



**CAMDEN COUNTY HIGH SCHOOL  
HOME OF THE BRUINS**

**103 US 158 WEST  
CAMDEN, NC 27921**

**TELEPHONE: 252-338-0114  
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**Billie W. Berry**  
*Principal*

**James L. Oliver**  
*Assistant Principal*

**2017 – 2018**

## **EQUAL EDUCATIONAL OPPORTUNITY**

Camden County High School complies with federal regulations for eliminating discrimination and denial of services on the basis of race, color, national origin, gender, and disability. Under the Camden County Board of Education policy, all facilities and programs are open to all students without regard to race, color, national origin, gender, or disability. Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of gender in educational programs and is the guideline to remove all unfair gender discrimination practices.

Each of the Camden County schools and the central office have made self-evaluations to identify and to remove any and all practices in conflict with Title IX. The following statements are official notification of compliance with these federal laws by Camden County Schools:

1. Camden County Schools is an Equal Opportunity Employment Agency.
2. Both male and female students are eligible and encouraged to take any course offered in the school, including all Career and Technical Education (CTE) courses.
3. Both male and female students will be assigned to physical education classes and may be separated by gender only when topics concerning human reproduction are being taught.

### **NOTICE OF COMPLIANCE**

#### **TITLE IX AND 504 OF THE EDUCATION AMENDMENTS OF 1972**

Title IX of the Amendments of 1972 states: "No person in the United States shall, on the basis of sex, race, religion, national origin, or handicapped condition be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity."

The Camden County Board of Education operates in compliance with the law. The Director of Special Programs has been designated by the superintendent and the Camden County Board of Education to coordinate the compliance policies and the law requirements of Title IX and may be reached at the following address and phone number:

Director of Special Programs  
174 North 343  
Camden, NC 27921  
(252)335-0831

Questions concerning the policies and procedures of the Camden County Board of Education to assure compliance with Title IX and 504 should be directed to the Director of Student Programs.

#### **Notice to Parents and Students**

To all parents of students currently attending the Camden County School System and all students currently attending the system who have reached the age of eighteen (18): The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students (if they are at least eighteen) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or student. The Camden County School System has adopted a written policy governing the rights of parents and students under FERPA. Copies of this policy may be found in the superintendent's office and in the principal's office of each school within this system.

The Camden County School System classifies the following as directory information: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received with the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept by January 15 of this school year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by January 15 of this school year, the information will be classified as directory information until the beginning of the next year.

Questions concerning compliance by the Camden County School System with the Family Educational Rights and Privacy Act may be made, in writing to:

Director of Special Programs  
Camden County Schools  
174 North 343 Camden, NC 27921

### **ANNOUNCEMENTS**

Each day, announcements of information pertaining to students, teachers, and school activities will be broadcast. All announcements should be in the office by 3:00 p.m. of the previous day. The teacher, sponsor, or administrator concerned must sign these announcements. Announcements are scheduled to be made over the intercom during the first five (5) minutes of second and if necessary the last three (3) minutes of fourth period.

### **ASSEMBLIES**

At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Unacceptable behavior will result in removal from the program and not allowed to attend future assemblies unless approved by the administration and further disciplinary action will follow.

### **ATTENDANCE REGULATIONS (Policy Code 4400)**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

#### **A. ATTENDANCE RECORDS**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

## B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Participation under subpoena as a witness in a court proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. Pregnancy and related conditions or parenting, when medically necessary; or
9. Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;
2. Job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. School-initiated and -scheduled activities;
4. Athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. In-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. The student will not receive a passing grade for the semester;
2. The student's grade will be reduced;
3. The student will receive the grade otherwise earned; or
4. The student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

### **Exam exception policy**

Examinations shall be a part of each course in grades nine-twelve (9-12) and will be given each year the last five days of each semester. All students enrolled in any course in which the state requires a test shall be required to take that test and the result shall count as 25% of the grade in the course.

All students in grades nine-twelve (9-12) except students enrolled in a course which requires a state test, the following exam exemption schedule shall apply:

1. Final exam exemptions:
  - a. A average and three (3) or fewer class period absences in a semester length course.
  - b. B average and two (2) or fewer class period absences in a semester length course.
  - c. C average and one (1) or fewer class period absences in a semester length course.
2. Exam exemption absences
  - a. Any student who is suspended (in-school suspension or out-of-school suspension) as a result of misconduct during the school year shall lose the privilege of exam exemption.
  - b. In determining which students will be exempted from an exam, teachers should not count absences that occur as a result or participation in school-sponsored activities or educational opportunities (as approved by the principal). All other absences, lawful or unlawful, will be counted.

The Camden County Board of Education has no control over "acts of God" which may occur during school-related functions or while away from school. Such accidents do not entitle the student to be excused from the requirements of taking or of exempting exams.

**\*There are no exemptions from State End of Course Tests, CTE Post Assessments, or North Carolina Final Exams.**

### **Tardies and Early Departures**

1. Tardy to School - Students are expected to be on time for the beginning of school.
2. Students arriving at school after the first-period tardy bell are required to sign in with the Data Manager or appropriate school personnel as directed. Those students must either have a parent call the school or send a note indicating the reason for late arrival. Parents or guardians will receive notification of habitual tardiness in writing from the school with a copy to the Data Manager. Students accumulating unexcused tardies will receive appropriate discipline at the discretion of the principal.
3. Early Departures -Students leaving early must sign out in the school office with a parent or legal guardian. Students who are requesting to sign out early are to bring a note with a phone number of parent/guardian (not fax or email) to the main office in the morning so the note can be verified. Habitual requests for early departure shall be reported to the principal for investigation and may warrant disciplinary action.

### **Make Up Time for Absences**

1. Students are allowed to make up time missed for lawful absences only (see page 6).
2. The amount of time allowed to be made up for a semester class will be capped at 18 hours per semester (not for each class).
3. Any remaining hours of class needing to be made up must be appealed to the attendance committee for review.
4. Time may only be made up on designated days and may not be made up during scheduled school hours.
5. Students must obtain permission for making up time from their teacher and must be working on that teacher's assigned work during the make-up session.
6. Students shall not be allowed to make up time for absences for exam exemption purposes.
7. **Students must make up the necessary hours within one week (7 schools days) of the date of the absence.**

### **BUILDING RESTRICTIONS**

The building is usually open by 7:30 a.m. and closes by 4:30 p.m. All students remaining in the building after 3:15 p.m. must be supervised by an adult, preferably a member of the faculty. Maintenance/custodial personnel are not to assume this responsibility. Classrooms will be open at 8:00 a.m. Posters and signs will not be placed in the building unless authorized by the administrative office. In the event of a power failure, students will remain in the room they are in at the time of the power failure. Dismissal or movement from the room will be only as directed by the principal. During lunch, no one is allowed in Hall A, B or C without a note. No food or drinks allowed outside of the cafeteria and picnic area.

