

Published August 19, 2011



NORTH CAROLINA SCHOOL  
OF SCIENCE AND MATHEMATICS

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# STUDENT HANDBOOK

2011-2012

In administering its affairs, the North Carolina School of Science and Mathematics is committed to equality of opportunity. It is the policy of the School to be fair and impartial in all its relations with its students, employees and applicants for employment and to not discriminate against any person on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, age or honorable service in the armed services of the United States.

PUBLISHED AUGUST 2011

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## **MISSION STATEMENT**

The mission of the North Carolina School of Science and Mathematics, a public residential high school, is to help meet North Carolina's need for responsible leadership in the development and application of science, mathematics and technology, and to act as a catalyst for educational improvement throughout North Carolina and the nation.

### **STRATEGIES**

- NCSSM educates academically talented 11th- and 12th-grade students who show promise of exceptional development, as well as special interest, in science and mathematics, and who reflect the demographics of North Carolina.
- The NCSSM community offers a comprehensive, challenging, and innovative academic program.
- The academic and residential programs of NCSSM empower students with knowledge, enthusiasm for learning, and decision-making skills, all of which are necessary to prepare leaders sensitive to the needs of a global society.
- NCSSM, together with others in the educational community, identifies, develops, evaluates, and provides instructional programs, methods, and curricula designed to improve teaching and learning in North Carolina and the nation.
- NCSSM involves students in designing, implementing, and evaluating its programs.

*Endorsed by NCSSM Staff and Students*

February 16, 1990

*Adopted by the NCSSM Board of Trustees*

March 2, 1990

*Revised*

March 6, 1998

December 4, 2009

## **NOTICE OF NONDISCRIMINATION POLICY**

In administering its affairs, the North Carolina School of Science and Mathematics is committed to equality of opportunity. It is the policy of the School to be fair and impartial in all its relations with its students, employees and applicants for employment and to not discriminate against any person on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, age or honorable service in the armed services of the United States.

NCSSM actively promotes a diverse environment through recruitment of qualified students and employees with a variety of backgrounds and special talents.

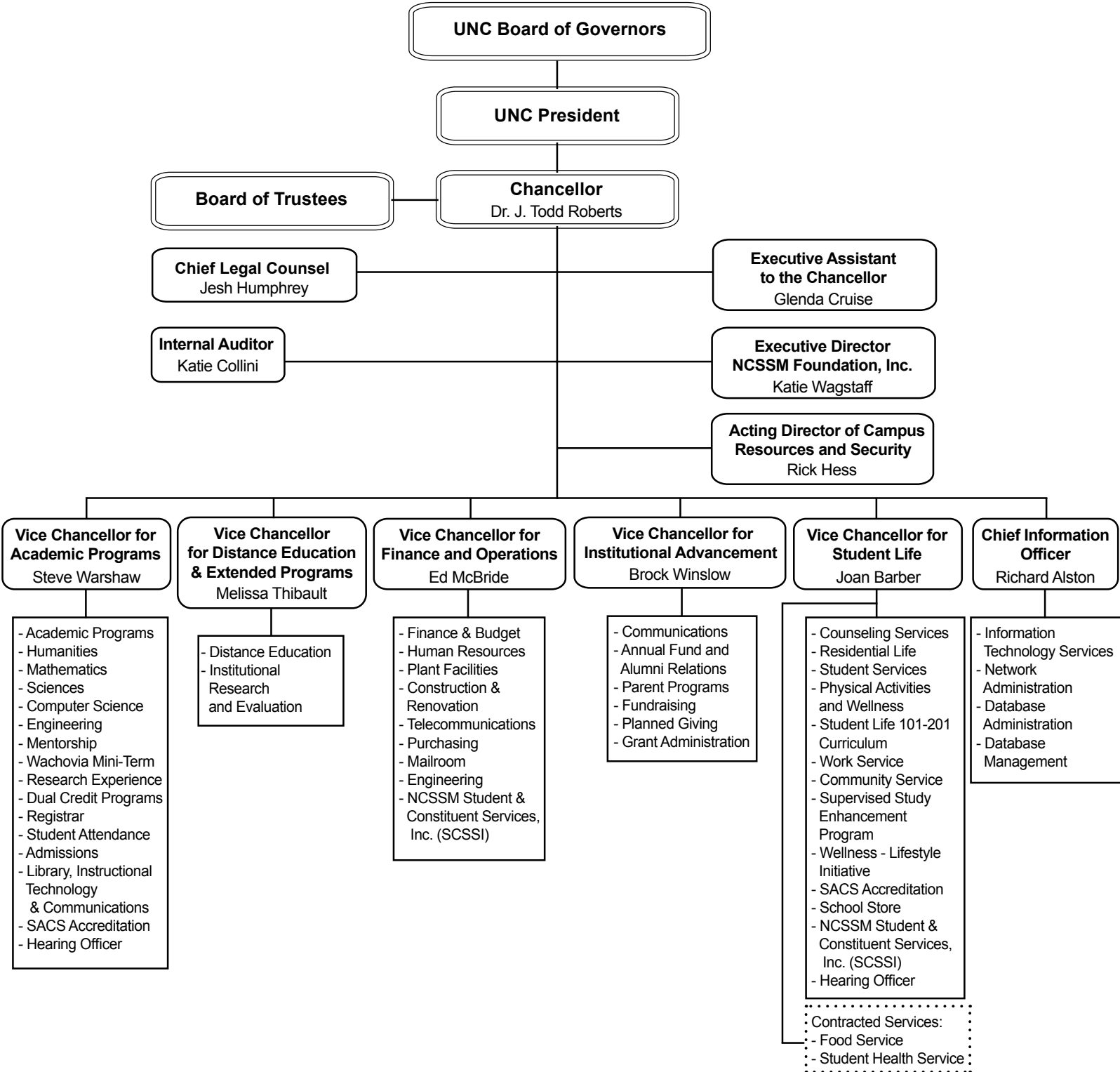
NCSSM supports the protections available to members of its community under all applicable federal and state laws prohibiting unlawful discrimination.

This nondiscrimination commitment covers admissions, employment practices, educational programs, and other School-sponsored programs and projects to the extent permitted by federal or state policy and regulations.

All members of the School community are expected to assist in making this commitment valid in fact. If there are questions or grievances regarding these provisions, students should contact the Vice Chancellor for Student Life, and employees or applicants should contact the Director of Human Resources or General Counsel.

# NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

## OFFICE OF THE CHANCELLOR



# ORGANIZATION OF NCSSM

## UNIVERSITY OF NORTH CAROLINA BOARD OF GOVERNORS

The North Carolina School of Science and Mathematics (NCSSM) is a constituent institution of the University of North Carolina. The Board of Governors of the University of North Carolina consists of 32 members elected by the General Assembly and is charged with “general determination, control, supervision, management, and governance of all affairs of the constituent institutions.” The chief executive officer of the University is the President.

## NCSSM BOARD OF TRUSTEES

The NCSSM Board of Trustees is a 27-member Board made up of appointees by the University of North Carolina Board of Governors, the Governor, the President Pro Tempore of the Senate, and the Speaker of the House. The chief academic officers of three constituent institutions and the chief academic officer of a private college or university in North Carolina serve as ex-officio members. The Board elects its own Chair and Vice-Chair, and the Chancellor of the School serves as Secretary. The Board meets at least three times each year.

The Board of Trustees promotes the sound development of the School, helping it to serve the people of the state in a way that will complement the activities of the other University institutions and aiding it to perform at a higher level of excellence in every area of endeavor. The Board of Trustees serves as an advisor to the Board of Governors on matters pertaining to the School and also serves as advisor to the Chancellor concerning the management and development of the School. The Chancellor shall be the official medium of communication between the Board of Trustees and all individuals, officials, agencies, and organizations both within and without the School. The Board of Trustees establishes the admissions criteria and standard course of study for the School, and adopts regulations governing the instructional calendar, the length and number of instructional days, and the standard of achievement for enrolled students.

## BOARD OF TRUSTEES COMMITTEES

### EXECUTIVE COMMITTEE

The Executive Committee is empowered to act on behalf of the entire Board when situations require actions between regular meetings of the full Board.

### STANDING COMMITTEES

There shall be four standing committees. Each will have no fewer than five nor more than nine members. At the first meeting after June 30 of each year, the Chair of the Board shall appoint the members of each committee and designate one of them as Chair. Members serve at the pleasure of the Chair of the Board. The standing committees are:

**The Institutional Advancement Committee.** To report to and advise the Board on matters related to institutional advancement, particularly, but not limited to, philanthropy and public relations.

**The Educational Policies & Practices Committee.** To recommend policies and to advise the Board on matters pertaining to the course of study, the subjects to be taught, the School calendar, length of the instructional day, the number of instructional days in the academic year, and student recruitment, admissions, attendance and discipline.

**The Fiscal, Audit and Human Resources Committee.** To make recommendations and to advise the Board on the long-range needs for funding, physical facilities, staffing, student enrollment and to recommend policies and to advise the Board on matters affecting employment of faculty and senior administrative officers and other

considerations pertaining to all employees of the School. The committee serves as the audit committee of the Board of Trustees.

**Distance Education & Extended Programs Committee.** To make recommendations and to advise the Board on matters pertaining to statewide public service and outreach efforts to improve teaching and learning in North Carolina and the nation with an emphasis on distance education and programs that expand pathways for students into careers in science and mathematics.

#### **AD HOC COMMITTEES**

The Board of Trustees may establish additional committees and delegate to them such responsibilities and authorities as it deems appropriate. The Chair of the Board shall appoint members and chairpersons. A simple majority of each of the individual committees shall constitute a quorum for conducting committee business.

The Chair of the Board shall be a non-voting ex-officio member of each committee of the Board, including standing committees and ad hoc committees. The Chancellor, or designee, may attend any committee meetings, but may not vote.

### **LIAISONS TO THE BOARD OF TRUSTEES**

The Chair of the Board may request the Chancellor of the School to appoint ex-officio members of the School community to serve as liaisons between the Board and the Office of the Chancellor. An equal number may serve as liaisons between each of the Board committees and the Office of the Chancellor. The liaisons may attend Board or committee meetings, but may not vote. The Executive Committee shall review members so constituted on an annual basis.

### **CHANCELLOR**

The Chancellor is the administrative and executive head of the North Carolina School of Science and Mathematics who exercises complete executive authority within the School, subject to the direction of the President of the University. The Chancellor shall be responsible for carrying out policies of the Board of Governors and of the Board of Trustees.

The Chancellor is responsible for the overall operation and direction of the School and recommends to the Board of Trustees policies pertaining to governance of the School. The Chancellor serves as liaison to the University, the General Assembly, the Board of Governors, Department of Public Instruction, and local school authorities and represents the School in state and national organizations. The Chancellor assists the Development Office in fund-raising, approves recommendations for staff employment, and appoints senior administrators.

