

2019-2020

CIS STUDENT HANDBOOK



CAMDEN INTERMEDIATE SCHOOL

123 NOBLITT DRIVE

CAMDEN, NORTH CAROLINA 27921

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Bonita Robinson, Principal

Gwen Stevens, Assistant Principal

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Who's Who at Camden Intermediate School

Bonita Robinson	Principal
Gwen Stevens	Assistant Principal
Bethany Godfrey	Treasurer
Amy Gillikin	Data Manager/Office Assistant
Dr. Sharon Wisinger	School Counselor
Michelle Creech	Speech Therapist
Jamie Reed	School Psychologist
Alysia Mizelle	Social Worker
Laura Berry	School Nurse
Hannah Saunders	AIG
Lisa Watson	Title 1
Jim Oliver	ISS Coordinator
Sean Lynam	4th grade teacher
Rachel Joyner	4th grade teacher
Sheila Spivey	4th grade teacher
Heather Jones	4th grade teacher
Theresa White-Chapp	4th grade teacher
Rachel Foy	4th grade teacher
Martin Van Buren	5th grade teacher
Kristen Wynkoop	5th grade teacher
Julie Copeland	5th grade teacher
Toni Dupree	5th grade teacher
Janice Daniel	5th grade teacher
Cindy Spruill	6th grade teacher

Karen Ferebee	6th grade teacher
David Griffiths	6th grade teacher
Kellie Berry	6th grade teacher
Lori Worthington	6th grade teacher
Dionne Wesley	6th grade teacher
Ellen Ferebee	Music teacher (4th)
Nick Simmons	Music teacher (5th & 6th)
Rose Lee	Band teacher (6th)
Hope Swinney	Art teacher (4th)
Varick Taylor	Art teacher (5th & 6th)
Preston Kuno	P.E. teacher
Hunter Lowe	P.E. teacher
Ashley Miller	P.E. teacher
Debbie Rachid	Librarian
Angela Richardson	Special Education teacher
Geanine Bulloch	Special Education teacher
Nicole Reaves	Special Education teacher
Christy Stanley	Special Education teacher
Kassandra Roache	Teacher Assistant
Lynetta Evans	Technology Assistant
Kim Colonna	Cafeteria
Cheril Shaefer	Cafeteria
Cheryl Dixon	Cafeteria
Fran Barco	Custodial Staff

CAMDEN COUNTY BOARD OF EDUCATION MISSION STATEMENT

The Camden County School System, in partnership with home and community, will educate all to compete, flourish, and contribute in a changing global society.

CAMDEN INTERMEDIATE SCHOOL MISSION

Our Mission is to create a community of lifelong learners who adhere to the highest standards of academic achievement and behavioral expectations within a safe, secure, nurturing and inviting environment. Each is encouraged and given the opportunity to reach their highest potential to achieve the goal of being and becoming successful, productive and compassionate citizens.

VISION

We envision a safe environment where children are actively engaged in joyful learning.

MTSS

Create an environment embedded with academic and behavioral support that encourages strong work ethic along with a social and emotionally-healthy mindset.

BELIEFS

We believe that:

- All children can learn and should be given the opportunity to achieve their highest potential.
- School should be an inviting, secure and safe place.
- Everyone should be treated with respect.
- Opportunities for learning should be diverse, engaging and relevant.
- Students and staff should want to be at school.
- Everyone is a valued member of the school family.

IMPORTANT NUMBERS

Grandy Primary School	331-4838
Camden Middle School	338-3349
Camden High School	338-0114
CEC High School	335-7219
Central Office	335-0831

Bright Arrow

Camden County Schools are now using Bright Arrow Instant Alert System to keep parents informed throughout the year. Information regarding school closings, inclement weather, and important school events will be provided through this system. Please make sure all of your contact information is correct in PowerSchool and you update the school office whenever you have a change. If you do not want to be contacted about school changes or weather alerts you may opt out of the system by calling the school office at (252) 335-7808.

SCHOOL CANCELLATION

If there is a possibility that school may be canceled or dismissed early due to weather conditions, etc.... please do not call the school. Tune in to one of the following television or radio stations for information.

	WKJX 96.7 FM	WCXL 104.1 FM	WERX 102.5 FM	WVOD 99.1 FM
	WOBR 95.3 FM	WRSF 105.7 FM	WOBX 98.1 FM	WRVS 89.9 FM
WCMS 94.5 FM	WTKR TV Chan 3	WITN TV Chan 7	WAVY TV Chan 10	WVEC TV Chan 13

SCHOOL DAY

Students should not arrive at school before 7:30 am. All students will report to their homeroom/1st period class @7:45. Students arriving after 8:10 am will be considered tardy and must report to the office before going to class. The official school day begins at 7:45 am and ends at 3:00 pm.