## CAFETERIA

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed, are observing good dining room standards at the table, leaving the table and the surrounding area clean and orderly, replacing chairs and putting trays in the proper containers, and not leaving the cafeteria while eating or carrying food. All students who eat at school must eat in the cafeteria. **Food and drinks may be consumed only in the cafeteria.**

Students may not leave school during the lunch period. No one may check out to eat lunch off campus. Requests to check-out during the lunch period must be approved by principal/designee. Students leaving school without a valid reason may be subject to disciplinary action. **No food or drink from outside vendors may be brought into the cafeteria during the school day.**

## CAFETERIA CHARGE POLICY

Camden County Schools will allow the balance equivalent of five (5) school lunches to be charged to a student's account. After the maximum, all charges will have to be approved by the school principal. Parents will be notified by letter of outstanding amounts on their child's account. Delinquent balances may result in the account being transferred to the county magistrate for collection, if following the school system's collection process, the balance remains unpaid.

No supplemental sale items are allowed to be charged on any account. No cash purchases will be allowed if the student has an account balance.

## CAMDEN COUNTY HIGH SCHOOL HONOR CODE

The Camden County High School Honor Code is designed to protect the honesty of our students and the integrity of their academic achievement. The promotion of character education creates an atmosphere of trust and respect in our school community.

The Camden County High School Honor Code states:

- I will not lie, cheat, or steal in giving assistance or receiving assistance in my academic endeavors.
- I will forthrightly oppose each and every instance of academic dishonesty.
- I will give prompt notification to the appropriate teacher when I have witnessed any student who has given or received information of a dishonest nature.

At CCHS cheating is defined as the willful and/or intentional giving or obtaining information from an outside source and presenting it as your own. This shall include talking or communicating during a test period or session while a test is being administered to a class or any part thereof.

The penalty for cheating will be a zero "0" on the assignment **plus** ISS. The second offense will result in a zero "0" on the assignment **plus** OSS.

**All students involved in cheating will receive, but NOT BE RECOGNIZED for academic achievement awards at commencement and/or at the Academic Awards Program.**

Formal appeals regarding cheating will be heard by a tribunal consisting of the assistant principal, school counselor, and one faculty member NOT TEACHING the accused student during the current school year.

It is therefore understood that every student has received, reviewed, and signed, a copy of this Code of Honor. Every student understands that they are expected to live by the guidelines as set forth by the Camden County High School educational community.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are not to have cell phones, headphones, electronic games, iPod, etc. in school (unless requested by the teacher for instructional purposes). Students who are caught using these items for non-instructional purposes will have them confiscated and receive demerits (see discipline policy). After the first offense, the student may pick the item up at the end of the day. All offenses after the second offense, the student's parent/guardian must pick them up. The school is not responsible for lost or damaged electronic devices brought to school.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Inform the Data Manager if you have a change of address or phone number in order to ensure accurate correspondence. In case of an emergency, an emergency number is required for office records.

### **CHECK-OUT PROCEDURES**

- Students must present a note signed by his/her parent or legal guardian stating the time and specific reason (needed for proper absence coding) for checking out of school before first period.
- All non-emergency doctor/dental appointments require, by state attendance law, prior office/principal notification (24 hours when possible) or the absence(s) will be considered Code 2 or unexcused. These days will count towards total absences.
- Students leaving school without following check-out procedures will be considered skipping school and will be dealt with accordingly.
- Students who are sick or have to leave school must contact a parent/legal guardian or relative by telephone to verify their reason and give their permission for leaving school. The school nurse may make the call.
- Parents/legal guardians may check out students in person at any time. Persons other than parents/legal guardians must have the student's parent/legal guardian notify the office before the student may be released. We ask that your student not be checked out during any class.
- Habitual request to check-out shall be reported to the principal/designee for investigation and may warrant disciplinary action. A conference with the student's parent/guardian may be requested.

### **DRIVER'S EDUCATION**

Driver's Education is a contracted service provided by the Camden County School system for students of the age of fourteen and a half (14 1/2) and older. There is no fee involved if you are a resident of Camden County. The classroom portion of the class is offered three times during the school year and twice during the summer for those who are unable to take the course during the school year because of extracurricular participation or other extenuating circumstances. Students must successfully complete thirty hours of classroom instruction as well as six hours of driving and pass a final examination to complete the course. Students will be contacted by their instructor as to

driving dates and times. To receive their Driving Eligibility Certificate, parents must come into the school office to sign the Written Consent for Driver's Eligibility Certificate for Camden County High School and the actual Driver's Eligibility Certificate in order to receive their driver's permit from the Department of Motor Vehicles. In order to maintain driver's eligibility, a student must pass three of four classes each semester.

### **IMMUNIZATIONS**

A student shall be required to have received all immunizations required by law before attending school. At present, the minimum number of immunizations required by the Commission of Health Services is five (5) DPT, four (4) Oral Polio doses, two (2) Measles, two (2) Mumps, one (Rubella), and four (4) HepB (born on or after 7/1/94). In addition, all students entering 7<sup>th</sup> grade on or after July 1, 2015 are required to have one dose of Tdap vaccine and one dose of meningococcal vaccine. The immunization law allows only 30 calendar days from first day of enrollment for proof of immunizations. Students will be suspended from school on the 31st day if proof of the required immunizations is not received by the school.

### **LOCKERS**

A locker with a combination lock is available for student use during the year. All school fees must be paid before a locker will be issued. Students may NOT share the same locker. Each student will pay a \$3.00 rental fee, within the first three days of school. The lockers are the property of Camden County High School and are subject to inspection by authorized school personnel. The school is not responsible for items stored in lockers. Lockers are intended for the storage of books, book bags, and clothing. DO NOT leave valuables in your locker. Should you have difficulty with your locker, see administration designee DO NOT DISCLOSE your combination to anyone! Each student is responsible for the care of his/her locker; writing on the outside or inside of lockers is considered an act of vandalism.

### **LEAVING CAMPUS**

No one is to leave campus for any reason after having arrived at school either by bus or private vehicle unless permission is given by the office. Leaving campus without permission will be considered skipping.

### **SEVERE WEATHER SCHOOL CLOSING**

In case of severe weather the official announcement for school closings may be heard over the local radio stations.

Stations to listen to: WCNC 1240 AM, WRSF 105.7 FM, WERX, WGAI

TV Stations: WITN- TV Channel 7, WTKR- TV Channel 3, WAVYTV Channel 10, WVEC- TV Channel 13, WGNT, UPN 27

In addition, announcements may be made to your homes via Instant Alert messaging informing students/parents or school closings. Therefore, providing up to date phone information is important.

We will be practicing three emergency response drills during the school year:

- Fire (monthly)
- Tornado/Severe Weather (at least annually)
- Crisis (at least annually)

## **STUDENT RECORDS (Policy Code 4700)**

The general policy shall be to allow full access to records by parents or guardians of students under 18 years of age and not enrolled in post-secondary school or by students 18 years of age or older or enrolled in post-secondary school, but access to other persons shall be restricted. A written statement requesting which record will be signed by the parent/guardian and submitted to the principal or designee.

## **SUPPLY FEE**

Each student will be charged a \$10.00 supply fee which needs to be paid within the first three days of school. The supply fee will be used to purchase necessary supplies and materials used in our classrooms. Failure to pay the supply fee may result in holding of end of year report cards.

