employer, etc.) is to be published in any district newsletter, memos, administrative announcement, district recruiting material, and other publications.

Any person applying for a position or currently employed by the Tyrrell County School System who feels that he or she has been discriminated against may follow the procedure outlined in the Tyrrell County Board of No. 639 dated June 2, 1997.

**TITLE IX
CONTACT PERSON**

**PEARL SUTTON
TYRRELL COUNTY SCHOOLS**

252-796-1121

**SECTION 504
CONTACT PERSON**

**SUE SMITH
TYRRELL COUNTY SCHOOLS**

252-796-1121

COLUMBIA HIGH/ MIDDLE SCHOOL NON-DISCRIMINATION POLICY STATEMENT

Columbia High/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. This first step should be to speak with the principal regarding any alleged act of discrimination. If an individual is not satisfied with action taken by the principal, an appeal to the superintendent would be in order.

STUDENT ACTIVITIES

SENIOR HIGH

CHEERLEADING
BASKETBALL
BASEBALL
FOOTBALL
SOFTBALL
VOLLEYBALL
CROSS COUNTRY
DANCE TEAM
BLACK HISTORY CLUB
CHS MARCHING WILDCATS
BETA
MU ALPHA THETA
FBLA
SGA
SCIENCE CLUB
SPANISH CLUB
FCA
DUCKS UNLIMITED
FFA

MIDDLE SCHOOL

JR. BETA CLUB
MATH CLUB
CHEERLEADING
BASKETBALL
SOFTBALL
VOLLEYBALL
FOOTBALL
SCIENCE CLUB
WEB CLUB
YEARBOOK
BLACK HISTORY CLUB
SGA
AIG FOCUS GROUP
CHS MARCHING WILDCATS
THIS AND THAT

SPONSOR'S RESPONSIBILITIES

If you are assigned a student activity to sponsor, it is a very important part of your responsibility at school. The success of the program depends primarily on you. The sponsor can often generate enthusiasm, motivate officers, and help develop creative things to do. It is important that sponsors have a planned program or activity for the respective club meetings. Their plan should consist of long and short objectives. Students are responsible for conducting themselves under the school's rules and regulations while participating in these activities as well as any separate guidelines the particular organization may have. It is the advisor's responsibilities to model and to counsel students in appropriate behavior and good sportsmanship. Sponsors are expected to report to the principal, and in certain cases, the athletic director any problems of significance that may warrant their attention.

CLUB ADVISORS

JR. BETA

CMS SGA

CMS YEARBOOK

MATH CLUB

THIS AND THAT

SCIENCE CLUB

CARDS CLUB

FITNESS

CULUTRE

CHESS

AIG FOCUS GROUP

MU ALPHA THETA

BETA

SPANISH CLUB

BLACK HISTORY CLUB

CHS SGA

CHESS

FCA

DUCKS UNLIMITED

FBLA

FCCLA

ART

GREEN TEAM

TAMIKA SPRUILL/JEN WESTCOTT

DANA DEGRAAF

JANET BRYAN

CASEY COUNCIL

REBECCA HARRELL

MONICA LIVERMAN

KRISTA HORN

DONZETTA OGLETREE-GRIFFIN

JANA RAWLS

JANA RAWLS

ANNA CORBIN

ANNA CORBIN/ WES GADDY

BEATRIZ CALDERON

CHANTEE WILKINS

BROOKE JONES/CHANTEE WILKINS

DAVID SPRUILL

BILL MANNING

WES GADDY/KIM DAVENPORT

MEGHAN GRIMES

SARAH EXUM

JEANNE LAPLANTE

JEANNE LAPLANTE

FRIENDS OF THE LIBRARY

TERESA BARNES

FFA

ERIC GODWIN

JUNTOS

MICHELLE SWAIN/B. CALDERON

COLUMBIA HIGH SCHOOL/MIDDLE SCHOOL GENERAL INSTRUCTIONS TO TEACHERS

ABSENTEE LIST

Teachers must enter attendance into Power School on a daily basis. **First period of the day must be entered by the beginning of the second period of the day!!**

ABSENCE – TEACHER

Teachers are urged to be present as much as possible. **If a teacher must be absent due to illness, the school principal or assistant principal must be notified first, followed by the school bookkeeper as soon as possible so a substitute can be secured.** A teacher requesting personal leave should give five days notice except in emergency situations. Absentee forms can be obtained from the office and must be filled out prior to absences for all reasons except emergencies.

ACCIDENTS – STUDENTS

If a student gets hurt on campus during the school day, follow emergency procedures. Before the day is over, **submit a completed accident report form** to the bookkeeper. If the accident is severe, get the necessary medical attention needed as quickly as possible before doing the above.

AFTER SCHOOL

Unless engaged in an extra-curricular activity sponsored by the school and supervised by a staff member, or being tutored, or assigned after school detention, all students are to be out of the buildings and off campus by 3:30 p.m.

ANNOUNCEMENTS

All announcements are conducted over the public address system which will include the Pledge of Allegiance daily. Teachers, clubs, and organizations are asked to submit, in writing, any announcements to their respective school office prior to 9:31 a.m. We are going to limit the number of announcements during the instructional day as much as possible.

BUILDING SECURITY

Teachers are reminded to secure their windows and doors and ensure that all lights are turned off upon leaving in the afternoon. It is also important to leave blinds down and closed. Teachers should never enter buildings at night or on weekends without their security access code. This triggers alarms to the Sheriff's Office and a central control station which we must pay each time you activate the alarms.

BULLETIN BOARDS

Bulletin boards play an important role in creating a good learning environment in the classroom. Bulletin boards should be well planned and related to the subject area taught. Bulletin boards should be changed periodically.

CUMULATIVE RECORDS

Student records are a valuable source of information for teachers when it comes to student evaluation. The information contained in the student folders is confidential by federal law. If a student asks to see his cumulative folder, please refer him to the principal's office. Records should be used in a positive manner and never to confirm any negative suspicions a teacher may have about a student. Cumulative folders are to remain in the guidance office unless permission is obtained from the guidance counselor or the principal.

CURRICULUM DEVELOPMENT

Teachers are required by law to teach the North Carolina Standard Course of Study for their assigned subjects. Teachers are encouraged to try new ideas, to experiment, to carry on activities, research, and develop the curriculum in other ways. Unusual curriculum innovations should be discussed with the principal so he/she may advise, guide, assist the teacher, and call in other instructional personnel when necessary. Teachers should utilize the curriculum coordinator for assistance with testing and curriculum alignment.