A great deal of instructional time is lost when students are picked up early from school. Parents are encouraged to leave students in class until 3:00 pm in order to maximize their learning opportunities and minimize disruptions to the learning environment. **Absolutely no early pickups after 2:30 p.m. Any changes to student afternoon transportation need to be made before 2:00 p.m.**

Visitors: If you come to school for any reason, please enter through the main entrance and proceed directly to the office. Please remember: everyone, not just volunteers, must sign-in at the office and sign-out when leaving the building. Camden County has adopted this procedure for your child's protection and welfare.

GRADING AND REPORTS

Camden Intermediate School operates on a nine weeks reporting system for grades. Parents are encouraged to go over their child's report card carefully and schedule conferences to discuss their child's academic progress.

The following scale is used for all instructional programs:

- A (93%-100%) - Produces outstanding work at grade level
- B (85%-92%) - Produces good work at grade level
- C (77%-84%) - Produces average work at grade level
- D (70%-76%) - Produces inconsistent work below grade level
- F (69% or Below)- Produces work significantly below grade level

Honor Roll: To make the "A" Honor Roll, a student must maintain an average of at least 93 in each subject for the grading period. To make the "A/B" Honor Roll, a student must maintain an average of at least 85 in each subject for the grading period and receive at least one "A".

Parent Conferences: Regular communication between parents and teachers is certainly important. **Formal conferences are scheduled for November 7, 2019.** All parents will receive information and a scheduled conference time prior to these dates. Parents are asked to contact teachers to schedule any additional conferences in order to allow adequate time to discuss their child's needs. Communication should not be limited to just conferences. A parent may reach any teacher by calling the school office and leaving his/her phone number for a return call on the teacher's voicemail or by sending an email to the teacher. Our teachers see responsiveness to parental inquiries as an important responsibility essential for the educational advancement of our children.

Progress Reports: Progress reports are sent home on a regular basis to keep parents aware of the academic performance of their child. Parents and teachers are encouraged to devise a plan to ensure the student's success at CIS. Progress report distribution dates are:

September 25th, 2019

December 4th, 2019

February 19th, 2020

May 6th, 2020

Promotion/Retention of Students: Criteria for Promotion:

1. To be promoted to the next grade level students must maintain a passing grade in Language Arts, Math, Science and Social Studies.
2. A Student must be in attendance for 160 days or more.

Report Cards: Students will receive a report card every nine weeks. Parents are asked to read report cards carefully, note teachers' comments, make any additional comments, sign and return the report card to the teacher within five (5) days of receipt. If there are any concerns, parents are urged to request a conference with the teacher (s) to discuss the student's performance. Report card distribution dates are:

November 6th, 2019
January 29th, 2020

April 8th, 2020
June 11th, 2020

Student Accountability: The local student accountability policy approved by the Camden County Board of Education sets three (3) standards students must meet in order to be promoted in grades 4, 5, & 6th. Students must meet academic, attendance and testing standards in order to be promoted to the next grade level. It is imperative for parents to communicate with teachers/administration concerning the academic and social/emotional well-being of their students.

STUDENT SERVICES

Cafeteria: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are available at reasonable prices. The cafeteria management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in wastebaskets.
- Leaving the table and floor around your table clean for others.
- Each student must practice good manners and assume his/her share of responsibility.
- No shoving, loud talking, or breaking line.
- School personnel are assigned to supervise student conduct in the cafeteria.

All students are required to go to lunch at their assigned time. Students may buy lunch or bring it from home.

Extras may be purchased in the cafeteria. **Free and reduced price breakfast and lunch programs are available. For application forms, see your homeroom teacher, school nurse or school secretary.** For safety reasons, glass containers are prohibited at school.

BREAKFAST:	Lunch:
\$0.30Student Reduced	\$1.40.....Student Paid
\$0.40.....Student Reduced	\$2.80.....Student Paid

Adult Breakfast and Lunch will be based on A La Carte pricing.

- ALL A LA CARTE ITEMS**
- \$3.50 Adult Salad
 - \$1.00 Main Dish Breakfast Item
 - \$2.10 Entree
 - \$.75 Vegetable
 - \$.75 Fruit
 - \$.75 Milk

Prices of all other items will be posted in cafeteria.