## **TELEPHONE**

The school phone in the office is not to be used by students for personal calls. However, if a student is ill or has some other emergency, the school phone may be used. Students will be called to the phone only in extreme emergencies, and only messages of an urgent nature will be delivered.

## **VEHICLES ON CAMPUS**

Students who drive to school are reminded that their vehicles are to be parked and vacated as soon as possible. Unsafe, irresponsible, and reckless operation of a vehicle in the student parking lot or in the "school zone" surrounding the campus will result in loss of parking privileges and possible legal action, as stated under vehicle/parking infractions.

As a protection to our students, any vehicle entering the campus is subject to search by school officials and/or law enforcement officers. The search may include passenger compartments, engine area, and all containers, locked or unlocked, in or upon the vehicle.

### **Student Parking Lots**

1. Students who drive to school must purchase a \$20.00 parking permit before parking on campus. Parking spaces will be made to seniors first and then to all others in descending order by class.
2. The permit must be visibly hung on the rearview mirror.
3. The permit may only be used on vehicles registered in the office (you may register more than 1 vehicle to your permit).
4. Students are asked to park in assigned parking spaces at all times.
5. Students must enter and leave parking areas in a safe and orderly manner.
6. North Carolina state law requires that you must wear your seat belt.

### **Consequences:**

- 1st offense -Warning
- 2nd offense -five (5) demerits
- 3rd offense -one (1) week driving/parking suspension on campus

- 4th offense and all violations thereafter - two (2) week driving/parking suspension on campus. Once all spaces have been filled, no additional vehicles will be allowed to park on campus.

**Off campus parking that requires students to cross the street will not be allowed due to safety reasons.** You can, however, place your name on a waiting list in the main office.

### **VISITORS**

No one is allowed on the school grounds either for visiting or soliciting unless they have signed in at the office and received a visitor's pass. Students will not be allowed to bring a friend to school on any school day. Parents are encouraged to arrange conferences with the principal and teachers after school hours.

### **PROMOTION AND RETENTION POLICY (Policy Code 3420)**

#### **A. Criteria for Promotion and Retention**

1. Students must pass the course requirements and the state testing standards in order to receive credit for the course.
2. Students must have passed the following units of credit to be promoted:

#### **Students Entering High School in 2015 or Earlier**

To 10th Grade 5 Units (1 English)

To 11th Grade 11 Units (2 English, 1 Math, 1 Science, 1 Social Studies)

To 12th Grade 16 Units (3 English, 2 Math, 2 Science, 2 Social Studies and a planned program providing for sufficient credit to enable him/her to graduate at the end of the school year with at least 24 credits)

#### **Students Entering High School in 2016 or Later**

To 10th Grade 5 Units (1 English, 1 Math, 1 Social Studies)

To 11th Grade 11 Units (2 English, 2 Math, 2 Science, 2 Social Studies)

To 12th Grade 16 Units (3 English, 3 Math, 3 Science, 3 Social Studies and a planned program providing for sufficient credit to enable him/her to graduate at the end of the school year with at least 24 credits)

3. Transfer students' total credits for graduation must equal the minimum State requirements and not less than four (4) units of the possible total units a student could earn.
4. Attendance - student must be in attendance for at least 82 class periods for semester length courses.
5. Students must complete the components of the state graduation project prior to graduation.

#### **Summer School Grades 9-12 (Contingent upon available funding)**

1. Credit recovery and summer courses are available through the North Carolina Virtual Public School (NCVPS) upon recommendation of the principal.

## **Courses Required for Graduation**

### **Future-Ready Core**

English	<b>4 Credits</b> I, II, III, and IV
Mathematics	<b>4 Credits</b> Math I, Math II, Math III, 4 <sup>th</sup> Math Course to be aligned with the student's post high school plans.
Science	<b>3 Credits</b> Earth/Environmental Science, Biology, A physical science (Physical Science, Chemistry, or Physics)
Social Studies	<b>4 Credits (For Freshmen Entering CCHS after 2012)</b> World History, Civics and Economics, U.S. History I, and U.S. History II
Second Language	Not required for graduation, but needed to meet minimum requirements for UNC Schools
Health/PE	<b>1 Credit</b> Health and Physical Education
Electives or Other Requirements	<b>6 Credits</b> 2 Elective credits from any combination from either:  Career and Technical Education, Arts Education, Second Languages Four-course concentration from any of the following is strongly recommended
Career and Technical	<b>1 Credit (Required Locally)</b>
<b>Total Credits</b>	<b><u>24 Credits and Completion of a Graduation Project</u></b>

## NORTH CAROLINA SCHOLARS PROGRAM

Students must:

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

<b>Changes</b>		
<b>Credits</b>		
		Omits 9-12 Requirement (HSP-M-001)
4	English I, II, III, IV	None
4	Mathematics (should include Math I, Math II, Math III, and a higher level math course with Math III.	Aligned to the Future-Ready Core requirements. The fourth math credit will be required to be a higher level math that meets MAR (Minimum Admission Requirements) for UNC system.
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)	None
4	Social Studies (World History, Civics/Economics, and American History I and II)	None
1	Health and Physical Education	None
6	Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area	Aligned to the Future-Ready Core requirements focus on concentration and including the UNC system requirement of two second language credits. Reduces elective requirements by three
3	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses	Includes 3 additional credits in more rigorous courses but allows LEAs the flexibility of accessing those courses
<b>OR</b>		
2	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses And Completion of The North Carolina Graduation Project	Includes 2 additional credits in more rigorous courses but allows LEAs the flexibility of accessing those courses. Includes The North Carolina Graduation Project.
24		Same number of credits required as original policy but obtainment of credits is more rigorous

## **WEIGHTED COURSE SYSTEM**

- I. Rank in class will be used to determine valedictorian, salutatorian and marshals.
- II. No student will be given credit for a weighted course if he/she repeats the course for the purpose of improving his/her grade point average. Students may repeat a weighted course if he/she fails the course and will receive the grade on the course last taken. All courses taken (both failed and passed) will be used to determine final rank. Dual course must qualify under the guidelines and standards for weighted courses as established by the Department of Public Instruction and the articulation agreement established by the community college system.
- III. It is imperative that school counselors and parents formulate with students, a course plan starting in the eighth grade to ensure that academic students have the opportunity to enroll in weighted courses in and during their high school career.

## **GRADES FOR STUDENTS**

Grade Key:

100-90 –A      89-80 - B      79-70 -C      69-60 - D      59 or Below - F

## **EXAMS**

Exams shall be part of each course in grades 9-12 and shall be given at the end of the first and second semester for each class as determined by the, school calendar. The principal will collect and review all non-EOC Semester and Final Exams. The principal will maintain these until the beginning of the next school year.

## **COURSE CHANGE**

Students are expected to follow the schedule they are given the first day of school. However, it is necessary sometimes to make changes in courses. Students must have sound reasons to change subjects or the request will be rejected. With the approval of the career development coordinator and/or the principal, a student may drop or add a course within the first five days of school. A student must be enrolled in seven courses. Exceptions to this are based on hardship or dual enrollment as determined by the principal and approved by the superintendent.