### **ADMINISTRATIVE COUNCILS**

**DIRECT REPORTS** is convened and chaired by the Chancellor, meets once a week, and includes the Vice Chancellors for Distance Education and Extended Programs, Student Life, Finance and Operations, Academic Programs, and Institutional Advancement, the Chief Information Officer, the Director of Campus Resources, the Executive Director of the NCSSM Foundation, the Internal Auditor and the Chief Legal Counsel. The Executive Assistant serves as Secretary. This meeting keeps senior administrators abreast of all matters related to students and staff at NCSSM.

The **INSTRUCTIONAL COUNCIL** is convened and chaired by the Chancellor, meets once a week, and includes the Vice Chancellors for Distance Education and Extended Programs, Student Life, and Academic Programs, the Registrar, the Chief Information Officer, the Director of Admissions, the Director of Academic Programs, the

Director of Student Life, the Director of Residential Life, and the Deans of Distance Education, Counseling Services, Humanities, Mathematics, and Science. This group discusses educational research to examine instructional policies and practices, to review data from the instructional programs, and to coordinate activities of the various departments. Results of these discussions are used to determine the effectiveness of current programs and possible implementation of new ones.

## **ADVISORY & SUPPORT ORGANIZATIONS**

The **EDUCATIONAL ADVISORY COUNCIL** is a 13-member council, and consists of the State Superintendent of Public Instruction and the Chair of the State Board of Education, and 10 persons who are scientists, mathematicians, public school representatives, or other persons having an interest in the School. The Council meets once a quarter, and is appointed by the NCSSM Board of Trustees to give advice and counsel to the Chancellor and the Board of Trustees.

**The NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS FOUNDATION**, formerly called The Fund for the Advancement of Science and Mathematics Education in North Carolina, is an independent foundation organized in 1979 to operate exclusively for charitable and educational purposes. These purposes include, but are not limited to, receiving, administering, and granting funds for the support of the North Carolina School of Science and Mathematics, as the Board of Directors of the Foundation in its discretion may deem appropriate.

# NCSSM HONOR STATEMENT

APPROVED BY STUDENT AND STAFF VOTES IN MAY 2005

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The following NCSSM Honor Statement was developed by the Ethical Awareness Group (EAG), a group of students who worked during the period 2001-2005 to determine the feasibility of developing an Honor Statement and implementing an Honor System at NCSSM. The Statement is designed to support the NCSSM Code of Student Conduct established by the NCSSM Board of Trustees.

## NCSSM HONOR STATEMENT

**We, the students, staff, and faculty of the North Carolina School of Science and Mathematics, hold ourselves to the highest of standards. To maintain an ethical community, we uphold the values of honor, respect, and accountability.**

**Honor: I am fair in my dealings with all members of the community. I do not lie, cheat, or steal.**

**Respect: We seek a trusting community that is based on mutual respect. I uphold this respect for the NCSSM campus and for all members of the community.**

**Accountability: I realize all members of the community must uphold these core values; therefore I hold my peers accountable for their actions, and I expect them to do the same for me.**

**While a member of the North Carolina School of Science and Mathematics, I promise to live by this code in all of my endeavors, and I expect others to do the same.**

# QUICK FACTS

## ADVERSE WEATHER PROCEDURES

In case of adverse weather conditions, the following code system will be in effect:

**Code Red** – School is closed for employees except for essential personnel. No regular classes are scheduled and the following procedures are followed:

- By 10:00 a.m., teachers provide some work for students to do.
- Students are expected to check email to find their assignments.
- Students who are away from campus or otherwise not able to do the assignment are allowed to make it up without penalty.
- Students are not required to attend a class meeting on the Code Red day, so they would be doing assignments on their own schedule

**Code Yellow** – School is open, employees should be cautious in reporting to work,

**Code Green** – School is open and all employees should report to work.

In the event of inclement weather, the code for the day will be posted on AlertNCSSM, left on the Communications Office voicemail at (919) 416-2872 and posted on the following television stations: NBC 17, News14 Carolina, WRAL and ABC 11. The code information will also be posted on the stations' Web sites.

If hazardous weather conditions develop on a weekend, students who are away from the campus are urged to exercise extreme caution when returning to NCSSM. The decision to return rests with parents or guardians. Students who will be delayed returning to school are to contact the Bryan SLI office at (919) 416-2825 or Hunt SLI Office at (919) 416-2826. If unsafe weather conditions develop on the day school is dismissed for a weekend, students will be urged to remain on campus until weather permits safe travel. Staff will be available for supervision.

The students are in residence and instruction continues even in adverse weather. If a storm is predicted that may prevent teachers from getting to school the following day, each teacher plans for it by preparing a lesson plan of activities that students can successfully complete working alone or with other students. The teacher leaves a copy of the lesson plan with the Department Dean and notifies students by e-mail or by an announcement in class of the plan. As part of the plan, students should be given the responsibility of starting class and running the entire class in case a faculty member does not arrive to help. The assignment should keep the students busy and productive for the entire class period. If the teacher is actually prevented from getting to campus due to adverse weather conditions, the teacher telephones the Department Dean to confirm that the alternative plan for class is in effect.

Students are informed in their classes and in this handbook that in the event of adverse weather, they are to attend class. If the teacher is not there, they are to discuss the previous day's assignment and look for a new assignment via e-mail or from other adults in the particular department.

## AUTOMOBILES

Due to concerns for student safety, students are not permitted to have access to a personal automobile (or any motorized vehicle) or have a personal automobile on campus while under the jurisdiction of NCSSM. (This includes the immediate area of campus and the surrounding neighborhoods.) Even under the jurisdiction of parents, students still are not permitted access to an automobile on campus. Students may not sign out to their homes and then return to campus with their personal automobiles. Parents or guardians must be present and driving when a personal automobile is on the NCSSM campus.

The only official time students are permitted to have access to or use of an automobile is for the Prom. The Director of Campus Resources must approve all requests for an exception due to extreme circumstances prior to a personal automobile arriving on campus for student use. Any staff member who finds a student in violation of this rule will immediately confiscate the keys. The student violating this guideline will be required to return home with the automobile immediately and will face a Level II sanction through the School's judicial system.

## **COMMENCEMENT EXERCISES**

Commencement exercises are held on the final academic day of the school calendar. All students, including juniors, are required to be present unless excused by the Vice Chancellor for Student Life. Teachers, Student Life Instructors, and Advisors are also required to attend Commencement unless excused by the appropriate Vice Chancellor.

### **PURCHASE OF COMMENCEMENT REGALIA**

Graduating seniors are required to purchase a cap, gown and honor cord from a vendor identified by the School. The Communications Office will provide timely announcements regarding commencement regalia to students and parents.

## **ACCESS PASSES & IDENTIFICATION CARDS**

### **NCSSM ACCESS PASSES**

NCSSM Access Passes govern access to all buildings and dormitories based on your individual needs and access rights. In the case a student is without her/his Access Pass, entrance to the School can be gained by calling Security at 919-416-2711 or by using the security telephones located at the entrances of Bryan, Hill, Hunt or Reynolds.

Access cards are also required for the Cafeteria and for attendance purposes during assemblies and certain student meetings.

### **NCSSM IDENTIFICATION CARDS**

NCSSM Identification Cards are required for all students and staff for security purposes and for checking out items from the Library. Both Access Passes and Identification Cards are produced by the NCSSM Campus Resources and Security Office. Lost Access Passes or Identification Cards must be immediately reported to a Campus Resources and Security Officer. There is a \$10 replacement charge for lost Access Passes.

## **LOST AND FOUND**

Reporting of Lost or Recovered items is managed by the Office of Campus Resources and Security. Books, instructional materials, and other lost items can be turned in or claimed through the Director of Campus Resources and Security.

## **KEYS**

Students are issued room keys at the beginning of the school year. These keys must be returned at the end of the school year to the SLI. The Director of Campus Resources provides replacement of lost or broken keys. A \$5.00 replacement cost is charged for key replacement.

Staff members who are issued keys by the Director of Campus Resources sign for the keys and return them to the Office of Campus Resources upon termination of employment. A \$5.00 replacement cost is charged for a lost key.

## **NOTIFICATION OF TEMPORARY CHANGE OF PARENT ADDRESS**

The School requires that parents or guardians make current addresses and telephone numbers available at all times. This information is essential for use in emergency situations and for compliance with the North Carolina residency requirement. Changes to this contact information should be made by the parent in their Focus account. This includes times when a family might need to use a temporary address due to travel or a job-related temporary move out of state. In such circumstances, the parents/guardians must also identify a contact person in North Carolina and provide the School with the name, address and telephone number(s) of the contact person for use in emergency and unusual circumstances. Students and parents/guardians are expected to take the initiative in giving this information to the Vice Chancellor for Student Life or the Director of Student Services either in writing or by calling (919) 416-2800 or 416-2805.

## **PARKING**










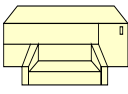
Parking is confined to those areas designated by marked parking spaces. Signs and/or red and yellow curbs mark zones where parking is not allowed. These areas are fire lanes and parking is not allowed.

## **RECYCLING**

NCSSM is committed to recycling. All members of the community are urged to observe sorting criteria, since failure to do so diminishes the environmental impact of the total effort. Collection barrels are located throughout the buildings on campus. The present recycling contractor, Tidewater Recycling, (subject to change), only requires that the materials be sorted into two categories: paper products and containers. Corrugated cardboard should be broken down and placed in the dumpster labeled "Cardboard Only" located beside the other trash dumpsters.

NCSSM is also committed to composting of appropriate cafeteria waste. All users of the cafeteria are urged to separate out their compostable cafeteria waste and deposit in the compostable wastes trash bins located in the cafeteria adjacent to the landfill bins in the area where used dishes are returned to the kitchen staff for cleaning. Compostable materials include paper products, vegetables, egg shells, coffee grinds, bread and other starches. Do not compost meat, fish or oily wastes like peanut butter.