Camden County Schools Meal Charge Policy

Effective July 1, 2017

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. A student carrying a negative balance of \$ 12.50 in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$ 12.50. Instead the student will be served a designated alternate meal provided at no cost to the student. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts will be used whenever possible to avoid calling attention to a student's inability to pay.

The child nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. Notices of low or negative balances in a child's meal account will be sent to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the child nutrition director shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

The USDA is an equal opportunity provider and employer.

US CODE OF FEDERAL REGULATION Sec. 210.11

Commercially/Competitive prepared food may not be brought by students or delivered to students. Competitive foods means any foods sold in competition with the Program to children in food service areas during the lunch periods.

Field Trips: Field trips are an extension of the school curriculum and are offered throughout the school year. All students are eligible to participate in field trips sponsored by their grade level or class. The only exception is if a student is in violation as follows:

- More than 2 referrals to ISS per grading period
- One referral to OSS per grading period
- Misbehavior on a previous field trip that resulted in ISS or OSS
- Staff criteria for a specific trip – written notification of different expectations will be given to parents. These expectations will not exceed school expectations.

The CIS discipline guidelines and procedures govern student behavior while participating in school-sponsored activities. Students may be barred from participation in or attendance at any

extracurricular activities because of inappropriate behavior. **There will be no reimbursements for field trips once monies have been paid.**

Guidance: Guidance services are provided for all students. The counselor will help students develop educational plans and solve problems that invariably arise during the course of a school year. Students may visit the counselor's office before or after school, during homeroom or lunch, or during any class with the permission of the teacher. Group sessions will be held as appropriate.

Medication: Any student who is required to take a prescribed medication during regular school hours should do so in compliance with Camden County Schools regulations:

1. For any and all medications to be taken at school, the Medication Authorization Form must be completed by the child's physician. This includes prescription and over-the-counter medications, including but not limited to, aspirin, acetaminophen, ibuprofen, and/or other cold remedies.
2. The parent or guardian must also sign the Medication Permission Form.
3. All medications shall be brought to school by a parent or guardian in the original manufactured container. The dosage provided must match the physician's order.
4. Students are not allowed to carry or administer their own medication at school, except for the following emergency medications: asthma inhalers, Epi-Pens, insulin, and Glucagon. In this case, the physician must give written permission for the student to self-medicate. The parent must also complete an additional permission form.

Illness or Injury at School: Injured or ill students should ask for a pass from their teacher to see the school nurse. If it is determined that the student needs to go home, the child must be checked out through the office. All parents/guardians should have a valid local phone number on file in the office in case a student needs to go home. In cases of fever or vomiting, students must remain fever-free for 24 hours before returning to school.

Immunization Certificate: North Carolina law requires all students in a public school in the state to have a Certificate of Adequate Immunization. This form may be obtained at the Health Department or the child's personal physician. A certificate must be presented by the thirtieth day or the student will be withdrawn from school as required by North Carolina law. For more information, visit www.immunizenc.com.

Parties and Gifts: Although gift giving is a wonderful characteristic in a student, it also creates hard feelings and a loss of self-esteem for students not receiving gifts. Therefore, we ask that any gifts being exchanged at any time of year be done so outside of school. Parties will be planned as a school activity and approved by the administration. Private parties are not allowed.

Pictures: We will be taking pictures of our students, clubs and organizations. School pictures will be taken in the fall and again in the spring. Notice will be given of the exact dates when

they are set. If you sign the opt-off form, please understand that this includes everything, including the yearbook and group pictures.

School Functions: Activities organized by the school are extensions of the school day and students are expected to exhibit the same standard of behavior as required during the regular school setting. All school rules and expectations apply.

Smoking in State Govt. Buildings/Prohibition: An Act to protect the public from the health risks of secondhand smoke by prohibiting smoking in buildings owned, leased, or occupied by state government. Camden Intermediate is a smoke/drug free environment. Smoking is not permitted on campus at any time. This includes the use of e-cigarettes or vapor cigarettes.

Student Fees: Parents are asked to pay a \$5.00 supply fee and a \$5.00 technology fee as soon as possible.

Student Insurance: Parents may purchase school accident insurance for their children. School-time and twenty-four hour coverages are available. Students will be given an information sheet explaining the program to take home to their parents. Parents who wish to purchase the coverage need to complete the form and mail it along with their premium payment directly to the company. The school does not collect insurance money.

Telephone: Use of the telephone in the office is limited to school business and emergency calls. A note from the student's teacher is required in order to use the telephone. If your telephone number changes during the school year, please send the new number to your child's teacher. It is very helpful to have more than one contact number in case of an emergency.