## **ACADEMIC HONOR REQUIREMENTS**

These academic recognitions are based on cumulative grades with no rounding up of grades.

- Honor Marshals –The top ten (10) students will be selected to serve as Honor Marshals. They must have a weighted grade point average of 3.63 or higher at the end of the third nine weeks grading period. GPA for Honor Marshals is calculated using the conversion chart in the CCHS Curriculum Guide. In case there are not ten (10) juniors with a 3.63 G.P.A., the selection process will continue in descending order. The student must be enrolled throughout both semesters of his/her junior year at Camden County High School.
- Honor Graduates -In order to qualify as an honor graduate, a student must have a 3.50 weighted cumulative GPA or higher at the end of the third nine weeks grading period.
- North Carolina Scholars -A North Carolina Scholar must fulfill the state requirements.
- Valedictorian and Salutatorian -Valedictorian is the senior student who has the highest weighted cumulative GPA at the end of the final grading period of his/her senior year. The Salutatorian is the student with the second highest weighted GPA of the same grading period. Calculations for both Valedictorian and Salutatorian will use the conversion chat in the CCHS Curriculum Guide. They both have to be enrolled in Camden County High School for their entire junior and senior years.

**DISCIPLINE**  
**STUDENT BEHAVIOR GUIDELINES AND POLICIES**

1. **Classroom discipline will be maintained by the classroom teacher.** Whenever action taken by the teacher does not correct a problem, the teacher will refer the student to the administration. The referral is to be filled out in detail as to the nature of the situation and what the teacher has done to try to correct the problem prior to turning this referral into the administrative office. The principal or designee may or may not have a conference with the student and the teacher making the referral. The proper number of demerits will be assigned.
2. Students are reminded that all school employees are expected to correct them whenever and wherever there are discipline problems at school. Problems observed outside the classroom by teachers will be "referred to the office. These situations will be handled by the administration in a manner similar to procedures for classroom discipline.

The following merit/demerit system is established:

1. Failure to follow instructions of staff members.....	10
2. Disruption in class in any manner and/or in the halls .....	10
3. Destruction of classroom materials .....	10
4. Inappropriate internet use (see board policy) .....	10
5. Inappropriate/vulgar language/pornographic or obscene material .....	10
6. Obscene gestures .....	10
7. Dishonesty, lying, writing a false note .....	10
8. Over familiarity/Public Display of Affection .....	10
9. Leaving class without permission .....	10
10. Inappropriate behavior towards a substitute .....	10
11. Improper conduct at programs and other school functions .....	10
12. Degrading/Disrespecting another student .....	10
13. Unauthorized cell phone use.....	10
14. Eating and drinking in places other than designated areas .....	5
15. Horseplay .....	5
16. Arguing/Fussing with another student .....	5
17. Breaking lunch line or in before assigned time .....	5
18. Running through the halls .....	5
19. Electronic device not approved by classroom teacher .....	5
20. Not displaying parking tag (see Student Parking page 12) .....	5
21. Personal appearance violation-change and demerits .....	5

Demerits are not limited to the above list. Other undesirable conduct not spelled out above will be dealt with on a case by case basis by the administration and may be deferred to the list of suspendible offenses.

**DEMERIT SYSTEM INFORMATION**

Action taken for demerits received is as follows:

1. 5 demerits: Notice sent to parents by student informing them of the present number of demerits.
2. 10 demerits: Two days in lunch detention hall plus notice mailed to parents informing them of the action taken (five merits earned for good behavior).
3. 15 demerits: Two days school detention hall plus notice mailed to parents informing them of the action taken (five merits earned for good behavior).
4. 20 demerits: Four days school detention plus a letter mailed to parents informing them of the action taken (three merits earned for good behavior).

5. 25 demerits: Two days in-school suspension plus a letter mailed to parents informing them of the action taken (five merits earned for good behavior).
  6. 30 demerits: Two days out-of-school suspension plus a letter mailed to parents informing them that a parent conference is required.
  7. 35 demerits: Five days out-of-school suspension plus a letter mailed to parents informing them that a parent conference is required.
  8. 40 demerits: Ten days out-of-school suspension and recommendation for suspension for the remainder of the year.
- \* Students that are in ISS or OSS will not be allowed to participate in extracurricular activities until their suspension is completed.

### **Methods of Earning Merits**

Merits allow a student to reduce the number of demerits on his/her record in two ways. First, a student may work off demerits in either detention hall or in-school suspension. Second, if a student goes four (4) weeks (twenty consecutive school days) without receiving demerits or a disciplinary referral, five demerits will be subtracted from his/her record. Merits may not go below zero (0).

The last ten (10) days of school shall be considered "the beginning" of the next school year. Any demerits earned during the last ten (10) days of school will carry over to the next year. Students who do not receive any demerits during the last ten (10) days of school will have their record "cleared" for the next school year. Students who receive demerits for "repeat" offenses during the last ten (10) days, will have them charged to their current discipline record and appropriate action taken -regardless of the number of days remaining in the school year.

### **TARDIES**

- Tardies 1 and 2 – WARNINGS
- Tardy 3 – 2 days of lunch detention (no merits)
- Tardy 4 – 2 days after school detention
- Tardy 5 – 4 days after school detention
- Tardy 6 – Campus parking revoked for 5 days
- Second Semester: Tardy procedures will start over.

### **SCHOOL BUSES**

The Camden County Board of Education provides school buses to transport pupils to and from school. Along with this privilege goes the responsibility of acceptable behavior. Pupils who refuse to cooperate will be denied the privilege of riding the bus. No student is to remain on the bus after arrival at school or enter the bus during the school day. Bus drivers will pick up and discharge students only at designated stops.

### **SCHOOL BUS OFFENSES**

**MISCONDUCT ON A SCHOOL VEHICLE:** School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity, or refusing to obey the driver's instruction
3. Tampering with or willfully damaging the school vehicle
4. Possession or use of unauthorized drugs or intoxicating beverages on school vehicles as outlined in board policy

5. Getting off at unauthorized stops
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
7. Failing to observe established safety rules and regulations
8. Willfully trespassing upon a school bus
9. Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle

Legal Ref: G.S. 14-132.2, 115c-391

The penalties for the violation of these rules are as follows for CMS/CCHS:

1<sup>st</sup> Offense Warning Conference/Demerits

2nd Offense Up to 3 day Suspension of Riding Privileges

3rd Offense Up to 10 day Suspension of Riding Privileges

4th Offense Suspension of Bus Riding Privileges for Remainder of Year Minimum of Sixty (60) Days (carryover to next year)

\* While these consequences are procedural, they may be dealt with on a case-by case basis by the administration, as to the severity of the offense and consequences.

### **STUDENT DISCIPLINE REFERRAL APPEAL**

The decision of the principal or designee may be appealed at the school level only. An appeal may be made only if there is violation of a procedure, policy, or due process. All discipline appeals are to be requested in writing to the principal and/or designee by the student after 3:00 p.m. within 24 hours of which the discipline action was rendered. Camden County High School is committed to the principle of due process and to finding orderly, equitable solutions to problems affecting our students and parents.

