

# **CHARTER SCHOOL APPLICATION**

*For*

**Columbus Private Schools. Inc.**

**DBA Waccamaw Academy**

Mailing address: POB 507, Whiteville, NC 28472  
Street address: 623 Warrior Trail, Whiteville, NC 28472

February 19, 2010

Submitted to:  
North Carolina Department of Public Instruction  
NCDPI/Office of Charter Schools  
301 N. Wilmington Street  
Raleigh NC 27601-2825  
919-807-3491

Mailing Address:  
6303 Mail Service Center  
Raleigh, NC 27699-6303

Application for Columbus Private Schools. Inc., DBA Waccamaw Academy  
**Basic Information For The Proposed Charter School**

Primary Contact Person: Dennis Williamson

Mailing Address: C/O Waccamaw Academy, POB 507

City/State/ Zip: Whiteville, NC 28472

Phone Number: 910-642-7530

Email: coach\_dennis\_williamson@yahoo.com

Fax: 910-642-6938

Name of Proposed Charter School: Columbus Private Schools. Inc., DBA Waccamaw Academy

Location Proposed Charter School (LEA): Whiteville City Schools

Proposed Grade Levels: (i.e., K-3, K-4, etc.)

2011-12: K-12    2012-13: K-12    2012-14: K-12    2014-15: K-12    2015-16: K-12

Projected Enrollment:

2011-12: 250    2012-13: 250    2012-14: 250    2014-15: 250    2015-16: 250

Targeted Population: 85,000 (Columbus & Bladen Counties)

Conversion:

No: ☐

Yes: X      If so, Public ☐ or Private: X

If a private school, give the name of the school being converted: Columbus Private Schools. Inc., DBA Waccamaw Academy

If a public school, give the name and six-digit identifier of the school being converted: N/A

**Summary of Educational Mission:**

Columbus Private Schools, Inc. DBA Waccamaw Academy has a small school environment that encourages parental, faculty, and community involvement. The Academy believes in a positive approach to learning in a disciplined, yet friendly atmosphere that fosters creative thinking and builds self-esteem. The Academy is a school where students are free from intimidation and fear. They are allowed to express their unique personality. Waccamaw Academy believes this allows an individual to develop his or her potential while preparing for their future. Moreover, the Academy is committed to the well being of each student physically, socially, and emotionally by promoting physical activity, encouraging respect for others, and providing opportunities for healthy social growth and maturity. Waccamaw Academy is open to all students without discrimination as to race, color, creed, or national origin.

## GOVERNANCE

Name of Private Nonprofit: Columbus Private Schools. Inc., DBA Waccamaw Academy

Mailing Address: POB 507

City/State/Zip: Whiteville, NC 28472

Street Address: 623 Warrior Trail, Whiteville, NC 28472

Phone: 910-642-7530

Fax: 910-642-6938

Name of registered agent and address:

James C. Masten, 204 North Thompson Street, Whiteville, NC 28472

FEDERAL TAX ID: 56-0902632

**TAX-EXEMPT STATUS (501 (c)(3) (G.S.115C-238.29B(b)(3))**

The private nonprofit listed as the responsible organization for the proposed charter school has 501 (c)(3) status:

☒ Yes (copy of letter from federal government on following page)





Elaine F. Marshall  
Secretary

North Carolina

DEPARTMENT OF THE  
SECRETARY OF STATE

PO Box 25622 Raleigh, NC 27626-0622 (919)847-2000

#### CORPORATIONS

Corporations Home  
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#### LINKS & LEGISLATION

KBSE 525 Annual Reports  
SOSID Number Correction  
2001 Bill Summaries  
1999 Senate Bills  
Annual Reports 1997  
Corporations 1997  
Professional Corporations  
NCSOS Authority to Dissolve  
Register for E-Procurement  
Dept. of Revenue

#### ONLINE ORDERS

Start An Order  
New Payment Procedures

#### CONTACT US

Corporations Division

#### TOOLS

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Printable Page

Date: 2/11/2010

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PC, PLLC, LP and Non-Profit entities are not required to file annual reports.

#### Corporation Names

Name	Name Type
NC Columbus Private Schools, Inc.	Legal

#### Non-Profit Corporation Information

<b>SOSID:</b>	0031709
<b>Status:</b>	Current-Active
<b>Date Formed:</b>	11/9/1967
<b>Citizenship:</b>	Domestic
<b>State of Inc.:</b>	NC
<b>Duration:</b>	Perpetual

#### Registered Agent

<b>Agent Name:</b>	Masten, James C
<b>Registered Office Address:</b>	204 N Thompson St Whiteville NC 00000
<b>Registered Mailing Address:</b>	204 N Thompson St Whiteville NC 00000
<b>Principal Office Address:</b>	No Address
<b>Principal Mailing Address:</b>	No Address

GBR:FO:1968-334

434-TRS

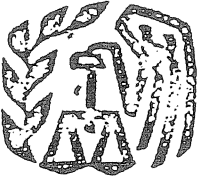


EXHIBIT "B"

District Director  
Internal Revenue Service

Date:

In reply refer to:

December 5, 1968

GBR:FO:1968-334

434-TRS

Waccamaw Academy  
Columbus Private Schools, Inc.  
P. O. Box 375  
Whiteville, North Carolina 28472

Fed. Tax #56-0902632

Gentlemen:

Purpose: Educational

Address Inquiries and File Returns with District

Director of Internal Revenue: Greensboro, North Carolina

Form 990-A Required:

☐ Yes

☒ No

Accounting Period Ending: June 30

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

J. H. Wall  
District Director

FORM L-178 (REV. 8-66)

Page 5B

**PROPOSED EDUCATIONAL MANAGEMENT ORGANIZATION (EMO)**

If the Charter School plans to contract for services with an "educational management organization", please specify the name of the company, address, phone number, contact person, fax, and email: N/A

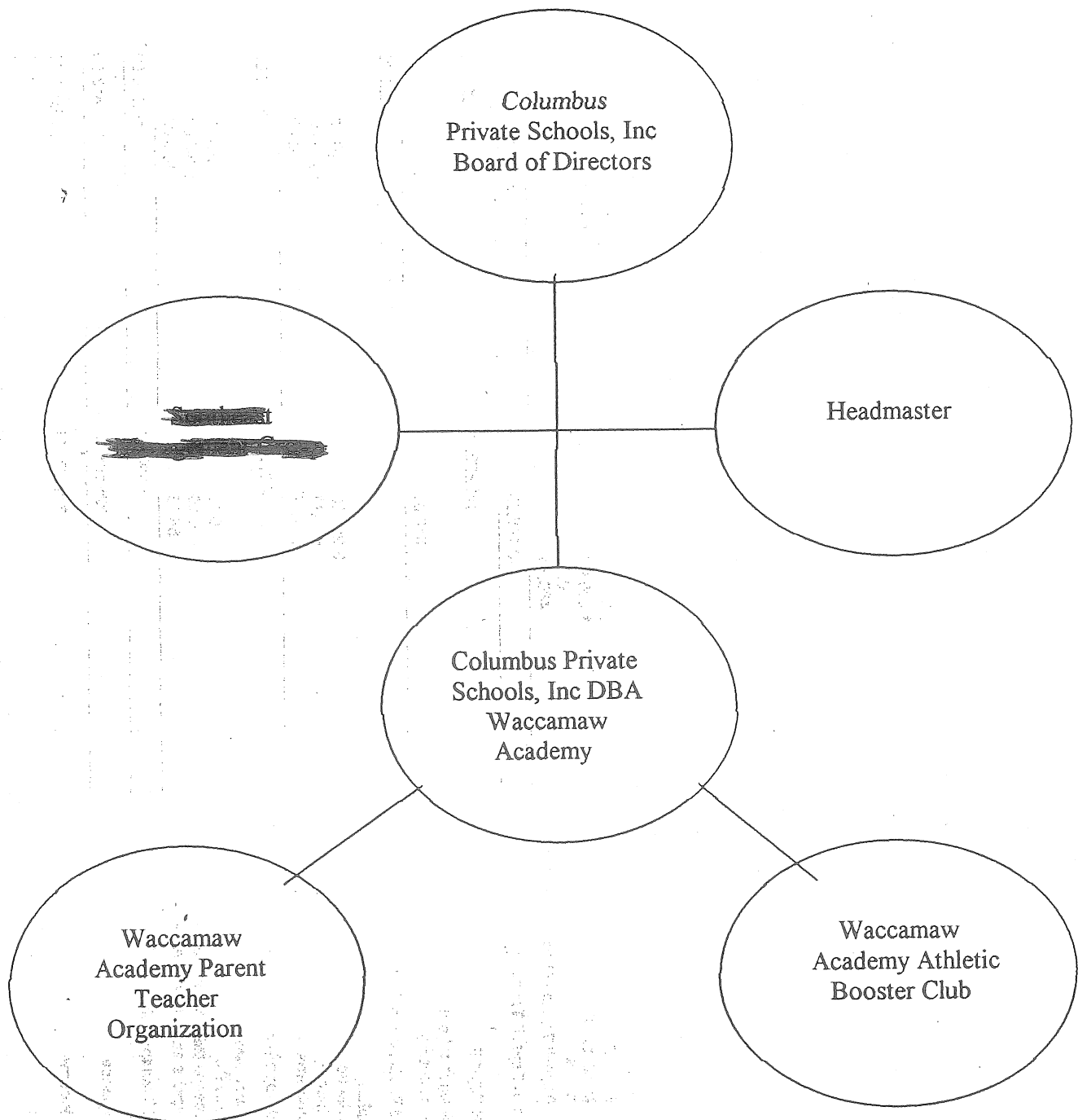
**ORGANIZATIONAL STRUCTURE OF PRIVATE NONPROFIT: (GS 115C-238.29B(b)(3); GS 115C-238.29E(d))**

The private nonprofit corporation is the legal entity that has responsibility for all aspects of the proposed charter school. Its members should reflect the ability to operate a charter school from both business and education perspectives.

**Please provide the following in this location of the APPLICATION:**

1. A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. (Provided on pages following this page)

~~EXHIBIT~~  
**ORGANIZATIONAL CHART**



Columbus Private Schools, Inc. will continue to be governed by its Board of Directors. Day-to-day management is by the Headmaster under the direction of the Board of Directors. Staff, PTO, and the Booster Club all report to the Headmaster and coordinate all their activities through the Headmaster. Both the PTO and Booster Club will be represented at the Board by their respective President.

2. Each founding board member must submit, in this section of the application, a one-page resume highlighting his or her experiences over the past ten or more years. (Provided on pages following this page)

Lawrence S. McDougald  
162 E. Currie St.  
Clarkton, N.C. 28433  
Home: 910)647-8251  
Work: 910)647-2241

### **Work Experience**

1978 – Present: President of McDougald, Inc. Clarkton, N.C.

1993-2010: Chairman of the Board of Directors of Columbus Private Schools, Inc.

BB&T Board Chairman: 20 Years

Clarkton Town Board: 12 Years

Deacon and Elder in Clarkton Presbyterian Church

President of Bright Belt Warehouse Association: 10 Years

Rotary Club Member: 15 Years

1969 – 1971: United States Army – Class E-6

### **Education**

1970 – 1971: Attended Campbell University

1966 – 1969: Attended University of North Carolina at Chapel Hill

1965: Graduated from Clarkton High School

Application for Educationals with the State of NC, 2011 Waccamaw Academy

R. Monteith Powell, Jr.  
203 Pine Street  
Whiteville, NC 28472  
(910) 641-8983

### Work Experience

2001 – Present: Pawn South, Inc.  
President / Co-Owner

1994 – 2001: City Pawn of Elizabethtown, Inc.  
Owner / Operator

1991 – 1994: City Pawn & Guns  
Sales Associate

1989 – 1991: UCB Insurance Center  
Account Executive – Insurance sales

### Education

University of North Carolina at Wilmington  
B.S. Business Management, 1989

### Summary

I was born and raised in Whiteville and have worked in the area for over 20 years. I attended Waccamaw Academy during Grades 1-8, and then completed Grades 9-12 at Whiteville High School.

My wife Holly has worked as a teacher at Waccamaw Academy and I have served on the Board for the last five years. Our three children currently attend the school.

My family and I are active members of Western Prong Baptist Church in Whiteville.

**Patrick M. Sanders**  
**408 Blue Heron Road**  
**Elizabethtown, NC 28337**  
**Home: (910) 645-2429**  
**Cellular: (910) 876-1045**  
**patrickb539@hotmail.com**

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### **Objective**

A position in law enforcement that will utilize my twelve years of experience in the field.

### **Employment History**

1998 - Present      **Master State Trooper**

#### **North Carolina State Highway Patrol**, Whiteville, NC

Investigate wrecks and complaints of the general public. Prepare reports and submit to appropriate departments. Enforce traffic safety and laws. Prepare and administer safety presentations. Ensure safe, efficient transportation on our streets and highways, reduce crime, and respond to natural and manmade disasters. This mission will be accomplished in partnership with all levels of government and the citizens of North Carolina through quality law enforcement services based upon high ethical, professional, and legal standards.

### **Professional Affiliations**

North Carolina Troopers Association  
1998-Present

Mobile Field Force  
2001 - Present

North Carolina Highway Patrol Honor Guard  
2002 - Present

Field Training Officer  
2009 - Present

North Carolina Highway Patrol Background Investigator  
2009-Present

### **Education**

**Waccamaw Academy (Diploma)**  
**1977-1990**

**Pembroke University**  
**1990-1992**

**Southeastern Community College (AA)**    1993-1994



Annette Daniel

440 Edgewood Circle

Whiteville, NC 28472

910-642-3201

hdaniel@embarqmail.com

### Education

August 1982 - May 1985

University of North Carolina Wilmington

Associate Degree of Nursing

### Relevant Experience

April 1989 - June 1991

East Carolina University- School of Medicine

Pediatric Hematology/Oncology Department

Clinical Nurse Specialist

March 1988 - April 1989

Pitt County Memorial Hospital

Assistant Head Nurse - Pediatrics

September 1985 - March 1988

Pitt County Memorial Hospital

Staff Nurse - Pediatrics

### Other Experience

June 1991 - Present

Housewife/Mother

September 2002 - Present

Wanda's School of Dance

Dance Teacher

References Available Upon Request

**Florence E. Johnson**  
**3758 Mitchell Ford Rd.**  
**Clarkton, N.C. 28433**  
**910)876-3788 – [Japefs@aol.com](mailto:Japefs@aol.com)**

### **Experience**

Adminstrator 120 bed Assisted Living Facility. May, 1977 – June 1984, New Bern Rest Home, New Bern, N.C. Employed over 100 employees and oversaw the care of 120 residents.

Owner/Manager of 90 bed Assisted Living Facility. 1979 – 1984 Grifton Rest Home, Grifton, N.C. Trained and set up staff for 90 residents. Quality Control Director of all operations, staff and Finances. Sold 1984.

Owner/Operator 120 Assisted Living Facility. 1982 – Present Carolina Long Term Care Facility, Greenville, N.C. Employed over 100 employees and oversaw the care of 120 residents. Leased in 1990.

Owner/Manager 120 bed Assisted Living Facility. 1990 – 1998 Willow Springs Long Term Care, Carrboro, N.C. Quality Control Director of all operations, staff and Finances. Sold 1998.

Owner 150 bed Nursing Home. 1991 – Present, East Carolina Care Nursing Center, Greenville, N.C. Leased in 1991 to Present.

Quality Controller/Partner 150 Nursing and Rehab Facility. 1992 – Present, Hillside Nursing Center LLC, Wake Forest, N.C. As of 1995 became consultant only.

Executive Director/Owner Continuing Care Facility. 1995 – Present, Windsor Point CCRC, INC, Fuquay Varina, N.C.

Treasurer/Shady Grove Baptist Church. 2008 – Present, Bladenboro, N.C. Head of Finance Committee. Manage all payroll, Accounts Payable, Finances of the Church.

Board Member/Waccamaw Academy. 2009 – Present, Whiteville, N.C.

### **Education**

Peace College, Raleigh, N.C. 1973 – 1975, Associate of Arts Degree. Phi Theta Kappa

UNC at Chapel Hill, Chapel Hill, N.C. 1975 – 1977, Bachelor of Arts Degree in Sociology.

**Dean Turner**

105 Turner Lane, Whiteville, NC 28472

turntech@intrstar.net • Fax 910-648-2024 • Home 910-840-3127 • Cellular 910-640-0674

## **Automation Consultant/Systems Integrator**

### **Summary**

My job consist of working with the manufacturing industry in the developement or service of automatated equipment. I have worked with many manufacturing plants in the developement of time saving and cost saving equipment. I am resourceful, analytical and detail-driven individual with capabilities in completing multiple projects with competing deadlines. Aggressive in identifying and resolving inefficient operational processes. Strong team member, able to motivate crews to achieve optimal production rates while maintaining high safety methods and practices. Reliable follow-through skills, fulfilling all administrative requirements from field activities. Clear communicator, both oral and written. Interpersonal skills interface effectively with coworkers, management and customers. Excel in unpredictable and hectic environments.

### **Experience**

TurnTech, Whiteville NC

1997 to Present

**Owner**

Engineer, install, or repair automated equipment.

### **Education**

Cape Fear Community College, Wilmington NC

1993

A.S., *Electronics*

GPA: 3.3

### **Licenses**

State of North Carolina. North Carolina Electrical Contractors License

Application for admission to private schools. Hwy 654 Waccamaw Academy

**Bryan Skipper**  
1491 Smyrna Road  
Whiteville, NC 28472  
(910) 641-0391  
(910) 770-9616

#### HIGHLIGHTS OF SKILLS:

*Strong knowledge of computers; experience in management; can adapt to different working environments; willing to learn new things.*

#### EDUCATION:

Mount Olive College, Wilmington, NC, Attended Classes 2/02 thru 7/04

Southeastern Community College, Whiteville, NC, Information Systems, A.A.S., 7/01

Southeastern Community College, Whiteville, NC, Pre-Business Administration, A.A., 5/99

Waccamaw Academy, Whiteville, NC, Diploma, 5/95

#### WORK EXPERIENCE:

Columbus Regional Healthcare System, Whiteville, NC 8/07-Present

Technical Systems Analyst- Main responsibilities include troubleshooting hardware and software issues, replacing faulty computer related equipment and installation of new computer related equipment. Also provide limited support for network troubleshooting and installation. Responsible for supporting over 800 devices with two other techs. Certified to work on Rioux mobile computer carts. Work provides opportunity to have close relationships with all departments within the hospital.