The following is a list of reused and recycled materials at NCSSM:

	<b>CANS (ALUMINUM &amp; STEEL)</b>	<b>BIN LABELED "CONTAINERS"</b>		<b>MIXED PAPER</b>	<b>BIN LABELED "PAPER PRODUCTS"</b>
	<b>GLOSSY MAGAZINES</b>	<b>BIN LABELED "PAPER PRODUCTS"</b>		<b>NEWSPAPER</b>	<b>BIN LABELED "PAPER PRODUCTS"</b>
	<b>CORRUGATED CARDBOARD</b>	<b>DUMPSTER LABELED "CARDBOARD"</b>		<b>OFFICE PAPER</b>	<b>BIN LABELED "PAPER PRODUCTS"</b>
	<b>GLASS: CLEAR, BROWN, GREEN/ BLUE</b>	<b>BIN LABELED "CONTAINERS"</b>		<b>PLASTIC BOTTLES</b>	<b>BIN LABELED "CONTAINERS"</b>
	<b>TELEPHONE BOOKS</b>	<b>BIN LABELED "PAPER PRODUCTS"</b>		<b>EMPTY TONER CARTRIDGES</b>	<b>RETURN TO CENTRAL STORES</b>

# NCSSM TELEPHONE DIRECTORY

MAIN SWITCHBOARD: (919) 416-2600

HOURS: 8 A.M. TO 5 P.M., MONDAY-FRIDAY, SWITCHBOARD OPERATOR ON DUTY

Calls after 5 p.m. Monday-Friday and on weekends and holidays are answered by an automated attendant answering system. An automated directory provides access to extension numbers. **Emergency calls should be directed to the Office of Campus Resources at 416-2711 (If on-campus, dial 9-416-2711 or the Bryan SLI office at 2825).**

## STUDENT LIFE INSTRUCTOR OFFICES

Bryan SLI Office: 2825 / Hill SLI Office: 2827 / Hunt SLI Office: 2826 / Royall SLI Office: 2921

### RESIDENCE HALL PHONES

Beall 1 <sup>st</sup> Floor	2989
Beall 2 <sup>nd</sup> Floor	2990
Beall 3 <sup>rd</sup> Floor	2931
Bryan Lobby	2953
Bryan 2 <sup>nd</sup> Floor	2993
Bryan 3 <sup>rd</sup> Floor (Dorm)	2933
Bryan 3 <sup>rd</sup> Floor	2994
Bryan 4 <sup>th</sup> Floor (Dorm)	2935
Bryan 4 <sup>th</sup> Floor	2934
Hill Entrance	2936
Hill 1 <sup>st</sup> Floor	2937 / 2987
Hill 2 <sup>nd</sup> Floor	2938 / 2988
Hunt Lobby	2956
Hunt 1 <sup>st</sup> Floor West	2981
Hunt 1 <sup>st</sup> Floor Annex	2932
Hunt 2 <sup>nd</sup> Floor East	2939 / 2983
Hunt 2 <sup>nd</sup> Floor West	2940 / 2982
Hunt 3 <sup>rd</sup> Floor East	2941 / 2984
Hunt 3 <sup>rd</sup> Floor West	2942 / 2943
Hunt 4 <sup>th</sup> Floor East	2944 / 2986
Hunt 4 <sup>th</sup> Floor West	2945 / 2985
Reynolds Ground Floor	2946
Reynolds C Ground Floor	2947
Reynolds C 1 <sup>st</sup> Floor	2995
Reynolds C 2 <sup>nd</sup> Floor	2991

Reynolds D 1 <sup>st</sup> Floor	2950
Reynolds D 2 <sup>nd</sup> Floor	2951
Reynolds E Ground Floor	2948
Reynolds E 1 <sup>st</sup> Floor	2949
Reynolds E 2 <sup>nd</sup> Floor	2992
Royall Ground Floor Lounge	2912
Royall 1 <sup>st</sup> Floor Entrance	2908
Royall 1 <sup>st</sup> Floor Hall	2902
Royall 1 <sup>st</sup> Floor Lounge	2901
Royall Ground Floor Entrance	2913

### PAY PHONES

Eilber Physical Education Center	286-9013
ETC Atrium	286-9642

Switchboard	0
Academic Programs Office	2887
Accounting (Accounts Payable)	2787 / 2789
Admissions Office	2850
Alumni/Parent Programs	2870
Art Studio	2731
Director Academic Programs	2888
Athletic Office	2842
Attendance	2929
Boiler Room	2966
Business Office	2793
Cafeteria (Gourmet Services)	2922
Campus Resources (Security) Office	2907
Carpenter Shop	2677
Central Stores	2790
Chancellor's Office	2702
Chief Legal Counsel	2836
Clinic	2891 / 2892
Communications	2872
Computer Center (see Information Technology)	
Copy Center / Media	2919
Counseling Services	2835
Distance Education Technologies	2640
Electric Shop	2675
<b>Distance Ed. &amp; Extended Programs</b>	<b>2876</b>
Food Service	2922 / 2923
Grounds	2679
Housekeeping	2925
Human Resources	2664
Humanities Department	2708
Infirmary	2892
Information Technology Services	2641
Institutional Advancement	2865
Internal Audit	2797
Library, Instructional Technologies and Communications (LIT@COM)	2920
Mailroom	2790
Maintenance	2667
Mathematics Department	2739
Mentorship	2803

Music Department	2732
NCSSM Online	2747
Nurse	2891
Operations	2660
Payroll	2788
PE Center Kitchen	2846
PE Center Training Room	2841
Plant Facilities	2667
Plumbing Shop	2673
Purchasing	2791
Registrar's Office	2977 / 2978
Residential Life Office	2825
Research	2878
Royall Center Receptionist	2706
Science Department	2758
<b>Security *Emergency*</b>	<b>9-416-2711</b>
Shipping and Receiving	2790
SLI Office - BRYAN	2825
SLI Office - HILL	2827
SLI Office - HUNT HALL	2826
SLI Office - ROYALL	2921
Student Activities	2802
Student Life	2800
Summer Ventures in Science and Mathematics	2876
Tours	2850
Visitors Program	2876
Volunteer Services Coordinator	2814
Woolworth Lunch Counter	2927
Work Service Coordinator	2802
Workshops	2876

# ACADEMIC PROGRAMS DIVISION

The Vice Chancellor for Academic Programs is responsible for the overall academic program of students in residence at NCSSM. These responsibilities include leadership in the development of curriculum, implementation of instructional policies and procedures, and recommendations for the appointment and reappointment of faculty.

## NCSSM GRADUATION REQUIREMENTS

Graduation requirements are adopted by the Board of Trustees and published in the NCSSM Course Catalog and the NCSSM Student Handbook. Changes in requirements become effective at the beginning of the school year following their adoption. NCSSM graduation requirements include both academic and residential curricular requirements.

Every student must complete a minimum of five trimester credits of mathematics at NCSSM. Unless a student is placed in a higher level of mathematics upon entry to NCSSM, these units must include completion of MA305 Precalculus and Modeling (or MA355 Precalculus and Modeling with Advanced Topics). Students who begin their mathematics study at NCSSM in Algebra are required to complete six trimester credits.

Each student must earn a minimum of six trimester credits of laboratory science while in residence at NCSSM and show competence in each of three science disciplines (biology, chemistry, and physics), either by completing at least two trimesters of coursework or by passing an exemption test. A student earning exemption in a particular discipline must still complete at least six trimester credits of laboratory science by taking courses in any of the three disciplines.



All juniors are required to enroll in interdisciplinary AS305 American Studies for three trimesters (which provides them with two trimester credits in English, two trimester credits in history/social science, and two trimester credits in core electives). In addition to American Studies, students must earn two additional trimester credits from selected English courses.

Each student is required to master the intermediate level or higher of a world language at NCSSM. Any student who begins a new language in the junior year must continue that language in the senior year, regardless of prior world language credit. Students exempted from the world language requirement are not required to take additional world language courses at NCSSM.

Every student must successfully complete two to five units of core elective credit (depending upon the amount of core-subject requirements) and complete one trimester credit of an activity-based physical education course at NCSSM. They also must receive evaluations of S (or better) in their required Student Life 101 (junior) and 201 (senior) courses, Work Service, Summer Service Learning, and both years of Mini-Term.

(See pg. D2 for a complete description of the residential curricular requirements.)

Core Subject	Credits Earned at Previous School	Minimum Trimester Credits Required at NCSSM	Notes
English	2	4	
Mathematics	2	5	Students must complete precalculus or higher math. Students who enroll in algebra need to complete six trimester credits.
Science	1	6	Students need to complete two trimester credits each in biology, chemistry, and physics. At least three must be completed in the junior year.
History/Social Science	1	2	
World Languages	0	6	Juniors enrolling in intermediate or higher level need only complete three trimester credits.
Physical Activity & Wellness	1	1	
Core Electives	1	Varies*	Students are required to complete enough core elective trimester credits to meet their total core requirement.
<b>Total</b>			Minimum core trimester credits (excluding additional elective courses and special study options) required at NCSSM = 27
Student Life			Final evaluation of "S" (Satisfactory) in each course.
Work Service			Final evaluation of "S" (Satisfactory) in both junior and senior years
Summer Service Learning			Final evaluation of "S" (Satisfactory) in both junior and senior years
Mini-Term			Final evaluation of "S" (Satisfactory) in both junior and senior years

*\*In addition to art and music, the elective category consists of courses from the core curriculum that students select to study beyond the minimum required. A junior student is required to be enrolled in four core courses other than Student Life and physical activity courses in the fall trimester. In succeeding trimesters all students are expected to be enrolled in five core courses.*

### TRIMESTER CREDIT REQUIREMENTS

The minimum credit requirements for graduation from NCSSM are listed in the table above. The Registrar reviews the transcripts of incoming juniors to determine the credits earned at the previous school. To be counted among the earned credits for NCSSM graduation, high school credit must have been recorded on the ninth and tenth grade transcript from the previous school. Any student who has not earned the required credits is informed by the beginning of classes in the junior year which missing credits, if any, must be fulfilled with additional coursework at NCSSM.

Coursework completed at another institution can substitute for the requirements of the eleventh- and twelfth-grade NCSSM program, but only under limited circumstances (see below). To complete the NCSSM program, a student must be in residence at NCSSM for both the junior and senior years. A diploma cannot be awarded to a student under any other circumstances.

Students who do not meet the standards of behavior of the school as outlined in the Code of Student Conduct may be required to withdraw from the School. In such cases, the student is not awarded a diploma. To receive a diploma, a senior must have passing grades in all courses or earned have earned replacement credit and must be free from any pending disciplinary action.