It is essential to the resolution of grievances that all parties are given the opportunity to state and express opinions without fear of repercussion. Every effort shall be made by all parties to resolve grievances at the lowest level.

### **NON-DISCIPLINE GRIEVANCE APPEALS**

Procedures:

#### **A. Informal**

If a student or parent believes they have just cause to file a grievance, the matter should first be discussed between the involved parties in an attempt to resolve the issue(s).

#### **B. Formal**

If the matter is not resolved to the satisfaction of the aggrieved person(s) through informal discussion, the matter should be discussed with the principal or designee with both parties present. It is the responsibility of the person(s) filing the grievance to contact the principal within five (5) calendar days of the facts giving rise to it. After the principal receives notification of a grievance, it shall be his/her responsibility to contact and arrange a meeting with both parties present in an effort to resolve the issue(s). If the matter(s) cannot be resolved at the school level, then the Camden County Board of Education grievance procedures should be followed as outlined in the policy handbook.

## STUDENT ACTIVITIES

The Camden County School System sponsors a variety of extracurricular, co-curricular and athletic activities for all students enrolled in school. Most of these activities take place at the school or are school-sponsored events off campus.

Students participating in these activities are expected to adhere to the rules governing student behavior and the general conduct code for student athletes. Conduct in and out of school has a direct and immediate effect on maintaining order, discipline or protecting the, safety and welfare of the students and staff participating in the activity.

Therefore, at the principal's discretion, students in violation of these codes of conduct as well as inappropriate behavior outside of school may be denied the right to participate. In addition, the principal may include any other after-school activities, clubs, or functions not addressed above.

### FAILURE TO SHOW PROCEDURE:

Failure to attend any detention (lunch, after school detention, or ISS) will result in an additional and more severe consequence to be determined by administration.

### OFFENSES FOR SUSPENSION

1. While these consequences are procedural, they may be dealt with on a case by case basis by the administration, as to the severity of the offense and consequences.
2. Days of detention, in-school suspension, and out-of-school suspension will be served on consecutive days, first through last successively. Interruption of consecutive days may occur if approved by the administration for special situations.
3. A student in in-school suspension or out-of-school suspension shall not participate in any school function other than disciplinary activities during the period of disciplinary action.
4. Any accumulation of offenses for suspension that total three (3) violations result in recommendation for long-term suspension for the remainder of the school year.
5. A parent conference must be held in order for the out-of-school suspension to be completed.

This list includes, but not limited to:

#### **Fighting**

1st offense: five (5) days OSS

2nd offense: long-term suspension; referral to law enforcement

**\*Possession of Weapon/Firearm/Powerful Explosive** (includes "look-a-likes")

1st offense: long-term suspension (365 days); referral to law enforcement

2nd offense: expulsion; referral to law enforcement

**\*Assault with a Weapon**

1st offense: expulsion/referral to law enforcement

**Communicating a Threat -Student or Teacher**

1st offense: five (5) days OSS; referral to law enforcement

2nd offense: long term suspension; referral to law enforcement

**Profanity**

1st offense: three (3) days ISS

2nd offense: one (1) day OSS

3rd offense: five (5) days OSS

**\* Possession or Use of Alcohol and/or Drugs/Paraphernalia/Counterfeit Drugs**

1st offense: ten (10) days OSS; referral to law enforcement; counseling

2nd offense: long-term suspension; counseling; referral to law enforcement

3rd offense: expulsion; referral to law enforcement

**Use or Possession of Tobacco Products**

1st offense: three (3) days OSS

2nd offense: five (5) days OSS; referral to law enforcement

3rd offense: long-term suspension; referral to law enforcement

**Willful disrespect, belligerence, or insubordination towards a member of the administration, faculty, staff, or visitors**

1st offense: five (5) days OSS

2nd offense: ten (10) days OSS

3rd offense: long term suspension

**Skipping class**

1st offense: one (1) day ISS

2nd offense: three (3) days ISS

3rd offense: five (5) days ISS

**Skipping School/leaving campus without checking out**

1st offense: three (3) days in-school suspension (no merits)

2nd offense: five (5) days in-school suspension (no merits)

3rd offense: three (3) days out-of-school suspension and all offenses thereafter

**WEAPONS ON SCHOOL GROUNDS  
(Policy Code 4333)**

The Camden County Board of Education (the "board") will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

**A. PROHIBITED BEHAVIOR**

**1. Weapons and Weapon-Like Items**

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- a. Loaded and unloaded firearms, including guns, pistols, and rifles;
- b. Destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines;
- c. Knives, including pocket knives, bowie knives, switchblades, dirks, and daggers;
- d. Slingshots and slungshots;
- e. Leaded canes;
- f. Blackjacks;
- g. Metal knuckles;
- h. BB guns;
- i. Air rifles and air pistols;
- j. Stun guns and other electric shock weapons, such as tasers;
- k. Icepicks;
- l. Razors and razor blades (except those designed and used solely for personal shaving);
- m. Fireworks;
- n. Gun powder, ammunition, or bullets; and

o. Any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately.

This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

## 2. Bomb Threats

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

## 3. Terrorist Threats

Students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

## 4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. the intentional and malicious burning of any structure or personal property, including any vehicle;
- c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring

- stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. any intentional, highly reckless, or negligent act that results in the death of another person;
  - g. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
  - h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
  - i. taking or attempting to take anything of value from the care, custody, or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
  - j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
  - k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
  - l. any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and
  - m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

## B. CONSEQUENCES

### 1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

### 2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

## **CONTROLLED SUBSTANCES, CHEMICALS, AND DRUG PARAPHERNALIA (Policy Code 4325)**

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

### **A. PROHIBITED BEHAVIOR**

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

1. Narcotic drugs;
2. Hallucinogenic drugs;
3. Amphetamines;
4. Barbiturates;
5. Marijuana or any other controlled substance;
6. Synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
7. Any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
8. Any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

### **B. CONSEQUENCES**

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

## **SEARCH AND SEIZURE (Policy Code 4342)**

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by The Camden County Board of Education (the "board") or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

### **A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION**

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

#### **1. Searches of Personal Effects**

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and outer clothing. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

#### **2. Searches of Motor Vehicles**

School officials may search the interior of a student's motor vehicle.

#### **3. "Pat-down" Searches**

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness present.

#### **4. More Intrusive Personal Searches**

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

#### 5. Metal Detector Searches

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

### B. SUSPICIONLESS GENERAL SEARCHES

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent or designee the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

#### 1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

#### 2. Point-of-Entry Metal Detector Searches

Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

#### 3. Use of Trained Dogs

With the prior approval of the superintendent, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

#### C. SEIZED ITEMS

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

#### D. FAILURE TO COOPERATE

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

#### E. NOTICE

School principals shall take reasonable steps to provide notice of this policy to students and parents at the start of each school year.