Campbell Oil and Gas, Whiteville, NC

1/02-5/07

Office Personnel- Initial responsibilities included assisting walk-in customers, taking LP and fuel orders, helping monitor computer system. Promoted to manager of Cerro Gordo office 10/04. Duties included supervising 5 employees, maintaining a good working relationship with the customers, ordering all parts and products sold, insuring a safe working environment. Transferred to Whiteville office 9/06 to become Assistant Manager/Service Manager. Duties included supervising 10 employees, ordering parts and products sold, maintaining the inventory for lubricants and fuel, closed out monthly inventory and scheduling service work.

**Bobby D. Hensley**  
511 Edgewood Circle  
Whiteville, NC 28472

## **Professional Experience**

Cape Fear Appraisal Group  
Whiteville, NC  
Aug 1997 - Present  
Owner/Operator

- Independent Fee Appraiser and Real Estate Consultant

NC Division of Medical Assistance  
Raleigh, NC  
Sep 1993 - Oct 1997  
Program Consultant II

- Interpreted policy for NC state Medicaid program.
- Overseer of questions and policy concerns for all 100 counties in NC.

Buncombe County Div. of Social Services  
Asheville, NC  
Jan 1988 - Sep 1993  
Income Maintenance Caseworker III

- Leadworker for 8 employees in the Adult Medicaid program.
- Processed applications for CAP and Nursing Home Placement.

Heilig Meyers Furniture Co.  
Asheville & Hickory, NC  
1987-1988  
Credit Manager

United States Army Reserves  
USAR, Asheville, NC  
1985-1993  
Staff Sergeant

## **Education**

BS - Business Administration, 1987, Mars Hill College, Mars Hill, NC  
NC Residential Appraisal Certification - September 1996

# KRISTI STARR BALDWIN ROOKS

125 Tucker St.  
Whiteville, NC 28472

910-770-0944 cellular  
crackerjackstarr@yahoo.com

## Education

**University of North Carolina at Pembroke**

Pembroke, NC

M.A., Service Agency Counseling, 1996

**University of North Carolina at Pembroke**

Pembroke, NC

B.S., Psychology, 1992

Graduate Affiliate of the American Psychological Association; Psi Chi and Chi Sigma Iota honor societies. Presenter at the Equality, Opportunity, and Dignity in a Changing World Conference; Presenter at the Teaching Family Association Conference; Presenter at the Multiple Family Group Association Conference.

**North Carolina Board of Licensed Professional Counselors**

Licensed February 2000

## Experience

July 2007 – present      Modern Wellness, PLLC

Whiteville, NC

### Licensed Therapist

Contract with local mental health agencies to provide outpatient therapy in their Whiteville, Lumberton and Elizabethtown offices. Responsible for providing individual and family therapy to assist with mental health needs. Perform clinical assessments to identify diagnostic concerns and determine appropriate services needed. Maintain a positive working relationship with community organizations to provide therapeutic services. Collaborate with psychologists, psychiatrists, psychiatric nurses, case managers, allied health specialists, and other involved parties to ensure quality services and measure treatment outcomes.

January 2007 – July 2007      Coordinated Health Care

Whiteville, NC

### Licensed Therapist

Responsible for providing individual and family therapy to assist with the mental health needs of clients in the Whiteville, Lumberton and Elizabethtown offices. Performed clinical assessments to identify diagnostic concerns and determine appropriate services needed. Networked with involved providers to ensure quality care.

April 2005 - January 2007      HomeCare Management Corp..

Whiteville, NC

### Mental Health Clinician

Responsible for providing case management and individual, group and family therapy. Assisted with facilitation of substance use group. Performed clinical assessments to identify diagnostic concerns and determine appropriate services needed. Provided clinical supervision to a colleague. Provided staff training on mental health topics.

January 2004-April 2005      Central Middle School of Whiteville City Schools

Whiteville, NC

### School Counselor

Responsible for the implementation of an individualized school counseling program. Responsible for individual, group and crisis counseling; classroom guidance; coordination of testing, records and special programs. Provided education to families and students regarding services that are available and assisted with service linkage.

June 2003-April 2005      Waccamaw Psychological Associates

Whiteville, NC

### Licensed Professional Counselor

Responsible for individual counseling and treatment plans.

**Application for Columbus Private Schools. Inc., DBA Waccamaw Academy**

3. The proposed by-laws, which must include a Conflict of Interest Policy for board members and a stated commitment to the NC Open Meetings Law. (G.S.143.318.9 et seq)

*Please Note: The original Articles adopted when Columbus Private Schools Inc. was originally formed in 1968 included provisions so that each member of the corporation, which is defined as any family with a child attending the school, would be notified in writing of membership meetings and each family would have one vote. The Articles will need to be modified to reflect the new Charter School status and at that time the Amendment will include a section regarding the School's commitment to the NC Open Meetings Law and its intent to comply with same.*

4. A copy of the articles of incorporation, if available. (Provided on pages following this page)

The Waccamaw Academy of Whiteville, North Carolina is operated by Columbus Private Schools, Inc..

EXHIBIT "F"

ARTICLE II

CORPORATION

- Section 1      The membership of the Corporation shall be unlimited.
- Section 2      Any person may be elected to membership in the Corporation by a majority vote of the members present at any annual or special meeting thereof.
- Section 3      All parents of Waccamaw Academy are automatic members of the corporation and are entitled to one vote per family.

Be it hereby resolved by the Board of Directors of Columbus Private Schools, Inc. that in appreciation of the contribution they made toward the successful founding of Waccamaw Academy the following persons who paid membership fee of \$50.00 originally required under Section 3 of Article II of By-Laws of this Corporation are hereby designated as "Charter Members of Columbus Private Schools, Inc.":

Mr. & Mrs. Roger E. Britt	Mr. & Mrs. Paul Morgan Page
Mr. & Mrs. Locke Byrd, Jr.	Mr. & Mrs. E.L. Palmer
Mr. & Mrs. J.M. Coburn	Mr. & Mrs. James R. Parker
Mr. & Mrs. James L. Collier	Dr. & Mrs. Dan Pittman, Jr.
Dr. & Mrs. G. Frank Cox, Jr.	Mr. & Mrs. Edward L. Potter
Mr. & Mrs. Jimmy P. Dicus, Jr.	Mr. & Mrs. B.A. Powell
Mr. & Mrs. Layton Dowless	Mr. & Mrs. Monteith Powell
Mr. & Mrs. W.L. Dowless	Mr. & Mrs. Joe B. Schulken
Mr. & Mrs. George A. Earp	Mr. & Mrs. Charles A. Scott
Mr. & Mrs. James C. Edmonds, Jr.	Mr. & Mrs. William L. Scott
Mr. & Mrs. Phillip Edwards	Mr. & Mrs. Ward Shaw
Dr. & Mrs. Jesse C. Fisher, Jr.	Mr. & Mrs. Gaither E. Thompson
Mr. & Mrs. Frank A. Gault	Mr. & Mrs. P.C. Townsend
Mr. & Mrs. Forest Green	Mr. & Mrs. Jackie Turbeville



Mr. & Mrs. J.B. Jones  
Mr. & Mrs. J.B. Lattay  
Mr. & Mrs. James C. Maston  
Dr. & Mrs. John Munroe  
Mr. & Mrs. John A. McNeill

Dr. & Mrs. E. Ben Ward  
Mr. & Mrs. A.L. Willetts  
Mr. & Mrs. Marvin Worrell  
Dr. & Mrs. Robert A. Yates

- Section 4 No membership shall be transferable and it shall lapse upon death or resignation without rebate of fee or dues to the member or his estate.
- Section 5 The President of the Corporation shall be chosen from the Board of Directors. He shall be the chief Executive Officer of the Corporation. He shall preside over all meetings of the Corporation.
- Section 6 The Vice-President shall be chosen from the Board of Directors. He shall perform the duties and exercise the powers of the President during the absence or disability of the President.
- Section 7 The Secretary shall attend all meetings of the Corporation and shall preserve in books of the Corporation true Minutes of the proceedings of all such meetings. He shall safely keep in his custody the Seal of the Corporation and shall have authority to affix the same to all instruments where its use is required. He shall give all notices required by Statute, by-laws, or resolutions. He shall perform such other duties as may be delegated to him by the Corporation.
- Section 8 The Treasurer shall have custody of all corporate funds and securities and shall keep in books belonging to the Corporation, full and accurate accounts of all receipts and disbursements. He shall deposit all money securities, and other valuable effects in the name of the Corporation in such depositories as may be designated.
- Section 9 Presence in person of members representing a majority of the voting rights of this Corporation shall constitute a Quorum of any meeting of the members.
- Section 10 Each membership shall at every meeting of the Members be entitled to one vote upon each subject properly submitted to vote.
- Section 11 An annual meeting of the Members of the Corporation shall be held each year on the second Monday of February at 8:00 o'clock p.m., one of the purposes of which shall be the election of a Board of Directors.
- Section 12 At least ten (10) days prior to the date fixed in Section 11 of this article for ~~announcement~~ <sup>notice</sup> of the annual meeting of Members, written notice of the time

Section 13

The order of business at each stated meeting and at the annual meeting of the Members shall be as follows, but such order may be departed from by vote of the majority present.

- a. Roll Call.
- b. The minutes of preceding meeting shall be read and passed upon.
- c. The minutes of the Executive Committee shall be read and acts of the Committee passed upon.
- d. Report of the Head of the School.
- e. Report of the President or Chairman.
- f. Report of the Treasurer.
- g. Report of the Secretary.
- h. Report of Committees in the following order:
  - (1) Executive Committee.
  - (2) Committee of Developments and Finance.
  - (3) Committee of Buildings and Grounds.
  - (4) Committee of Education.
  - (5) Other Committees.
- i. Determination of number of Directors for ensuing year.
- j. Election of Officers and Directors.
- k. Unfinished business.
- l. Any matter made a Special Order either by the Board of Directors or by the Executive Committee.
- m. Miscellaneous Business.

Section 14

Special meetings of the Corporation may be held at any time on the call of the President, or in the event of his absence or inability to act, the Vice-President or any three (3) Members and said meeting may be held at any time and place.

ARTICLE III

FISCAL YEAR

The fiscal year of Columbus Private Schools, Inc. (The Waccamaw Academy shall begin on the first day of July in each year and end on the last day of June each year).

## ARTICLE IV

### BOARD OF DIRECTORS

- Section 1 The business, property, and affairs of this Corporation shall be managed by a Board of Directors composed of not less than twelve (12) nor more than eighteen (18) persons, the majority of whom shall be members of this Corporation. Each Director shall hold office for the term for which he is elected.
- Section 2 At the annual meeting of the Corporation the members of the Board of Directors shall be divided into three classes. Members of the first class shall hold office for a term of three years, members of the second class shall hold office for a term of two years, and members of the third class shall hold office for a term of one year. At all annual elections thereafter not more than one-third of the Directors shall be elected by the Members for a term of three years to succeed the Director whose term then expired: provided that, nothing herein shall be construed to prevent the election of a Director to succeed himself.
- Section 3 Vacancies on the Board of Directors shall be filled by appointment made by the remaining Directors. Each person so elected to fill a vacancy shall remain a Director until his successor has been elected by the Members of the Corporation who may make such election at their next annual meeting or at any special meeting duly called for that purpose and held prior thereto.
- Section 4 The Board of Directors shall select a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. Both the Chairman and Vice-Chairman shall be members of the Board of Directors, but the Secretary and Treasurer need not be members of the Board.
- Section 5 Power of Directors. The directors shall, in addition, to the general powers conferred upon them by this By-Laws, have the power to:
- a. Appoint such other officers and agents as the Board may deem necessary for the transaction of the business of the Corporation.
  - b. Receive and hold by purchase, gift, devise, bequest or grant real or personal property for educational purposes connected with the Corporation or for the benefit of the Waccamaw Academy.
  - c. Appoint a Headmaster and such additional officers of the school as

- d. Approve an annual budget for the school.
- e. Fix salaries of the Headmaster and other officers of the school.
- f. Grant and confer such diplomas or certificates or other honors on behalf of the Waccamaw Academy as are usually granted by any school of pre-collegiate grade in the United States.
- g. Review and confirm at the beginning of each calendar year a scale of salaries for teaching personnel. The Headmaster of the school shall be solely responsible for applying the scale of salaries to all specific contracts in which he should choose to enter.
- h. Appoint by resolution an Executive Committee composed of three or more Directors who, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the business of the Corporation between meetings of the Board.

- Section 6      An officer or agent may be removed by the Board of Directors whenever in the judgement of the Board, the business interest of the Corporation will be served thereby.
- Section 7      Any member of the Board of Directors of the School shall disclose to the Board any relationship which he may have with any person, corporation or other entity with whom the School proposes to enter into any contract or other transaction which will or may result in financial gain or advantage to such Board member by reason of such relationship. If the Board member shall fail to make this disclosure before the school enters into any such contract or transaction, the Board may request his resignation.
- Section 8      The Chairman shall have general and active management of the business and shall see that all orders and resolutions of the Board are carried into effect. He shall be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of Chairman of the Board of Directors.
- Section 9      Regular meetings of the Board of Directors shall be held not less frequently than once in each month at such time and place as the Board of Directors shall from time to time determine.
- Section 10      A majority of the Directors shall constitute a quorum of the Board of Directors.

## ARTICLE V

### STANDING COMMITTEES

There shall be seven standing committees of the Board of Directors, as follows: Nominating Committee, Education Committee, Development Committee, Executive Committee, Finance Committee, Building and Grounds Committee, and Enrollment Committee. All members of the standing committees, other than the Nominating Committee, shall be chosen by election of the Board of Directors following submission of the report of the Nominating Committee, and the terms of all members of all standing committees shall expire at the time of the first monthly meeting following the annual meeting. Committee members shall be chosen from among the members of the Board of Directors and from parents of students, and friends of the Academy with, if possible, a member of the Board of Directors as Chairman of the committee. The Chairman of the Board of Directors and the Headmaster shall be ex officio members of all committees, without vote. All standing committees shall from time to time report their activities to the Board of Directors and shall make recommendations directly to the Board of matters referred to them or falling within their respective fields of interest.

- a. The Nominating Committee shall be appointed by the Chairman of the Board of Directors. It shall propose and submit to the Board of Directors names of persons nominated for election as directors, as officers of the corporation, and as members of all standing committees other than the Nominating Committee.
- b. The Executive Committee shall exercise such powers and authority of the Board of Directors in the management of the business and affairs of the corporation, except the power to adopt, amend, or repeal By-Laws, as may be delegated to it by the Board. The Executive Committee shall act as the long-range planning committee for the school.
- c. The Finance Committee shall supervise the financial affairs of the school and shall make recommendations to the Board of Directors from time to time in regarding to operating and capital budgets, salaries, tuition, and other business affairs.
- d. The Education Committee shall consult with the Headmaster in regard to the educational policy and program of the school.
- e. The Development Committee shall supervise or conduct all fundraising activities other than tuition, charges, and fees connected with the actual operation of the school. This work shall be done through the Fathers and Mothers Committees of the Academy.
- f. The Building and Grounds Committee shall supervise the design, construction, and maintenance of all buildings and facilities and the improvement and maintenance of the grounds in cooperation with the Headmaster.

ARTICLE VI

OFFICERS OF THE SCHOOL

Section 1      Headmaster. The Headmaster shall have plenary authority over the conduct and operation of the School as such.

Among others things the Headmaster shall have authority on behalf of the Directors to choose textbooks; to employ and discharge teachers; to fix compensation of teachers within the budgeted amount of teachers' salaries; to determine the course of studies; to accept, discipline and discharge pupils; and generally to do such things as may be necessary for the proper conduct of the School as such, subject only to the power or removal vested in the Board and to such budgetary restrictions as the Board may from time to time impose.

There shall be one head of the school designated "Headmaster", who shall be appointed from time to time by the Board of Directors, provided, however, that the Board of Directors may enter into contracts with the Headmaster for a period of years and at such salary or salaries as may be provided by in such contract. The Headmaster shall have full charge of the educational program of the school and of its administration, for both of which he shall be responsible to the Board of Directors.

The Headmaster shall serve as an ex officio member of the Board of Directors, The Executive Committee, and every other committee of the Board of Directors, unless expressly prohibited from serving in such capacity by resolution duly adopted by a majority of the whole Board of Directors.

Section 2      Other Officers. The Board of Directors may provide for and select or confirm such other officers of the school as it may deem desirable and may specify their duties.

ARTICLE VII

TUITION

Tuition will be due and payable in advance. One half of the tuition for the school year shall be payable not later than one week prior to the opening of the Academy in September and the other half will be payable by the last week in January. No child

## ARTICLE VIII

### DISSOLUTION OF THE CORPORATION

- Section 1 This Corporation is an educational Corporation not operated and not to be operated for profit. It is organized exclusively for educational purposes, and its property is to be used exclusively for carrying out thereupon-such purposes. No officer, member or employee of this Corporation shall receive or may be lawfully entitled to receive any pecuniary profit from the operations of this Corporation, except reasonable compensation for services in effecting its purposes. No holder of any stock certificate or note exchanged therefore issued by this Corporation shall, upon the dissolution of this Corporation, be entitled to receive out of the assets of the Corporation on dissolution more than the face value of such stock certificate or note exchanged therefore.
- Section 2 No part of the net earnings of this Corporation shall inure to the benefit of any private individual. In event of dissolution of the Corporation, the net assets therefore shall be delivered to such charitable or eleemosynary institution, public or private, as the membership shall be majority vote direct.