DISCIPLINE

One of the responsibilities of each teacher is to maintain discipline in his/her classroom. Learning cannot take place when there is no discipline. The administration will assist in handling discipline problems after the teacher has **exhausted all possible solutions to the problem.**

Teachers are expected to handle their own discipline as much as possible. A teacher who handles most of his/her own problems is usually a stronger and more respected teacher. Extreme problems or problems warranting the attention of the office should be referred to the assistant principal's office.

DRESS

TCSBOE has adopted a policy related to staff dress. All staff is expected to dress professionally each day that school is in session. (See policy # 638).

EXAMINATIONS

To assess student progress in mastery of the NCSCOS, nine weeks assessments will be administered in all classes' grades 6-12. Assessments will be created by teachers, and will be aligned to the NCSCOS. Students' mastery of each objective (80%) will be assessed, and students who do not demonstrate mastery will be provided with focused remediation for specific objectives during the next 9 weeks.

A midterm and a final examination will be given at the high school level in lieu of the second and fourth nine weeks assessment. Final exams count 25% of the final grade for the course.

EXCUSING STUDENTS FROM CLASS

Students should not be allowed to leave class unless it is absolutely necessary or in case of emergency. No student should be allowed to take another student out of class without a note from the office. All teachers who wish to have students taken from another teacher's class should first obtain permission from that teacher. Appropriate supervision of students is an issue of paramount importance. **The administration expects teachers to know where their students are at all times during the class period.** Any student in the halls during a class period will be expected to have a signed planner. Teachers and

students are responsible for adhering to this rule. **Students out of class without a planner will be assigned after school detention with that teacher.**

FUNDRAISING ACTIVITIES

All fundraising activities must be approved by the principal. They are to be conducted in a businesslike manner. All tickets or fundraising items issued to students are to be recorded by the teacher, and should be accounted for at the end of the fundraising activity. A fund-raiser request form is available in the school office. The request must be submitted in time for the principal to receive official approval from the board of education. **Fundraising activities involving candy sales are not permitted.**

KEYS

Room keys are issued to teachers at the beginning of the school year and are to be returned at the closing of the school year unless special permission is received from the office.

LEAVING SCHOOL – TEACHERS

Teachers generally should not leave school during the day except on school business or in a real emergency and then only after arrangements have been made with the administration.

LUNCH PERIOD – STUDENTS

No pupil should be deprived of the opportunity to eat his lunch. Pupils may be isolated during lunch period for misconduct, missing working, or excessive tardies.

MAKE-UP WORK

Daily work and major tests for all absences must be made up by the student at the convenience of the teacher. It is the responsibility of the student to schedule with the teacher a time for work to be made up. Any work not made up shall be recorded as a zero after the teacher has determined that the student has had ample time and opportunity to make up missed work.

MONEY AND VALUABLES

Please do not leave money or valuables in your room. The school cannot be held responsible for money or valuables left in the classroom. If you must leave items of value in the classroom, be sure the items are in a secure location.

PARENT CONFERENCE

All teachers are required to maintain close contact with the parents of their children. This should be done by written notice, telephone conversations, and individual and group conferences conducted in cooperation with other teachers. Positive parent/teacher relationships are important for the school's effectiveness in working with the individual students. **Teachers are encouraged to build and maintain these relationships through positive and consistent communication.**

Parent-teacher conferences are important because they enable the parent and the teacher to compare and share information about the student. Teachers should encourage parents to come for conferences regarding the students' progress in his/her class as well as other concerns that may arise. The best solutions are always found when people work together in the best interest of the student.

PLANNING

Quality instruction does not take place without extensive planning. The principal supervisor will be free to ask for plans at any time. Plans should include objectives correlated to the NCSCOS, content, materials, activities, and methods of assessment. All teachers are expected to submit nine weeks pacing guides to the principals.

PROFESSIONAL ASSOCIATION

A library of professional books for teachers is maintained in the Media Center. Continuous professional reading is one means of continuous professional growth.

PURCHASE ORDERS

Purchase orders can be accessed through the computer network. When there is a need for instructional materials, teachers should fill out a purchase order form and turn it in to the school bookkeeper. It is very important that teachers purchase only those materials that are deemed necessary for instruction.

When items arrive, teachers will be notified that they have a package in the office. Teachers will be required to verify that all items have been received. Any missing items should be reported to the school bookkeeper or secretary. When the order is complete, blue copies of the purchase order will be sent to the finance office so that payment can be made.

REPORT CARDS

Report cards will be issued every nine weeks. **Teachers should make every effort to ensure that students' grades are reflective of their mastery of the NCSCOS.**

SAFETY

All teachers are to employ every means possible to ensure the safety of every student. No teacher is to conduct a class that requires special clothing or goggles without permission and obtaining the special equipment..

SALES AND COLLECTIONS

Teachers may not permit any sales, collections, advertisements, or notices respecting lectures, entertainment, merchandise, etc., without the permission of the principal. Teachers shall take no collection in the school except those for individual class and school projects approved by the principal. **All money collected must be receipted and deposited with the bookkeeper daily.** Receipt books must be turned in with the money collected in a timely manner. (See policy # 751-R).

SMOKING – TEACHERS

No employee or visitor shall be permitted under no circumstances to use tobacco products in or on the grounds of any facility owned or leases or contracted for by Tyrrell County Schools. (Policy's #'s 598/615/955).

STUDENT ILLNESS

Students who are sick must go by the principal's office. If necessary, the student may go home, and the subject teacher will be notified by the office. Students shall not be allowed to go home unless permission is first obtained from the parent or guardian. **Student planners must be signed by the subject teacher before the student is sent to the office.**

SUPPLIES – TEACHER

The school will furnish most supplies for teachers. Please order only that which is necessary.

TARDIES

See "Attendance Policies" in the attachment section of this manual.

TELEPHONE USAGE

NO PERSONAL LONG DISTANCE CALLS ARE TO BE MADE!! To dial within the local calling area – dial 9 plus the seven-digit number. To dial 1-800 numbers – depress 9 plus 1 plus 800 plus the seven-digit number.

STUDENTS ARE NOT ALLOWED TO USE SCHOOL TELEPHONES. If a student must make a call, the school secretaries will make the call for the student. Teachers should make every effort to schedule activities, athletic practices, etc in advance to avoid the need for students to make phone calls.

TEXTBOOKS

Teachers are reminded of the responsibility and obligations concerning textbooks. At the end of the school year each teacher will be expected to give an accurate account of all books checked out. Accurate records are necessary in order to have proper accounting of all books.

Teachers should record the name of each student and the number of the textbook issued to that student on the appropriate form. This record keeping procedure will reduce theft of students' books and hold students responsible for their original issue.