### **DRESS AND PERSONAL APPEARANCE (Policy Code 4316)**

The Camden County Board of Education (the "board") believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

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

The CCHS personal appearance guidelines do not allow for any clothing that is revealing, disruptive, and/or immodest. This includes, but is not limited to:

- Bare midriffs, net tops, ill-fitting or spaghetti-strapped (less than one inch) tank tops, and dresses, halter tops, tube tops, in addition to short shorts and dresses and baggy pants.
- Clothing must cover undergarments at all times.
- Ladies tops should rest no more than three (3) inches from the base of the neck and no more than 3 inches from the center of the underarm.
- Shorts, skirts, and dresses must extend below the finger-tips of the ring finger of the student's arm extended against the leg.
- Slits of dresses must not extend above mid-thigh.
- Pants must be worn above the hip and should not sag. Wear a belt if necessary.
- Cover-all straps must be snapped at the top.
- Any clothing or accessory that depicts socially unacceptable figures, drawings, language, suggestive gestures, puns, spoonerisms, or that which are drug, alcohol, tobacco or gang related is prohibited.
- Hats and other head gear, such as combs, picks, headbands, toboggans, hoods of jackets, and bandannas are not to be worn or displayed in the school building at any time.
- For security reasons, coats may not be worn inside the school building during the school day. Coats may be worn to school, and then placed in the student's locker. Coats may be worn during class change if the student is exiting the building.
- Wallet chains, spiked collars, wristbands, chokers and other such items are prohibited.
- Belts, jewelry, and other accessories should be worn as intended.
- Sunglasses or glasses with dark tint are not allowed in the building without proper medical documentation on file with the nurse of office.
- No article may be worn in the eyes other than medically prescribed lenses.
- Visible and permanent tattoos/brands shall be covered to prohibit their display.
- Hair must be clean and well-groomed and worn so that it is not considered a health hazard or is a distraction to instruction and learning.
- Shoes must be worn at all times in and around the building. Shoes with laces must be laced and tied.
- Any clothing, jewelry, or other attire that is or appears to be in any way related to violence or groups that promote violence and that may disrupt the normal classroom atmosphere, will not be tolerated and could result in disciplinary action.
- Tights or leggings worn as outerwear, spandex, bike shorts, jersey/gym shorts, and cut-off shorts are not permitted.
- Sleepwear is prohibited.
- Shirts worn outside the pants must not hang lower than the fingertips of the ring finger of the student.

The principal or designee will review each case of questionable dress on a case by case basis. The school principal may also approve certain items of clothing as spirit wear for particular school days or events.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school may be disciplined according to school policy and may not be permitted to participate in the activity or to represent the school in any way.

## **MEDICATIONS**

All medication taken at school must be accompanied by a Medication Authorization Form signed by your health care provider (see forms). This includes over the counter medications such as Tylenol, Tums, etc... There are some emergency medications that the student may self-carry for their safety; examples include asthma inhalers, epi pens, insulin, or glucagon. These items still require a signed Medical Authorization Form in addition to an Agreement for Self-Administered Medication form.

The following rules will apply to students on school property in possession of unauthorized prescription and/or nonprescription medications. Students are required to bring all medications to the nurse's office to be dispensed by the school nurse or designee.

1. For a first offense, the principal or his/her designee shall confiscate the substance and then contact the parent/guardian by phone or letter to report the incident and explain the medication policy.
2. For a second offense, the principal or his/her designee shall confiscate the substance, contact the parent/guardian by phone or letter to report the incident, and assign the student two (2) days in-school suspension.
3. For a third offense, the principal or his/her designee shall confiscate the substance, contact the parent/guardian by phone or letter to report the incident, refer the student to counseling through our school assistance program, and- assign the student three (3) days of out-of school suspension.
4. For a fourth offense, the principal or his/her designee shall confiscate the substance, contact the parent/guardian by phone or letter to report the incident, and assign the student ten (10) days out-of-school suspension.
5. For a fifth offense, the principal shall confiscate the substance, contact the parent/guardian by phone or letter to report the incident, and recommend to the superintendent that the student receive long-term suspension.

Parents and students shall be given a copy of this policy as a basis for standards of conduct and disciplinary sanctions. Also, parents and students shall be informed of available counseling, rehabilitation, and re-entry programs.

## **STUDENT DRUG TESTING POLICY (Policy Code 4326)**

### **A. RATIONALE**

The Camden County Board of Education (the "board") strongly believes that drug and substance abuse can be detrimental and/or impede the physical and emotional health and the academic success of its students, therefore, creating an unfair and damaging stigma for those students who do not use or abuse drugs. It is from these concerns that Camden County Schools initiate a random student drug screening program.

The purpose of the random drug screening of students is to identify students who are using or abusing drugs so that assistance can be provided to them through counseling, education and treatment. The drug screening program is not intended to punish students or to eliminate them from participation in extracurricular activities. It is believed that this program will help motivate our youth to reject the peer pressure placed on them to experiment with or become involved in drug use.

### **B. FINDINGS**

The board enacts this drug testing policy based on the following findings:

1. Drug & substance abuse by a student is a serious problem throughout the nation.
2. Camden County, due to its demographics, is susceptible to substance abuse problems.
3. Based on our safe schools survey, there is a problem of alcohol and drug abuse.
4. The responsibility for addressing substance abuse by students rest with parents, the school system and the community at large.
5. The board has implemented various prevention education and intervention programs to reduce substance abuse among our students and is committed to continue addressing the substance abuse problem.
6. The United States Supreme Court has authorized the use of random drug testing of students who elect to participate in extracurricular school activities that are privileges rather than rights.
7. The United States Supreme Court has authorized the use of random drug testing of students who elect to participate in voluntary school activities that are privileges rather than rights.
8. An increasing number of school districts in North Carolina and across the country have enacted random drug testing policies.
9. School districts that have enacted random drug testing policies report positive results in reducing drug use and discipline problems and in fostering a school culture resisting drug abuse.
10. Students who participate in athletics and other voluntary and/or competitive extracurricular activities are representatives of the school system and are often role models for other students.
11. Students who voluntarily choose to drive to and from school are permitted to park on campus as a privilege. The school district has a particular interest in assuring the safety of these drivers and the campus parking lots.
12. A random drug testing policy of students engaged in voluntary and/or competitive school activities is likely to be an effective tool in reducing substance abuse.

#### C. OBJECTIVES OF THE POLICY

1. To create and maintain a safe, drug-free environment for all students;
2. To deter drug use/abuse by students;
3. To minimize the likelihood that school property will be used for illicit drug activity;
4. To educate students about the dangers and consequences associated with drug use (abuse);
5. To identify students participating in extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drugs;
6. To complement the school system's overall Safe and Drug Free Education Program.

#### D. STUDENTS SUBJECT TO THE RANDOM DRUG TESTING PROGRAM

1. All students in grades 7-12 who desire to participate in any extracurricular school activity or privilege must agree to participate in the random drug testing program:
  - a. Interscholastic athletics;
  - b. Voluntary and/or competitive extracurricular activities; and
  - c. Participation in driver education and campus parking privileges

2. Participation in the random drug testing program is mandatory only for students who elect to participate in those extracurricular activities, which are a privilege not a right. Participation in the random drug testing program shall not be required as a condition of attending school or enrolling in any for-credit class.

3. The administration shall prepare a Drug Testing Consent Form to be signed by the student and the student's parent/guardian. The parent/guardian shall be given a copy of the signed Consent Form and this random drug testing policy. The original Consent Form shall be kept in the student's official file.