### NCSSM CREDIT FOR COURSES TAKEN AT OTHER INSTITUTIONS

NCSSM intends to offer all courses necessary for students to meet graduation requirements over the two years of enrollment at the School. In addition, NCSSM provides a number of core elective, additional elective,

and Special Study Options to address the special needs, interests, and learning styles of a talented student population. However, given the relatively small total enrollment of the School as well as limited resources for addressing every academic interest and need, NCSSM has established a procedure by which students may seek to earn NCSSM credit for coursework completed at other institutions, as follows:

- The course(s) must be taken during the student’s official enrollment at NCSSM. In other words, it must be taken between the first day of classes junior year and graduation day of senior year. NCSSM credit is not awarded for any course taken between the end of the 10th grade year and first matriculation (first day of classes) at NCSSM or following a student’s commencement from NCSSM.
- The course(s) must be approved by the appropriate NCSSM Vice Chancellor (Academic Programs or Student Life, depending upon the course subject area) prior to the student’s enrollment in the course at another institution. The Vice Chancellor may consult with the appropriate Dean and/or other teachers knowledgeable about the subject to determine whether or not the course is eligible for NCSSM credit in addition to whatever credit the offering institution awards.
- If a course to be taken at another institution is approved for NCSSM credit, a contract is developed with the student, and signed by the parent or guardian, that details how and by whom at NCSSM the student’s progress will be monitored and evaluated. The contract must include any special criteria or conditions for the awarding of NCSSM credit. For example, in some cases, a challenge exam designed and administered by NCSSM may be required.
- Courses taken in the summer between the junior and senior year at NCSSM that are approved for NCSSM credit require a special plan regarding monitoring and evaluation. Since NCSSM does not have a summer term, credit earned for such courses is recorded as spring term, junior year credit with a notation that it was completed in summer after junior year.
- The amount and type of NCSSM credit (i.e. core subject, core elective, or additional elective credit), final grade, and quality points for the grade are determined by NCSSM and conform to the NCSSM grading scale. The final grade and credit may be higher or lower than that recorded by the offering institution.
- Responsibility for any costs (tuition, fees, books, other course materials, etc.) is specified in the contract. Unless the student is required by NCSSM to take the course to meet a core subject graduation requirement, these costs are borne by the student and his/her family.
- If taken during the academic year, enrollment for NCSSM credit in such courses is subject to the same requirements as at NCSSM: students must be enrolled in four core courses in fall of their junior year and in five core courses each term after that. If enrollment in a course(s) at another institution would create an “underload” or an “overload” for a student in part, or all, of an NCSSM term, explicit permission must be granted and any conditions associated with the permission must be part of the established contract.
- Drop/Add criteria, procedures, and deadlines for such courses are the same as for enrollment in courses offered at NCSSM. Exceptions must be approved by the appropriate Vice Chancellor.
- Final authority for decisions regarding NCSSM credit being granted for courses taken at other institutions rests with the appropriate Vice Chancellor for Academic Programs or Student Life, depending on the course subject area.

#### **EXEMPTING COURSE REQUIREMENTS**

Students are not permitted to exempt the NCSSM mathematics, history/social science, or English requirements. However, students who demonstrate exceptional mastery of world language, chemistry, physics, or biology may qualify to exempt some NCSSM graduation requirements. Students who wish

to apply for exemption from one or more of these requirements should review criteria for exemption listed in the NCSSM Course Catalog. There are opportunities to exempt either by a specified score on the Advanced Placement (AP) examination in that subject or by an adequate score on a NCSSM exemption test administered during Orientation at the beginning of the school year.

Students exempting a science requirement must make up the exempted credit by taking other laboratory science course(s) of equal credit approved by the Dean of Science. Students exempting the world language requirement are not required to elect additional world language credit. Yet, in all cases, students must earn a minimum of 27 trimester credits at NCSSM (i.e. by enrolling in core electives) to be eligible for graduation.

An exemption form, signed by the instructor, the appropriate Dean, and the Vice Chancellor for Academic Programs, is filed in the student's educational record in the Registrar's Office. The transcript and proposed coursework of any student receiving exemption from a graduation course requirement is reviewed by the Registrar for compliance with minimum admissions requirements at University of North Carolina institutions. The Registrar will inform the student and parents/guardians in any case where requirements would not be met.

## **COURSE REGISTRATION**

### **SCHEDULE REVISION**

A student may request to drop a course up to three weeks before the end of classes for the trimester of enrollment (specific date noted on the school calendar). If the request is approved, no record of the course appears on the student transcript. For students approved to drop the second or third trimester of a multi-trimester course, the dropped course and a designation of no credit remain on the transcript. In those rare instances where a student is approved to enter a multi-trimester course in the second or third trimester (typically as a level-change to a currently enrolled course), the student transcript reflects a course ending grade and appropriate earned credit for the new course.

It is the responsibility of the student to initiate the course drop process by seeing the Registrar (Watts 102) for a confirmed schedule change. Students may not initiate a course drop in Mentorship after the first four weeks of the initial trimester.

Students should be aware of three important facts regarding their course schedules and subsequent responsibilities: (1) the official schedule provided by the Registrar's Office is the only class schedule the student should follow, (2) no credit is given for attending a class for which the student is not registered regardless of when the student began attending the class (see Course Audit), and (3) no partial credit is given for any course, regardless of the time at which it was dropped, except as specified for certain withdrawals from NCSSM (see Procedures for Student Withdrawal from NCSSM, pg. B18).

### **RESEARCH OPTIONS**

Recognizing the importance of technical and problem-solving skills and the increasing demand for research learning opportunities among our students, NCSSM offers four principal options for focused research. See the applicable section of the NCSSM Course Catalog for specific course descriptions, pre-requisites, and other important information about these opportunities.

For the majority of our students with limited previous research involvement, **Research Experience** courses provide research skills development and the opportunity to complete a comprehensive research project in science, humanities, or computer science. Some of these courses begin in the spring trimester of the junior year with an introductory course laying the groundwork for developing an appropriate project. That is followed by a completion course in the fall or winter trimester of the senior year where the project is implemented and findings presented. Other research offerings are single-term undertakings.

**Mentorship** is for students who want to develop research skills as part of an opportunity to work in an off-campus lab or other real world setting with a research professional. Entry is by application to the Mentorship Coordinator, and the sequence begins in the spring trimester of the junior year with an explorations course designed to prepare students for the mentorship experience. That is followed in the fall and winter trimesters of the senior year with an off-campus mentorship, where students spend two full afternoons each week working on an independent project or as part of an ongoing project currently underway at an area university or in a Research Triangle Park lab under the guidance of one or more mentors.

More advanced courses in a specific scientific discipline—**Research in Biology, Chemistry, Physics, or Computational Science**—are for students who want to initiate or continue an in-depth research project of their own design. Entry is by application to the designated research instructor and requires permission of the Dean of Science. The sequence begins as early as the winter trimester of the junior year and continues up to four trimesters through the planning, investigation, analysis, and presentation of an original research concept or cutting edge idea. Students often participate in summer research programs on campus or in the Triangle area, and/or have the option of entering their work in state or national competitions.

Students earn a research credential in **Mathematics** by successfully completing a two trimester sequence of Research in Mathematics, which begins in the spring of the junior year and completes in fall of the senior year. Entry is by permission of the Dean of Mathematics.

Each spring NCSSM showcases its student research programs in a **Research Symposium**, at which students present the results of their research activities through oral and/or poster presentations to the NCSSM community and invited guests. Interested juniors are encouraged to participate in additional research opportunities available during the summer break. NCSSM sponsored research programs are posted on the school's Web site, while outside research opportunities are made available through individual academic departments and the Counseling Services Office.

#### **SPECIAL STUDY OPTIONS**

**Individualized Study** is a contract between a student enrolled in a course in the regular curriculum and the instructor of that course, allowing students to move at their own pace and style through the course. The normal registration procedures and deadlines apply to the student's enrollment in the course. Once the student is enrolled, an Individualized Study contract may be negotiated at any time the instructor and the student determine it is appropriate. Applications for Individualized Study are available in the Office of the Registrar. Course credit is earned for the successful completion of the course and applied to either graduation requirements in that discipline or to elective credit requirements, as appropriate.

Options for **Independent Study and Seminar-based study** are available to students interested in such opportunities. These study options are subject to the availability of an NCSSM faculty member to serve as sponsor of the study, to meet regularly with the student(s) involved in the study, and to submit appropriate attendance, grade, and progress reports for the student(s) involved in the study. In some instances, the study may involve a non-faculty expert as resource person but this may not be to the exclusion of the regular attendance and integral involvement of the NCSSM faculty member. Application forms for these special study options, along with procedures and deadlines for registration, are published in the student database.

Students may not use Independent Study or Seminar options toward core subject or core elective graduation requirements. Mentorship and approved distance education courses are counted as core elective credit toward graduation. Graduation credit for Individualized Study is credited as for the regular course.

**ADDITIONAL OPPORTUNITIES FOR ACADEMIC CREDIT**

Prior approval of any of the following is required and is the responsibility of the NCSSM Academic Programs Office, in consultation with the appropriate Academic Dean(s):

- Opportunity to complete an NCSSM course for credit in the Summer Academic Recovery Program to earn credit for a course in which the student received a D and which is required for the student to return or graduate. If the Program is successfully completed, the D is replaced with a C-.
- Opportunity to earn replacement credit for a course in which the student received a failing grade when the student successfully completes another appropriate NCSSM course. Both the original grade of “D” or “U” and the new grade earned are part of the student’s record, are displayed on the transcript and, where appropriate, are computed as part of the GPA.
- Opportunity to receive NCSSM credit for a course from another institution when the course is similar in rigor to NCSSM courses, not available from NCSSM, and must be taken to meet a core graduation requirement.
- Opportunity to receive NCSSM credit for a course from another institution when the course is similar in rigor to NCSSM courses but not available from NCSSM; and if we deem the course to be essential to the student’s educational development to merit NCSSM credit.

**COURSE AUDIT**

The instructor of any course may grant or withhold permission to audit. If an instructor permits a student to attend a class for which the student is not registered, the student is considered to be auditing the class. Students auditing a course cannot (1) use a place in the class needed for a student enrolling for credit, (2) earn credit for the course, or (3) have the course recorded on the transcript.

**TUTORIALS**

Each instructor is on duty at a specific time to provide tutorial assistance to students. Students in academic difficulty, in need of review, or in need of individualized help are expected to take advantage of these sessions. These times may be in the evening or during the class day. Each instructor informs the students in class when she/he will be available and posts information regarding his/her office hours and tutorial schedule in the Focus database.

**ADVANCED PLACEMENT TESTING**

The Academic Programs Office coordinates Advanced Placement (AP) testing at NCSSM on the dates specified each year by the College Board. Only those AP Exams ordered in advance by students are administered. In December, students are requested to fill out an “Intent to take the AP Exam” form. They then complete an actual registration in January, and payment for all tests is required at that time.

**Refund Policy:** Students may receive a full refund if they cancel any exam prior to the ordering of all AP exams (typically in February). After exams have been ordered, only partial refunds may be available. To cancel an exam a student has registered and paid for, she/he must fill out the cancellation paperwork and refund request **TWO WEEKS PRIOR TO THE EXAM DATE**. If funds are available after all AP program costs are covered, students who completed the cancellation paperwork in a timely manner may receive a partial refund in June. The actual amount of any refund will not be determined until June, and will be less unused exam fees, processing charges and proctor charges. Any student, who misses an exam and has not completed cancellation paperwork prior to two weeks of the exam date, will not receive any kind of credit or refund.

Note: Exams must start on time. Any student arriving late to any exam may not be permitted to take the exam and will not receive a refund.

## **ACADEMIC COURSE EXPECTATIONS**

At the beginning of each course, instructors at NCSSM distribute to their respective classes written information to help students be successful. This information includes expectations regarding academic honesty, criteria for what constitutes a tardy, procedures regarding late work, and procedures for determining the course grade. Instructors also make available a course outline or syllabus.