VISITORS

Any visitor in school must check by the office and obtain a visitor's pass to visit the school. Teachers are required to report to the office immediately if any visitor in on campus without a visitor's passes.

WITHDRAWALS

All pupils who transfer to other schools or withdraw will be checked out through the guidance office. All teachers concerned will be asked to bring the report cards up-to-date and account for textbooks/materials issued.

COLUMBIA MIDDLE SCHOOL INFORMATION

PHILOSOPHY

Early adolescent students are experiencing a period of rapid physical, social, and emotional change. They are faced with critical developmental tasks related to personal identity roles, independence, relationships with others, and organizing their knowledge of the world around them. At the same time they are experiencing dramatic physical changes. Moreover, the diversity of individual differences within this age group is greater than at any other stage of development. These special characteristics of the early adolescent are the basis for all elements of middle school organization, curriculum, and instruction. The middle grade years are crucial in the development of every young adolescent. The most effective school for early adolescents responds to the needs for active learning through exploration, interaction and discovery. To insure the implementation of this philosophy, we resolve that the educational program of Columbia Middle School will be consistent with the components of middle school organization.

DAILY OPERATIONS

To help insure proper supervision of middle grade students in the morning, during lunch and after school, the following rules have been implemented.

Morning Supervision:

1. Supervision by staff will begin at 7:40 each morning in assigned monitoring stations.
2. Students shall be dismissed from the buses at 7:40. They must report immediately to the middle grade building.
3. All students should report to their assigned home base by 7:50 each morning.

Lunch Supervision:

1. All middle grade teachers will supervise during lunch each day.
2. Students shall be escorted to lunch by the classroom teachers.
3. Supervised areas at lunch will include the cafeteria and the commons area.
4. Students must remain in supervised areas until the end of the lunch period. All other buildings are off limits to middle grade students.
5. Students will be escorted to and from their classes away from the middle school building.

Home base Procedures:

1. Students should enter the building and classrooms in a quiet and orderly manner.
2. All students should be seated immediately upon entering the classroom so teachers can commence home base activities such as announcements.

3. The home base teacher is the advisor for the students assigned to that home base. Immediate concerns or problems experienced by the student should be reported to the home base teacher since that teacher is most familiar with the student.

After-School Supervision:

1. Each day teachers will escort their last class of the day to the buses.
2. Middle grades students will be dismissed at 3:15 to go to their buses, other transportation, or to walk home.
3. Teachers and the building administrator should remain with the students until all middle grade students are on the buses.
4. Only students with written permission may remain on campus after 3:15 PM*
5. School clubs must have the supervision of a teacher to meet after school.
6. Teachers and club sponsors are expected to remain on campus until all students under their supervision have been picked up by parents or guardians.

Visitors on Campus:

1. Students may not bring or invite friends or relatives to school to visit.
2. Visitors must report to the middle school office and register for a visitor's pass before going to a middle grades classroom to visit or receive a child. Visitor's passes should be left at the office in the middle grades building when the visitor departs.
3. Visitors not complying with policy shall be asked to leave campus immediately or be arrested upon their refusal to do so.

DISCIPLINE

RATIONALE:

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

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

1. Provide each student the opportunity to receive positive recognition for achievements and accomplishments;
2. Provide parent/guardians with an on-going update of student's progress through conferences, notes and phone calls;

3. Give students coaching and practical experiences in problem-solving and dealing with authority.

DISCIPLINE (6-12)

Classroom Management:

There is much that teachers can do that will help in maintaining order at all times in all areas of the building. Teachers shall take the following steps in preventing misbehavior:

1. Set a minimum number of classroom rules that are quite clear to the pupils and that are fairly and consistently enforced.
2. Students should take signed planners when leaving the classroom. The planner will clearly state the destination point and the time of departure.
3. **Teachers shall supervise classrooms at all times except in an emergency and then only after arranging for supervision with co-workers while away.**
4. Teachers shall present students with copies of any grade level discipline policies after the policies have been submitted to the principal for approval.

AFTER SCHOOL DETENTION

1. Teachers and administration may assign students to stay after school.
2. Staying after school may be up to 60 minutes.
3. If a student fails to show up after school, the student shall be referred to the office for a violation of a Category IV rule.
4. Any absence must meet the excused absence guidelines from school, otherwise the above rule applies. (See Excused Absences under Attendance in the Student/Parent Handbook). When the absence is excused, the student must make up the after school time at the earliest possible date which will be decided by the teacher.
5. In order for discipline to be effective, the consequences following misbehavior should occur as soon after the misbehavior as possible. Students shall be assigned to detention on the first available date. Students must be given notice of after school detention at least one day in advance so to arrange transportation.
6. Students must be picked up from detention at the appropriate time in order for detention supervisors to leave at the designated times.
7. Talking to, interacting with and borrowing from other detained students will not be allowed in after school.
8. Students may have other established rules to follow while assigned to detention.

NOTE: The new 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, if he/she does not return immediately, will not be regarded as a suspension but as an unexcused absence. This procedure shall be referred to as ABC-absent before conference.