## ARTICLE IX

### EXECUTION OF INSTRUMENTS

- Section 1 All checks, drafts, and orders for payment for money shall be signed in the name of the Corporation and shall be countersigned by such Officers or Agents as the Board of Directors shall from time to time designate for that purpose.
- Section 2 When the execution of any contract, conveyance or other instruments has been authorized without specification of the executing Officers, the President, or Vice-President, and the Secretary may execute the same in the name and behalf of this Corporation and may affix the Corporate Seal thereto. The Board of Directors shall have power to designate the Officers and Agent who shall have authority to execute any instrument in behalf of this Corporation.

## ARTICLE X

### POWER OF BOARD TO BORROW MONEY

The Board of Directors shall have full power and authority to borrow money whenever in the discretion of the Board the exercise of said power is required in the general interest of this Corporation, and in such case the Board of Directors may authorize the proper Officers of this Corporation to make, execute and deliver in the name and on behalf of this Corporation, bonds, and other evidence of indebtedness as said Board shall deem proper, and said Board shall have full power to Mortgage the property of this Corporation, or any part thereof, as security for such indebtedness, and no action on the part of the membership of this Corporation shall be requisite to the validity of any such note, bond, evidence of indebtedness, or mortgage.

## ARTICLE XI

### CORPORATE SEAL

The Board of Directors shall provide a suitable Corporate Seal showing the name of this Corporation and the words "Incorporated 1967 North Carolina", or other words indicative of the State of its incorporation, and said Seal, when obtained, shall be impressed at the margin of the minute book containing this article of the By-Laws.

## ARTICLE XII

### AMENDMENT OF BY-LAWS

New By-Laws may be adopted or these By-Laws may be amended or repealed by a vote of a two-thirds (2/3) majority of the total membership of the Board of Directors, provided that no new By-Law may be adopted and no existing By-Law may be amended or repealed at the meeting at which such adoption, amendment or repeal is first proposed.



**Application for Columbus Private Schools, Inc., DBA Waccamaw Academy**  
**MISSION, PURPOSES and EDUCATIONAL FOCUS**

**MISSION:**

Columbus Private Schools, Inc. DBA Waccamaw Academy's mission is to guide each student to meet his/her potential in life through a caring environment, academic excellence, and social nurturing aimed to develop self-discipline and respect for others.

**PURPOSES OF PROPOSED CHARTER SCHOOL:**

**Improve student learning:**

Learning Environment: An orderly, disciplined environment is necessary for learning to occur. The Student Handbook, and the Student Guidelines therein, outlines what is expected of each student in terms of behavior. Behavior that is not conducive to academic, physical, emotional, and social achievement will not be allowed.

Teaching Method: Small student to teacher ratios with direct instruction from the teachers will be the basis of the teaching method and curriculum used by the Academy.

Technology: Waccamaw Academy has a computer room where students are taught computer skills appropriate for their grade level. Computers are also available in most classrooms at this time. The school plans to expand our technology base in the upcoming school year so that teaching aids, reference materials, art examples, music, and other teaching materials are more accessible to both teachers and students.

Dress Code: While the Academy does not require students to wear uniforms, the Student Handbook does have a dress code section that requires conservative attire and promotes pride in appearance.

**Increase learning opportunities:**

Waccamaw Academy encourages each student to develop their individual potential not only in academics but physically, socially, and emotionally as well. The Academy would be one of only a few Charter Schools offering athletic programs to the extent already found on our campus. Our athletes have a history of success on the playing field, but more importantly a reputation of good conduct and sportsmanship.

Academic success at Waccamaw Academy has been demonstrated in a number of ways. One indication of academic achievement can be found in the Academy's performance on Terra Nova and SAT test. Through the years, Waccamaw Academy students have consistently performed better than the national average and the average of students at other local schools on these tests.

**Encourage the use of different and innovative teaching methods:**

Teaching Methods: Waccamaw Academy will use a curriculum that follows the North Carolina Course of Study. The curriculum will include SRA Open Court Reading, Saxon Phonics, Saxon Math, Accelerated Reader, Advanced Placement History Classes, Dual Enrollment Classes, Character Education K-12, and Art and Music Education. Teaching aids: The use of a multi-media computer in each classroom for instantly displaying maps, art, photographs, music, and other examples will greatly increase teaching efficiency while reducing each Teacher's time required to assemble such examples.

**Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site:**

Training: Columbus private Schools, Inc. plans to continue to explore new and innovative ways to help teachers teach and students learn. As opportunities present themselves, Teachers will be asked to help evaluate new programs and be trained in those programs that are adopted. We wish to expand on our current atmosphere of being open to new learning technologies and new training methods which should continue to help our staff develop into even better instructors.

Technology Awareness: Waccamaw Academy plans to increase our training of Teachers in the use of computers not only for instruction but also for lesson plans preparation, grading, record keeping, and parent communication. We are also exploring new hardware such as electronic whiteboards, audio-visual equipment, teaching software, etc. that will be incorporated into the curriculum/teaching method.

**Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system:**

Columbus Private Schools, Inc. strives to provide as many opportunities as possible (both academically, athletically, and socially) while maintaining a school and class size that promotes individual attention. Teachers are asked to evaluate each student to assure that they are challenging each individual's abilities and desire to learn. Waccamaw academy's goal is that each student is allowed and encouraged to learn at the appropriate pace with flexibility regarding the exact structure of each child's program to account for individual needs. The school environment is governed by a strict set of standards that allows the student to learn in a safe, secure, and structured (in terms of behavior) setting.

**Hold the schools established under this part accountable for meeting measurable student achievement results and provides the schools with a method to change from rule based to performance based accountability systems:**

Waccamaw Academy will conduct the normal testing required under the North Carolina ABC's Accountability Model. Nationally normed test will be taken such as: End of Grade Test (for grades 3 through 12), Science at Grades 5 and 8, End of Course test in English I, Algebra I and II, Geometry, Biology, Physical Sciences, US History, Civics, and Economics, Computer Proficiency Test for grade 8, North Carolina Writing Test (grades 4,7, and 10), Terra Nova (grades K-12), PSAT (grades 10 and 11), and SAT (grade 12). Entry test are being developed in order to assess each enrollee to determine their development readiness, basic skills, and other readiness indicators so that proper programs can be developed for the student.

**EDUCATIONAL FOCUS:**

Waccamaw Academy uses a small school environment to encourage parental, faculty, student, and community involvement. The Academy believes in a positive approach to learning in a disciplined, yet friendly atmosphere that fosters creative thinking and builds self-esteem.

Waccamaw Academy is a school where students are free from intimidation and fear. They are allowed to express their unique personality. The Academy believes this allows an individual to develop his or her potential while preparing for the future.

Moreover, the Academy is committed to the well being of each student physically, socially, and emotionally by promoting physical activity, encouraging respect for others, and providing opportunities for healthy social growth and maturity.

The Academy provides instruction in all grade levels from Kindergarten through Grade 12.

Waccamaw Academy is open to all students without discrimination as to race, color creed, or national origin.

## **EDUCATION PLAN**

### **INSTRUCTIONAL PROGRAM**

#### **Educational theory and foundation of the model:**

Waccamaw Academy uses a hands-on curriculum that allows learning through exploration. The Academy will follow the North Carolina ABC's Accountability Model (i.e. State end of grade testing).

#### **Teaching approach and curriculum design and instructional methods, courses of study, etc.:**

Waccamaw Academy will use a strong academic curriculum that follows the North Carolina Course of Study. The curriculum will include, but not be limited to, SRA Open Court Reading, Saxon Phonics, Saxon Math, Accelerated Reader, Advanced Placement History Classes, Dual Enrollment Classes, Character Education K-12, and Art and Music Education.

#### **Compliance with Federal and State regulations for serving exceptional children:**

The Board of Directors for Columbus Private Schools, Inc. DBA Waccamaw Academy will monitor and ensure that the school complies with all applicable federal and state regulations regarding special needs children. The school does have a licensed EC teacher on staff but no students are using an Individual Exceptional Plan of Study at this time. There are 4 children with 504 Plans and 3 students receiving speech therapy this year.

Waccamaw Academy uses referrals from parents and teachers to identify EC students. A contract with the Whiteville City Schools allows us to use them for further testing of the referred students. If identified as needing an IEP, then Waccamaw Academy works with the student, teachers, and parents to determine if IEP services can be provided by the Academy or if other sources will be used to provide and implement the IEP. The Academy uses the services of contract professionals as needed to provide counseling, therapy, and other services as required.

#### **Entrance and exit requirements as well as graduation requirements (if the school is to be high school):**

A minimum of 21 units in grades nine through twelve is required for graduation. Upper School students should be enrolled in six subjects each of their four years. English must be one of the six subjects taken each year. Permission of the Headmaster is required for waiver of enrolling in at least six courses each year. To be classified as a Sophomore, a student must have acquired five units of credit, ten units are required for classification as a Junior, and fifteen units of credit are required to be classified as a Senior.

Diploma requirements are as follows: 4 units in English; 3 units in Mathematics (Algebra I and II to be included); 3 units in Social Studies (US History, one in Government and Economics, and one in World Studies); 3 units in Science (one Biology, one Physical Science, and one elective); 1 unit in Health and Physical Education; 2 units in a foreign language; 5 units in electives or course from standard course of study or dual enrollment courses through Southeastern Community College. Twenty-one units total are required for graduation.

#### **The school calendar (must provide instruction for a minimum of 180 instructional days):**

A copy of the 2009-2010 school calendar is included in this application. Subsequent school years will follow a similar schedule and again the requirement of 180 instructional days will be met or exceeded. (Calendar on following pages)

## WACCAMAW ACADEMY ACADEMIC CALENDER 2009-2010

### August

10	Monday	August Board Meeting – 7:30 p.m.
19	Wednesday	Faculty Workday
20	Thursday	Faculty Workday/Open House – 6:30 p.m.
21	Friday	Faculty Workday
24	Monday	First Day of School

### September

7	Monday	Holiday – LABOR DAY (no school)
14	Monday	September Board Meeting – 7:30 p.m.

### October

2	Friday	End of 1 <sup>st</sup> six weeks – 12:00 dismissal (1/2 Teacher Workday)
7	Wednesday	Report Cards Go Home
12	Monday	October Board Meeting – 7:30 p.m.
29	Thursday	Halloween Carnival

### November

9	Monday	November Board Meeting – 7:30 p.m.
11	Wednesday	Holiday – VETERANS DAY (no school)
13	Friday	End of 2 <sup>nd</sup> six weeks – 12:00 dismissal (1/2 Teacher Workday)
18	Wednesday	Report Cards Go Home
24	Tuesday	3:00 dismissal for Thanksgiving Holiday
25-27	W Th F	THANKSGIVING HOLIDAY (no school)
30	Monday	Classes Resume

### December

7	Monday	December Board Meeting – 7:30 p.m.
14	Monday	First Semester Exams – 12:00 dismissal
15	Tuesday	First Semester Exams – 12:00 dismissal
16	Wednesday	First Semester Exams – 12:00 dismissal
17 – Jan. 2		CHRISTMAS HOLIDAY (no school)

### January

4 Monday

11 Monday

15 Friday

18 Monday

20 Wednesday

Classes Resume

January Board Meeting – 7:30 p.m.

End of 3<sup>rd</sup> six weeks/1<sup>st</sup> semester

12:00 dismissal (1/2 Teacher Workday)

Holiday – MARTIN LUTHER KING, JR. BIRTHDAY  
(no school)

Report Cards Go Home

### February

8 Monday

25 Thursday

26 – March 1 F M

February Board Meeting – 7:30 p.m.

End of 4<sup>th</sup> six weeks – 12:00 dismissal  
(1/2 Teacher Workday)

Holiday – WINTER BREAK/PRESIDENT'S DAY  
(no school)

### March

2 Tuesday

3 Wednesday

8 Monday

Classes Resume

Report Cards Go Home

March Board Meeting – 7:30 p.m.

### April

1 Thursday

2 Friday

2 – 9 Fri. – Fri.

12 Monday

16 Friday

21 Wednesday

12:00 dismissal for EASTER BREAK

Jr. – Sr. Prom

EASTER BREAK (no school)

Classes Resume – April Board Meeting – 7:30 p.m.

End of 5<sup>th</sup> six weeks – 12:00 dismissal  
(1/2 Teacher Workday)

Report Cards Go Home

### May

10 Monday

12 Wednesday

19 Wednesday

24 – 26 M T W

26 Wednesday

27 Thursday

28 Friday

May Board Meeting – Corporation Meeting – 6:30 p.m.

Athletic Banquet – 6:30 p.m.

Baccalaureate – 9:30 a.m.

Final Exams – 12:00 dismissal

Preschool/Kindergarten Graduation TBA

Faculty Workday

Lower School Awards Program – 9:00 a.m.

Upper School Awards Program – 9:00 a.m.

Graduation – 7:00 p.m.

**A concise description of any evaluation tool or test that the proposed charter school will use in addition to any state or federally mandated tests:**

Waccamaw Academy will conduct the normal testing required under the North Carolina ABC's Accountability Model. Nationally normed test will be taken such as: End of Grade Test (for grades 3 through 12), Science at Grades 5 and 8, End of Course test in English I, Algebra I and II, Geometry, Biology, Physical Sciences, US History, Civics, and Economics, Computer Proficiency Test for grade 8, North Carolina Writing Test (grades 4,7, and 10), Terra Nova (grades K-12), PSAT (grades 10 and 11), and SAT (grade 12). Entry test are being developed in order to assess each enrollee to determine their development readiness, basic skills, and other readiness indicators so that proper programs can be developed for the student.

**A description of the student achievement goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals:**

Each year Waccamaw Academy will document individual and school-wide progress based on the test given. If students do not meet academic measures in the classroom or on State and Nationally normed test, then the Academy will provide A) a written report on each student's progress at the end of each school term and plans for reaching school expectations of achievement or better, B) reports showing performance on State test and plans for reaching State averages or better, and C) reports showing performance on Nationally normed test and plans for reaching national averages or better.

Waccamaw Academy will also provide the parents of students with a written report of the child's progress at the end of each school term, reports on all independent evaluations of the school, tables showing performance on State test as compared to local public schools, reports showing expulsion and truancy rates, reports showing performance on Nationally normed test, and an annual budget report.

### **SPECIAL EDUCATION**

Waccamaw Academy will continue to accept special needs children under the federal legislation *Individuals with Disabilities Education Act (IDEA)* (20 U.S.C. 1400 Et seq.) and the state legislation (G.S. 115C-106 Et seq.) as we have done in the past. The Academy will abide by the charter school legislation, G.S. 115C-238.29F(g)(5), as stated here, "*A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.*"

The Board of Directors for Columbus Private Schools, Inc. DBA Waccamaw Academy will monitor and ensure that the school complies with all applicable federal and state regulations regarding special needs children. The school does have a licensed EC teacher on staff but no students are using a Individual Exceptional Plan of Study at this time. There are 4 children with 504 Plans and 3 students receiving speech therapy this year.

Waccamaw Academy uses referrals from parents and teachers to identify EC students. A contract with the Whiteville City Schools allows us to use them for further testing of the referred students. If identified as needing an IEP, then Waccamaw Academy works with the student, teachers, and parents to determine if IEP services can be provided by the Academy or if other sources will be used to provide and implement the IEP. The Academy uses the services of contract professionals as needed to provide counseling, therapy, and other services as required.

**ADMISSIONS POLICY**

The application of any eligible student who agrees to adhere to the school's policies will be accepted and that student will be admitted if there is space available. If the number of accepted applications exceeds the number of available slots, then the available slots will be filled by a random drawing from the set of all accepted applications in full accordance with State policy.

Advertising using local newspaper, radio, and other sources as deemed appropriate to make the community aware of the opportunity to enroll at Waccamaw Academy will be done in March, April, and May of 2011. This should allow adequate time to make the majority of the community aware that the Academy is working under the Charter Program for the 2011-2012 school year.

Applications for enrollment will be accepted during the months of April and May 2011. All applications taken during this time will have equal priority for the lottery that will be held the second week of June 2011.

During the second week of June 2011, the drawing/lottery will be held. At this time, all of the applicants that applied for enrollment and meet the eligibility requirements will be drawn. As they are drawn a numerical list will be made, comprising the lottery list. The lottery list will then be used to fill vacancies for each grade. The lottery list will later be used, again in the order in which the names were drawn, to fill vacancies as they may become available.

Any applications received after May 31, 2011 will be date and time stamped and will be added to the waiting list in the order received. These applications will be used to fill available vacancies after the lottery list has been depleted.

The following are the only priorities that will be given to applicants in the lottery: A) after the first full year of operation as a Charter school, existing students who attended the prior year at the Academy, B) students of faculty members, and C) Kindergarten applicants who have siblings who are already enrolled at the school.

## **STUDENT CONDUCT AND DISCIPLINE**

A copy of the Student handbook is included in the pages that follow.

Most infractions of school rules will be addressed immediately by the teacher or staff member involved and appropriate action will be taken. The following steps will be taken when a student's behavior is inconsistent with the school's mission or Code of Conduct:

- A) The student will be expected to evaluate his/her behavior with the help of the teacher and to identify what actions will be taken to improve the behavior.
- B) The student will be expected to correct his/her behavior immediately.
- C) If the corrective action is not successful and the behavior persists, then the teacher and Headmaster will determine appropriate disciplinary action which may include, but not be limited to, detention, being declared ineligible to participate in sports or extracurricular activities, parental conferences and additional involvement, suspension, expulsion, dismissal, or removal.

A student may be suspended, expelled, or excluded from the school if the rules continue to not be followed or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff.

Appeals with regards to an expulsion, long-term suspension, or exclusion should be formally directed in writing to the Board of Directors within five days of the student's dismissal. The suspension will remain in place until the Board meets and reviews the appeal.

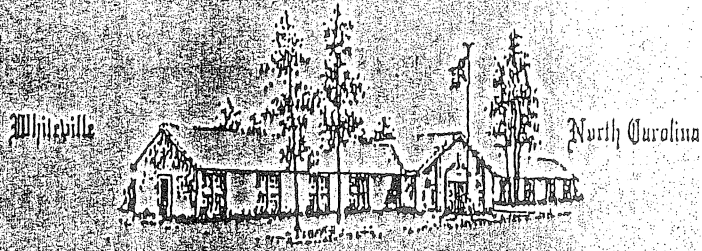
All of the policies mentioned above will be applied in such a way, with exceptions made as deemed necessary, in order to recognize the needs of exceptional students and the requirements for their care as provided by State and Federal laws. The licensed EC teacher will be consulted as part of any disciplinary action taken in regards to a EC student.