### **ACADEMIC HONESTY**

Instructors are expected to make clear to all students in their courses what their specific expectations are about academic honesty and to include this information in their course expectations statement. Students are responsible for understanding what style of assignment preparation is acceptable to the instructor, and when and if collaboration is allowed. Students are expected to act in an ethical and honorable manner at all times.

All work turned in by a student should be the result of his or her own efforts unless otherwise instructed. All tests and quizzes are done individually with no help from others. Specific instructions on how to collaborate are given for any assignments that are completed with a partner or a group. Faculty or student tutorials are available to students provided the teacher permits getting help on the assignment. It is to a student's advantage to make a serious attempt at the assignment before seeking help. For essays and research assignments, students must cite all sources for ideas that are not their own. For a guide to citing sources and avoiding plagiarism, see [www.dlt.ncssm.edu/write\\_prog](http://www.dlt.ncssm.edu/write_prog)

The following are considered a breach of academic honesty:

1. Giving or receiving help during a test or quiz;
2. Discussing the contents of a test or quiz;
3. Programming unauthorized information into electronic devices to be used during a test or quiz;
4. Completing graded assignments for other students - violation for both the giver and recipient of the work;
5. Collaborating on assignments that have clearly been designated as individual work;
6. Not citing correct sources for ideas and evidence in written and, in some cases, oral work;
7. Taking credit for more work on an assigned group project than was actually contributed.

An instructor who suspects that a student has violated academic honesty expectations should discuss the situation with the student and, on the basis of that discussion, decide whether the perception is accurate or inaccurate. If the instructor believes that a violation did occur, the procedures stated in the Code of Student Conduct should be followed. In accordance with school-wide policies and the list above, the instructor sets the standard for what does or does not constitute academic dishonesty in a specific class.

### **TEXTBOOK PROCEDURES**

Textbooks for every course at NCSSM are issued to students from the central bookroom located next to the student cafeteria. At the beginning of each trimester a formal schedule for textbook distribution by residential hall is posted, and the bookroom is open to service students' needs on a regular basis throughout the academic year. To check out textbooks, students must bring their personal NCSSM identification card and a copy of their official class schedule. Students are encouraged to write their name in each book as they are responsible for all books checked out on their cards. Although textbooks at NCSSM are provided for student use free of charge; lost, damaged, or stolen books are each student's financial responsibility.

At the end of each trimester, students are expected to return all textbooks due to the central bookroom immediately following their course exam. For continuing courses, textbooks may be checked out for multiple trimesters or renewed. If books that are due are not returned, the student is prohibited from checking out any further textbooks or NCSSM library materials. Those students and parents are notified via e-mail. If the books due are not returned within five academic days, they are marked as lost and the student's security deposit is debited for the books' replacement cost.

Note: There is a \$10 processing charge for every book lost, damaged, or needing repair.

At the end of the academic year, juniors who have not returned their books or fully covered their replacement cost may not be allowed to return to NCSSM for their senior year. Seniors who have not returned their books or fully covered their replacement cost may be denied their diploma and/or have a hold placed on their final transcript (i.e. no official notification is forwarded to their intended college or university that they have met the requirements for NCSSM graduation).

### **LAPTOP COMPUTERS IN THE CLASSROOM**

Students are encouraged to use laptop computers for appropriate academic purposes in the classroom. However, such distracting activities as Web browsing, checking e-mail or instant messaging are specifically prohibited and will be sanctioned—typically as a Level I—under the Code of Student Conduct. Instructors include a statement regarding the use of computers in their course expectations. When necessary, instructors, subject to the approval of their Dean, specify times or activities in their classroom for which computer use is inappropriate. Expectations for laptop use are consistent across multi-section courses.

### **HOMEWORK EXPECTATIONS**

As our students face a challenging workload in multiple courses each trimester, instructors in core academic courses are expected to limit out of class assignments to that which most students can reasonably complete according to the following table:

<b>Class time per week</b>	<b>Out of class time per week</b>	<b>Total time per week</b>
1 hour	2 hours	3 hours
2 hours	3 hours	5 hours
3 hours	4 hours	7 hours
4 hours	5 hours	9 hours
5 hours	6 hours	11 hours

For example, in a typical mathematics course that meets four class periods per week including lab (approximately 4 hours) homework assignments will be limited to that which most students, most of the time should be able to accomplish in 5 additional hours over the entire week. Permission must be granted by the Vice Chancellor for Academic Programs for courses to require more than the allotted hours (indicated above) to complete out of class work.

Homework assignments (whether in written or electronic format) can be made due at any time between 8:00 a.m. and 10:00 p.m. on a regular academic day, but should not be made due any time between 10:00 p.m. and 8:00 a.m. If an assignment will be due at any time on the day after it is made, the instructor must have alerted students of the anticipated assignment in class that day and provided the full assignment with instructions (in written or electronic format) no later than 5:00 p.m.

### **ASSIGNMENTS OVER EXTENDED WEEKENDS AND BREAKS**

Ensuring that students are able to fully relax and visit with family during scheduled Extended Weekends and Breaks (i.e. Winter, Trimester, etc.) in the academic calendar benefits the entire school community. Thus, no assignments will be made that obligate students to complete them during such holiday periods.

Specifically, no major written or electronic assignments (see definition under Scheduling of Major Assignments and Tests below) will be due within the first 24 hours of the students' anticipated return to campus from a scheduled holiday. For example, if an Extended Weekend ends at 12:00 midnight on Monday, no major written or electronic assignments will be due prior to the beginning of the class day on Wednesday. This includes assignments announced in advance on the course syllabus.

As for reading assignments or other non-major activities required to effectively participate in the first class following a holiday period, all such preparatory assignments will be made at least 24 hours prior to the students' anticipated departure from campus. For example, if students are expected to depart for Spring Break at 5:00 p.m. on Friday, all reading or other non-major preparatory assignments necessary for the first day back will be made by the end of the regular class day (i.e. 5:00 p.m.) on Thursday.

### PROCEDURES REGARDING SENSITIVE MATERIALS

NCSSM has, as two of its primary responsibilities, the education of some of North Carolina's most academically promising students and the development of innovative curriculum to improve science and mathematics education statewide. Both of these responsibilities are likely at times to lead into controversial areas in seeking to aid students in their intellectual and social development.

When a lesson includes controversial subject matter or educational materials that might be upsetting or offensive to some students in the class, instructors follow NCSSM procedures for securing their Dean's permission. Sometimes the instructor edits the materials to exclude the potentially offensive components yet protect the educational value of the materials. At other times, the instructor gives notice to the students well in advance of the lesson, providing sufficient information about the materials so that the students may determine whether they might be upset or offended. Students may then choose an alternate assignment, provided by the instructor, if they prefer not to use or view the potentially offensive primary material. Instructors handle such student preferences in a manner that does not cause embarrassment or undue stress to the students.

### ATTENDANCE GUIDELINES AND PROCEDURES

Guidelines and procedures governing mandatory attendance administered by the Academic Programs Office are described below. The responsibilities stated here do not in any circumstances excuse the student from following official sign-out procedures when leaving campus or from securing parent or guardian permission forms required by Student Life.

### CLASS ABSENCES AND TARDIES

It is the responsibility of every student at NCSSM to attend **all** scheduled classes, meetings or other required activities on each academic day. Instructors enter into the school database a report of student attendance for all class periods. It is imperative that students be both present and on time to each of their classes to avoid disrupting other students and to fully benefit from the learning opportunities afforded. The same is true for all required meetings and mandatory community activities.

A student who is up to 5 minutes late to a scheduled class (or activity) is dealt with by the instructor in accordance with his/her published course expectations. A student who misses from 5 up to 15 minutes of a scheduled class period (or activity) is reported as **Tardy (T)**, and a student who is from 15 up to 25 minutes late is reported as **Severely Tardy (ST)**. Following the initial report of a tardy by any instructor—which is treated as a warning with no response—the student is assigned thirty minutes of the next Attendance Restricted Study (Saturday morning at 8:00 a.m.) for each Tardy and assigned one hour of the next Attendance Restricted Study for each Severely Tardy. If a student misses 25 minutes or more of a single class period (or required activity), the instructor reports the student as absent for that day's class.

Repeated tardies result in additional sanctions as follows:

- 5th Tardy – four afternoons Restricted Study (4:30 p.m. - 5:30 p.m.) with no exceptions for clubs, athletics, or other extracurricular activities.
- 10th Tardy – four nights Room Restriction beginning at 8:30 p.m.
- 15th Tardy (and each subsequent multiple of 5) – will be charged as a Level II with a Weekend at Home Restriction (from 5:00 p.m. Friday to 5:00 p.m. Sunday) as the standard sanction.

Absences from class or other required activities are coded as **medical (M)**, **excused (E)**, **approved (A)**, or **unexcused (U)** by the Attendance Coordinator. Absences caused by illness are generally coded as medical,

provided appropriate NCSSM personnel verify the illness. Students who are ill should report to the clinic prior to missing any class or required activity. The clinic advises the Attendance Coordinator when students have been authorized to miss a class or activity because of illness by providing records of clinic visits each school day. Students who have been excused by a Counselor for emotional or psychological reasons are reported to the Attendance Coordinator and are coded as excused. Students who are excused from classes for medical reasons are not allowed to participate in extracurricular activities and are confined to their hall for the remainder of the day. A violation of this rule automatically changes medically excused absences to unexcused absences.

Provided they are requested in advance and approved according to school policies on excused absences, absences due to school sanctioned activities (e.g. field trips, athletic events, AP tests), verified emergency situations (either at home or school), religious observances required by the faith of a student and not included in the School Calendar, and other required events over which students (or their parents) have no control in scheduling, are coded as excused. The number of days for which absences can be excused for religious observances is up to and including five. NCSSM staff members are obligated to provide students an opportunity to make up work missed as a result of absences coded as either medical or excused.

It is expected that students, with their parent/guardian's assistance, will make every effort to avoid scheduling any outside activities (e.g. family events, college visits, off-campus medical appointments) that conflict with classes or other required activities. Thus, NCSSM allows a student no more than **two** non-school related approved absences in a trimester course. Exceeding this maximum number of non-school related absences will result in the denial of a request for approval or an unexcused absence(s). The student is responsible for arranging make-up work for approved absences at the convenience of the instructor and student.

Students who will be absent from one or more scheduled classes or required activities for any reason (except a verified illness or emergency) must request approval by submitting a completed Prior Approval of School Absence form to the Academic Programs Office at least two academic days, or five academic days for a lab class, before the date of the absence. Written parental permission must be attached to all Prior Approval of School Absence forms for requests that are not school related. Absences about which instructors express reservations may be coded as unexcused.