MASTER SCHEDULE 2013-14

	Armstrong, Casey	Bryan, Janet	Liverman, Monica	Horn, Krista	Spruill, Tamika	Degraaf, Dana	Harrell, Rebecca	Griffin, Donzetta	Hill, Geneva
TIMES									
7:40-7:55	6 th Homebase	6 th Homebase	6 th Homebase	7 th Homebase	7 th Homebase	8 th Homebase	8 th Homebase	SC Homebase	MONITOR RESTROOM
8:00 – 9:10				7 th Math	7 th ELA	8 th SOCIAL STUDIES	8 th SCIENCE	8:00- 8:45 SC SCI/SS	
8:00 – 9:30	6 TH ELA	6 th MATH	6 TH SOC. STUD. / SCI.					8:45-9:15 SC ELA 7 th RDG	8:45-9:15 SC ELA
9:12 – 10:20				7 th Math	7 th ELA	8 th SOCIAL STUDIES	8 th SCIENCE	9:15-9:45 MATH Inclusion	9:15-9:45 SC MATH
9:35 – 10:20	EXPL/BAND PLAN	EXPL/BAND PLAN	EXPL/BAND PLAN					9:47-10:20 SC MATH	SC EXPL/PE AS NEEDED
10:25-11:10	PE PLAN	PE PLAN	PE PLAN	EXPL/BAND PLAN	EXPL/BAND PLAN	EXPL/BAND PLAN	EXPL/BAND PLAN	PLAN	SC EXPL/PE AS NEEDED
11:15-12:00						7 th PE PLAN	7 th PE PLAN	SC MATH	SC EXPL/PE AS NEEDED
11:15-12:05	6 TH ELA	6 th MATH	6 TH SOC. STUD/ SCI.						
11:10-12:15				8 th Pre- Algebra	8 th ELA			11:45-12:15 8 th MATH Inclusion	11:45-12:20 SC MATH
12:10 - 12:35	LUNCH	LUNCH	LUNCH						
12:05-12:30						LUNCH	LUNCH		
12:20-12:45				LUNCH	LUNCH			LUNCH W/ SC	12:20-12:50 PERSONAL LUNCH
12:40-1:20	6 TH ELA	6 TH MATH	6 TH SOC. STUD/ SCI.					12:50-1:20 PLAN	
12:35-1:45						7 th SOCIAL STUDIES	7 th SCIENCE		SC SUPPORT ID ROOM
12:47-1:30				PE PLAN	PE PLAN				SC SUPPORT ID ROOM
1:35-2:55				8 th Algebra	8 th ELA			1:20-1:50 6 th RDG	SC SUPPORT ID ROOM
1:25-2:55	6 TH ELA	6 TH MATH	6 TH SOC. STUD/ SCI.					1:55-2:25 8 th RDG	
1:47-2:55						7 th SOCIAL STUDIES	7 TH SCIENCE	2:35-3:05 6 th MATH	
	3:00 – 3:15 HOMEBASE	3:00 – 3:15 HOMEBASE	3:00 – 3:15 HOMEBASE	2:57 – 3:15 HOMEBASE	2:57 – 3:15 HOMEBASE	2:57 – 3:15 HOMEBASE	2:57 – 3:15 HOMEBASE		SC SUPPORT ID ROOM

6th grade to lunch
Casey Armstrong
Janet Bryan
Monica Liverman

7th grade to lunch
Dana DeGraaf
Rebecca Harrell

8th grade to lunch
Krista Horn
Tamika Spruill

EMERGENCY PLAN FIRE PROCEDURE

In the event of a fire detected within any school building, proceed according to the following plan:

1. The person discovering the fire will notify the principal's office immediately and activate a pull station if one is accessible.
2. The principal will activate the fire alarm system immediately.
3. The principal will notify the Tyrrell County Fire Department immediately at 911 or 796-2251.
4. The principal will notify the superintendent.
5. All students and staff will evacuate the building in accordance with the fire evacuation plan posted in each room.
6. Teachers must take their roll books with them.
7. Teachers will see that all windows and doors in their rooms are closed and will turn off the lights when leaving the room.
8. The principal will make sure all students and staff are evacuated at least 150 feet from the buildings and out of the fire department's way. The principal may relocate evacuees to a safer location if the need arises.
9. All teachers will take roll and notify the principal if someone is missing.
10. The principal will immediately organize a search using staff/faculty if someone is missing.
11. Students and staff will not return to the building until the fire department officials declare the area safe.

TORNADO DRILL PROCEDURE

If it becomes necessary to take precautions from high or tornado like winds, the following procedures are as:

1. Notice will be given over the intercom (or by messenger if power fails) for all students to move to the hall 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. Once in the halls, students are to kneel and cover their heads with their hands and upper arms until danger has passed.
3. Stay away from windows or other areas where glass or flying objects may be a threat.
4. The tornado signal consists of **three consecutive rings** on the bell system repeated at short intervals.

SAFETY REGULATIONS

FIRE AND EVACUATION DRILL REGULATIONS

1. The signal for fire and evacuation drills will be the fire alarm horns located in each building.
2. Teachers and students will be expected to know the classroom fire exits for each of their locations during the day.
3. Each teacher should appoint two fire marshals for each group he/she has during the day. The chief marshal will lead the students out of the room and the building. The deputy marshal will close the windows, the door, and should be at the end of the line.
4. In the event there is a blocked exit, the chief marshal will raise both arms over his/her head. This will be a signal for everyone to turn around and follow the deputy marshal out the next most appropriate exit.
5. Students should not talk, run, or loiter during a drill, nor should they get their books, wraps, or other things. They must leave immediately upon the horn blast.
6. Each teacher should take his/her roll book and call the roll immediately upon evacuation.
7. Each group should go out at least 150 feet from the building. The group should not be between two buildings or near trees or other things that may catch fire. No group should block a driveway.

FIRE DRILL PROCEDURE

Music Building	Exit <i>East</i> , proceed to grass across driveway
Room 31	Exit <i>North</i> , then East to the grass across the driveway
Gym	Exit <i>North</i> , then proceed to the football field
Main Building	Exit <i>West</i> , turn right, proceed to the grassy area adjacent to the auditorium
Second Floor	Rooms 21, 22, 23 - Exit <i>East</i> , proceed beyond the Music Building, do not block driveway Rooms 25, 26, 27 – Exit <i>West</i> , turn left, proceed to grass in front of building, do not block driveway
Vocational Building	Rooms 51, 52 – Exit <i>West</i> , proceed across walkway to Grass Rooms 53, 56, 57, 58 – Exit <i>East</i> , turn right by gym and go across driveway to grass
Media Center	Exit <i>South</i> , proceed to grassy area
Cafeteria	Exit <i>South</i> , proceed to grassy area
English Building	Exit <i>West</i> , proceed across driveway to grassy area behind the auditorium
Middle School	Rooms 1, 2, 3, 4 – Exit <i>South</i> , proceed across school Driveway Rooms 5, 6, 7, 8 – Exit <i>North</i> , proceed out toward football Field Rooms 9 & 10 – Exit <i>West</i> , proceed across driveway

LOCKDOWN DRILL PROCEDURES

The following are procedures/information you need to keep in mind as we prepare for the lockdown drills as they occur throughout the year.

1. An announcement will come over the PA to indicate a lock down of campus. The announcement will be “lock down, lock down, lock down”. (If this were an actual event, we would use information called into the office by a staff person to make this determination).
2. Teachers should immediately check the hallway and pull any nearby students into their rooms (DO NOT send them to their normal class).
3. Teachers at the end of the hallways by outside doors should quickly check the outside walkway and usher any students into their rooms.
4. Immediately place out appropriate cards (red or green), turn off lights, close the blinds, and lock the door to your room. **** Make sure these cards and directions are clearly labeled for a substitute!**
5. Students should sit on the floor away from any windows or doorways.
6. A call will be made to each room asking if everything is ok in the room. If things are fine, you should reply, _____. If things are **NOT** fine, then the reply should be _____. In an actual event, **USE OF THE CODE WORD ISSUED AT THE BEGINNING OF THE SCHOOL YEAR WILL SIGNAL THAT WE SHOULD SEND EMERGENCY PERSONNEL TO YOUR AREA.**
7. We will come over the PA for an all-clear signal.