Yearbook: The yearbook features pictures of students from all grades as well as staff pictures, candid photos, and student activity photos. The yearbook, which serves as a fond remembrance for students and staff, is published at the end of the school year and is for sale through your child's homeroom. **Please remember that if the opt-out form is signed your child's picture will not appear in the yearbook or anywhere school related pictures are printed/posted.**

GUIDELINES AND PROCEDURES

Attendance: Camden Intermediate School believes that regular school attendance is of crucial importance for educational achievement; that the learning experiences that occur in the classroom are essential components of its learning process; that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction; and therefore, that each student should attend school every day. Furthermore, CIS affirms that the primary responsibility for regular attendance resides with parent or guardians and the individual student. Camden Intermediate School will adhere to North Carolina State Laws pertaining to student attendance. CIS is committed to the implementation of a student attendance policy that is nondiscriminatory and encourages regular attendance.

Camden County School's attendance policy applies to all students enrolled in Kindergarten through grade 12. Whenever a student is absent, the absence is unlawful until an adequate excuse, signed by the parent/guardian, is presented. A note should be presented within two days after the student returns to school or the absence will be unlawful.

Categories for lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical for dental appointments, religious observation, military, and educational opportunity (must be granted by the principal PRIOR to the absence).

Local policy Chapter D Section 5.1 Reg

c. Any student in grades K-8 who is absent for **more than twenty (20) days for a class or grade shall not receive credit for a course and/ or grade**. Any student in grades 9-12 who is absent for more than 16 periods in a year-long course or eight class periods in semester long courses, shall not receive credit for a course and/ or grade. Special cases of chronic or prolonged illness documented by a physician will be considered by an advisory committee of the school.

In an effort to be consistent, the following guidelines are in place throughout the county regarding absences:

- 3 (excused or unexcused days)- the teacher will contact the parent.
- 4-6 (excused or unexcused days)- the guidance counselor or other school personnel will contact the parent.
- 7-10 (excused or unexcused days)- a referral will be made to the Camden County Schools social worker.
- 10-20 (excused or unexcused days)- absences will be monitored by the school and social worker. If absences continue, the social worker may make a referral to law enforcement based on the compulsory attendance policy.
- 20 or more days (excused or unexcused) Students will be referred to the attendance committee and recommended for retention.

A student must be counted present a minimum of 160 days during the course of the school year in order to be considered for promotion to the next grade. If a child is absent from school, the parent/guardian must provide the school with a written explanation upon the child's return to school. It is the student's responsibility to ask the teacher to make up all assignments, projects, or tests missed during the absence.

Lawful Absences: The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance because of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. **Illness or Injury:** When the absence results from illness or injury, which prevents the student from being physically able to attend school.

2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence.
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

Checking Out of School: Parents are encouraged to leave their children in school all day. Doctor and other appointments should be scheduled outside school hours when possible. If a child must leave school early, they must bring a note to the office before school signed by the parent/guardian granting permission. Students checking out of school before 11:30 or checking in after 11:30 will not be counted present for the day. **All students must be checked out at the main office. Students will not be checked out between 2:30 and 3:00 except in cases of emergency.**

Pick up Changes: The office is requesting that parents provide written notification of all pickups and bus changes the morning of the change. If we do not have a note, the child will return home in the usual manner. If changes need to be made by phone we are requesting that you notify the school BEFORE 2:00 p.m. unless it is an extreme emergency. Frequent changes and phone calls will be reported to the principal or designee for investigation. Again, please work with us as we take the necessary steps to better monitor the building at the end of the day.

Child Custody: We recognize the fact that some of our students reside with a single natural parent or guardian. If this is true in your case, we strongly urge that you supply the main office with a copy of such legal papers which will indicate to whom the student may or may not be released. This will enable us to protect a student from being taken from the school for any

reason, by an unauthorized person. If custody changes during the school year, the custodial parent or guardian is required to inform the school as soon as possible.

Emergency Drills: As required by law, fire drills will occur monthly. The signal for a fire emergency is a continuous sounding of the emergency horn. Upon hearing the signal, students are to form a single line and leave the building by the prescribed evacuation route quickly and quietly. A fire emergency evacuation chart, showing the appropriate evacuation route, is posted near the door of every room. Students are not to talk during a fire drill and are to immediately obey staff members' instructions.

We also practice in order to be prepared in the event of a tornado warning. The signal for a tornado warning is a continuous ringing of the school bell. Upon hearing the signal, students and staff are to quickly and quietly go to their assigned areas as designated by the tornado emergency chart also located near the door of each room.