Class absences that are not caused by illness or an emergency situation, or are not specified and approved by appropriate NCSSM personnel on a Prior Approval of School Absence form, are coded as unexcused. Instructors are **not** required to provide an opportunity to make up work missed during an unexcused absence. Notice of any absence coded unexcused is provided students electronically by the Attendance Coordinator. Students have two academic days from the date of notification to present to the Academic Programs Office written documentation showing the coding as unexcused to be incorrect.

A report of all class absences (regardless of code) is readily available to students and their parents online in the school's student database. As NCSSM places a high priority on learning opportunities in the classroom, a student who for any reason misses ten classes in the same course during a single trimester will not be granted academic credit without the specific permission of the Vice Chancellor for Academic Programs.

#### **RESPONSE TO ACCUMULATED UNEXCUSED ABSENCES**

Unexcused absences are addressed under the disciplinary provisions of the NCSSM Code of Student Conduct. There is no response for the first unexcused absence reported each year. The second such absence is addressed by notification of parents or guardian along with the NCSSM Support Team (i.e. Advisor, Student Life Instructor and Counselor) and a mandatory meeting with the NCSSM Attendance Coordinator. The accumulation of four unexcused absences results in a **Level II** violation, notification of parents and NCSSM Support Team, an informal hearing with the Director of Academic Programs (or Residential Life) and appropriate sanctions (e.g. study hall, labor detail).

Two additional unexcused absences (a total of six throughout the year) warrants a second **Level II** charge,

and the resulting notification and informal hearing with the Director of Academic Programs (or Residential Life) as above, along with potential penalties of increased severity (e.g. in-room restriction, required essay). Students who accumulate eight unexcused absences over the course of the academic year are charged with a **Level III** violation of the Code of Student Conduct and have an administrative hearing with the Vice Chancellor for Student Life or Academic Programs. Parents or guardian are asked to be present, and penalties (in addition to those cited for previous violations above) may include loss of student leadership position or athletic participation, at-home suspension, and extended probation. If the total of a student's unexcused absences over the academic year reaches ten a second **Level III** violation is charged, again resulting in a formal hearing for which dismissal is a potential outcome.

### **LATE OR MAKE-UP WORK**

Students are expected to complete and submit all coursework, exams, quizzes and labs by the deadlines established by the instructor. Late Work (i.e. failure to complete a course assignment by the announced deadline) is reported in the school's database and penalized with the same sanction as that for a Severely Tardy—one-hour of Restricted Study at 8:00 a.m. on Saturday morning. Students will be reported for Late Work only once for any assignment that remains outstanding, however they may continue to accrue a grading penalty based on the number of days any assignment is late.

Repeated incidents of Late Work result in the same additional sanctions as for multiple tardies (listed above). However the count of Tardies (whether standard or severe) will remain entirely **separate** from that of Late Work. For example, over the course of the academic year, a student could accumulate four Tardies and four Late Work incidents and still not be charged with a multiple violation; however, a student with no Tardies but five Late Work incidents will be penalized for the multiple Late Work. Consequently, it is very important that students either complete each assignment on time or contact their instructor in advance to arrange for an extension.

Instructors may establish further procedures regarding late work for particular courses in the statement of Courses Expectations distributed at the beginning of each course. However, no such work (except Trimester exams) may be accepted after the last class day in each grading period. Trimester Exams must be completed no later than the examination period scheduled for that course.

When students do not complete and submit assigned work due to an excused or approved absence, they are allowed to make up the work on a schedule established by meeting with the instructor. If at all possible, this meeting should occur prior to the day of the absence. The additional time to make up the work will vary depending on the subject and the nature of the assignment. All sections of the same course, however, have the same policy for make-up work.

### **COMPENSATORY TIME FOR STUDENTS**

Instructors may occasionally require attendance at an activity occurring outside the regularly scheduled class period. When this happens, the instructor provides a comparable amount of compensatory time during which the students need not attend the class. This procedure is appropriate if the instructor (1) determines that the activity cannot be scheduled during the regular meeting time for the class, and (2) provides compensatory time to the students as close in time as possible to the required activity. The impact on students' normal schedules is minimized thereby. In most cases compensatory time is provided during the same week as the required activity.

### **SCHEDULING OF MAJOR ASSIGNMENTS AND TESTS**

In order to effectively distribute the academic workload and to allow our students to do their best work, major assignments and tests are scheduled throughout the trimester according to a weekly calendar developed by Academic Programs. Weeks are designated as being available to a combination of science, mathematics, humanities, applied science and interdisciplinary elective classes, for testing and/or the completion of major assignments.

For the purposes of the Testing and Major Assignments Calendar, any individual assessment activity (test, quiz, etc.) that requires over 25 minutes of a class block (or lab), or which accounts for 10% or more of any trimester grade, is considered a test. Any written assignment, portfolio, or other project outside of class that requires four or more hours of homework time, or which accounts for 10% or more of any trimester grade, is considered a major assignment.

The Testing and Major Assignments Calendar is posted in the School's student database, published in the Student Planner, and distributed to all faculty and staff who work directly with students. Any questions regarding the interpretation or implementation of the calendar, or requests for individual alteration or relief, should be addressed to the Vice Chancellor for Academic Programs.

#### **NOTIFICATION OF MAJOR ASSIGNMENTS AND TESTS**

The scheduled due date for Major Assignments and Tests, in most cases, is incorporated in the syllabus provided students by the instructor(s) for every course. However, as unforeseen events or alterations in curriculum may require the modification or addition of such assignments, appropriate notification is essential to allow students to effectively plan their preparation and do their best work.

Specifically, any major assignment or test (see Testing and Major Assignments Calendar for definition) either not included in the syllabus or with an altered due date from that originally indicated, is announced no later than five calendar days in advance. For example, if a Mathematics test originally planned in the course syllabus for Thursday will be moved earlier to Tuesday, announcement of that change is made by the previous Thursday.

#### **RELIEF FROM MULTIPLE MAJOR ASSIGNMENTS OR TESTS**

Students at NCSSM are expected to effectively manage their time so as to complete multiple assignments each academic day. However, it is particularly important on major assignments and tests that they be allowed to fully demonstrate the learning they have accomplished. Thus, any student who has more than two such assignments (see Testing and Major Assignments Calendar for definition) falling due on the same day may request relief.

In any such case, as early as possible—but no later than 48 hours (two days) in advance—the student submits his/her request to the Academic Programs Office specifying the courses, instructors, and assignments involved. Academic Programs confirms the multiple assignment conflict by contacting the individual instructors, and determines the best course of action to take in order to provide relief. The student and instructor then are notified of the approved change—no later than 24 hours in advance.

#### **TRIMESTER EXAMINATIONS**

Trimester examinations, two hours in length, provide a special review and learning experience for students. In the week preceding the examinations (with some exceptions) only daily assignments may be made in classes, according to deadline dates published in the Testing and Major Assignments Calendar.

Trimester exams are scheduled according to an established rotation. The examination schedule is published annually, and students are required to be present for examinations at the times scheduled. Requests to have this schedule adjusted for individual students in cases of illness or dire family emergency are considered by the Vice Chancellor for Student Life. The Vice Chancellor for Student Life reviews such requests and, if approved, works with both the student and the instructor to arrange optimum scheduling. Students with two or more exams scheduled during the same period, or with three or more exams scheduled consecutively, see the Vice Chancellor or Director of Academic Programs for help in rescheduling.

NCSSM instructors design assessment activities to fit the needs of their students and the characteristics of the material being taught. The two-hour examination period at the end of a trimester is not always the best means to assess student progress. Instructors may use alternative activities in lieu of trimester and final exams provided that they do not unduly diminish student ability to prepare for other exams and that they meet the guidelines described herein.

Alternative activities in lieu of Trimester and final exams are those that the students complete at a time other than the exam period assigned in the published exam schedule. The format (e.g. written, oral, performance) does not affect whether it is considered to be an alternative activity. Regardless of format, if the student does the principal work to complete the exam activity during the assigned period (or, in the case of a makeup exam, during the time worked out with the instructor), it is not considered an alternative activity.

Instructors planning an alternative activity in lieu of trimester or final exams notify their Dean by the end of the third week of the trimester in which they intend to use it. Notification is made each Trimester such an alternative activity is used and must include the date on which the alternative activity will be made due. With approval from the Dean, an alternative activity may be due at any time up to and including the period assigned in the published exam schedule.

Students enrolled in classes using an alternative activity for the Trimester or final exam must still meet with the instructor during the assigned exam period in order to submit the completed activity and/or accomplish any other activities designated by the instructor.

## **EVALUATION AND GRADING**

There are three trimester grade-reporting periods each year. Students' progress reports are recorded in letter grades with the majority of courses using:

- A** = Outstanding achievement
- B** = Superior, meeting all course requirements
- C** = Acceptable, minimally meeting requirements of course
- D** = Unsatisfactory, no NCSSM credit toward graduation

The following evaluation system is used for reporting student progress in Summer Service Learning, Work Service, Mini-Term, Student Life 101 and 201, and other designated courses:

- S** = Satisfactory
- U** = Unsatisfactory

A "+" or "-" may be added to grades of A, B, and C. Grades of D+, D-, S+, S-, U+, and U- are not recognized as valid evaluations by NCSSM.

Special Study Options, as outlined in the Course Catalog, are evaluated with A, B, C, D, or S, U as established at the time of registration.

Instructor comments accompany grades according to the following schedule:

- Trimester 1** - Comments for all grades for all students
- Trimester 2** - Comments for students with grades of C-, D, or U
- Trimester 3** - Comments for all grades for all juniors

In Trimesters 2 or 3, instructors may write comments for other students.

Trimester Progress Reports are readily available to the student, parents or guardian, Advisor, Counselor, and Student Life Instructor online in the School's student database. Additional reporting of a student's progress is made during each term through Mid-Term Progress Reports and the "Four Report" (student in danger of failing) and are available in the School's student database according to the dates published in the NCSSM calendar.

Letter grades are recorded on Trimester Progress Reports and on transcripts. Transcripts sent to colleges or to other organizations to which students apply are accompanied by the NCSSM School Profile, which includes information on the junior grades and standardized test performance of the NCSSM senior class.

### **MIDTERM PROGRESS REPORTS**

During each Trimester, Midterm Progress Reports are issued for each student in every course. They are not intended to be a formal grade, but represent the instructor's best estimate of the student's progress to that point. The reporting code uses the numbers 1, 2, and 3:

**1** = approximately B+ or higher

**2** = approximately B to C+

**3** = C or below. Students with two trimester grades of C- are on probation. A grade of D is failing. Consultation with the instructor is recommended.

For any Midterm Assessment of "3", teachers are required to record a comment summarizing problems that may be contributing to the student's poor performance, as well as suggestions for improvement. Midterm Progress Reports are released through School's student database to the student, parents or guardian, and Support Team (Advisor, Counselor, and Student Life Instructor) according to the published schedule.