Please make sure that you note any areas of concern so that we can work to improve this drill. Hopefully we will not have an actual event, but we do need to be prepared just in case.

REQUIREMENTS FOR GRADUATION

Complete the current graduation requirements for earning a diploma from Columbia High School, which are as follows:

****Future Core Beginning with the Class of 2013****

COURSES/CREDITS:

- | | |
|----------------------------------------------------------|----|
| ➤ English | 4 |
| ➤ Math (depending of course of study) | 4 |
| ➤ Science | 3 |
| (A physical science, Biology, Earth/Env. Science) | |
| ➤ Social Studies | 4 |
| (Civics, World Cultures course, American History I & II) | |
| ➤ Health/PE | 1 |
| ➤ Electives | 10 |

TOTAL: 24 Units

Complete the Graduation Project (All 4 Portions)

CARE OF ROOM

Teachers are responsible for all school property under their charge. Damage occurring to the school building, furniture and other equipment should be reported promptly to the principal. Whenever possible, teachers should encourage children to accept responsibility for attractive surroundings. It is a sign of poor classroom management to see marked desks and furniture in a classroom

CLASSROOM MANAGEMENT

There is much that teachers can do that will help in maintaining order in all areas of the building. It would be most beneficial if teachers would take the following steps in controlling misbehavior:

1. Do not allow students to leave the classroom until excused by the teacher.
2. High school teachers should be in their classrooms –at the door- or in assigned monitoring stations when the students are changing classes.
3. **Do not leave your room except in an emergency and then be certain to contact a teacher nearby to supervise your class while you must be away.**
4. Enforce strictly those rules that apply to all pupils throughout the building.
5. Be fair and firm in your dealings with students.

CUMPSORY ATTENDACNE LAW

The state of North Carolina requires all students between the ages of 7 and 16 to attend school regularly.

No students may be excused for any unlawful absence. Unlawful absence is defined to mean a child's willful absence from school without the knowledge of the parent, or a child's absence from school without cause with the knowledge of the parent.

Parents will be notified after a student has accumulated five unexcused absences and a conference scheduled if the student continues to violate the Compulsory Attendance Law (G.S. 115C-378).

CUSTODIAL SERVICES

The custodial staff sweeps rooms and empties trash cans each day. Complaints regarding custodial work are to be reported directly to the principal. It is our wish to maintain a clean and inviting working environment at all times. Staff should assist in keeping rooms orderly such that custodians can do an effective job.

CONTROVERSIAL SUBJECTS

Teachers are to use good judgment and sound discretion in bringing into their lessons subjects which are controversial in nature or which may seriously offend a segment of the class or community. Teachers are urged to discuss with the principal or supervisor all plans to teach subjects or topics that may be offensive. (Reference BOE policy #428 in appendix)

CORPORAL PUNISHMENT

Refer to Tyrrell County Board of Education Policy #561.

WORKDAY TEACHERS

The workday begins at 7:45AM and ends at 3:30 PM. Teachers should be in their assigned area no later than 7:45 each morning. Teachers may leave after the buses depart campus on Fridays. Day-to-day exceptions may be granted through the administration office.

Columbia Middle School Staff should be at assigned stations by 7:40 AM.

INFORMATION CONCERNING CANCELLATION OF SCHOOL

STUDENTS

1. Under state law the school term consists of 185 days for students. Each local school system in North Carolina must adopt a school calendar that provides for 185 days of instruction.
2. When it is snowing or sleeting, or highways and roads are iced or hazardous, the superintendent must decide whether school will be held as scheduled or "cancelled".
3. In the event school is "cancelled" because of snow or inclement weather, the school days lost will be made up by students using available days within the calendar (See Schedule of Snow Days). Generally, make-up days will be held on scheduled teacher workdays rather than on vacation days.
4. If school is already in session and weather or other conditions warrant such, the superintendent must decide whether schools will be dismissed early. (It is not necessary to make up school time missed by early dismissal.)
5. The local board of education may, by resolution, suspend a school day from the 185 day school term if it is impractical or impossible for students to make up a school day lost due to weather.

TEN-MONTH EMPLOYEES

1. Teachers, aides, etc. are employed for ten calendar months. They are entitled to ten paid holidays, and a minimum of ten days annual leave within the ten-month period. All other days (except Saturdays and Sundays) are workdays.
2. Teachers, aides, and other ten-month employees are not required to report to work on days school is "cancelled" because of weather.

TWELVE-MONTH EMPLOYEES

Twelve-month employees should report to work if possible on days school is cancelled. Otherwise, the day missed will be credited to annual leave. (This includes central office staff, mechanics, maintenance personnel, principals, school secretaries, and custodians.)

EMERGENCY SCHOOL CLOSING

When it is snowing or sleeting, or highways and roads are iced, or hazardous, the superintendent will decide whether school will be held. When weather conditions are bad, the superintendent will attempt to have an announcement made by 6:30 AM on TV stations WITN Channel 7 (Channel 4 cable) WNCT Channel 9 (Channel 9 cable). Employees will be contacted through the Alert Now System in an event of school closing providing phone lines are working.

GRADING SYSTEM

Our school uses a numerical point system in grades 6-12 as follows: 93-100 excellent, 85-92 above average, 77-84 average, 70-76 below average, and 0-69 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.

CLASSIFICATION OF STUDENTS

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

CREDIT AND GRADING

In grades 9-11, a student must meet the following unity requirements to be promoted to the next grade:

NINTH GRADE

- > Five Units (5) including English 9 credit

TENTH GRADE

- > Ten Units (10) including English 10 credit

ELEVENTH GRADE

- > Seventeen Units (17) including English 11 credit

ASSEMBLY PROCEDURES

1. An announcement will be made of the PA as to when students are to report to the auditorium for the assembly program.
2. Teachers are to accompany their students to the auditorium and are responsible for their student's conduct.
3. Teachers are to be seated with their students during an assembly so that behavior may be monitored appropriately.
4. Students are to walk in an orderly manner and enter the auditorium single file.
5. All underclassmen are expected to rise when seniors enter high school assemblies: sixth and seventh graders should rise when eighth graders enter middle school assemblies, out of respect for the upperclassmen position. Teachers are encouraged to inform the principal of any student who violates this policy.
6. Good conduct must be maintained during the assembly program.
7. In any formal assembly program, clapping is the only correct method of applause. Whistling, stomping, and cheering are not acceptable.
8. Students should not eat or chew gum inside the auditorium.
9. Any student found guilty of misconduct during an assembly program will be disciplined.
10. Students should not begin to leave an assembly until they have been dismissed.
11. Students are to exit the auditorium through the south entrance, beginning with the last row.