Once in the proper area, students will be asked to assume the "tornado position."

1. Kneel on the floor facing the wall.
2. Cover your head with your arms and put your head down toward your knees.
3. Remain quiet until the all clear signal is given.

Fines and Fees: It is the policy of CIS to expect payment for fines and fees in the event school property is lost, vandalized or not returned. This policy includes, but is not limited to library books, textbooks, lunch charges, or damage to school property or facilities.

Helping Students Succeed: In order to help your child succeed, it is important to develop a positive home learning climate. As parents/legal guardians you can accomplish this by:

- encouraging and expecting high performance from your child for school work, household duties and other responsibilities
- showing interest in what your child does each day in the classroom by asking specific questions
- providing proper conditions for home study including definite study time and quiet, non-distracting conditions • limiting the time spent watching television
- providing supervision to ensure your child receives adequate rest, nutrition, and physical exercise.

Parents/Legal Guardians/Caregivers are also encouraged to be involved in the school by:

- volunteering to help with school activities
- attending parent meetings including PTO School Association events
- visiting your child's classroom
- participating in parent-teacher conferences

Parents/legal guardians should never hesitate to call their child's school to have questions or concerns answered.

Homework: Learning is not restricted to the classroom. Homework may be expected to help achieve educational goals. Homework amounts should be expected to increase as children advance through the grade levels.

Internet Use

PURPOSE: The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The benefits to students of learning to use this "network of networks" include access to information resources from a vast number of governmental agencies and educational institutions as well as telecommunications with individuals and groups around the world. Camden County Schools' goal in providing this service to teachers and students is to enhance and support the curriculum. Camden County Schools cannot control the content of this information, some of which may be controversial or inappropriate. Schools will take reasonable precautions to monitor use of the Internet and will withdraw privileges from users who do not follow rules governing its use in its school system. Users who do not follow the rules may also be subject to disciplinary and/or appropriate legal action.

RULES AND REGULATIONS:

1. Faculty and student use of the Internet must be in support of the educational goals and objectives of Camden County Schools.
2. Users of the Internet will respect all copyright, trademark, and licensing laws and agreements.
3. Internet access will not be used for commercial purposes.
4. Users will neither transmit nor receive offensive or obscene messages or materials that violate any law or regulation.
5. Internet access will not be used for political or campaign purposes.
6. Users will not engage in any activity which congests or disrupts network traffic.
7. Users must abide by network etiquette rules including:
 - using appropriate language without profanities or obscenities or rude or abusive language
 - not revealing your last name, personal address, or phone number, or those of anyone else
 - treating all communications and information on the network as private property
8. Users must not share passwords or attempt to violate the security of any part of the Internet.
9. User must indicate a general area of research and will not go to unauthorized locations or pages.
10. The Internet will not be used to support any illegal activities. Messages relating to these types of activities will be reported to the proper authorities.
11. Vandalism and theft will result in loss of user privileges in addition to any possible legal penalties.
12. No right of privacy exists in any communication on the Internet. The school system may monitor all communications and intercept e-mail messages as a part of ensuring compliance with board policy and applicable laws and regulations.
13. Teachers will make reasonable efforts to supervise a student's use of the Internet during instructional time.
14. Students will only be allowed to use the Internet after the student and the student's parent or guardian has signed the Student/User Agreement (C.3.4 FORM).

Camden County Board of Education, Camden, NC 27921 Adopted: August 13, 1996
Revised: November 9, 2000, May 8, 2003

Pest Management: Staff, students, pest managers, parents and the public shall be informed about potential school pest problems, school IPM policies and procedures, and their respective roles in achieving the desired pest management objectives. Each year, the principal or his or her designee shall ensure that the student handbook includes the schedule of anticipated pesticide use on school property and notice to parents of their right to request notification of non-scheduled pesticide use. Notice of non-scheduled pesticide use should be made at least 72 hours in advance, to the extent possible.

Student Responsibilities: We, at CIS, recognize our responsibility to provide each student an opportunity to get an education in an environment that is conducive to learning. CIS students share this responsibility. CIS students are expected to conduct themselves as ladies and gentlemen and to respect the rights of others to get an education as well as the right of the staff to provide for that educational opportunity. Those who do not accept the responsibility will be dealt with fairly and firmly in order to protect the rights of the CIS family.

Tardy and Truant Students: Students are considered tardy if they arrive after 8:10 and must report to the office. Students who are tardy to school without parental or school consent or who do not attend school will be considered truant. Excessive tardies will be addressed on a case-by-case basis.