### **THE "FOUR REPORT"**

Approximately two weeks prior to the end of each term, an additional progress report is issued by teachers for any student with a 50% or greater likelihood of failing the term or the course. In such instances, a progress report of "4" is recorded:

**4** = C- or D. Student is in danger of failing the term or the course.

The teacher also includes a comment with the assessment summarizing the student's performance to date.

### **GRADING EXPECTATIONS**

A minimum of six graded assignments, two of which are major assignments, are to be expected in every course for each trimester grading period. Major assignments include tests, papers, laboratory reports, presentations, portfolios, and others that cover a substantial amount of material and comprise at least 10% of the trimester grade, as determined by the teacher. Minor assignments include quizzes, homework problem sets, reader responses, class participation, and others that cover less material and comprise less than 10% of the trimester grade, as determined by the teacher. At least one major and two minor assignments are to be graded and returned to the student prior to the Midterm Progress Report.

For the best learning environment, students should receive feedback as soon as practical after they submit an assignment. Therefore assignments are expected to be graded and returned as follows:

- Major Assignments no later than ten academic days after the due date.
- Minor Assignments no later than five academic days after the due date.

Despite individual differences in instruction, the grading scale and weighting of assignments is the same for all sections of multi-section courses, and there are roughly the same number of major assignments (plus or minus one) per trimester grading period for all sections of the same course.

### **GRADE OF "INCOMPLETE"**

When unusual circumstances (e.g. extended or sudden illness of the student, death or other crisis in the student's family, accommodations pursuant to a documented disability) prevent the student from completing or submitting assigned work or tests within these guidelines the instructor may request permission to report a grade of INCOMPLETE.

The instructor sends an e-mail to the Vice Chancellor for Student Life as soon as the instructor becomes

aware of the possible need for a grade of INCOMPLETE. Then the instructor records a grade of "I" and fills in the Form in the School's student database. On the Form, the instructor specifies what the student's grade would be if no credit were earned for the incomplete work. The Vice Chancellor for Student Life then researches the circumstances related to the request and determines approval. If not approved, the instructor is notified and the grade specified by the instructor if no credit were earned for the incomplete work is recorded instead.

Except for special circumstances, verified by the Vice Chancellor for Student Life, all grades of INCOMPLETE are removed within 10 school days after the close of the trimester grading period. Students have the responsibility of completing their obligations in the course and earning a permanent grade before the end of the 10 day period. The instructor is responsible for reporting the new grade to the Registrar by that deadline. Incomplete grades recorded in the Registrar's Office beyond this 10 day period are replaced by the grade indicated by the instructor on the Form.

### **PROCEDURES FOR REQUESTING REVIEW OF A GRADE**

Maintenance of student records and transcripts is a paramount legal and ethical responsibility for the NCSSM community. It is vital that records are accurate and that the process used in their development reflects, and fulfills, this obligation. To protect students against those rare circumstances that result in a student receiving an incorrect grade from computation or clerical errors or inconsistent application of published grading practices as part of a course syllabus or inconsistent application of school policies, the following procedures are established to permit a review and change of grade.

After verified grades are signed and submitted to the Registrar, an instructor who agrees that a grade has been incorrectly assigned due to computation or clerical error or inconsistent application of grading practices as distributed in the course syllabus may submit a "Request for Permission to Change Grade" form to the Department Dean. The Dean reviews the circumstances surrounding the request and forwards to the Vice Chancellor for Academic Programs a recommendation regarding the requested grade change. The Vice Chancellor for Academic Programs acts on the recommendation and forwards the request for grade change form to the Registrar, who notifies the appropriate individuals.

In instances where the instructor is unavailable to students after the close of the year, or if the instructor does not agree that a grade change is appropriate, a student may contact the appropriate Department Dean for a review of the grade. The Dean reviews the circumstances surrounding the request and forwards a recommendation to the Vice Chancellor for Academic Programs, who acts on it as stated above. In the absence of the Department Dean, the student may directly contact the Vice Chancellor for Academic Programs. All requests for review of a grade must be made within 15 calendar days of when report cards are distributed. Except in circumstances described in the following paragraph, the Vice Chancellor's decision is final.

If the requested grade change affects whether a junior student will be invited to return or a senior student will be able to graduate, the student may request an informal hearing by the Vice Chancellor for Academic Programs, who will hold the hearing and make a decision within ten working days of receiving the request. A decision against a student's being able to return or graduate may be appealed to the Chancellor of NCSSM within two working days. The Chancellor may meet with the student and parents/guardians or request additional information prior to rendering a decision in writing. Unless there are extenuating circumstances, the Chancellor will provide a decision within five working days. In all grade appeal hearings and meetings, attorneys for the students or the school are not allowed to attend. The Chancellor's decision on grade appeals is final.

## QUALITY POINTS AND GPA

The Quality Point value of courses is reflected in the NCSSM course numbering system:

**QUALITY POINTS AWARDED BY LETTER GRADE**

COURSE #	DESCRIPTION	QUALITY POINTS AWARDED BY LETTER GRADE			
		A+ / A / A-	B+ / B / B-	C+ / C / C-	D
300 - 349	<b>Introductory level courses that meet a core NCSSM graduation requirement (comparable to honors level courses at many high schools)</b>	5.0	4.0	3.0	0.0
350 - 399	<b>Meet one or more of the following criteria:</b> <ul style="list-style-type: none"> <li>• accelerated versions of classes at the 300 – 349 level</li> <li>• courses that require prerequisites taken at NCSSM</li> <li>• courses at a level higher than a typical high school honors course</li> <li>• courses that are for seniors only</li> </ul>	5.5	4.5	3.5	0.0
400 - 449	<b>Courses at the level of introductory college courses and/or that help prepare students to take an Advanced Placement examination</b>	6.0	5.0	4.0	0.0
450 - 499	<b>Courses that deal with topics beyond those of introductory college courses</b>	6.0	5.0	4.0	0.0

### GRADE POINT AVERAGE

Because numerous college and scholarship applications now require grade point average (GPA), student GPA is computed and reported on the NCSSM Official Transcript. Every transcript includes course grades and (if reported by previous high school) GPA for the student’s ninth- and tenth-grade years. The GPA computed by NCSSM is based entirely on coursework completed at NCSSM in the student’s eleventh- and twelfth-grade years. NCSSM does not rank its students by GPA.

The NCSSM course numbering system reflects the level of the course and the quality point weighting for the grades earned in the course. All courses are at the Honors level or higher. Physical Activity & Wellness, Student Life Curriculum, Work Service, and Summer Service Learning are graduation requirements, however, these courses, along with Special Study Options, carry no quality points and are not computed in the GPA.

## STUDENT RECORDS

### STUDENTS’ EDUCATION RECORDS AT THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS: ANNUAL NOTIFICATION OF RIGHTS

Certain personally identifiable information about students (“education records”) may be maintained at the North Carolina School of Science and Mathematics (NCSSM). Education records maintained at NCSSM are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a parent/eligible student may inspect his or her education records. If the parent/eligible student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the parent/eligible student may request amendment to the record by submitting a written request to the NCSSM Office of the Registrar. FERPA also provides that a student’s personally identifiable information may not be released to someone else unless (1) the parent/student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the parent/student’s consent. Such provisions are listed in the North Carolina School of Science and Mathematics Policies and Procedures under the Family Educational Rights and Privacy Act of 1974, copies of which are available in the NCSSM Office of the Registrar.

One exception, which permits disclosure without consent, is disclosure to NCSSM school officials who have a legitimate educational interest in the information. An NCSSM school official is a person employed by NCSSM as an administrator, supervisor, instructor, or support staff member (including health or medical staff and Campus Resources Personnel); a person serving on the NCSSM Board of Trustees; a person or company with whom NCSSM has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official duty, (including Residential Life Assistant, selection committees and disciplinary or grievance committees) or assisting another NCSSM official in performing his or her tasks. Such officials are deemed to have a “legitimate educational interest” in the information if it is necessary or desirable for them to obtain the information in order to carry out their official duties and/or to implement the policies of NCSSM.

As provided by FERPA, parents/students are hereby notified that it is the policy of NCSSM to forward education records to officials of another school in which the student seeks or intends to enroll, without notifying the parent/student of such transfer of records. As a constituent institution of the University of North Carolina (UNC), NCSSM also may disclose the student’s education records, without prior notification of the parent/student, to another UNC institution if an NCSSM student seeks to apply and/or transfer from one of the seventeen UNC campuses to another.

FERPA also provides that NCSSM may define certain information from the education record as “directory information” which may be released without prior consent of the parent/student. NCSSM defines the following as “directory information”: student’s name, name(s) of parents, address, telephone listing, county, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, video and/or audio recordings made by NCSSM or made by others authorized by NCSSM, dates of attendance, date of graduation, awards received, and the most recent previous school attended by the student. A parent/eligible student who objects to the release of any or all of this information without prior consent must notify, in writing, the NCSSM Office of the Registrar by September 10 of each school year. Such a request to not release directory information means that no information about the student will be released except to NCSSM officials, as described in paragraph 3, except with the express written consent of the parent or student. If no objection is received by September 10, the information will be classified as directory information until the beginning of the next academic year.

To request to review records, request an amendment to records, request the North Carolina School of Science and Mathematics Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974, or to file an appeal, contact the NCSSM Office of the Registrar, P.O. Box 2418, Durham, NC 27715-2418. Telephone: 919-416-2977. Email: registrar@ncssm.edu.

Complaints alleging violations by NCSSM of the provisions of FERPA or the regulations promulgated thereunder may be submitted in writing to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

#### **STUDENTS’ EDUCATION RECORDS AT THE UNIVERSITY OF NORTH CAROLINA GENERAL ADMINISTRATION: ANNUAL NOTIFICATION OF RIGHTS**

Certain personally identifiable information about students (“education records”) may be maintained at the University of North Carolina General Administration, which serves the Board of Governors of the University system. This student information may be the same as, or derivative of, information maintained by a constituent institution of the University; or it may be additional information. Whatever their origins, education records maintained at General Administration are subject to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA provides that a student may inspect his or her education records. If the student finds the records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the student may request amendment to the record. FERPA also provides that a student’s personally identifiable information may

not be released to someone else unless (1) the student has given a proper consent for disclosure or (2) provisions of FERPA or federal regulations issued pursuant to FERPA permit the information to be released without the student's consent.

A student may file with the U.S. Department of Education a complaint concerning failure of General Administration or an institution to comply with FERPA.

The policies of the University of North Carolina General Administration concerning FERPA may be inspected in the office at each constituent institution designated to maintain the FERPA policies of the institution. Policies of General Administration may also be accessed in the office of the secretary of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, North Carolina.