Columbia Middle School 08-08-12 revised

“Wildcat”

Volleyball Schedule

2012

DOUBLE HEADERS-2 matches best 2 out of 3 games

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>DISMISSED</u>
09-03	Mattamuskeet	Home	NA
09-10	Bear Grass	Away	2:15
09-17	Ocracoke	Home	10:15
09-24	Bear Grass	Home	NA
10-01	Hatteras	Away	2:00
10-08	Ocracoke	Away	NA
10-15	Mattamuskeet	Away	2:15
10-22	Creswell	Away	NA
10-27	Hatteras	Home	Game Start 3:30
10-29	Creswell	Home	NA

All games are at 4:00. All Ocracoke games are at 3:30

Hatteras Game 10-27 is early because HS is playing afterwards.

Columbia Middle School

“Wildcat”

Football Schedule

2012

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>DISMISSED</u>
09-12	Hatteras	Away	2:15
9-19	Mattmuskeet	Home	NA
09-26	Cresswell	NA	
10-03	Hatteras	Home	NA
10-10	Mattmuskeet	Away	NA
10-17	Creswell	Home	NA
10-24	Hatteras	Away	NA

Departure from school is 15 minutes after dismissal from class.

Games start at 5:00.

COLUMBIA HIGH SCHOOL WILDCAT FOOTBALL

2013

<u>DATE</u>	<u>OPPONENT</u>	<u>PLACE</u>	<u>TIME</u>
August 23	WELDON	Away	7:30
August 30	CRESWELL	Home	7:30
September 6	OPEN		
September 13	CAMDEN	Home	7:30
September 20	HATTERAS	Away	7:30
September 27	PLYMOUTH	Home	7:30
October 4	MATTAMUSKEET	Home	7:30
October 11	MANTEO##	Home	7:30
October 18	MATTAMUSKEET	Away	7:30
October 25	GATES	Away	7:30
November 1	CRESWELL	Away	7:30
November 8	PERQUIMANS**	Home	7:30
November 15	1 st Round Playoffs	TBD	7:30
November 22	2 nd Round Playoffs	TBD	7:30
November 29	3 rd Round Playoffs	TBD	7:30
December	Eastern Finals	TBD	7:30
December	State Championship	TBD	TBD

BOLD Conference games

#Homecoming

** Senior Night

Principal: Marcia Manning

Athletic Director: Bill Manning

Phone: (252)796-8161

Fax: (252)

Mascot: Wildcats

Colors: Royal Blue/Gold

Head Coach:

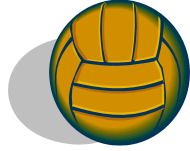
Asst. Coach:

Asst. Coach:

Asst. Coach:

Asst. Coach:

**Columbia High School
 "LADY WILDCAT" VOLLEYBALL**



2013(UPDATED 8/15/13)

August	19	Camden*	Away	4:30
	20	Ocracoke*@	Away	4:30
	22	Gates *	Home	4:30
	27	Creswell*@	Home	5:00
	28	Northside	Away	4:30
	29	Manteo*	Home	4:30
September	3	Cape Hatteras SS *	Away	4:30
	4	Northside	Home	4:30
	5	Perquimans*	Home	4:30
	10	Mattamuskeet HS*	Away	4:30
	12	Plymouth*	Home	4:30
	17	Camden *	Home	4:30
	19	Ocracoke HS*@	Home	4:30
	24	Gates *	Away	4:30
	25	Bear Grass Charter School	Home	4:30
	26	Creswell*@	Away	5:00
October	1	Manteo *	Away	4:30
	3	Cape Hatteras SS *	Home	4:30
	7	Bear Grass Charter School	Away	4:30
	8	Perquimans *	Away	4:30
	10	Mattamuskeet HS * #	Home	4:30
	15	Plymouth *	Away	4:30

First Day of Practice: Aug. 1, 2013

First Contest Date: Aug. 19, 2013

Reporting Date: Oct. 17, 2013

Game times: 4:30 JV/Varsity to follow 5:00 Varsity only

Exception: Ocracoke – No JV, but varsity games start at 4:30 because of travel time going home

*** Conference game # Senior Night @ Varsity ONLY**

Coach – Krista Horn Principal - Marcia Manning AD-Bill Manning

2013 Coastal 10 Conference Cross Country
(updated 8/09/13 to include 8/21 meet)
(updated 8/15 to change location of Oct. 1 meet to Gates)

Date	Place
Aug. 21	Edenton
Sept. 10	Manteo*
Sept. 17	Manteo*
Sept. 24	Hatteras*
Oct. 1	Gates*
Oct. 8	Ocracoke*
**Oct. 15	Conference at Manteo

First Day of Practice: Aug. 1

First Contest Date: Aug. 19

Reporting Deadline: Oct. 18

Regionals: Oct. 26

***Conference**

****To be held if there are 5 teams with minimum number to meet state requirements for a team.**

Any school with less than required number may participate in any meet if they will inform the AD of their participation.

CHS/CMS PICTURE SCHEDULE 2013/2014

August 2	Senior Pictures
September 12	Underclassmen
October 23	Senior Make-ups
October 23	Club Pictures/ Student Make-ups
December 3	Senior Cap and Gown
February 21	Spring Pictures
April 26	Prom

**Columbia Middle School
"Wildcat"
Volleyball Schedule
2013**

DOUBLE HEADERS-2 matches best 2 out of 3 games

Date	Opponent	Site	Dismissed
Sept 9	Bear Grass	Columbia	NA
Sept 11	Mattamuskeet	Columbia	NA
Sept 16	Ocracoke	Columbia	NA
Sept 18	Hatteras	Hatteras	2:00
Sept 23	Creswell	Creswell	NA
Sept 25	Bear Grass	Bear Grass	2:15
Sept 30	Mattamuskeet	Mattamuskeet	2:15
Oct 02	Ocracoke	Ocracoke	10:15
Oct 07	Hatteras	Columbia	NA
Oct 09	Creswell	Columbia	NA

All games are at 4:00. All Ocracoke games are at 3:30

**Columbia Middle School
"Wildcat"
Football Schedule
2013**

DATE	OPPONENT	SITE	DISMISSED
Sept 18	Hatteras	Columbia	NA
Sept 25	Creswell	Creswell	NA
Oct 02	Mattamuskeet	Mattamuskeet	NA
Oct 09	Hatteras	Hatteras	2:15
Oct 16	Creswell	Columbia	NA
Oct 23	Mattamuskeet	Columbia	NA

Departure from school is 15 minutes after dismissal from class. Games start at 5:00.