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~~EXHIBIT~~

# Waccamaw Academy



## Student Handbook

2008-2009

This Student Handbook is a guideline for students and parents. The rules were written to eliminate confusion and outline the expectations of the Academy for all students in most circumstances. Waccamaw Academy reserves the right to change the rules any time as deemed necessary by the Board of Directors or Headmaster.

## **“Once a Warrior Always a Warrior”**

### **General Information**

#### Waccamaw Academy

Waccamaw Academy is a private, nondenominational state licensed day school, established in 1968. It is located on thirty acres of beautiful, natural southeastern woodlands. The name Waccamaw was chosen because of its regional and historical significance to the area.

The small school environment of the Academy encourages parental, faculty, and community involvement therefore creating a sense of home and family. Waccamaw believes in a positive approach to learning in a disciplined, yet friendly atmosphere that fosters creative thinking and builds self-esteem. The Academy is a school where kids are free from intimidation and fear, and students are allowed to express their unique personality. Waccamaw believes this allows an individual to develop his or her potential while preparing for the future. Moreover, the Academy is committed to the well being of each student physically, socially, and emotionally by promoting physical activity, encouraging respect for others, and providing opportunities for healthy social growth and maturity. Waccamaw Academy is open to all students without discrimination as to race, color, creed, or national origin.

#### Mission Statement

Waccamaw Academy's mission is to guide each student to meet his/her potential in life through a caring environment, academic excellence, and social nurturing aimed to develop self-discipline, and respect for others.

Motto

The school motto is "Prudence, Truth, and Fortitude."

Prudence encourages each student to govern and discipline oneself by the use of reason, skill and good judgment. Truth encourages sincerity in action, character, and speech. Fortitude requires the student strength and courage to encounter adversity.

Mascot and Colors

The school mascot is the "Warrior".  
The school colors are green and white.

**Enrollment and Payment Procedures**

1. Returning students must have an enrollment agreement signed by parents and returned to office.
2. Application fees and deposits are nonrefundable for any reason.
3. Deposit fee must be paid by date listed on the Enrollment Agreement.
4. Payments must be made by due dates based on your choice of payment.
5. Families with payment in arrears will be taken to small claims court.
6. Students who withdraw from the Academy prior to December 31, are responsible for the payment of one-half (1/2) of the total tuition for the academic year for which they are enrolled.
7. Students who withdraw from Waccamaw Academy after January 1 are responsible for the payment of the total tuition for the academic year for which they are enrolled.
8. School records of students graduating or withdrawing from Waccamaw Academy whose account has not been paid in accordance to 7 or 6 above will not be released.

Withdrawals

Should it be necessary for a student to withdraw from the Academy during the school year, a written request must be submitted to the Headmaster. Clearance by the teachers and administration must be received before records are forwarded. Any past due bills must be paid at this time.

**Grade Classification**

&

**Graduation Requirements**

A minimum of 21 units in grades nine through twelve is required for graduation. Upper School students should be enrolled in 6 subjects each of the four years. English must be one of the 6 subjects taken each year.

Permission of the headmaster is required for waiver of enrolling in less than six courses. To be classified as a sophomore a student must have acquired 5 units of credit, 10 for classification as a junior and 15 to be "classified as a senior."

Diploma Requirements

- 4 units in English
- 3 units in mathematics-Algebra I and 2 electives
- 3 units in social studies- U.S. History, one in government and economics, and one in world studies.
- 3 units in science, one in biology, one in physical science, and one elective.
- 1 unit in health and physical education
- 2 units in a foreign language
- 5 units in electives, or courses from standard course of study, or dual enrollment courses through Southeastern Community College
- 21 Total units

**Class Rankings**

Curriculum Organization (9-12)

Course Levels:

Advance Placement

Honors

Standard

**Advanced Placement:** Courses that have the highest level of difficulty. Students enrolled in these courses can be exempt from certain college freshman courses based upon performance on the Advance Placement tests.

**Honors:** Selected courses that have a high level of difficulty.

**Standard:** Courses that have an average to high level of difficulty.

**Grading and Weighting Standardization  
Numerical Grades for Standard Courses**

96-100 = 4.00	83 = 2.38
95 = 3.88	82 = 2.25
94 = 3.75	81 = 2.13
93 = 3.63	80 = 2.00
92 = 3.50	79 = 1.88
91 = 3.38	78 = 1.75
90 = 3.25	77 = 1.63
89 = 3.13	76 = 1.50
88 = 3.00	75 = 1.38
87 = 2.88	74 = 1.25
86 = 2.75	73 = 1.13
85 = 2.63	70-72 = 1.00
84 = 2.50	Below 70 = 0.00

Honors courses may receive one additional grade point.

Advanced placement courses may receive 2 additional grade points.

**School Marshals:** The top four students in the junior class will qualify to serve as marshals based on their academic performance. This calculation will be based on freshman and sophomore final weighted grade point averages plus first semester of the junior year weighted grade point average.

**Headmasters List:** Students will be recognized for the headmaster's list each grading period, plus first and second semesters, by earning all A's.

**Honor Roll:** Students will be recognized for the honor roll each grading period, plus first and second semesters, by earning all B's or A's

**Dual Enrollment Course Work through SECC**

Waccamaw Academy encourages students who are Juniors or Seniors to participate in the dual enrollment program with Southeastern Community College. This affords a student the opportunity to earn college credits and provides students with expanded educational opportunities and enrichment. This program however, shall not supplant those opportunities and experiences available at the high school level.

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

1. A dual enrollment application must be submitted for the semester the student seeks to qualify for enrollment at the community college. This form shall be signed by the legal Guardian, Headmaster, and admissions officer of the community College.
2. The student and the family shall be responsible for all cost associated with enrollment at the community college.
3. Students will be responsible for transportation to and from the no liability community college with incurred by Waccamaw Academy.
4. The student shall provide to the Academy the registration form and receipt for tuition and fees.



5. Credit earned at the community college shall be transferable in meeting the minimum graduation requirements
6. If the student drops the course at the college, the headmaster must be notified immediately.

## Attendance

Attendance at school is of prime importance if students are to be successful. Research shows that the amount of learning that takes place is directly related to the amount of time spent "on task" by students. Therefore, unless a student is sick, has an appointment that could not be arranged outside of school hours, or has an excused absence, the student should be at school.

In order for a student to achieve **Perfect Attendance**, the student may not have more than three tardies and must be present at least four periods every day. Absence for religious holidays does not affect perfect attendance.

Attendance at all assembly programs organized by the school during school hours is mandatory.

## Absences

Anticipate absence: When anticipating an absence for school, a written request from the student's guardian should be brought to the office at least one day in advance for administrative approval. It is the student's responsibility to also notify the teachers of the impending absence.

Unanticipated Absence: Parents should call the school by 9:00 a.m. if a student is not able to attend or is unavoidably delayed. If the school has not been contacted by 9:00 a.m., parents of students may be called to notify them of the student's absence.

Early Dismissal: When a student needs to be dismissed early from school, a written request from the parent should be brought to the office prior to the early dismissal for approval. It is the student's responsibility to notify the teacher.

## Excused Absences:

- Illness or injury to the student
- Family emergencies
- Medical or dental appointments that can not be arranged for out-of-school hours.
- Religious holidays
- Family, school, or special (church, community, educational) trips and /or activities that have been approved by the administration
- College visits- juniors and seniors- two days each year with administrative approval

Unexcused absences: All other absences not listed and/or not approved are considered unexcused.

Make-up work: It is the responsibility of every student to confer with the teacher about handling any make-up work prior to the absence. In cases of extended absences, the office will assist the student in securing assignments and materials missed. Parents should contact the office for this assistance.

In cases of unexcused absences, the teacher decides if student is allowed to make-up the missed work.

Tardiness: Students are to be in their classrooms and ready to work when the bell rings. A student not in class on time will be considered tardy. Students are allowed one unexcused tardy to class during any one semester without penalty. Two unexcused tardies will result in a parent conference. Chronic tardiness will have more serious consequences.

## Student Guidelines

### Leaving Campus

Students are not allowed to leave the campus unless they have signed out and have approval from the office. On return, he/she must report to the office to be checked in and get a note to return to class. Only parents or persons designated by the parent in writing may sign out a child. Seniors may leave campus for lunch with a signed parental permission on file in the office. Seniors must sign in and out when leaving campus.

### Student Parking

Student parking is provided in the designated student parking lot. Students are not permitted in the parking lot during the school day unless permission has been granted by the administration. The maximum speed is 20 miles per hour. Students may lose their on site parking privilege for speeding, recklessness, or going to their car without permission. All vehicles must be parked in an orderly manner without blocking another vehicle. Students are responsible for keeping the parking lot clean.

### Dress Code

Waccamaw Academy strives to be a school where students can work and enjoy themselves in comfort and with a feeling of pride in the appearance of the entire school population. Therefore students are to adhere to the following:

- Students are to come to school clean and neat at all times.
- Shoes are to be worn at all times
- Tennis shorts, dress shorts and Bermuda shorts are permissible (cut-off and inappropriate gym shorts are not permissible)
- All shorts must have a 3" inseam
- All skirts must be at least fingertip length

- Shirts must meet the waist of pants, shorts, or skirts. (No mid drift showing)
- No low cut shirts or blouses
- Pants should be worn above the hips with no under garments visible.
- No gang wear is allowed
- Attire that is extreme, offensive, or in any way inappropriate is not allowed.

The school administration is the sole judge of the acceptability of a student's attire and/or grooming at any school function. Students in violation of the dress code will be asked to change. Parents will be asked to bring suitable clothes for the student.

### Telephone/Cell Phone

The school telephones are for business calls. Students may use them only for necessary personal calls. Students must get permission from the adult or student assistant in the office before using the phone. Routine arrangements should be made before coming to school.

The office will deliver messages as needed. All cell phones should be off and not in use during class. If a cell phone is on, the teacher will collect the cell phone and give it to the headmaster. First offense will be a warning. Second offense, Headmaster will keep cell phone until a conference is held with the parent.

### Visitors

All visitors, including former students and friends, must report to the office on arrival to receive a visitor's pass. Visitors must abide by all rules of the Academy.

### Textbooks

Textbooks are issued to students in K-5 by their classroom teacher. Students in grades 6-12 are issued books in each class in which they are enrolled.

Textbooks must be kept clean and in good shape. Students will be assessed for damage to or loss of textbooks assigned to them.

### Media Center/Library

The media center is open during the entire school day as well as before and after school. The media center is here to help you with your class assignments as well as to provide you with resource materials, books, and periodicals. With few exceptions, all media center materials are available for checkout. For those items that may not have cards (examples, magazines, tapes, reference books) see the librarian. The librarian will assist you; advising you when to return the material. In order to serve all students in grades K-12 as efficiently as possible it is necessary to have a few regulations for all students.

1. Do not leave the media center with any materials, books, or equipment (this includes items to be taken to the copy machine, classroom, or for a teacher) without notifying the librarian.
2. While in the library, students must remain quiet and orderly.
3. No chewing gum.
4. Trash and used paper must be placed in the trashcans.
5. The library is NOT to be used as a passageway. Students going to and from the lower and upper school wings must walk in front of the office.
6. All books must be returned or paid for BEFORE receiving his or her final grades

### Athletics

The Academy offers a variety of sports programs in grade 7-12 for girls and boys. Participation on an athletic team is a privilege and carries with it certain responsibilities. Students must have a C average each grading period in order to participate in sports. Athletes that fail to maintain a C average will not be able to practice with the team.

Students who represent our school on athletic teams are expected to display good sportsmanship both on and off the playing field. To be a contributing member of a team, positive attitudes, combined with mature behavior, are expected. Athletes are also expected to display good conduct in the classroom. Failure to display proper conduct may result in either temporary or permanent suspension of playing privileges, depending on severity of conduct. All athletes, cheerleaders, managers, and/or trainers are required to ride to and from all games on transportation approved by the school.

### School Trips

There are occasions when education trips are planned to coordinate with the curriculum for a specific group of students. Information will be sent home prior to the trip regarding the nature of the trip, the scheduled times for leaving and returning, and the cost of the activity. Written parental permission will be required. All trips must be approved by the administration. Appropriate behavior is a must on all trips and disciplinary actions will be taken if necessary.

### Cafeteria

The cafeteria serves a hot, nutritious lunch each day. Menus are distributed monthly. Students may pay by the day, week, or month. Each student must decide during his or her home-room period if he/she is going to eat that day. If a student

signs up for lunch, the student will be responsible for payment of the lunch whether they eat or not. Snacks and beverages are available for purchase during morning breaks. Students are expected to clean the tables and floors in the cafeteria after snacks and lunch. Trash must be placed in the appropriate containers. Students are to walk to lunch and remain in line when or while being served without jumping, ahead, playing, or making loud noises. Lunch prices will be posted on the website. Any class parties must be approved by the administration.

#### Change of Address

Students are responsible for notifying the school of any changes in student's address or telephone number immediately.

#### Student Code of Conduct

The Academy believes each student should develop the necessary skills needed to make responsible decision for him or her. This requires effort and determination as well as guidance from the faculty and administration. The following guidelines are given to assist students in reaching this goal. Students are expected to follow this guideline during school, on field trips, athletic events or an activity sponsored by Waccamaw Academy

#### Responsibility to:

- take control of my own learning process
- think and act positively
- actively attend class
- complete assignments

- ask questions
- help others when asked
- not influence others negatively about the subject, class, or the teacher
- practice good sportsmanship & welcome visiting teams & their fans
- practice appropriate behavior on school trips & during school functions

#### Respect for:

- self in dress and manners
- others
- property (desk, lockers, furniture, walls, cafeteria, and grounds.)
- community

#### Refrain from:

- profanity, rudeness
- illegal activity on campus (drugs, drinking)
- smoking on campus
- gangs
- bullying

Failure to follow the guidelines will result in disciplinary action decided by the administration and parents will be notified.

#### Other Procedures and Services

##### School Counseling Services

The goal of the counselor is to be available to all students and parents in order to ensure that each student has a positive and successful school year. Students and parents are encouraged to discuss academics and other matters as needed.



Application to Waccamaw Academy  
Confidentiality is practiced by the counselor. The counselor can assist with the following:  
Make available career, college, scholarship, and financial aid materials.

- a. Provide information and assistance for SAT, PSAT, ACT and academic program and course selection.
- b. School-wide testing program
- c. Issues that students may need to discuss: both personal and social

### Volunteers

Waccamaw Academy encourages volunteers and recognizes the invaluable support of both parents and community. Volunteers must abide by rules set in place by the Academy.

## Clubs

Athletic Association: This association is designed to support the athletic programs offered at the Academy. By joining the association you are helping to ensure the athletes have a well-rounded program. Members of the association not only pay dues, but also take up gate receipts and/or run the concession stand at sporting events.

Parent Teacher Organization: This organization is dedicated to providing both volunteer and financial support to the school as a whole. Money collected during the annual fundraisers goes toward providing needed materials in classrooms and other items required for a superior education.

## Emergency Plans

### Illness or Accident at School

Should an accident or illness occur at school, every attempt will be made to contact parents. In the event that a parent is not available, the administration will determine the course of action. An administrator or the teacher responsible for supervision will make the decision as to what is done. Other students are to remain in place.

### Fire

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

- A. The person discovering the fire will notify the headmaster's office immediately.
- B. The headmaster or his designee will sound the fire alarm immediately. The fire consists of three short rings of the school bell.
- C. A runner will be sent to notify any person in the gym.
- D. All students and staff will evacuate the buildings in accordance with the fire evacuation plan posted in each room. The evacuation should take no more than two minutes, preferably one.
- E. Teachers must take their class roll books with them.
- F. Teachers will see that all windows and doors in their classrooms are closed and will turn off the lights when leaving the room.
- G. A designated person will turn off all utilities (electricity & fuel) except emergency lights.
- H. The secretary will close all storage rooms and secure all records.
- I. The headmaster will make sure all occupants evacuate at least 200-300 feet from the building and out of the way of the fire department.

- J. All teachers will take roll and notify the headmaster if someone is missing. He will be stationed in front of the office.
- K. If someone is missing, the headmaster will immediately organize a search among classes outside the building only and notify the on-scene fire commander immediately.
- L. The custodian will try to confine the fire by closing all doors to the area involved
- M. A qualified person on the faculty will render first aid if necessary.
- N. Students and staff will not return to the building until fire department officials declare the area safe and the headmaster signals that it is safe to return with one long ring of the school bell.

### Tornadoes

In the event a tornado threatens Waccamaw Academy; proceed according to the following plan:

A. TORNADO WATCH means tornadoes are expected to develop.

- 1. The headmaster will turn on his battery-operated radio and listen for weather advisory information.
- 2. The headmaster or his designee will notify all teachers by visiting them personally.
- 3. The headmaster or his designee will send runners to notify teachers with classes outside the building.
- 4. During the WATCH, teachers should keep students in the buildings.
- 5. Teachers will continue regular classroom activities.
- 6. Students will not be informed of the possible danger.

- 7. School will be dismissed at the normal hours.
- 8. If tornadoes are reported in the surrounding areas, the headmaster will instruct a designated person to assume a lookout position.

B. A TORNADO WARNING means a tornado has actually been sighted.

- 1. The headmaster or his designee will sound the tornado signal immediately. The tornado signal consists of a series of short rings of the bell.
- 2. The headmaster or his designee will send runners to notify classes outside the building.
- 3. All students and staff will immediately proceed in a quiet and orderly manner to their designated areas.
- 4. Teachers will select someone to open a least two of three windows. The last person to leave the room usually the teacher will prop open the classroom door.
- 5. Students may take with them only coats and handbags that they have at their seats.
- 6. The teachers must take their class roll books.
- 7. A designated person will turn off all utilities (electricity, water & fuel).

### Inclement Weather

Unless announcements are made during school hours, all persons concerned should tune into the local television and radio stations. The Academy will usually follow the schedule for Columbus County Schools.