Withdrawals: Our school should be notified at least two days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before a student may receive a transfer record to another school.

Grievance Procedures for Non-Disciplinary Issues: Camden Intermediate 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.

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

Formal Procedure: 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 Assistant Principal with both parties present. It is the responsibility of the person(s) filing the grievance to contact the principal within 10 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.

Camden Intermediate School Student Expectation Matrix
CIS #we'rehatschool

ALL AREA S	Be Responsible	Show Respectful	Be Safe
	<ul style="list-style-type: none"> ● Follow adult directions the first time. ● Take responsibility for your words and actions. ● Report unsafe behavior immediately. 	<ul style="list-style-type: none"> ● Use polite language and respectful voice. ● Keep hands, body, and objects to self. ● Respect people and property. 	<ul style="list-style-type: none"> ● Avoid any action that could potentially hurt other students, teachers, or property. ● Always let your teacher know where you are.
Transitions Classes Cafeteria Specials	<ul style="list-style-type: none"> ● Go right to where you need to be 	<ul style="list-style-type: none"> ● Level 0-No Voice ● Stay to the right unless otherwise directed 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Walk at all times
Cafeteria	<ul style="list-style-type: none"> ● Get everything you need before you sit down. ● Wait patiently in the line. ● Have your number or money ready. ● Avoid saving seats. 	<ul style="list-style-type: none"> ● Food stays in the cafeteria. ● Only touch your own food. ● Level 2-talking voice or lower. ● Only bring microwavable foods that take 3 minutes or less to heat. 	<ul style="list-style-type: none"> ● Walk at all times. ● Keep your hands and feet to yourself. ● Avoid sharing food. ● Avoid throwing food. ● Follow Microwave directions.

Playground	<ul style="list-style-type: none"> ● Line up right when the whistle blows. ● Follow the directions of any adult on duty. ● Have your coat with you before recess. 	<ul style="list-style-type: none"> ● Keep hands and feet & objects to self. ● Enter building using line basics (Quietly). ● Use respectful language. ● Be friendly to everyone. 	<ul style="list-style-type: none"> ● Stay off of ice and out of puddles and mud. ● Keep your hands and feet to yourself (Avoid tackling, throwing folks to the ground, play fighting/ pulling on clothing, throwing sticks/pinecones/etc.)
Restroom	<ul style="list-style-type: none"> ● Go/Flush/Wash/Leave. ● Follow teacher expectation. ● Level 0 No Voice. 	<ul style="list-style-type: none"> ● Throw away paper towels or trash. ● Respect the privacy of others. ● Leave all items outside of the bathroom on the floor. 	<ul style="list-style-type: none"> ● Hands to yourself. ● Keep water off the floor. ● Report problems to an adult.
Bus Riders	<ul style="list-style-type: none"> ● Use line basics on the way to and from the bus in the mornings. ● Keep up with your stuff. ● Without written/signed/permission ride your own bus. 	<ul style="list-style-type: none"> ● Listen to the bus driver. ● Use respectful and polite language. ● Keep food and drink off the bus. 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Stay seated the entire ride. ● The bus driver is in charge.
Dismissal—pick up	<ul style="list-style-type: none"> ● Level 0 No Voice. ● Listen for your number. ● Walk swiftly but carefully to your car. ● Avoid Running. 	<ul style="list-style-type: none"> ● Follow adult directions the first time. 	<ul style="list-style-type: none"> ● Remain in assigned area. ● Obey the directions of teachers. ● Walk on the side-walk.

STUDENT BEHAVIOR AND MANAGEMENT

Discrimination, Unlawful Harassment, and Bullying: Camden County Schools believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. We are committed to nondiscrimination in all its educational and employment activities. The board policy expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age or disability.

Students and parents are encouraged to submit any complaints of discrimination, harassment or bullying through the complaint procedure established in policy [Chapter D Section 4.6](#); Prohibition Against Discrimination, Unlawful Harassment and Bullying.

Camden County Schools prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal, after consideration of the nature and circumstances of the act, in accordance with applicable federal, state or local laws, policies and regulations.

School Board Policy Regarding Student Conduct: The Camden County Board of Education invests in its school administrator's power to establish rules and regulations necessary to create and preserve conditions essential to the orderly operation of schools. The Board demands student respect for law and those given the authority to administer it; this includes school rules and regulations as well as general provisions of law regarding minors. Therefore, each student must:

- Respect and follow school rules and regulations provided by Board policies.
- Accept the leadership of the school staff and the administrators responsible for enforcing these rules and regulations.
- Refrain from inciting violence or any demonstration that interferes with the orderly operation of school.