4. Students who desire to participate in the extracurricular activities or privileges covered by this program shall sign the Consent Form prior to fall athletic practice, at the beginning of the school year, or as soon thereafter as practical.

5. A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form. A student who withdraws will no longer be subject to random drug testing, and will not be eligible for participation in the voluntary activities or privileges covered by this policy for a period of 365 days from the date of withdrawal.

## E. IMPLEMENTATION

### 1. Key Implementation Roles

#### a. Contracted Test Administrator

The drug testing program will be implemented on behalf of the school district by a Test Administrator, which shall be an independent agency or entity operating under contract with the Board of Education. The contracted Test Administrator shall have experience in implementing a drug testing program.

#### b. Medical Review Officer (MRO)

The contracted Test Administrator shall employ or provide by subcontract a licensed physician as a Medical Review Officer.

#### c. Superintendent's Designee

The superintendent shall designate an employee of the school district to coordinate the district's drug testing program.

#### d. Licensed Substance Abuse Professional (LSAP)

Licensed substance abuse professionals whose professional credentials are acceptable to the Superintendent's Designee shall conduct all substance abuse assessment and counseling services.

### 2. Role of School System Employees

Camden County Schools' personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested. These functions will be carried out by the contracted Test Administrator. The principal or designee will assist with coordinating testing activities. Other school system employees will not be expected to call students from class and assist with coordinating testing as needed.

### 3. Random Selection

Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:

- a. The Superintendent's Designee shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
- b. Each eligible student on the list shall be assigned a number by the Superintendent's Designee.
- c. The Superintendent's Designee shall provide the contracted Test Administrator with a list of the students' numbers (and matching names), categorized by school.
- d. Prior to each testing date, the Superintendent's Designee will notify the contracted Test Administrator as to what number or percentage of students will be tested.
- e. The contracted Test Administrator shall randomly generate a list of student numbers representing students to be tested. The randomly generated student numbers shall be categorized by school and to the extent practicable shall consist of the same percentage of students at each school. Students who were absent on a testing date, after their previous selection under this random selection process, shall be added to the next randomly generated list. The list shall be provided to the Superintendent's Designee.
- f. The Superintendent's Designee will match the randomly generated student numbers with the students' names, and will notify each principal, which students are to be tested.
- g. Selected students shall be pulled from class by the principal or designee to be tested on the designated day of testing. There shall be no advance notification of which students will be tested.
- h. Documentation of the selection process shall be maintained.

#### 4. Absences

A student who is absent on the day of a test shall be excused from testing, but shall be added to the sample to be tested on the next testing date. However, a student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day shall be considered as having refused to be tested.

#### 5. Refusal to Test or Tampering With a Test

A refusal to be tested, or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample, shall result in the same consequences as a positive test.

#### 6. Frequency of Tests

Random drug testing will be conducted during the fall, winter and spring seasons during the academic year. The dates of testing will not be publicized in advance.

#### 7. Location of Tests

To the extent possible, the testing will occur at the middle and high school on the same day.

#### 8. Number of Students Tested

Approximately twenty-five percent (25%) of eligible students at each middle school and high school will be tested in the course of a year. The Superintendent shall determine what number or percentage of eligible students is tested.

#### 9. Urine Tests

Testing will be by urine specimen.

#### 10. Confidentiality

All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Superintendent's Designee in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this policy. When under this policy a student becomes ineligible to participate in any voluntary/competitive activity, the principal shall inform the particular coach or sponsor (or administrator for parking permits) that the student is ineligible.

#### F. DETERMINATION OF SUBSTANCE TO TEST

The Superintendent/designee will make the determination of what substances students will be tested for that are illegal for student use.

#### G. METHOD OF COLLECTION OF URINE SAMPLES

The following procedures shall be used for the collection of urine specimens at the individual schools:

##### 1. Notice of Collection

All students selected for testing at a school shall not be notified simultaneously. A school administrator will notify each student personally that he/she has been selected for testing immediately prior to testing. The student shall not be allowed to go to his/her locker for any reason. The student may not leave the testing area until he/she has provided a urine specimen.

##### 2. Cooperation

If the student refuses to cooperate with school administration or the contracted Test Administrator's staff, the student's refusal to cooperate shall be treated as a "positive" test result.

##### 3. Time of Collection

In general, urine specimens will be collected as determined by the contracted Test Administrator in conjunction with a school administrator.

##### 4. Collection Location, Supplies and Equipment

Each school and the contracted Test Administrator shall select by mutual agreement one or two restrooms to use for collecting urine samples.

##### 5. Protection of Student's Privacy

The contracted Test Administrator's staff shall not view a student in the act of providing a specimen, but shall monitor each student in a non-intrusive but controlled manner to detect any attempt to provide a false urine specimen. Immediately upon receipt of a urine specimen it shall be tested to determine its temperature. All specimens outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.

##### 6. Chain of Custody

The contracted Test Administrator shall implement procedures to ensure that each student's urine sample is appropriately labeled and secured to prevent each sample from being lost, misplaced, or contaminated. At a minimum, the contracted Test Administrator shall:

Provide each student with a sanitized kit containing a specimen bottle. The bottle will remain in the student's possession until a seal is placed on the bottle by the collection staff. The student

will sign a form certifying that the bottle contains his/her urine sample and that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

After the specimen has been sealed, the specimen shall be transmitted to the testing laboratory by the contracted Test Administrator.

In order to maintain confidentiality, the specimen bottle shall be labeled with the student's number and not the student's name. In addition, the results sheet mailed by the laboratory to the contracted Test Administrator or MRO shall report the results by student number and not by student name.

#### 7. Refusal or Inability to Provide Sample

The contracted Test Administrator shall implement appropriate procedures for use in the event a student refuses to provide a urine sample or states that he/she is physically unable to provide a urine sample. A refusal to provide a urine sample will be treated as a "positive" test result. If a student says that he/she is unable to provide a urine specimen, the student will be given water and up to three hours to provide a urine sample. If the student states that he/she has a medical problem which prevents the student from providing a urine sample, the student will be given the opportunity to communicate with the MRO, who shall determine whether or not the student has a legitimate medical reason for being excused from the testing.

### H. MEDICAL REVIEW OFFICER

1. Any confirming test reported as "positive" for the presence of a tested substance shall be reported directly to the MRO.
2. The MRO shall notify the student and the student's parent/guardian of the test results and provide an opportunity to present information, such as the documented use of a prescription medication or an over-the-counter drug, which would render an apparent "positive" result invalid or "negative."
3. Failure or refusal of the student or the student's parent/guardian to cooperate with the MRO shall constitute a refusal to test, which is considered a positive test.
4. The MRO shall inform the student and the student's parent/guardian of the opportunity for an additional confirming test of the remaining sample of the student's urine. If the additional confirming test is negative, the student/parent will be reimbursed.
5. If the MRO determines that an apparent "positive" test result is the result of a lawful use of a prescription or non-prescription drug, the test result shall be considered as "negative."
6. If the MRO determines that the test results are valid and positive, the MRO shall inform the student and the student's parent/guardian of this determination.
7. The MRO will not notify school officials on a first positive test, consistent with the consequences of a first positive test as set forth above. After the first positive test, the MRO shall report any subsequent positive test to the Superintendent's Designee.