Waccamaw Academy  
2008-2009 Faculty and Staff

EXHIBIT "J"

<del>Dennis Williamson</del>	<del>654-3690</del>	Headmaster
<del>Lisa Horne</del>		Office Manager
Rachel Connor	654-3690	Custodian
Mary Webb	840-6671	Cafeteria Manager
7 Ginger Bass	642-1133	Computers
Nancy Ciamillo	642-0795	Media Center/HS Art
Melanie Fowler	653-4117	Music
Terri Gore	642-0738	Art/EC
Mindy Lux	876-0257	Elementary PE/Cafeteria Assistant
Susan Creech	647-6602	Pre-School
Jennifer Melvin	647-1311	Pre-School Assistant
Holly Powell	641-8983	Kindergarten
Nancy Hamm	646-2203	1 <sup>st</sup> Grade
Linda Britt	654-3409	Kindergarten/1 <sup>st</sup> Grade Assistant
Miriam Haynes	649-6372	2 <sup>nd</sup> grade
Melony Davis	770-0021	3 <sup>rd</sup> Grade
Sue Jenkins	649-7981	4 <sup>th</sup> Grade
Larry Cribb	642-7038	5 <sup>th</sup> Grade
Winfred Johnson	625-8661	Middle School/High School Health/Physical Education
Mandy Thurston	207-4384	Middle School English
Amy Arrington		Middle School Math/Science
Dennis Williamson	642-3784	Middle School Social Studies Athletic Director
Sherry Britt	648-4829	High School Math
Pat Davis	642-7322	High School English
Leslie Faulk	654-5204	High School Science
Nathan Gergal	231-2837	High School Social Studies
Paige Graham	(843) 756-2894	High School Spanish

## BUSINESS PLAN

### PROJECTED STAFF:

Waccamaw Academy already has a staff of 22 serving its current enrollment of 135 students. As mentioned earlier, we feel the enrollment will grow to 250 students, if not the first year of Charter operation, then by the second year. In order to properly service this higher enrollment the staff will grow by 37% to 35 employees. This number includes 1 Headmaster, 1 Assistant Headmaster, 2 Office/clerical positions, 16 full-time teachers, 1 Librarian, 1 Guidance Counselor, 8 Teacher Assistants, 1 Custodian, 1 Maintenance Person, and 3 Food Service Staff members.

### QUALIFICATIONS REQUIRED FOR INDIVIDUAL POSITIONS:

Waccamaw Academy has in the past, and will continue in the future, to seek out experienced staff members with a history of producing results in terms of educating children. A large percentage of our staff has always been retired, public school teachers that had shown excellent results during their careers and wanted to return to the profession they loved.

Although a college degree in education and having a NC Teaching Certificate will be a plus in helping teacher position applicants in getting hired at Waccamaw Academy, those criteria will not disqualify a person from being hired and retained if they demonstrate the ability to produce exceptional results at their jobs.

All staff members are subject to background checks as a condition of employment and those checks are required for staff members that have a significant amount of contact with students.

### ENROLLMENT

In the following tables, please list for each year and grade level, the numbers of students that the school reasonably expects to enroll. In addition, please indicate any plans to increase the grade levels offered by the school.

**The numbers in the following tables are projections, or estimates, and do not bind the State to fund the school at any particular level.**

*For the first two years the State will fund the school up to the maximum projected enrollment for each of those years as set forth and approved in the projected enrollment tables. However, in subsequent years, the school may increase its enrollment only as permitted by G.S. 115C-238.29D(d), that is, an increase of 10% per year based on the previous year's enrollment. Any increase above 10% must be approved by the State Board of Education in accordance with G.S. 115C-238D(d).*

**PROJECTED ENROLLMENT  
2011-12 through 2015-2016**

IDENTIFY LEA FROM WHICH  
STUDENTS WILL PROBABLY COME

Application for Columbus Private Schools, Inc., DBA Waccamaw Academy

List LEA #1 –Whiteville City Schools

List LEA #2 –Columbus Public Schools

List LEA #3 –Bladen Public Schools

<u>GRADES</u>	2011-2012			2012-2013			2013-2014			2014-2015			2015-2016		
	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
Kindergarten	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
First	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
Second	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
Third	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
Fourth	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
Fifth	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
Sixth	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3

PROJECTED ENROLLMENT 2011-12 through 2015-2016 (continued)

	2011-2012			2012-2013			2013-2014			2014-2015			2015-2016		
	11	6	3	11	6	3	11	6	3	11	6	3	11	6	3
SEVENTH	11	6	3	11	6	3	11	6	3	11	6	3	11	6	3
EIGHTH	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
NINTH	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
TENTH	10	6	3	10	6	3	10	6	3	10	6	3	10	6	3
ELEVENTH	11	6	3	11	6	3	11	6	3	11	6	3	11	6	3
TWELFTH	11	6	3	11	6	3	11	6	3	11	6	3	11	6	3
LEA Totals	133	78	39	133	78	39	133	78	39	133	78	39	133	78	39
Overall Total Enrollment	250			250			250			250			250		

Application for Columbus Private Schools, Inc., DBA Waccamaw Academy  
Budget: Revenue Projections 2011-12 through 2015-2016

INCOME: REVENUE PROJECTIONS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
--State ADM Funds	<u>\$1,275,533</u>	<u>\$1,275,533</u>	<u>\$1,275,533</u>	<u>\$1,275,533</u>	<u>\$1,275,533</u>
--Local Per Pupil Funds	<u>\$219,979</u>	<u>\$219,979</u>	<u>\$219,979</u>	<u>\$219,979</u>	<u>\$219,979</u>
--Federal Funds	\$	\$	\$	\$	\$
--Grants*	\$	\$	\$	\$	\$
--Foundations*	\$	\$	\$	\$	\$
--Private Funds*	\$	\$	\$	\$	\$
--Cafeteria Income	<u>\$85,000</u>	<u>\$86,700</u>	<u>\$88,434</u>	<u>\$90,202</u>	<u>\$92,007</u>
<b>TOTAL INCOME</b>	<u>\$1,580,512</u>	<u>\$1,582,212</u>	<u>\$1,583,946</u>	<u>\$1,585,714</u>	<u>\$1,587,519</u>
<p>*If you are depending on these sources of funding to balance your operating budget, please provide documentation, such as signed statements from donors, foundations, etc., on the availability of these funds.</p>					

**SHOW CALCULATIONS  
 FOR FIGURING STATE  
 AND LOCAL DOLLARS  
 FOR THE PROPOSED  
 CHARTER SCHOOL**

See <http://www.ncpublicschools.org/fbs/stats/index.html>

(OR Click on: Agency Website: Division of Financial Services, Reports and Statistics, Statistical Data

*The formula for figuring these allotments can be found in the Resource Guide.*

211 ADM X Columbus County State rate of \$5,086.18 = \$1,073,183.90

39 ADM X Bladen County State rate of \$5,188.44 = \$202,349.16

Total State funds = \$1,275,533.00

211 ADM X Columbus County Local funds rate of \$853.29 = \$180,044.19

39 ADM X Bladen County Local rate of \$1,023.98 = \$39,935.22

Total Local funds = \$219,979.41

Total funds: \$1,275,533.00 + \$219,979.41 = \$1,495,512.40



Application for Columbus Private Schools, Inc., DBA Waccamaw Academy  
**Budget (continued): Expenditure Projections 2011-12 through 2015-2016**

**Page 20** MAY BE AMENDED AS THE NEEDS OF THE SCHOOL DICTATES.

BUDGET EXPENDITURE PROJECTIONS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
GS 115C-238.B(b)(5)					
PERSONNEL					
Total # of staff <u>35</u>	35	35	35	35	35
--Administrator(s) #2	\$75,000	\$76,500	\$78,030	\$79,590	\$81,182
--Clerical #2	\$50,000	\$51,000	\$52,020	\$53,060	\$54,122
--Teachers #16	\$560,000	\$571,200	\$582,624	\$594,060	\$606,162
--Librarians #1	\$30,000	\$30,600	\$31,212	\$31,836	\$32,473
--Guidance #1	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061
--Teacher Assistants #8	\$200,000	\$204,000	\$208,080	\$212,242	\$216,486
--Custodian #1	\$20,000	\$20,400	\$20,808	\$21,224	\$21,649
--Maintenance #1	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061
--Food Service #3	\$50,000	\$51,000	\$52,020	\$53,060	\$54,122
--Bus Driver #0					
--Other #0					
PROFESSIONAL FEES	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
EMPLOYEE BENEFITS	\$30,000	\$30,600	\$31,212	\$31,836	\$32,473
STAFF DEVELOPMENT	\$15,000	\$15,300	\$15,606	\$15,918	\$16,236
MATERIALS AND SUPPLIES	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061
OFFICE SUPPLIES	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
INSTRUCTIONAL EQUIPMENT	\$25,000	\$25,500	\$26,100	\$26,530	\$27,061
OFFICE EQUIPMENT	\$12,000	\$12,240	\$12,485	\$12,734	\$12,989

Application for Columbus Private Schools, Inc., DBA Waccamaw Academy  
 Budget (continued): Expenditure Projections 2011-12 through 2015-2016

Page 21

BUDGET EXPENDITURE PROJECTIONS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
TESTING MATERIALS	<u>\$10,000</u>	<u>\$10,200</u>	<u>\$10,404</u>	<u>\$10,612</u>	<u>\$10,824</u>
INSURANCE	<u>\$24,000</u>	<u>\$24,480</u>	<u>\$24,970</u>	<u>\$25,469</u>	<u>\$25,978</u>
UTILITIES	<u>\$52,000</u>	<u>\$53,040</u>	<u>\$54,101</u>	<u>\$55,183</u>	<u>\$56,286</u>
INTEREST EXPENSE	<u>\$30,000</u>	<u>\$29,400</u>	<u>\$27,930</u>	<u>\$25,137</u>	<u>\$21,366</u>
MAINTENANCE & REPAIR	<u>\$20,000</u>	<u>\$20,400</u>	<u>\$20,808</u>	<u>\$21,224</u>	<u>\$21,649</u>
TRANSPORTATION	<u>\$15,000</u>	<u>\$15,300</u>	<u>\$15,606</u>	<u>\$15,918</u>	<u>\$16,236</u>
MARKETING	<u>\$5,000</u>	<u>\$5,100</u>	<u>\$5,202</u>	<u>\$5,306</u>	<u>\$5,412</u>
FOOD/CAFETERIA SUPPLIES	<u>\$85,000</u>	<u>\$86,700</u>	<u>\$88,434</u>	<u>\$90,203</u>	<u>\$92,007</u>
FOUNDATION FUNDING/DEBT RETIREMENT	<u>\$177,512</u>	<u>\$152,352</u>	<u>\$127,456</u>	<u>\$103,758</u>	<u>\$79,975</u>
<b>TOTALS</b>	<u>\$1,580,512</u>	<u>\$1,582,212</u>	<u>\$1,583,946</u>	<u>\$1,585,714</u>	<u>\$1,587,519</u>

**WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION**

Cash on Hand	\$35,000
Accounts Receivable	\$185,000
Real Estate	\$1,926,400 (BASED ON TAX VALUES)
Capital Equipment	\$70,000
Motor Vehicles	\$25,000
<b>TOTAL ASSETS</b>	<b>\$2,241,400</b>
Accounts Payable	\$15,000
Real Estate Debt	\$369,992
<b>TOTAL LIABILITIES</b>	<b>\$384,992</b>
<b>NET WORTH</b>	<b><u>\$1,856,408</u></b>

## AUDITS

### **PROGRAM AUDITS:**

Columbus Private Schools DBA Waccamaw Academy has demonstrated academic excellence throughout its history. Our test scores are consistently higher than most schools in our area.

Columbus Private Schools will conduct the normal testing required under the North Carolina ABC's Accountability Model. In addition, nationally normed test will also be taken:

End of Grade Test                      Grades 3 through 12

Computer Proficiency Test              Grade 8

North Carolina Writing Test              Grades 4, 7 and 10

Terra Nova                              Grades K through 12

PSAT                                      Grades 10 and 11

SAT                                        Grade 12

Science                                  Grades 5 and 8

End of Course test in English I, Algebra I and II, Geometry, Biology, Physical Sciences, US History, Civics, and Economics

In addition to the above, Waccamaw Academy will survey its Parents, Teachers and Board Members on a regular basis to make sure they are satisfied with the education being provided by the school and to obtain input from these groups as to what might be done to improve our school.

### **FINANCIAL AUDITS:**

Waccamaw Academy will use these three levels of accountability to assure that its finances are being handled in a professional manner. First, systems are in place at the school that help school employees double check each other when it comes to handling money and recording financial transactions.

Second, the Board has employed Southeast Management Group (a small business consultant company) to work with the Academy staff to insure posting of financial records is correct and current.

Lastly, the Board has used the firm of Terray Suggs, PA to assist with matters relating to general accounting, payroll liabilities, tax return preparation, etc. In the future, Suggs, PA will expand its role to include an annual audit of the schools finances. The contact information for Suggs is: Terray Suggs, PA, Attn: Stan Bullock, POB 1799, Whiteville, NC 28472 (O) 910-641-0101, (F) 910-642-9254.

## HEALTH AND SAFETY REQUIREMENTS

- **Safety:** Each week the Headmaster, or a Staff Member appointed by the Headmaster, will conduct a Safety Inspection of the school campus. Areas to check will include, but should not be limited to, any unusual hazards, stumbling hazards, areas-operations known to have contributed to employee accidents in the past, fire extinguishers, first-aid supplies. The results of each internal inspection will be recorded and kept on file in the Main Office. This file will also include a record of any accident on campus that required medical attention to an individual other than basic first-aid (i.e. any visit to a Doctor's office, Urgent Care facility, ER, etc.). Waccamaw Academy has a Crisis Management Plan that is attached as Exhibit "K".

- **Immunization of Students:** Waccamaw Academy follows local and state health codes. All students are required to show proof of all state required immunizations (Public School Law 130A-152 Immunizations Required) prior to the first day of school.

- **Fire and Safety Regulations:** Unannounced fire drills are conducted monthly and recorded by the Staff. All students will go to their assigned staging location. Teachers and Students review fire safety procedures at least once per month during these drills. The school is in the jurisdiction of the City of Whiteville and the Fire Marshall makes regular inspections of the campus to ensure that all laws are being complied with regarding fire safety.

- **Food Inspections:** Waccamaw Academy has a cafeteria and regular inspections are made by the Columbus County Health Department to ensure that all rules/laws are being complied with in the cafeteria.

- **Hazardous Chemicals:** All Staff is instructed to the proper storage and handling of hazardous chemicals. The school maintains a MSDS manual relating to all hazardous chemicals found at the school. Whenever possible, hazardous chemicals are kept in locked facilities under the control of the Custodian and Staff.

- **Bloodborne Pathogens:** Any Staff Member or child who is diagnosed as having a bloodborne disease, e.g., AIDS, HIV, HBD, etc. shall be allowed to continue to attend duties/school unless it is determined that the staff/child is ill to attend or presents a health risk to others. In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed. The school maintains a First Aid cabinet that includes rubber gloves, antiseptics, etc. for use by the Staff. Waccamaw Academy will require annual training of all Staff regarding appropriate health issues.

# WACCAMAW ACADEMY

## Crisis Management Plan

2007-2012

## PREFACE

A crisis is an event that is extraordinary and cannot be predicted. However, the human reactions to a crisis are consistent and predictable. Being aware and understanding beforehand how people will react in a critical situation makes it possible to defuse reactions and prevent situations from escalating to a secondary crisis.

With proper preparation, a crisis can unite students and staff in building confidence and cohesiveness among themselves and within a larger public community.

The Crisis Management Plan was prepared to provide the headmaster and the local crisis team a quick reference guide of procedures to follow when a crisis occurs that affects the school.

Waccamaw Academy is grateful to all the community agencies (law enforcement, fire, emergency preparedness, emergency medical services) as well as the many school staff personnel who contributed to this handbook.

Recommendations for improvements or questions regarding this handbook should be directed to the Waccamaw Academy Office and it's Headmaster (910) 642-7530.

## EMERGENCY TELEPHONE NUMBERS (Continued)

### COLUMBUS COUNTY, WHITEVILLE

#### Animal Control

County ..... 641-3945  
After Hours. .... 911

#### Electric

Progress Energy – Customer Service. .... 1-800-452-2777  
Reporting Power Outages. .... 1-800-419-6356  
Brunswick Electric. .... 642-5011  
Reporting Power Outages. .... 1-800-682-5309

Emergency Management. .... 640-6610

Environmental Health (Columbus County Health Dept.) ..... 642-6617

Gas Company (North Carolina Natural Gas) ..... 1-800-275-6264

Water (Public Works Commission). .... 678-7400

#### Hospitals

Columbus County Hospital. .... 642-8011  
Bladen County Hospital ..... 862-5100  
Cape Fear Memorial. .... 452-8100  
New Hanover Regional Medical Center ..... 343-7038

#### OTHER AGENCIES

Child Protective Services (DSS). .... 642-2800  
(after 5:30 pm contact Sheriff Dept.) ..... 642-6551

CONTACT – Crisis Intervention Hotline ..... 485-4134

Families First. .... 642-5996

Sexual Assault & Domestic Violence. .... 641-0444

Columbus County Mental Health Department  
Child and Youth Services/Willie M. .... 642-6585

Poison Control ..... 1-800-848-6946



## EMERGENCY TELEPHONE NUMBERS

### ALL EMERGENCY SERVICES: POLICE, FIRE, EMS, FUEL SPILL 911

[Note: Give location where the emergency responder is needed. The nearest available ambulance will be dispatched to the scene. The Fire Department has trained emergency technicians.]

Dennis Williamson - Headmaster/Athletic Director

(Day)

642-7530

(Night)

642-3784

(Cell)

625-8918

Lisa Horne – Office Manager

(Day)

642-7530

(Night)

625-6355

\*\*Annually, a complete listing of all available phone number (work, home, cell and others) for all teachers and staff members.

\*\*Annually, the Administrative Assistant to the Headmaster shall update the school “call tree” and distribute to all personnel.