Our school diligently seeks to provide an atmosphere that positively promotes learning for all students. Education is the primary purpose for a public school. Behavior that violates the rules of student conduct established in Board Policy and behavior that detracts from a student's ability to profit from instruction or infringes upon the rights of others at school warrants disciplinary action. The intent of any disciplinary action is to bring about a positive change in the student's behavior.

Any successful discipline plan must have the support of parents. Therefore, we ask for your support of our efforts to provide an environment that is free of behaviors that distract from teaching and learning.

Discipline Guidelines and Procedures

1. School personnel will maintain classroom discipline. In order to correct minor offenses, teachers will use at least two interventions, as well as contact a parent/legal guardian via phone. However, when classroom intervention does not correct the problem, the student will be referred to the administration. A referral form will be filled out in detail as to the nature of the situation and what has been done to try to correct the problem before submitting the referral to the administration. The principal or designee will take appropriate action.
2. Students are reminded that all school personnel will correct students whenever and wherever necessary. Problems observed outside the classroom by school personnel will also be subject to consequences.
3. Headphones and electronics (CD players, iPods, MP3/MP4 players, cell phones, beepers, etc.) are not to be used at school and should be stored and kept off unless express permission has been given to the student to use the device. CIS is not responsible for lost or stolen items.
4. Students are expected to be in their class during class time.
5. Other undesirable or unacceptable behaviors not listed below will be handled on a case-by-case basis by the administration as to the offense and consequence.
6. Plagiarism/Cheating on an assignment will result in a "0" (zero) on the assignment and a phone call to parent/legal guardian.

Behaviors that can result in immediate referral to the office resulting in in-school consequences and/or suspension from school:

Fighting

Discriminatory language or actions directly related to a person's race, religion, or sexual orientation

Disruptive/Harmful Horseplay

Physical Harm to Others

Profanity

Cheating

Verbal Abuse (towards peers, faculty/staff)

Disrespect to Adults (refusing to following simple commands)

Chronic Disruptive Behaviors

Leaving Classroom without Permission

Communicating Threats

Throwing Objects

Theft

Inappropriate Dress ((Repeated Offenses)

Destruction of School Property

Bullying (continued taunting, name calling, threats, hitting, ect.)

Possession of Inappropriate Items at School

Possession of a Weapon or Dangerous Object

Any other severe disruptive/dangerous behavior

****The principal and assistant principal will handle discipline issues on an individual, case-by-case basis. Final consequences will be determined by the administration on an individual basis. Any behavior that warrants suspension will be deemed severe if the student has repeatedly ignored school rules and consequences.**

Dress Expectations: General student appearance affects the expectations in an educational setting. In fairness to the students, the following guidelines have been developed. These guidelines are in no way comprehensive or complete for all situations.

1. Hats and other headgear such as bandanas, combs, visors, sweatbands, hoods and toboggans are not to be worn in the school building at any time.
2. Sunglasses are not allowed in the building without proper medical documentation on file with the nurse or office.
3. Hair, jewelry, and clothing must be worn so that it does not distract from instruction and learning.
4. Belts, jewelry and other accessories should be worn as intended.
5. No chains may be worn on wallets or pockets.
6. Any clothing with suggestive, violent or offensive messages, logos or graphics is prohibited.
7. Any clothing, backpack, jewelry or other item advertising or depicting alcohol, drugs or illegal activities or substances are unacceptable.
8. Any shirt worn must have at least a 1" strap over the shoulder and tank tops must fit under the arms. Shirts must cover the belly and back when arms are extended outward. Shirts with necklines more than 3" below the collarbone are not allowed.
9. Dresses, skirts, and shorts must be worn below fingertips of the ring finger of an arm extended against the leg regardless if wearing spandex or leggings.
10. Pants must be worn at the waist. No sagging pants.
11. Shoes must be worn at all times in and around the building.
12. Pajama tops or bottoms are not to be worn in the school building.
13. No style of clothing, or manner in which it is worn, may expose undergarments or create a distraction or disturbance in the educational setting.

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.

The school principal may approve certain items of clothing as spirit wear for particular school days or events.

The principal or designee may, as a reasonable accommodation under the Student Dress Code and Appearance Policy, exempt a student from the requirements of the Student Dress Code and Appearance Policy when compliance with those requirements would render impossible the student's ability to express his or her cultural heritage, medical or religious beliefs. Principal or designee will review each case of questionable dress on a case- by-case basis.