**Columbia Middle School
"Wildcat"**

Basketball Schedule

2013-2014

Date	Opponent	Site	Dismissed
Dec 2	Mattamuskeet	Columbia	NA
Dec 4	Creswell	Creswell	NA
Dec 9	Ocracoke	Columbia	NA
Dec 11	Bear Grass	Bear Grass	2:15
Jan 8	Hatteras	Hatteras	2:00
Jan 13	Mattamuskeet	Mattamuskeet	2:15
Jan 15	Creswell	Columbia	NA
Jan 22	Ocracoke	Ocracoke	10:15 may change
Jan 27	Bear Grass	Columbia	NA
Jan 29	Hatteras	Columbia	NA

All games are at 4:00. All Ocracoke games are at 3:30

**Columbia Middle School
"Wildcat"
Baseball Schedule
2014**

Date	Opponent	Site	Dismissed
Mar 24	Hatteras	Hatteras	2:00
Mar 26	Bear Grass	Columbia	NA
Mar 31	Mattamuskeet	Mattamuskeet	2:15
Apr 02	Creswell	Columbia	NA
Apr 07	Ocracoke	Columbia	NA
Apr 09	Hatteras	Columbia	NA
Apr 21	Bear Grass	Bear Grass	2:15
Apr 23	Mattamuskeet	Columbia	NA
Apr 28	Creswell	Creswell	NA
Apr 30	Ocracoke	Ocracoke	10:15, may change

All games are at 4:00. All Ocracoke games are at 3:30

EARLY DISMISSAL DATES

All are a 1:00 pm dismissal unless otherwise noted.

September 26th

October 24th and 25th

December 18th and 19th

December 20st at 12:00 noon

January 9th and 10th

June 6th and 9th

June 10TH at 12:00 noon

LUNCH RELEASES

Do not release students for lunch until the appropriate grade level bell rings.

EXCEPTION: If you are assigned lunch duty for the day, you may take your students with you on the first bell at 12:21.

Seniors 12:16

Juniors 12:21

Sophomores 12:25

Freshmen 12:29

A bell will ring at 1:00 for students to begin boarding buses.

Class Ring and Graduation Materials Schedule

2012-2013

Seniors (Balfour)

September 25 th (Tues)	Presentation of Graduation Materials Auditorium 9:00 AM
October 4 th (Thurs)	Order Graduation Announcements, Cap and Gown, and Accessories Commons Area during lunch
February 21 st (Tues)	Delivery of Announcements, Cap and Gown and Accessories Auditorium 9:00 AM

Juniors (Balfour)

September 5 th (Wed)	Class Ring Balances Due Commons Area during Lunch
September 25 th (Tues)	Class Ring Ceremony Columbia Methodist Fellowship Hall 12:30 PM

Sophomores (Balfour)

February 21 st (Tues)	Class Ring Information Presentation Auditorium 12:30 PM
March 7 th (Thurs)	Class Ring Orders (Deposit Required) Commons Area during Lunch and 3:15 to 5:30 PM

1 PM DISMISSAL SCHEDULE

BREAKFAST @ 7:35

8 Period Day

7:50 – 8:23 1ST PERIOD
8:26 – 8:59 2ND PERIOD
9:02 – 9:34 3RD PERIOD
9:37 – 10:09 4TH PERIOD
10:12 – 10:44 5TH PERIOD
10:47 – 11:19 6TH PERIOD
11:22 – 11:54 7TH PERIOD
11:57 – 12:29 8TH PERIOD
12:29 – 1:00 LUNCH

Block Day

7:50 – 8:59 1ST PERIOD or 2nd
9:02 – 10:11 3RD PERIOD or 4th
10:14 – 11:25 5TH PERIOD or 6th
11:28 – 12:37 7TH PERIOD or 8th
12:37 – 1:00 LUNCH

**12 PM DISMISSAL SCHEDULE
MAKE UP DAYS**

BREAKFAST @ 7:35

7:50 – 8:16	1st PERIOD
8:19 – 8:45	2nd PERIOD
8:48 – 9:14	3rd PERIOD
9:17 – 9:43	4th PERIOD
9:46 – 10:12	5th PERIOD
10:15 – 10:41	6th PERIOD
10:44 – 11:10	7th PERIOD
11:13 – 11:39	8th PERIOD
11:39 – 12:00 Lunch	

ONE HOUR DELAY BELL SCHEDULE

MONDAY, THURSDAY, AND FRIDAY

8:50 – 9:29 1st PERIOD
9:29 – 9:37 BREAK
9:40 – 10:19 2ND PERIOD
10:21 – 11:00 3rd PERIOD
11:03 – 11:42 4th PERIOD & ANNOUNCEMENTS
11:45 – 12:24 5th PERIOD
12:27 – 1:06 6th PERIOD
1:06 – 1:36 LUNCH
1:39 – 2:23 7th PERIOD
2:26 – 3:09 8th PERIOD
3:09 – 3:10 ESSENTIAL ANNOUNCEMENTS

Breakfast 8:35

NO BREAK

TUESDAY

WEDNESDAY

8:50 - 10:10 1ST PERIOD	8:50 – 10:10 2ND PERIOD
10:14 – 11:34 3RD PERIOD	10:14 -11:34 4RD PERIOD
11:39 – 1:06 5TH PERIOD	11:39 - 1:06 6TH PERIOD
1:06 – 1:32 LUNCH	1:06 – 1:32 LUNCH
1:36 - 3:10 7TH PERIOD	1:36 – 3:10 8TH PERIOD

TWO HOUR DELAY BELL SCHEDULE

NO BREAKFAST SERVED

MONDAY, THURSDAY, AND FRIDAY

9:50 – 10:24 1st PERIOD
10:27 – 11:01 2nd PERIOD
11:04 – 11:38 3rd PERIOD & ANNOUNCEMENTS
11:41 – 12:18 4th PERIOD
12:21 – 12:54 5th PERIOD
12:54 – 1:19 Lunch
1:22 – 1:56 6th PERIOD
1:59 – 2:33 7th PERIOD
2:36 – 3:10 8TH PERIOD