Runaway Hotline (National Runaway Swithboard)  
(Fayetteville/Jacksonville).....1-800-621-4000

## **EMERGENCY NOTIFICATION NETWORK**

### **(9) 9-1-1 Police/Ambulance/Fire**

**Dennis Williamson**  
**Headmaster**  
**(O) 910-642-7530**

**Lisa Horne**  
**Office Manager**  
**(O) 910-642-7530**

All other notifications of other key staff personnel will be made as appropriate by the  
Headmaster

## CRISIS PROCEDURE CHECKLIST FOR THE HEADMASTER

This checklist is provided as a guide for principals for emergencies not otherwise covered in this Crisis Management guide. It is intended to be used to inform teachers of procedures to be followed in the event of any type of emergency.

- \_\_\_\_\_ 1. **CONDUCT AN IMMEDIATE ASSESSMENT**
  - a. Confirm and ascertain the type of incident.
  - b. Obtain essential information (what happened, who was involved, what did witnesses see, how was the incident started, etc.)
  
- \_\_\_\_\_ 2. **SUMMON HELP**
  - a. Call 9-1-1. Have someone stay on the line with 9-1-1 operator.
  - b. Notify Headmaster.
  - c. Implement site and district crisis management plans.
  - d. Gather school staff assigned to emergency duties.
  - e. Direct non-essential staff to a safe area.
  
- \_\_\_\_\_ 3. **SOUND WARNING TO SCHOOL STAFF**
  - a. Use emergency warning and condition signals (entire site).
  - b. Employ immediate sheltering actions for those exposed to danger.
  - c. Ensure that all others are sheltered in place or moved to a safer location if possible.
  - d. Signal instructions.
  
- \_\_\_\_\_ 4. **LOCK DOWN BUILDING, SECURE AREAS, MONITOR SITUATIONS**
  - a. Lock exterior doors.
  - b. Lock interior doors where possible.
  - c. Assign staff to secure specified and pre-arranged areas; monitor conditions.
  - d. Recognize need and be ready for contingencies.
  
- \_\_\_\_\_ 5. **WAIT FOR POLICE**
  - a. Keep responding units updated on situation via 9-1-1.
  - b. Assemble witnesses and victims.
  - c. Suggest possible areas for staging, command post, emergency medical services, etc.
  - d. Gather key information for law enforcement.
  - e. Maintain event and status log.
  
- \_\_\_\_\_ 6. **STABILIZE ELEMENTS OF SITUATION AS SOON AS SAFE TO DO SO**
  - a. Care for injured (ensuring safety for those assisting).
  - b. Give ancillary staff instructions.
  - c. Protect crime scene, evidence.
  
- \_\_\_\_\_ 7. **WORK WITH POLICE TO RESOLVE SITUATION**
  - a. Stay at command post, supporting incident commander.
  - b. Provide information, including incident – specific knowledge, site background and resources, and special staff resources, abilities, training, etc.
  - c. Coordinate school response on site, off site (staging areas, hospitals, etc.).

- \_\_\_\_\_ 8. **SIGNAL "ALL CLEAR"**
- a. See that emergency medical care is provided.
  - b. Account for all students and staff on site or at hospital or other off site locations.
  - c. Notify parents/guardians.
  - d. Support law enforcement follow-up activities.
  - e. Debrief staff.
  - f. Work with specialists.
    - Emergency medical/hospitals
    - District crisis intervention team
    - Public Information Officer
    - Facilities clean up and repair support

- \_\_\_\_\_ 9. **INITIATE RECOVERY AND FOLLOW-UP ACTIVITIES**
- a. Brief staff and provide (access to) support.
  - b. Plan for resumption of school ("next day" plan).
  - c. Arrange for physical plant clean-up and repair.
  - d. Begin long-term recovery planning.

## ASSAULT OF A STUDENT ON CAMPUS

Board policy requires headmaster to notify law enforcement (sheriff, police) in all assault cases (grades K -12), in all assaults that result in serious personal injury and in those instances where a school official, employee or volunteer is assaulted.

### RECOMMENDED STEPS TO FOLLOW:

1. Exercise necessary physical constraints to stop the incident. **(staff on scene)**
2. Notify the senior administrator at the school. **(staff)**
3. Provide first aid if necessary, or call 9-1-1 for EMS. If bodily fluids are present, follow Bloodborne Pathogen procedures at Appendix K-1. **(first responder/nurse staff)**
4. Notify law enforcement. **(headmaster or designee)**
5. Notify Chairman of Board of Directors **(office: 642-7530)** in cases of serious personal injury or where a school official employee is assaulted. **(headmaster or designee)**
6. Protect the crime scene. Make note of circumstances and individuals present upon your arrival. Identify assailants, victims and witnesses. Isolate assailants in a predetermined location. In serious incidents, separate witnesses until police arrive for statements. **(headmaster or designee)**
7. Notify parents if student is involved as perpetrator or victim. **(headmaster or designee)**
8. Accompany victim to hospital, if appropriate. **(staff designee)**
9. In the event a teacher has been assaulted, have a replacement identified for teacher victim's classes if necessary. **(headmaster or designee)**
10. The spokesperson for discussing events with the media is to be the headmaster. All inquires should be referred to him/her. Designate 1 or 2 alternates in the event the Headmaster is not available. All others should be instructed not to discuss the situation until authorized. **(headmaster or designee)**
11. Meet with faculty and staff, if necessary, to provide facts regarding incident to defuse any rumors. **(headmaster or designee)**
12. Injury of a student or staff member must be reported to the office and followed up with a student accident report or workers compensation form. **(headmaster or designee)**

## BOMB THREAT

### RECOMMENDED STEPS TO FOLLOW:

1. A bomb threat may be received by various means, but will usually be by telephone.
2. The recipient of the call will attempt to obtain information from the caller using the checklist located beside each secretary's phone. **(recipient)**
3. The recipient of the call will immediately notify the headmaster or his designee, but no one else. **DO NOT USE WALKIE TALKIES.** **(recipient)**
4. Immediately notify the following officials as appropriate: **(headmaster or designee)**

POLICE DEPARTMENT: 911 or 642-5111

SHERIFF'S DEPARTMENT: 911 or 642-6551

FIRE DEPARTMENT, CITY: 911 or 642-3112

5. Immediately sound the alarm with a pre-arranged code. The alternate alarm system established by the school will be used if the regular system fails to operate. The headmaster will have a plan to use the intercom, employee runners, and pre-arranged signals to notify classes outside the main building, physical education areas and cafeterias. **(headmaster or designee)**
6. Students and staff will evacuate the building immediately in accordance with the emergency evacuation plan posted in each room. Teachers will leave last, having designated a student to lead. **(teachers)**
7. Teachers will see that two or three windows are opened if weather permits and that the door is unlocked and propped open when leaving the room. Prior to leaving their classrooms teachers, because they are the most knowledgeable of what is in their room, should conduct a quick check of their area. Be alert for suspicious items such as articles/packages. Any suspicious items should be reported ASAP to administration. **DO NOT TOUCH ANY SUSPICIOUS ITEMS. (teacher)**

- Application for...
8. Close all vaults and secure all records. **(clerical staff)**
  9. Evacuate everyone at least 500 feet or as far as is practical, from the affected Building. **(headmaster or designee)**
  10. If inclement weather is a factor, the principal may allow personnel to occupy empty busses after the busses are searched and cleared by authorized personnel. The gymnasium and huts may be cleared after the busses to allow access for additional personnel. Remember to clear at least 500 feet around the huts, cafeteria or gymnasium if using this procedure. **(headmaster or designee)**
  11. Take roll and notify the headmaster if someone is missing. **(teachers)**
  12. Immediately organize a search if someone is missing. **(headmaster or designee)**
  13. Headmaster should designate someone to meet responding fire, EMS and law enforcement personnel to bring them to the principal, or designated alternate, to brief them on the circumstances of the bomb threat. **(headmaster or designee)**
  14. Students will not return to the building until it has been declared "clear" by the headmaster. The headmaster should organize search teams using school personnel to clear the area. Law enforcement and fire department personnel are not required to assist with the search. Bomb threat and search procedures are best executed with an established plan of operation. Normally teachers make a cursory search of their classroom as they are leaving the room. Support Staff is used to cover common areas (hallways, bathrooms, etc.). The Fire Department will search the exterior of the building. **IN ALL CASES, IF A SUSPICIOUS ITEM IS FOUND, DO NOT HANDLE IT. REPORT IT IMMEDIATELY TO ADMINISTRATION.** The booklet "Bomb Threats and Search Techniques" by the Bureau of Alcohol, Tobacco and Firearms is available to assist administration in developing their search procedures. **(headmaster or designee)**

# CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

- I. What NOT TO DO:
- A. PANIC (SUDDEN, EXCESSIVE, UNREASONING, INFECTIOUS TERROR)
  - B. HANG UP ON THE CALLER
  - C. FAIL TO GET AS MUCH INFORMATION FROM THE CALLER AS POSSIBLE
  - D. USE WALKIE TALKIE
  - E. FAIL TO INFORM EMPLOYEES LOCATED IN REMOTE PARTS OF THE BUILDING

II. WHAT SHOULD BE DONE:

- A. TIME AND DATE REPORTED: \_\_\_\_\_
- B. HOW REPORTED: \_\_\_\_\_
- C. EXACT WORDS OF CALLER: \_\_\_\_\_

D. QUESTIONS TO ASK:

- 1. When is bomb going to explode? \_\_\_\_\_
- 2. Where is bomb right now? \_\_\_\_\_
- 3. What kind of bomb is it? \_\_\_\_\_
- 4. What does it look like? \_\_\_\_\_
- 5. Why did you place the bomb? \_\_\_\_\_
- 6. Where are you calling from? \_\_\_\_\_

E. DISCRIPTION OF CALLERS VOICE:

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Background Noise \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If so, who did it sound like? \_\_\_\_\_

Other voice characteristics: \_\_\_\_\_

F. TIME CALLER HUNG UP: \_\_\_\_\_ REMARKS \_\_\_\_\_

G. NAME, ADDRESS, TELEPHONE OF RECIPIENT: \_\_\_\_\_

H. POLICE DEPARTMENT TELEPHONE NO. \_\_\_\_\_

FIRE DEPARTMENT TELEPHONE NO. \_\_\_\_\_

SECURITY OFFICE TELEPHONE NO. \_\_\_\_\_



## CIVIL DISTURBANCE/PROTEST ACTIVITY

A civil disturbance is any set of circumstances that, in the judgment of responsible school administrators, would cause a disruption of normal school day operations in that it potentially jeopardizes the safety of the student body and staff.

### CORRECTIVE MEASURES

Corrective measures refer to the step-by-procedures of correcting a disturbance that is already underway. These procedures must be different for disturbances that occur during the school day.

### RECOMMENDED STEPS TO FOLLOW:

1. Stay calm.
2. Alert the headmaster.
3. Assess the situation. If danger, contact office or immediately call (9)9-1-1.  
(headmaster or designee)
4. Remain calm and attempt to verbally dispel the disturbance. Keep persons causing the disturbance isolated when possible. (headmaster or designee)
5. Alert key staff members to the crisis by personal message or prearranged Code (Appendix J) broadcast over the school intercom. (headmaster or designee)
6. Refuse permission for unauthorized personnel to enter school property. If protest group is already on school premises, request that members vacate immediately. Assign person to all doors to prevent further disturbances inside facilities.  
(headmaster or designee)
7. Alert all staff who don't have classes in session. (headmaster or designee)
8. Isolate students from the disruption. This may include "locking down" the campus or evacuating the school. (headmaster/selected staff)
9. Lock administrative offices and provide security measures for records and files as necessary. (principal/designated staff)
10. At a minimum, curtail class changes and hold bells until situation stabilizes.  
(headmaster or designee)
11. Use PA announcements, tell students and staff about any schedule changes.  
(headmaster or designee)

- Application for students (what school is it, etc.)
12. Administrative personnel will meet with student personnel to air grievances and formulate plans for restoring order. **(headmaster or designee)**
  13. Contact Public Affairs and receive guidance on dealing with the media. Identify a person to make any statements to the media. **(headmaster or designee)**
  15. Direct a staff member to handle incoming telephone calls. **(staff member)**
  16. If law enforcement is involved, do not authorize departure from campus of any staff member or student without clearance from the police or the security supervisor. **(headmaster or designee)**
  17. Depending on the nature of the disturbance, you may want to give an all clear signal to the staff. **(headmaster or designee)**
  18. Refer to STUDENT CODE OF CONDUCT for disciplinary action if students are involved in demonstrations and create, or threaten to create, a substantial disruption in classes or school operation. **(headmaster or designee)**

#### **INCIDENTS THAT OCCUR AFTER SCHOOL HOURS AT SCHOOL RELATED EVENTS**

1. The headmaster or his designee will assess the situation. **(headmaster or designee)**
2. The persons causing the disturbance will be isolated when possible by person(s) supervising the event. **(headmaster or designee)**
3. Law enforcement personnel will be brought into the area immediately by the headmaster or his designee if deemed necessary. **(headmaster or designee)**
4. Persons responsible for the disturbance will be reported to the proper authorities for action if deemed necessary. **(headmaster or designee)**

## INTRUDERS OR IRATE PERSON ON CAMPUS

Intruders are unauthorized visitors on your campus who are trespassing or loitering on school property and will not comply with a reasonable request to vacate premises when asked to do so.

### PREVENTIVE ACTION:

1. Post permanent signs affixed at all parking area entrances directing visitors to the office.
2. Post signs at campus building entrances instructing visitors to obtain a visitor ID badge at the front office.
3. Ask staff and faculty to notify office of unauthorized persons (and students without passes ) on campus.
4. Determine whether the person is a legitimate visitor or a threat to campus safety.
5. Escort legitimate visitors to the office to sign in and obtain a badge.

### RECOMMENDED STEPS TO FOLLOW FOR DEALING WITH INTRUDERS WHO POSE A THREAT:

1. If a person on campus is suspected of posing a threat, notify the office immediately. Have faculty or staff attempt to **VOLUNTARILY** escort the person to the front office. If and hostile confrontation appears imminent, call **(9) 9-1-1**. (**headmaster or designee**)
2. If intruder determined to be threat, give established code (**Code Yellow**) to alert staff to intruder's location within the building. (**headmaster or designee**)
3. Immediately secure all classrooms and buildings (barring intruder's location) to deny intruder access. Ask intruder to leave school to leave school premises: warn that police are en route. (**headmaster/staff**)
4. If intruder refuses to leave, instruct teachers in direct contact with the intruder not to engage in a violent confrontation. They should take every precaution to ensure their safety and that of their students. (**teachers**)
5. Maintain direct observation of the intruder to monitor developments until arrival of law enforcement. (**headmaster or designee**)

6. Request law enforcement arrest intruder if he refuses to leave. (**headmaster or designee**)
7. Once the intruder incident has been resolved sound the "all clear" signal. (**headmaster or designee**)

## GANG AND/OR CULT ACTIVITY

### RECOMMENDED STEPS TO FOLLOW:

1. Verify information. (headmaster or designee)
2. Consult with office about findings. Administration should notify Whiteville Police Department 642-5111 or 911. Ensure that any graffiti or other evidence is photographed by law enforcement. If you have questions, contact the Security Supervisor. (headmaster or designee)
3. Remove the evidence. (headmaster or designee)
4. Attempt to identify students involved. (headmaster or designee)
5. Inform parents or guardians of students involved. Express concern. (headmaster or designee)
6. Follow standard disciplinary procedures for any offense committed, such as defacement of property or secret societies. (headmaster or designee)
7. Schedule faculty meeting or workshop to educate school personnel about signs, symbols and what to look for in students who may be involved in gang activity. (headmaster or designee)

### COMMENTS:

### NOTES:

## SERIOUS ILLNESS OF STUDENT OR FACULTY MEMBER

### RECOMMENDED STEPS TO FOLLOW:

1. Confirm the information from the family of the person who is ill. (headmaster or designee)
2. Inform the school staff after appropriate permission is granted. (headmaster or designee)
3. Plan with student's teacher or faculty substitute about sharing information with classmates. \*(headmaster or designee)
4. Share information with students if appropriate.
5. Provide study materials for home or hospital-bound student. (counselor/attendance clerk)
6. Regularly update faculty on the condition of the person who is ill. (headmaster or designee)
7. Make plans for the return of the individual to school. (headmaster or designee)

### COMMENTS:

- \* Such planning might include writing letters or performing useful tasks for the ill person or his/her family.

### NOTES:

Application for Admission

## SUICIDE THREAT (HIGH RISK)

### RECOMMENDED STEPS TO FOLLOW:

1. Make sure that the student is not left alone, is under careful watch in a secure place, and does not have any means to attempt suicide.\* **(counselor)**
2. Notify parents or guardians immediately. If unable to contact parents or guardians, notify Department of Social Services. **(headmaster or designee/counselor)**
3. Determine if other students need to be involved in follow-up services. **(counselor)**
4. Formulate a reentry plan with parents, students and appropriate staff to address the needs of the students when returning to school after an absence for hospitalization or treatment. **(headmaster or designee/counselor)**

### COMMENTS:

- \* Student is not to leave campus alone and will be released only to a parent or guardian. A trusted teacher or friend may remain with the student until the parent arrives.