If a student is determined by the administration to be dressed in violation of this policy, the student will change into clothing meeting the dress expectations. In the event that no proper clothing is available, the student shall contact a parent or guardian to bring clothing to the school. The student will be removed from class and assigned to a supervised work area, such as ISS until in compliance. Continued violation of the dress code may result in extended ISS and/or restriction from after school activities and special events.

Transportation and Buses: Students who ride a bus must conduct themselves with appropriate behavior and safety. Students are not permitted to get off school buses except at school and regular stops. When your child has to ride a different bus in the afternoon, parents must send a note to be signed in the office. Students should not be moving around on the bus while it is traveling. Excessive noise or throwing objects is prohibited. No part of a child's body should be outside of the school bus while it is in motion. When a student rides a bus to school, they are only allowed to leave school grounds with parent permission. Reminder that the school bus is an extension of the school and the same rules that govern school, govern a bus ride home and to school.

The right to ride a bus is a privilege, not a guarantee. The school principal and/or designee, by law, has the authority to terminate a pupil's privilege to ride the bus for any length of time.

School Bus Stops: Due to high-priced diesel fuel, students need to be standing at their assigned bus stop when the bus arrives. The bus is not going to be able to wait for students to come to the bus stop after the bus has already arrived. Also, if the bus has already stopped at the designated stop the driver may not turn around and pick up students who have missed the bus.

Misconduct on the bus: School transportation service is a privilege, not a right. Students at all times while riding the school bus or other school vehicles shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in other

disciplinary measures as well as temporary or permanent suspension from school transportation services and/or school.

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions.
3. Tampering with or damaging the school vehicle.
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in board policy.
5. Getting off at an unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behaviors 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 school vehicle.

The penalties for the violation of these rules are as follows for CIS students:

Step 1	1 st Offense	Probation/warning conference
Step 2	2 nd Offense	Up to 3-day suspension of bus riding privileges
Step 3	3 rd Offense	Up to 5-day suspension of bus riding privileges
Step 4	4 th Offense	Up to 10-day suspension of bus riding privileges
Step 5	5 th Offense	Suspension of bus riding privileges for remainder of year with a maximum of sixty days (carry over 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.

Students Riding Other Buses: No student will be allowed to ride an unassigned bus for any reason unless the student presents a note, signed by the parent, to the office. The note should request permission for the child to ride the unassigned bus. The note is needed to ensure the correct transportation of your child. For safety reasons, science projects or glass containers cannot be transported on the bus. Only written notices will be honored.

DISMISSAL PROCEDURES

Buses will load and unload at the back end of the CIS building. CIS students will report to the buses at the 3:00 bell. Grandy students will then proceed through the building to the buses at 3:05. Buses will leave campus at 3:10.

Drop Offs will be at the front of the building through the outside cafeteria doors. Doors will be open at 7:30 a.m. For safety reasons, please do not leave your child outside the building to wait until the doors are open. There is no one on duty to supervise their safety.

Pickups Students will be picked up through the parent pick up line. Each student will have an assigned pick up number on a card distributed by the school. Parents, please place that card in your vehicle's windshield so that it is visible. As you come through the pick up line, your child will be called out. Staff members will be out there to direct you. Please follow all pick up procedures. Once you are in the car pick up lane there can be no pulling out and going around other cars in the lane. This procedure will ensure the safety of our children that are being picked up, as well those getting on the buses.

****No students will be allowed to be checked out of the office after 2:30 pm (except for an emergency). If you need to get your child early (for an appointment, etc.) you must sign the student out before 2:30 or wait until dismissal at 3:00.**

FEDERAL NOTIFICATIONS

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 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. A central office administrator 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 504 may be reached at the following address and phone number:

Director of Student Services, Camden County Schools, 174 North 343, Camden, North Carolina, 27921, (252) 335-0831

Civil Rights: Camden Intermediate School is committed to the principle of equal opportunity. It is the policy of this school not to discriminate on the basis of race, sex, color, national origin, religion, or handicaps with regard to its students and employees. Federal law also prohibits such discrimination.

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 has reached the age of 18: The Family Educational Rights and Privacy Act (FERPA) is federal law that governs the maintenance of student records. Under the law, parents of students or students that are at least 18 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.

Complaints about failures of the Camden County School System to comply with the Family Educational Rights and Privacy Act may be made in writing to:

Family Policy Compliance Office
Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

Disclaimer

"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 and 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."



LET'S MAKE 2019-2020 THE BEST YEAR YET!!