TUESDAY

WEDNESDAY

NO BREAKFAST SERVED

9:50 – 10:55 1ST PERIOD	9:50 – 10:55 2ND PERIOD
10:59 – 12:04 3rd PERIOD	10:59 – 12:04 4TH PERIOD
12:08 – 1:13 5th PERIOD	12:08 – 1:13 6TH PERIOD
1:13 – 1:40 LUNCH	1:13- 1:40 LUNCH
1:44 – 3:10 7TH PERIOD	1:44 – 3:10 8TH PERIOD

THREE HOUR DELAY SCHEDULE

NO BREAKFAST SERVED

10:50 – 11:16 1ST PERIOD

11:19 – 11:43 2ND PERIOD

11:46 – 12:12 3RD PERIOD

12:15 -12:41 4TH PERIOD

12:44 – 1:10 5TH PERIOD

1:10 – 1:35 LUNCH

1:38 – 2:06 6TH PERIOD

2:09 – 2:38 7TH PERIOD

2:41 -3:10 8TH PERIOD

Middle School Schedule: 2012 - 2013 **ONE HOUR DELAY**

6th Grade		7th Grade		8th Grade	
8:40 - 8:55	Homebase	8:40 - 8:55	Homebase	8:40 - 8:55	Homebase
8:55 - 10:15	1st Block	8:55 - 9:45	1st Block	8:55 - 9:45	1st Block
10:20 - 10:50	Exploratory/Band	9:50 - 10:45	2nd Block	9:50 - 10:45	2nd Block
10:55 - 11:35	PE	10:53 - 11:25	Exploratory/Band	10:53 - 11:25	Exploratory/Band
11:40 - 12:10	LUNCH	11:30 - 11:55	LUNCH	11:30 - 12:25	3rd Block
12:15 - 1:30	2nd Block	12:00 - 12:35	PE	12:27 - 12:50	Lunch
1:35 - 2:55	3rd Block	12:40 - 1:45	3rd Block	12:55 - 1:30	PE
3:00 - 3:15	Homebase	1:48 - 2:55	4th Block	1:35 - 2:40	4th Block
		2:55 - 3:15	Homebase	2:45 - 3:15	Homebase

Change classes before expl/band

change classes before expl/band

Middle School Schedule: 2012 - 2013 - **2-hour delay**

6th Grade		7th Grade		8th Grade	
9:40 - 9:55	Homebase	9:40 - 9:55	Homebase	9:40 - 9:55	Homebase
9:55 - 11:00	1st Block	9:55 - 11:00	1st Block	9:55 - 10:50	1st Block
11:05 - 11:45	PE	11:03 - 12:05	2nd Block	10:52 - 11:52	2nd Block
11:50 - 12:15	LUNCH	12:10 - 12:35	LUNCH	11:55 - 12:35	PE
12:20 - 1:35	2nd Block	12:40 - 1:20	PE	12:40 - 1:05	LUNCH
1:40 - 2:55	3rd Block	1:25 - 2:20	3rd Block	1:08 - 2:05	3rd Block
		2:23 - 3:10	4th Block	2:08 - 3:10	4th Block
3:00 - 3:15	Homebase	3:10 - 3:15	Homebase	3:10 - 3:15	Homebase

Switch to 3rd block before PE/Lunch

Switch to 3rd block before PE/Lunch

COLUMBIA HIGH SCHOOL BELL SCHEDULE

Tuesday November 20, 2012

7:50 – 9:05 1st PERIOD
9:05 – 9:17 Break
9:21 - 10:36 3rd PERIOD
10:40 – 11:59 5th PERIOD & ANNOUNCEMENTS
12:03 – 1:17 7th PERIOD
1:17 – 1:47 Lunch
1:51 – 3:09 8th PERIOD
3:09 – 3:10 ESSENTIAL ANNOUNCEMENTS

12 PM DISMISSAL SCHEDULE

7:50 – 9:02 2rd PERIOD
9:06 – 10:18 4th PERIOD
10:22 – 11:34 6th PERIOD
11:34 – 12:00 Lunch

Columbia High School Important Dates 2013/2014 School Year

Early College High School Orientation:

August 8, 2014; 8:30 AM to 12:30 PM

Picture Days:

School Pictures: September 12, 2013

Senior Make-ups: October 23, 2013

Underclass Make-up/Clubs: October 23, 2013

Spring Pictures: February 21, 2014

Senior Cap/Gown Pictures: December 3, 2013

AP Exams:

Spanish: May 6, 2014

Calculus: May 7, 2014

Literature: May 8, 2014

Biology: May 12, 2014

SAT Dates:

October 5, 2013

November 2, 2013 @ CHS

December 7, 2013

March 8, 2014 @ CHS

May 3, 2014 @CHS

PSAT Date:

ACT Dates:

September 21, 2013

October 26, 2013

December 14, 2013

February 8, 2014

April 12, 2014

Prom:

April 26, 2014

Black History Show:

February 22, 2014; 7:00 PM

February 23, 2014; 4:00 PM

Report Card Conferences:

October 24 – 25, 2013

January 9 – 10, 2014

Band/Chorus Concerts:

Dec. 15, 2013; 3:00 PM-Band and Chorus Christmas Concert

May 4, 2014; 3:00 PM Spring Band and Chorus Concert

Exams:

Mid-term Exams: December 17 -20, 2013

Final Exams: June 5, 6, 9 & 10, 2014

Awards Ceremonies:

Academic Awards: May 8, 2014; 6:30 PM MVA

Athletic Awards: May 15, 2014; 5:30 PM Gym

Senior Awards Dinner: May 22, 2014; 6:00 PM Cafe

Band Awards Dinner: May 12, 2014; 6:30 PM

Seniors:

Senior Pictures: August 2, 2013

Senior Make-ups: October 23, 2013

Senior Cap/Gown Pictures: December 3, 2013

Presentation Grad. Materials: September 24, 2013; **9:00 AM**

Order Grad. Materials: October 3, 2013; Lunch

Delivery Grad. Materials: February 19, 2014; **9:45 AM**

(Balances due at delivery)

College Application Week: November 18-22, 2013

Financial Aid Night: November 18, 2013; 6:30 PM

FAFSA Day: February 22, 2014

Juniors:

Class Ring Balances Due: September 11, 2013

(Commons area during lunch)

Class Ring Delivery: September 24, 2013

(at the Methodist Church Fellowship Hall)

Washington DC Trip: Sept. 5 - 7, 2013

Sophomores:

Class Ring Information: February 19, 2014

Order Class Ring: March 5, 2014

(Deposit required in commons area either during lunch or

from 3:15 PM and 5:30 PM)

Graduation:

June 13, 2014; 7:30 PM in the Gymnasium

FFA Activities:

Banquet: May 19, 2014; 6:00 PM