### NOTES:

## VIOLENT BEHAVIOR OF A STUDENT

### RECOMMENDED STEPS TO FOLLOW:

1. Headmaster or designee notified by person observing behavior.
2. Based on assessment, alert Crisis Response Team if necessary. Use established code (**Appendix J**). (**headmaster or designee**)
3. **Safety and Security of all personnel involved is the key and should determine how to proceed.** Depending on the situation either remove the other students from the class or remove the student from the class, by reasonable force if necessary, with available adults. Ensure sufficient adults are available if moving the student from the room. (**headmaster or designee**)
4. Notify law enforcement, if necessary. (**headmaster or designee**)
5. If injuries, notify EMS (9) 9-1-1 as appropriate. (**headmaster or designee**)
6. If blood or other bodily fluids are present, follow Bloodborne Pathogen Exposure Procedures at Appendix K-1. (**first responder**)
7. If removed from scene, place student in a secure, secluded room for time out. Physically restrain if necessary. (**headmaster or designee**)
8. Attempt to calm the student by listening and reassuring him/her. Only one person should attempt to calm the student. (**headmaster/designee/counselor**)
9. Talk to teacher and witnesses to find out exactly what happened. (**headmaster or designee/counselor**)
10. Contact parents. Describe the behavior of the student and action taken by the school. Ask their ideas about what might be wrong and for their help in planning to alleviate the difficulty. (**headmaster or designee**)
11. If law enforcement is involved, ensure incident entered into computer system. If potential for publicity, notify Security Supervisor of incident. (**headmaster or designee**)
12. Discuss incident with students in the classroom. (**teacher/counselor**)
13. Take appropriate disciplinary action. (**headmaster or designee**)

### NOTES:



## ABDUCTION

### RECOMMENDED STEPS TO FOLLOW:

#### GENERAL

Abduction of students is a constant concern, especially at the elementary level. Many times a student is abducted by a parent who does not have custody. It is essential that all adults presenting themselves at school to pick up a student are properly checked out to ensure they have proper authority to do so. If you have a custody question that cannot be resolved, call law enforcement.

#### WITNESSED

1. Call 9-1-1 for immediate assistance. **(headmaster or designee)**
2. Gather facts about the abduction and a description of the abductor from witnesses. **(headmaster or designee)**
3. Notify parents. **(headmaster or designee)**
4. Notify Board of Directors. **(headmaster or designee)**
5. Convene local crisis team. **(headmaster or designee)**
6. Decide on a plan of action: **(headmaster or designee)**
  - a. Meet with faculty if possible. Advise teachers about sharing the information with students.
  - b. Visit classrooms if requested.
  - c. In conjunction with law enforcement, prepare a statement for the media. **(headmaster or designee)**
  - d. Prepare fact sheet for those answering phone inquires. **(headmaster or designee)**
  - e. If concern exists about additional abductions, send letters home to parents. **(headmaster or designee)**
7. Prepare classmates to be supportive when the student is returned. **(counselor)**
8. Provide follow-up counseling as needed. **(counselor)**

## NOT WITNESSED

1. Verify that student is missing. Have building searched. (headmaster or designee)
2. Notify parents. (headmaster or designee)
3. Notify law enforcement. (headmaster or designee)
4. Notify Board of Directors. (headmaster or designee)
5. Convene crisis team. (headmaster or designee)
6. Question the student's friends for information. (headmaster or designee)
7. Decide on a plan of action: (headmaster or designee)
  - a. Meet with faculty if possible. Advise teachers about sharing the information with students.\*
  - b. Visit classrooms if requested.
  - c. In conjunction with law enforcement, prepare a statement for the media. (headmaster or designee)
  - d. Prepare fact sheet for those answering phone inquiries. (headmaster or designee)
  - e. If concern exists about additional abductions, send letters home to elementary parents. (headmaster or designee)
8. Prepare classmates to be supportive when the student is returned. (headmaster or designee)
9. Provide for follow-up counseling as needed. (counselor)

## COMMENTS:

\* Protect the student's privacy concerning sexual molestation.

## NOTES:

Application for Columbus Private School, Inc., 2017

## ACCIDENT WITH SEVERE INJURIES OF SEVERAL STUDENTS

### RECOMMENDED STEPS TO FOLLOW:

#### ON CAMPUS

1. Call 9-1-1 for emergency assistance. **(headmaster or designee)**
2. Assess injuries. **(first responder/staff member)**

Consider the following list when evaluating injured personnel for treatment:

Ambulance (utilize qualified Emergency Medical Technicians (EMT's), Cardia-Pulmonary Resuscitation (CPR or first responders until ambulance arrives).

- a. Suspected fracture of neck, skull, back, hip, pelvis, or lower extremities.
- b. General inability to walk or move, communicate or respond to vocal, auditory or painful stimuli. This specifically relates to loss of consciousness (Coma).
- c. Convulsive or seizure disorders along with profuse vomiting (3 or more times in two hours).
- d. Heavy bleeding from any cause that cannot be controlled.

If need not so critical, based on determination of the headmaster, nurse (if available), first aid person and parent, injured student may be taken to the hospital by the parent, in his/her personal car. Call EMS to verify if you are unsure.

3. Assist nurse. **(available personnel trained in first aid and CPR)**
4. If students transported to hospital, assign faculty member to accompany ambulance. **(headmaster or designee)**
5. Notify Board of Directors. **(headmaster or designee)**
6. Convene crisis team. **(headmaster or designee)**
7. Remove uninjured students from accident site. **(headmaster or designee)**

8. Notify parents of the nature and extent of their children's injuries; specify where their children are located. **(headmaster or designee)**
9. Counsel witnesses and close friends of the injured. **(headmaster or designee)**
10. Notify siblings of the injured on campus and counselors at other schools where siblings attend. **(counselor)**
11. Inform teachers and all students of the accident. **(headmaster or designee)**
12. Ask teachers to refer distressed students to the counselor. **(headmaster or designee)**
13. Provide accurate information to those answering the questions of other parents or the community. **(headmaster or designee)**
14. Prepare a statement for the media. **(headmaster or designee)**
15. Visit injured students at the hospital. **(headmaster or designee)**
16. Debrief with crisis team. **(headmaster or designee)**
17. A written student injury report is submitted to the Headmaster's Office. **(headmaster or designee)**

#### **OFF CAMPUS**

1. Verify information. **(headmaster or designee)**
2. If school related accident, notify parents of the nature and extent of their children's injuries; specifically where their children are located. **(headmaster or designee)**
3. Notify Board of Directors. **(headmaster or designee)**
4. Notify crisis team. **(headmaster or designee)**
5. Counsel witnesses and close friends of the injured. **(counselor)**
6. Notify siblings of the injured on campus and counselors at other schools they where they attend. **(counselor)**
7. Inform teachers and all students of the accident. **(headmaster or designee)**

8. Ask teachers to refer distressed students to counselor. (headmaster or designee/counselor)
9. Provide accurate information to those answering the questions of other parents or the community. (headmaster or designee)
10. Prepare a statement for the media. (headmaster or designee)
11. Visit injured students at the hospital. (headmaster or designee)
12. Debrief with crisis team. (headmaster or designee)

**COMMENTS:**

**NOTES:**

## HOSTAGES OR SNIPER GUNFIRE AND DRIVE BY SHOOTING

### RECOMMENDED STEPS TO FOLLOW:

1. Call **9-1-1** for emergency assistance. (headmaster or designee)
2. Convene campus team if possible. (headmaster or designee)
  - a. Assess the situation (weapons, number of students, location, closest exit).
  - b. Secure the school building. Keep all students away from the area. Lock doors.
  - c. Inform staff through code (**Appendix J**) to keep all students in the classrooms and away from windows. Hold change of class bell.
  - d. Have multiple copies of school floor plan available for police. Law enforcement is in charge of the scene.
3. Remain available to law enforcement and negotiators. (headmaster or designee)
4. Notify Board of Directors. (headmaster or designee)
5. Confer with appropriate (headmaster or designee).
6. Have an attendance roster available to use as a checklist when releasing students (elementary). Release high school students through the attendance office. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use prearranged evacuation site to release students to parents if necessary. (headmaster or designee/attendance clerk)
7. In conjunction with on-scene Law Enforcement Commander, establish location for family members to go where they can be kept informed. (headmaster or designee)
8. Prepare a statement for the media. \*Ask media to help notify parents when and where the children are to be released. (headmaster or designee)
9. Prepare a fact sheet for phone calls from parents and the community. (headmaster or designee)

\* Prohibit media access to students in the school building. This contact tends to be disruptive.

NOTES:

## TORNADO/HURRICANE AND SEVERE WEATHER

A HURRICANE WATCH STATING THAT A HURRICANE IS PROBABLE IS RECEIVED:

### STEPS TO FOLLOW:

1. The headmaster will notify the administrative assistants and then the teachers by telephone.
2. Turn on battery-operated radios and listen for weather advisory information on radio station. (headmaster)
3. Notify all teachers and employees in school by personally visiting them or by announcing a coded message on the public address system all-call. (headmaster/designee)
4. Send employees to notify teachers with classes outside the building, physical education areas and cafeterias. (designated employees)
5. Teachers will continue regular classroom activities. (teachers)
6. Students will not be informed of the possible danger at the headmaster's discretion. (headmaster)
7. Designate persons to serve as lookouts on all four sides of the building. (designated person)
8. The headmaster                      drivers of the WATCH. (headmaster)
9. School will be dismissed at the normal hour, and bus drivers will follow regular routes using due caution. (headmaster/designee)

A HURRICANE WARNING STATING THAT A HURRICANE HAS ACTUALLY SIGHTED IS RECEIVED:

### STEPS TO FOLLOW:

1. The Headmaster will notify all teachers by emergency system. (headmaster/designee)
2. Sound the tornado/hurricane signal immediately. The tornado/hurricane signal consists of one long and one short ring on the bell or horn system. The alternate alarm system will be used if the regular system fails to operate. (headmaster/designee)



- Application
3. Send employees to notify teachers with classes outside the building, physical education areas, and cafeterias. (headmaster/designee)
  4. All students and staff will immediately proceed to a tornado/hurricane hall in accordance with the plan posted in each room.
  5. The clerical staff will close all vaults and secure all records. (staff)
  6. All students and staff will assume a kneeling position and cover the back of the head/neck with hands or coats so as to protect their eyes and heads once in the halls. Face away from the area with greatest potential for injury from flying glass.
  7. All teachers will take roll and notify the principal if someone is missing. (teachers)
  8. Immediately organize a search if someone is missing. (headmaster/designee)
  9. All qualified personnel will render first aid as necessary.
  10. Students and staff will not return to their classroom until the headmaster or his designee declares it safe to do so. (headmaster/designee)
  11. Drivers will not be permitted to leave on their routes as long as WARNINGS are in effect. (headmaster/designee)

IF THERE IS NO WARNING, BUT A TORNADO IS SIGHTED APPROACHING YOUR SCHOOL, ALL PERSONS WILL:

STEPS TO FOLLOW:

1. If time permits, go to interior hallway or interior room on the lowest floor that does not have an outside wall. (teacher)
2. If time does not permit, get into the safest area of your classroom (the inside wall farthest away from doors and windows). (teacher)
3. Avoid windows, auditoriums, gymnasiums, or other structures with wide, free-span roofs.
4. Get under any heavy furniture available.
5. Assume a kneeling position so as to protect your head and eyes.

## POWER OUTAGE

### RECOMMENDED STEPS TO FOLLOW:

1. The local police/sheriff's office, the power company, or the school headmaster will notify 911, for emergency response. **(headmaster or designee))**
2. All students and staff will evacuate the buildings in accordance with the fire evacuation plan posted in each room if the loss of lighting constitutes a safety hazard. If safe natural lighting levels exist, the staff and students will remain in the building. **(headmaster or designee)**
3. The headmaster or his designee, in conjunction with the board of directors, will determine if school should close early (see early school closing under SNOW and ICE Section) or if the student body will be transported to a nearby school facility. The headmaster or his designee will assure that adequate staff will be sent to the relocation site. **(headmaster or designee)**

## SNOW AND ICE

Snow and ice conditions can usually be forecast sufficiently in advance for emergency action to be initiated before such conditions severely affect Waccamaw Academy. It is not anticipated that snow and ice conditions will affect any school buildings but some bus routes may be affected by roads known to fill quickly with snowdrifts or bridges known to ice quickly.

### RECOMMENDED STEPS TO FOLLOW:

#### EARLY CLOSING OF SCHOOL

1. The headmaster, will contact the sheriff's office by telephone and request information about potentially hazardous road conditions due to snow and ice. **(headmaster or designee)**
2. The Headmaster will decide whether or not to close school early. **(headmaster or designee)**
3. The Headmaster will notify the Board of Directors (chair) and then the teachers by telephone. **(headmaster or designee)**
4. The Headmaster will call designated radio and TV Stations (See Flood paragraph A.4.) and request them to notify parents that their children are being sent home early, or of a possibility that they will be sent home early. **(headmaster)**
5. The teachers will refer to the emergency information files if there is a question about whose supervision a child should be under. **(headmaster)**
6. When the normal school day is terminated early due to inclement weather, employees may also be dismissed early. The headmaster is responsible for maintaining enough staff to handle emergencies until each student has been safely delivered to his/her home. **(headmaster)**
7. Bus drivers will follow regular routes unless notified otherwise by the headmaster. **(headmaster)**

#### NO SCHOOL

1. The Headmaster will contact the sheriff's office by telephone and request information about hazardous snow and ice conditions that have occurred over night. **(headmaster)**

2. The Headmaster will decide whether there will be school on any given day by 6:00 a.m. (headmaster)
3. The headmaster or his representatives will notify the Radio and TV Stations (Flood A. 4.) by telephone and request the information be placed on the air. (headmaster or designee)
  - a. The headmaster will also notify the teachers.
  - b. All teachers will monitor a radio station frequency when snow and ice conditions are expected.
4. If the headmaster decides by 5:00 p.m. that there will be no school the following day, he will notify the teachers. (headmasters)

#### DELAYED SCHOOL OPENING

1. School day for pupils will begin one hour or two hours later than regular school schedule as announced by the headmaster through news media. (headmaster)
2. The headmaster will inspect all parking lots, sidewalks, and steps for slippery surfaces, and will assign personnel to distribute salt and sand and post caution signs as necessary to reduce slip, trip, and fall accidents. (headmaster)
3. The headmaster will be alert to conditions where ice or snow may fall from overhead structures causing potential injuries to pedestrians. (headmaster)
4. Teachers will report at least 15 minutes before pupils arrive and remain at least 15 minutes after pupils are dismissed, or as scheduled by the headmaster. (headmaster)
5. School will be dismissed at the regular time.
6. Break will not be served in any school.
7. Lunch will be served.

## A. EARLY CLOSING OF SCHOOL

### RECOMMENDED STEPS TO FOLLOW:

1. The Headmaster will contact the sheriff's office by telephone to request information about inclement weather or possible flooding on roads used as van routes. **(headmaster)**
2. The headmaster will decide whether or not to close school early. **(headmaster)**
3. Notify the teachers and other staff. **(headmaster)**
4. Ensure that listed radio and T.V. stations are called and request them to notify parents that their children are being sent home early: **(headmaster)**

WKML (910) 483-1213

WMXF (910) 486-0965

WTXY 642-8215

WVOE 654-5621

WECT-TV6 (910) 791-6681

WWAY-TV3 (910) 763-0979

WSFX-TV26 (910) 343-8826 News Desk (910) 791-6681

WGNI (910) 763-6514

WENC 642-1220

WTAB 653-4841

5. The headmaster will refer to the emergency information files if there is a question about whose supervision a child should be under. **(headmaster)**
6. Van drivers will follow regular routes unless notified otherwise by the headmaster. **(headmaster)**
7. If an emergency should occur such as a flooded bridge or a stalled van, the driver will call his headmaster, from the nearest phone, at 642-7530. **(headmaster)**

## B. NO SCHOOL

1. The Headmaster will contact Law Enforcement by telephone to request information about overnight flooding on roads used as van routes. **(headmaster)**
2. The Headmaster will decide whether there will be school on any given day by 6:00 a.m. **(headmaster)**
3. The Headmaster, will notify the radio and T.V. Stations (A #4 above) by telephone, and request the information be placed on the air.
  - a. The Headmaster or his designee will notify the teachers.

- b. All teachers will monitor one of the local radio stations when flooding conditions are expected. **(teachers)**
- 4. If the Headmaster decides by 5:00 p.m. that there will be no school the following day, he will notify the teachers. The will notify designated radio and television stations by telephone and request that the information be placed on the air. **(headmaster)**

## FACT SHEET

To answer telephone inquiries during a crisis, know the facts about:

1. What has happened \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. When did the event occur? \_\_\_\_\_
3. Where did the event occur? \_\_\_\_\_
4. Who is involved? (Caution: Do not give out names of deceased or injured until the family has been notified.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is being done by school and emergency personnel? \_\_\_\_\_
6. If students are to be released or excused to attend a funeral, what is the correct procedure? \_\_\_\_\_
7. Will school be closed or classes held in another facility? Where? \_\_\_\_\_  
\_\_\_\_\_
8. Are any meetings planned for parents or community? When? \_\_\_\_\_ Where? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What is being planned to help families affected by the crisis? \_\_\_\_\_

## MEDIA GUIDELINES

### Suggested Guidelines for Responding to the Media

The following list of suggestions for working with the media will assist in minimizing the disruption during a school crisis and in informing the public about news worthy event.

1. Direct all media inquiries to the principal or designated spokesperson to avoid confusion and ensure consistency of information given to the media.
2. Do not permit interviews with students or staff on the premises during a crisis, and do not permit filming inside the building except in the spokesperson's office or designated media room.
3. Set up a comfortable room close to the entrance of the building that may be used by the media in the event of a level III crisis. The room should have a telephone for use by the media representatives. Offering coffee and soft drinks is a hospitable gesture. (when appropriate)
4. The spokesperson should respond to the media in a timely and professional manner. Avoid being defensive. Do not treat the interviewer as an adversary. Acknowledge the difficulty of the media's role, and take a position of helpfulness.
5. The spokesperson should prepare a written statement or have notes with points to be make for quick reference. If the answer to a question is not known, a return call with the information may be made. Release factual information only. Do not make assumptions.
6. Do not disclose personal information about a staff member or student. Professional data as prescribed by the N.C. General Statutes include:
  - a. Directory or student records information on students can only be released with parental consent. Parental consent has been give unless the upper left block on the student's record on the computer indicates "NO".
  - c. Only the following personnel information, in accordance with N.C. General Statute 115C-320, can be released:
    - 1) name
    - 2) age
    - 3) date of original employment
    - 4) current position



- 5) current title
  - 6) current salary
  - 7) date of most recent change in position classification
  - 8) station to which person is currently assigned
7. Drop the jargon or "educational vocabulary" while communicating with the media during a time of crisis. Say what you mean in simple terms.
  8. Emphasize what is being done by the school and the district to contain and resolve the crisis.
  9. Although demands may be heavy and the situation chaotic, the spokesperson should cooperate with the media. Set a time and place to be interviewed by several reporters at the same time. Remember that the media will get their stories, either from you or from others.
  10. Establish a relationship with the media before a crisis occurs. Invite the media to cover positive school events throughout the year. Contact the Public Affairs Department for suggestions.