### I. CONSEQUENCES OF POSITIVE TESTS

1. First Positive Test
  - a. The student and student's parent/guardian are notified by the Medical Review Officer (MRO).

- b. School officials are not notified of the first positive test, unless the student and parent/guardian fails to submit the physician's certification of medication form to the MRO, within ten (10) days after notification by the MRO.
- c. If the physician's certification of medication form is filled out and submitted by the parent within the time limit stated above and the medication is the cause of the positive test, the parent will be notified and no further action will be taken.
- d. However, if the physician's certification of medication form is not provided by the parent to the MRO within ten (10) days, then the MRO shall promptly notify the Superintendent's Designee.
- e. Upon notification by the MRO to the Superintendent's Designee, the student will become ineligible to participate in the voluntary and/or competitive activities covered by this policy.
- f. A conference will be scheduled between the school principal, the student, and the student's parent/guardian.
- g. The student will complete a substance abuse assessment/counseling requirement at the expense of the parent and submit completion documentation to the principal.
- h. After completion of these requirements, the student will become eligible.

## 2. Second Positive Test

- a. Upon a second positive test at any time during the student's school career, the contracted MRO shall notify the Superintendent's designee.
- b. A conference will be scheduled between the school principal, the student, and the student's parent/guardian.
- c. The student is ineligible to participate in the voluntary and/or competitive activities covered by this policy (interscholastic athletics, other extracurricular activities and parking privileges) for 185 calendar days.
- d. The student may regain eligibility prior to the end of 185 calendar days upon compliance with all of the following requirements:
  - i. The student shall satisfy a substance abuse assessment/counseling requirement. For a second positive test, the student is considered in compliance once he or she has completed the substance abuse assessment and is participating in a counseling or treatment program.
  - ii. The parent/guardian shall supply to the MRO a medication certification from the student's physician on the form attached to this policy.
  - iii. The student may take a retest after 30 days but within 90 calendar days of the second positive test.
  - iv. A student shall test "negative" on a retest prior to regaining eligibility. This retest will be a privately arranged test by a licensed drug testing agency acceptable to the Superintendent's Designee. A privately arranged drug test shall be at the expense of the parent/guardian.

## 3. Third Positive Test

- a. Upon a student's third positive test any time during the student's school career, the MRO shall notify the Superintendent's Designee.

b. A conference will be scheduled between the student's parents, the student, and school principal.

c. The student will be ineligible to participate in any voluntary/competitive activities covered by this policy for the remainder of their school career.

#### J. SUBSTANCE ABUSE ASSESSMENT/COUNSELING REQUIREMENT

Whenever a student is required to satisfy the substance abuse assessment/counseling requirement of this policy, the student shall:

1. Undergo a substance abuse assessment by a licensed substance abuse professional acceptable to the Superintendent's Designee.
2. Provide the school principal with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.
3. Undergo counseling/treatment or other intervention, if any, as recommended by the licensed substance abuse professional. Counseling/treatment or intervention will be based on the student's individual needs.
4. After a second positive test, eligibility may be regained prior to completion of the counseling/treatment program, as long as the student has undergone a substance abuse assessment and is in the process of complying with specific counseling/treatment program.
5. Failure to fully cooperate or comply with substance abuse assessment or any counseling/treatment program recommended by the licensed substance abuse professional shall make the student ineligible for participation in any voluntary/competitive activities covered by this policy.

#### K. EVALUATION AND REVIEW OF POLICY

The contracted Test Administrator shall provide periodic statistical reports (without identifying students' names) to the Superintendent's Designee, indicating the numbers of students tested and the numbers of first, second and third positive test results, by substance and by school. The Superintendent will make an annual report to the Board of Education regarding the impact of this policy.

### **USE OF PESTICIDES IN SCHOOLS**

The School Children's Health Act (H1502) requires schools to notify parents, guardians, and staff about pesticide use on school property and to implement Integrated Pest Management (IPM) by October 1, 2011. Notification of the schedule of pesticide use shall be made available to all parties upon request. Notification of nonscheduled pesticide use on school property shall be made, to the extent possible, at least 72 hours in advance.

### **100% TOBACCO-FREE SCHOOLS POLICY (Policy Code 4320)**

The Camden County Board of Education (the "board") is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school board. For the purposes of this policy, the term "tobacco product" means any product

that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

#### A. PROHIBITED BEHAVIOR

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

#### B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

#### C. SERVICES FOR STUDENTS

The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its students.

#### D. NOTICE

Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

### **INFORMATION OF LAWFULLY ABANDONING A NEWBORN BABY (Policy Code 3610)**

The Superintendent or Designee will provide every student in grades nine through twelve with information on the manner in which a parent may abandon a newborn up to seven days old without legal repercussions as long as the infant is left with a responsible adult, such as a hospital, a manned fire station, or a manned law-enforcement agency, or social services.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING (Policy Code 1710/4021/7230)**

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

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

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

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

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

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

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

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

#### **2. Retaliation**

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

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

## B. APPLICATION OF POLICY

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

This policy applies to behavior that takes place:

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

## C. DEFINITIONS

For purposes of this policy, the following definitions apply:

### 1. Discrimination

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

### 2. Harassment and Bullying

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

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

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

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

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;

2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

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

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual

activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

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

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

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

#### E. TRAINING AND PROGRAMS

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

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

#### F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy [1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy [1720/4015/7225](#) to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the

policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

## G. COORDINATORS

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

### 1. Title IX Coordinator

Name: Vallerie Jacocks

Office Address: 174 NC Highway 343 North, Camden, NC 27921

Phone Number: 252.335.0831, extension 247

### 2. Section 504 Coordinator

Name: Vallerie Jacocks

Office Address: 174 NC Highway 343 North, Camden, NC 27921

Phone Number: 252.335.0831, extension 247

### 3. ADA Coordinator

Name: Marianne Russell

Office Address: 174 NC Highway 343 North, Camden, NC 27921

Phone Number: 252.335.0831, extension 236

### 4. Age Discrimination Coordinator

Name: Marianne Russell

Office Address: 174 NC Highway 343 North, Camden, NC 27921

Phone Number: 252.335.0831, extension 236

### 5. Coordinator for Other Non-discrimination Laws

Name: Marianne Russell

Office Address: 174 NC Highway 343 North, Camden, NC 27921

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## H. RECORDS AND REPORTING

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

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

## I. EVALUATION

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

**This handbook supplements the policies adopted by the Board of Education and any procedures adopted by the Superintendent. In the event of any conflict between any provision of this handbook and either a Board of Education policy or a procedure developed by the Superintendent, the Board of Education policy or Superintendent's procedure shall control. This handbook may set forth the staff's explanation of how policy may be applied, or may set forth additional guidelines when authorized by the Board of Education or Superintendent. In the event that a student has a question or concern regarding inconsistencies in these policies, they should direct them to the principal of their school."**