Most items should be gathered together and placed in containers for immediate use in time of crisis. Others, such as walkie talkies, cellular telephones, etc., should be readily available. A person should be designated to gather those items not pre-stored.

- Local Street and Zone Map - Topographical Maps
- Crisis Manual
- Lists of Building - Level Crisis Management Team Members
- Paper (legal pads) - 5
- Pens - 5
- Magic Markers - 5
- Masking Tape
- Box of Plain White Peel-Off Stickers
- List of School Telephone Numbers
- Current Staff Directory
- Emergency Closing of School Memo
- Media List with Fax Numbers
- Cellular Telephone #s
- Flashlights
- Camera
- Medical Emergency Kit
- Student roster

## RECOMMENDED CODES

**Code - to alert key staff and faculty of incidents occurring in school, it is recommended that codes be used.**

Code Red – Fight with a weapon

Code Orange - Fight

Code Blue – Student with a weapon

Code Green - Unruly student

Code Yellow – Trespasser

Code Black – Bomb threat

Code White – Student with drugs

Code Gold - Secure all doors, keep students in the classroom and disregard bells

### **Code to evacuate building**

Fire alarm code

Be sure to emphasize alternate exits in case there is an obstruction.

### **Use Megaphone**

If the bell system and/or public address system are to functioning, megaphones may be used to alert school.

## BLOODBORNE PATHOGEN EXPOSURE PROCEDURES

**EXPOSURE INCIDENT:** A specific eye, mouth, other mucous membrane non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

### RESPONSIBILITIES OF THE EMPLOYEE

1. Remove all contaminated personal protective equipment immediately and dispose of properly.
2. Wash exposed areas with soap and water or flush mucous membranes as appropriate.
3. Report the incident immediately to supervisor/principal.
4. Seek medical care/first aid as appropriate.
5. Contact the Columbus County Hospital Department 641-3861.

### RESPONSIBILITIES OF THE SUPERVISOR/HEADMASTER

1. Ensure that employee seeks medical care/first aid as appropriate.
2. Ensure that spill is properly cleaned up, blocked off, as appropriate.
3. Ensure that the Waccamaw Academy Office is notified **immediately** 642-7530.

## CIVIL LIABILITY AND INSURANCE

State the proposed (existing) coverage for:

Comprehensive General Liability \$2,000,000

Officers and Directors/Errors and Omissions \$1,000,000

Property Insurance \$1,922,700

Motor Vehicle Liability \$1,000,000

Workers Compensation Coverage \$100,000/\$500,000/\$100,000

Copies of the existing coverage declarations pages from the Columbus Private Schools, Inc. policy are included on the pages that follow.

## TRANSPORTATION

Describe in detail the transportation plan that will ensure that no child is denied access to the school due to lack of transportation.

Waccamaw Academy's Students are primarily from the close surrounding area (within 10 miles of the school) and transportation needs have not been a significant issue in the past. There are several carpool situations and one privately owned van that help transport Students that live greater distances from campus. The school will establish a committee to recommend alternatives that specifically address the school requirements for transportation in the event that they are admitted students who would be unable to attend due to transportation issues.



**Montgomery  
Insurance.**

Member of Liberty Mutual Group

## **General Liability Coverage**

<b>Specific Coverage</b>		<b>Limits</b>	<b>Deductible</b>	<b>Premium</b>
General Aggregate		\$2,000,000		\$2,204.00
Products/Completed Operations Aggregate		\$2,000,000		Included
Personal & Advertising Injury		\$1,000,000		Included
Each Occurrence		\$1,000,000		Included
Fire Damage Liability		\$300,000		Included
Medical Payments (excluding students)		\$5,000		Included
School Ammendatory Endorsement 17-20 School Ammendatory Endorsement				Included
<b>Employee Benefits Liability</b>	Each Employee	\$0	\$0	
	Retroactive Date	Aggregate	\$0	
<b>Sexual Misconduct &amp; Molestation Liability</b>	Occurrence			
	Aggregate			
	Innocent Party Defense			
<b>Law Enforcement</b>	Occurrence			
	Retroactive Date	Aggregate		
	Non-Monetary Relief Defense			
<b>School Leaders Errors &amp; Omissions Liability</b>	Occurrence			
	Retroactive Date	Aggregate		
	Non-Monetary Relief Defense			

## **Violent Event Response Coverage**

Total Liability Premium (Excluding TRIA) \$2,204.00

TRIA Premium

## **Liability Coverage Options/Notes:**

Tria premium not included, as coverage was rejected.

This is intended to provide a summary review of coverage provided by Montgomery Insurance™. This comparison constitutes a brief description only. For full coverage details refer to the policy forms.

Edition Date: 4/9/2008 TN



**Montgomery  
Insurance.**

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## **Workers Compensation Coverage**

### **Employers Liability Limits:**

\$100,000/\$500,000/\$100,000

Classifications	Class Code	Payroll
Drivers, Chauffeurs NOC	7380	
School: Professional Employees	8868	\$578,000
School: All Other	9101	\$12,600

Experience Modification

Deductible

Total Premium includes non-rejectable TRIA

\$4,518.00

TRIA Premium

\$154.00

### **Workers Compensation Coverage Options/Notes:**

This is intended to provide a summary review of coverage provided by Montgomery Insurance™. This comparison constitutes a brief description only. For full coverage details refer to the policy forms.

Edition Date: 4/9/2008 TN



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## ***Umbrella Coverage***

### **Specific Coverage**

Limits of Liability - Each Occurrence

**Limits**

\$1,000,000

**Premium**

\$975.00

Limits of Liability - Aggregate

\$1,000,000

Self Insured Retention

\$10,000

Excess General Liability

Included

Excess Employee Benefits

Excluded

Excess Sexual Misconduct & Molestation

Excluded

Excess School Leaders Errors & Omissions

Excluded

Excess Law Enforcement

Excluded

Excess Auto Liability

Included

Uninsured/Underinsured Motorists

Excluded

Excess Employers Liability

Included

Total Umbrella Premium (Excluding TRIA)

\$975.00

TRIA Premium

### ***Umbrella Policy Options/Notes:***

Tria premium not included coverage has been rejected.

This is intended to provide a summary review of coverage provided by Montgomery Insurance™. This comparison constitutes a brief description only. For full coverage details refer to the policy forms.

Edition Date: 4/9/2008 TN



**COVERAGES PROVIDED:**

*App for Columbus Public Schools, Inc. DBA Wallcamaw Academy*  
Insurance at the described premises applies only for coverages for which a limit of insurance is shown or for which an entry is made. (The Coinsurance column reflects Coinsurance %, Extra Expense %, Limits on Loss Payment or Value Reporting Symbol.)

Prem. No.	Bldg. No.	Coverage	Limit of Insurance	Causes of Loss Form	Coinsurance
1	1	BUILDING	\$ 1,116,400	SPECIAL	80%
1	1	YOUR BUSINESS PERSONAL PROPERTY	\$ 200,000	SPECIAL	80%
1	1	BUSINESS INCOME AND EXTRA EXPENSE OTHER THAN "RENTAL VALUE"	\$ 75,000	SPECIAL	80%
1	2	BUILDING	\$ 463,100	SPECIAL	80%
1	2	YOUR BUSINESS PERSONAL PROPERTY	\$ 13,200	SPECIAL	80%
1	2	BUSINESS INCOME AND EXTRA EXPENSE OTHER THAN "RENTAL VALUE"	\$ 75,000	SPECIAL	80%
1	3	BUILDING	\$ 60,000	SPECIAL	80%
1	3	YOUR BUSINESS PERSONAL PROPERTY	\$ 5,000	SPECIAL	80%
1	4	BUILDING	\$ 60,000	SPECIAL	80%
1	4	YOUR BUSINESS PERSONAL PROPERTY	\$ 5,000	SPECIAL	80%

**OPTIONAL COVERAGES:**

Prem. No.	Bldg. No.	Coverage	Agreed Value Amount Expiration Date	Replacement Cost	Inflation Guard
1	1	BUILDING		INCLUDED	
1	1	YOUR BUSINESS PERSONAL PROPERTY		INCLUDED *	
1	2	BUILDING		INCLUDED	
1	2	YOUR BUSINESS PERSONAL PROPERTY		INCLUDED *	
1	3	BUILDING		INCLUDED	
1	3	YOUR BUSINESS PERSONAL PROPERTY		INCLUDED *	
1	4	BUILDING		INCLUDED	
1	4	YOUR BUSINESS PERSONAL PROPERTY		INCLUDED *	

\* Replacement cost for Your Business Personal Property also applies to Stock if an asterisk (\*) is present.

**DEDUCTIBLE:** \$ 500

**MORTGAGE HOLDERS:** REFER TO ADDITIONAL INTERESTS SCHEDULE

**FORMS AND ENDORSEMENTS**

Forms and Endorsements applying to this Coverage Part and made part of this policy:

Form Number	Description
17-19 - 0803	SCHOOL EXTENSION ENDORSEMENT
42-62 - 0703	PROPERTY EXTENSION ENDORSEMENT
CF175 - 0186	QUICK REFERENCE-COMMERCIAL PROPERTY COVERAGE PART
CP0010 - 0402	BUILDING AND PERSONAL PROPERTY COVERAGE FORM

21-7 (07/03)

INSURED COPY

*App for Columbus Private Schools, Inc.,  
DBA Waccamaw Academy*

Forming a part of

Policy Number: CBP 9339876	
Coverage Is Provided In EXCELSIOR INSURANCE COMPANY	
Named Insured: COLUMBUS PRIVATE SCHOOL INC DBA WACCAMAW ACADEMY	Agent: ASCENSION INSURANCE AGENCY INC  Agent Code: 2310708      Agent Phone: (704)-688-1228

COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS (continued)

FORMS AND ENDORSEMENTS

Forms and Endorsements applying to this Coverage Part and made part of this policy:

Form Number	Description
CP0030 - 0402	BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM
CP0090 - 0788	COMMERCIAL PROPERTY CONDITIONS
CP0118 - 1006	NORTH CAROLINA CHANGES
CP0140 - 0706	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
CP1030 - 0402	CAUSES OF LOSS - SPECIAL FORM
CP1525 - 1000	BUSINESS INCOME - EDUCATIONAL INSTITUTIONS
21-8 - 1094	ADDITIONAL INTERESTS SCHEDULE

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Date Issued: 09/02/2009

*Agg. for Columbus OBA Waccamaw Academy*  
**NON PROFIT PROFESSIONAL LIABILITY POLICY RENEWAL CERTIFICATE**  
Please attach this Renewal Certificate to your expiring Policy.

**UNITED STATES LIABILITY  
INSURANCE COMPANY**

WAYNE, PENNSYLVANIA

CUSTOMER COPY

In consideration of the renewal premium stated below, expiring Policy Number **NDO1011010I** is renewed for the Policy Period stated below. The Company will issue a complete copy of this Policy upon receipt of a written request from the Insured.

The New Policy Number is **NDO1011010J**.

The Application (if any) for this renewal, and all previous Applications made to the Company for this insurance, including any material submitted therewith, shall be made a part of this Renewal Policy as if physically attached hereto. PLEASE REFER TO YOUR POLICY FOR THE DEFINITION OF "APPLICATION."

**POLICY DECLARATIONS**

ITEM I. PARENT ORGANIZATION AND PRINCIPAL ADDRESS

**Columbus Private School  
dba: Waccamaw Academy  
P.O. Box 507  
Whiteville, NC 28472**

ITEM II. POLICY PERIOD: (MM/DD/YYYY)  
FROM **9/8/2009** TO **9/8/2010**

12:01 AM STANDARD TIME AT  
YOUR MAILING ADDRESS SHOWN

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH LIMITS OF LIABILITY ARE INDICATED.

**Coverage Part A. Non Profit Directors and Officers Liability**

ITEM III. LIMITS OF LIABILITY:

- |                                    |                    |                  |
|------------------------------------|--------------------|------------------|
| a. Non Profit Directors & Officers | <b>\$1,000,000</b> | EACH CLAIM       |
| b. Non Profit Directors & Officers | <b>\$1,000,000</b> | IN THE AGGREGATE |
| c. Fiduciary Liability             | <b>Not Covered</b> | EACH CLAIM       |

ITEM IV. RETENTION: **\$0** EACH CLAIM

ITEM V. PREMIUM: **\$1,425**

**Coverage Part B. Employment Practices Liability**

ITEM III. LIMITS OF LIABILITY: **\$1,000,000** EACH CLAIM  
**\$1,000,000** IN THE AGGREGATE

ITEM IV. RETENTION: **\$1,000** EACH CLAIM

ITEM V. PREMIUM: **\$368**

ITEM VI. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

DO-100 (04-00) Coverage Part A	DO-279 (05-05) Broad Form Prot. and Cov. Amend. Endt.
DO-101 (04-00) Coverage Part B	DO-NC (02-01) North Carolina State Amendatory Endt
DO-224 (01-94) Sexual Abuse Exclusion Endt	USL-DOJ (04-00) Policy Jacket
DO-273 (04-02) FLSA, Exclusion	

Endorsements marked with an asterisk(\*) have been added to the policy or have a new edition date and are attached with this certificate.

Agent: **JACKSON SUMNER & ASSOCIATES, INC. [1145]**

Date Issued: **9/8/2009**

**USL-DOD CERT (11/97)**

By *Thomas P. McNeely*  
Authorized Representative

## CURRENT/EXISTING FACILITY

Name of the facility (if known): Columbus Private Schools, Inc. DBA Waccamaw Academy  
Address: 623 Warrior Trail  
City/State/Zip: Whiteville, NC 28472

The Waccamaw Academy campus is located on 29 acres, owned by the school, giving adequate space for athletic fields as well as available land for future expansion, if needed.

Description of the Facility: Main Building  
Total square feet: 22,320  
Number of Classrooms: 13  
Number of Restrooms: 2  
Other Rooms: 6 (Office areas and storage)  
Combination Auditorium/Cafeteria/Music area: 1  
Art Room: 1  
Library: 1

Description of the Facility: Mobile Classroom  
Total square feet: 840  
Number of Classrooms: 2  
Number of Restrooms: 0  
Other Rooms: 1 (locker area)

Description of the Facility: Gymnasium  
Total square feet: 12,800  
Number of Classrooms: 1  
Number of Restrooms: 4  
Other Rooms: 5 (lobby, 2 locker rooms, concessions area, and weight room)

Ownership: ☒ Fee Simple or ☐ Lease

The facility has been in use as a school for 40 years and we receive periodic inspections by the Whiteville Fire Department.

Describe how the maintenance will be provided for the facility:

In the past, Waccamaw Academy has drawn on the expertise of parents to volunteer time and materials to keep the school in good repair. When parents were unable to handle maintenance needs, private contractors have been used. This will continue to be the method used by the school for maintenance issues and adequate money has been budgeted to allow for the use of the private contractors.

Describe the method of finding a facility if one is not readily available at this time. N/A

## MARKETING PLAN

By converting the existing operations of Waccamaw Academy to a Charter School, we plan to utilize the existing name recognition and extensive community connections already in place. Our school has been in existence since 1968 and is well known in the Columbus, Bladen, and Brunswick County market area. The cost of tuition has been a financial barrier to many in the community who wished to take advantage of the programs offered by the school. By converting to a Charter School and eliminating the financial hurdle, we expect the school to fill to capacity almost immediately.

Word of mouth advertising from Board Members, the Faculty and the existing Students will be able to spread the word to a great number of potential student families. Waccamaw Academy has used the local newspaper extensively for print advertising and that will continue in order to provide a large and diverse pool of potential students.

## LEA IMPACT STATEMENT

Pursuant to G.S. 115C-238.29B(d), the charter school applicant must submit a copy of the application to the LEA in which the school will locate within seven days of the submission of the application to the Office of Charter Schools. The LEA may then submit information or comment directly to the Office of Charter Schools.

Please attach to this application a return receipt, or other documentation, verifying the applicants timely submission of a copy of this application to the LEA.

A copy of the cover sheet where the application was mailed to Whiteville City Schools is included on the next page along with the mailing receipt. A copy of the signed receipt card will be forwarded to NC Charter Schools once it has been received by Waccamaw Academy.

## SIGNATURE PAGE

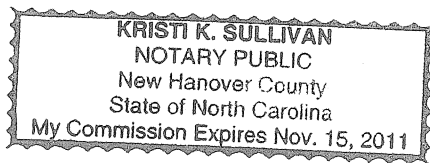
The foregoing application is submitted on behalf of Columbus Private Schools, Inc. DBA Waccamaw Academy. The undersigned has read the application and hereby declares that the information contained in it is true and accounts to the best of his/her information and belief. The undersigned further represent that the applicant has read the Charter School Law and agrees to be governed by it and other applicable laws.

Print/Type Name: Dennis Williamson

Position: Headmaster

Signature: Dennis H. Williamson

Date: 2-16-10



Sworn to and subscribed before me this

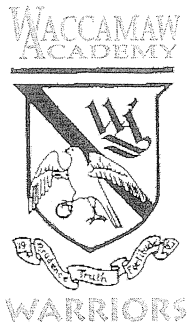
16<sup>th</sup> day of February, 20 10.

Kristi K Sullivan

Notary Public

Official Seal

My commission expires Nov. 15, 20 10.



**Dennis Williamson**  
**Headmaster**

February 16, 2009

Dr. Thomas Hager  
Whiteville City Schools  
107 W. Walter Street  
Whiteville, NC 28427

Dr. Hager,

Please be advised that Columbus Private Schools, Inc. DBA Waccamaw Academy has applied to the NC Department of Public Instruction for approval to convert to a Charter School in 2011.

As requested by the Office of Charter Schools, I am providing you with a copy of the application for your review.

If you have any questions regarding the application, please do not hesitate to contact me.

Sincerely,



Dennis Williamson