Further details about FERPA and FERPA procedures at General Administration are to be found in the referenced policies. Questions about the policies may be directed to the Division of Legal Affairs, The University of North Carolina General Administration, Annex Building, 910 Raleigh Road, Chapel Hill, North Carolina (mailing address Post Office Box 2688, Chapel Hill, NC 27515-2688; telephone: 919-962-4588). Edition 5/95

### **CHANGE OF PERMANENT ADDRESS**

The School requires that parents or guardians make current addresses and telephone numbers available at all times. This information is essential for use in emergency situations and for compliance with the North Carolina residency requirement. Changes to this contact information should be made by the parent in the School's student database or by calling the Registrar's Office at (919) 416-2977 or 416-2978.

### **STUDENT TRANSCRIPTS**

The NCSSM transcript includes grades and units of credit earned at the prior school during the student's ninth and tenth academic years, and grades and units of credit earned at NCSSM for academic years 11 and 12. Only course-ending grades are included on the NCSSM transcript for multi-trimester courses taken in the junior year. Multi-trimester courses taken in the senior year show each term grade and the course-ending grade on the NCSSM transcript.

PSAT, SAT I and SAT Subject Tests, and ACT scores are shown as a part of the NCSSM course transcript. The highest scores on these standardized tests, for which the School receives an official score report from the testing agency, are recorded as part of the NCSSM transcript, regardless of the score. NCSSM honors testing agency options that enable students to withhold certain scores when the student has followed testing agency procedures for such options. Advanced Placement scores are NOT shown on the NCSSM transcript. Students make their own arrangements with the Advanced Placement Program for reporting of these scores to the colleges of their choosing.

Students request transcripts through the School's student database. Such requests are processed by the Office of Counseling Services. The School issues two types of transcripts. Official transcripts are released upon signed permission of the student to the mailing addresses of institutions and organizations. If a student requests a copy of a transcript and does not provide an appropriate institutional or organizational mailing address, a copy of the transcript is given directly to the student. Such a transcript is stamped "Student Copy." There is no student charge for transcripts. Because of the confidential nature of the material, the School does not fax transcripts.

## **PROCEDURES FOR STUDENT WITHDRAWAL FROM NCSSM**

Students are permitted to withdraw from NCSSM upon completing the withdrawal procedure. Students planning to withdraw consult the Vice Chancellor for Student Life who explains the withdrawal procedure, provides the withdrawal form, and schedules an exit interview. Students are required to leave the NCSSM campus before 5 p.m. on the effective date of the withdrawal. The withdrawing student is required to return

library materials to the Library, textbooks to the Bookroom, and keys to the Student Life Instructor. In the case of a judicial withdrawal, the student may be restricted from returning to the campus.

A reason for withdrawal is indicated on the withdrawal form. There are three types of withdrawals: (1) academic, for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements; (2) judicial, for students who fail to meet disciplinary requirements or leave NCSSM with a pending judicial hearing or with a judicial hearing decision under appeal; and (3) voluntary, for students who feel that their academic and personal needs and interests would best be met in another learning environment. The student, parent or guardian, and Vice Chancellor for Student Life sign the withdrawal form, which constitutes a final decision. The form is filed in the student's education record in the Registrar's Office.

An official copy of the NCSSM transcript, grades-in-progress, immunization records, and other appropriate records are sent to the school in which the student seeks or intends to enroll. For students who leave NCSSM after the first trimester of an academic year, but prior to the end of that academic year, credit is recorded for any course in which a passing grade was earned for the first or second trimester.

## **ELIGIBILITY FOR CONTINUED ENROLLMENT AT NCSSM**

### **NORTH CAROLINA RESIDENCY REQUIREMENT**

It is the policy of the North Carolina School of Science and Mathematics to enroll only students whose custodial parent or legal guardian has either established permanent legal residency in North Carolina or is an active duty member of the armed services who is abiding in North Carolina incident to active military duty, provided the student shares the abode of that parent, by December 1 of the school year in which the student applies for admission (the tenth grade year) and who otherwise meet the admissions criteria of the school. Students may enroll at the opening of the school year if their parents or guardians have maintained legal residency or abode in North Carolina. Eligibility to remain enrolled in the School shall terminate at the end of any school year during which the student's parent/guardian no longer maintains legal residency or abode.

(The complete "Residency" policy is on page K23.)

Questions concerning the effect of a change from North Carolina residence status by parents or guardians should be referred to the Vice Chancellor for Academic Programs at (919) 416-2886.

### **MINIMUM/MAXIMUM COURSE REQUIREMENTS**

A junior student must be enrolled in four core courses other than Physical Activity and Wellness in the fall trimester. In succeeding trimesters students are expected to be enrolled in five core courses. Students with special circumstances may be approved by the Vice Chancellor for Student Life to have a reduced course load. If approved for a reduced course load, the student is required to have an academic support plan specifying actions and strategies for academic success in the remaining classes. This plan will include, but is not limited to, mandatory attendance at Supervised Study and Restricted Study. The plan must be approved by the Vice Chancellor for Student Life and filed with the Registrar's Office before the student's schedule may be changed to reflect the reduced course load. Students wishing to enroll in more than five core courses must have permission from the Vice Chancellor for Academic Programs. Criteria considered for such permission include earning all A's or A's with no more than one B in the prior term. Students with two B's may sometimes be approved for a provisional overload. In this case, the Vice Chancellor checks with the student's teachers a few weeks into the term. If academic performance is suffering, the student may be required to drop the extra class. Physical activity courses, Student Life 101/201, designated mathematics and social science courses, music courses, art courses, and Special Study Options are not included in these minimums or maximums.

### STUDENTS HAVING ACADEMIC DIFFICULTY

After Mid-Term Progress Reports (MTPRs) are issued, information is compiled on students having academic difficulty, including student name, each course in which the student has a MTPR of 3, teacher name, comment from the teacher (taken from MTPR), major disciplinary offences (Level II and above), and class attendance record. The teacher comment identifies performance problems and makes suggestions for improvement. This report is reviewed by the Vice Chancellors of Student Life and Academic Programs and the Deans, including Counseling. The Vice Chancellors also see that the Support Teams of these students are notified. The information provides the basis for any needed intervention.

Approximately two weeks from the end of the trimester, teachers enter a flag in the student information system for each of their students who is “in danger of failing” for the trimester. “In danger of failing” is interpreted as having a 50% or greater chance of failing. The teacher also enters a comment updating the student’s status since MTPRs. This information, also including updated information from the first report, is provided to the Vice Chancellors and Deans. Deans follow up with each of their faculty members who contributed a flag to ensure and document that appropriate steps of support, notification of parents and support team, etc. have occurred. Counseling and the Offices of Student Life and Academic Programs use these reports to intervene with students and contact parents as needed.

### ACADEMIC PROBATION

Students who receive two or more trimester grades below C or any one grade of D or U and are allowed to remain at NCSSM through the Academic Review Procedure, are placed on Academic Probation for the following trimester. The Advisor, Counselor, and Student Life Instructor constitute the Academic Support Team. This team works with the student and parents/guardians to develop an Academic Support Plan of Action for increased academic success. Such a plan may include, but is not limited to: required tutorial attendance; mandatory study hall; study contract; study partners; dropping a sport or extracurricular activity; dropping a Special Study Option; dropping an elective; or adjusting course placement. Students on Academic Probation are required to attend Supervised Study.

### ACADEMIC REVIEW PROCEDURE

In keeping with the NCSSM philosophy, success is an expected academic outcome for students. NCSSM recognizes, however, that the School’s living/learning environment is not appropriate for all students. Many factors influence success, including inherent ability, work ethic, level of commitment, level of effort, family support, willingness to seek and accept help, prior opportunities, and the ability to adjust to the communal life of a residence hall. The Vice Chancellor for Academic Programs reviews the academic status of all students at the end of each trimester and determines whether it is in the best interest of the student to continue at NCSSM or whether NCSSM should facilitate a smooth transition to another learning environment.

A student receives written notice to either withdraw or petition if she/he: receives a D or a U (Unsatisfactory) as a trimester or course-ending grade; does not meet requirements to be invited to attend NCSSM for the senior year; or fails during any trimester to make satisfactory progress toward graduation. **NOTE: Seniors who have a trimester OR a course-ending grade of D or U in the third trimester are not eligible to graduate but are required to withdraw from NCSSM or appeal to remain. Such students are not permitted to march at graduation but will receive their diploma later in the summer if their appeal is successful and they successfully complete the prescribed Summer Academic Recovery Program.**

A student who is required to petition or withdraw may appeal by submitting a written appeal petition to the appropriate administrator within three days. For physical activity courses, Student Life 101 and 201, Residential Life, Summer Service Learning, and Work Service, that administrator is the Vice Chancellor for Student Life. For all other core and elective courses, that administrator is the Vice Chancellor for Academic Programs. The Vice Chancellors consult with each other and with the student’s support team and instructors before making a decision regarding the appeal. The student may continue to attend classes

during the appeal process. Criteria for making the decision include but are not limited to:

- Likelihood that the student will be able to complete graduation requirements
- Number of courses or residential life areas in which the student received a C-, D, or U
- Number of trimesters on probation
- Number and content of supplemental reports
- Number of unexcused class absences
- Compliance with any existing action plan for academic probation or improvement
- Compliance with any existing disciplinary sanction
- Demonstrated work ethic, level of commitment and effort, family support, willingness to seek and accept help, and prior opportunities
- Demonstrated ability to adjust to the communal life of a residence hall, to cope with being away from home, and to handle one's personal, emotional or adjustment difficulties

If the appeal is upheld, there will be a new Academic Support Plan of Action or Individualized Support Plan developed that the student is required to follow in order to continue enrollment. Along with any other requirements, the Plan includes successful completion of an appropriate course to replace the credit lost because of any course-ending "D" or "U". The appropriate course, if possible, is the course in which the student received the course-ending "D" or "U". Non-compliance with such a plan or plans could be cause for dismissal from NCSSM.

If the appeal is not upheld, the student must either withdraw within three days or request a review by the Chancellor. The request for review must be received in writing within three days of receiving the decision. The student may continue to attend classes during the review process. The Chancellor will review all written documents and materials. If any additional information is needed the Chancellor may decide to meet with the student and parents/guardians. The Chancellor's decision is final.

### **SUMMER ACADEMIC RECOVERY PLAN**

Eligibility - The Summer Academic Recovery Plan is for students who:

- receive a "D" in a course during any trimester of the preceding year, and
- have not already successfully completed a "credit replacement" course, and
- wish to try to qualify, respectively, to graduate (seniors) or return for the senior year (juniors).

Students who have more than one "D" for which they have not already successfully completed a credit replacement course are not eligible to participate in this program.

Procedure - A student applies for a Summer Academic Recovery Plan through the Academic Programs Office. As part of the enrollment process, the student and parent(s), agree in writing to a date specified by the Vice Chancellor for Academic Programs for completion of an assessment procedure to measure what the student has learned. Depending on the course, the assessment procedure could consist of an exam, project, or other activities. The student and parent(s) also agree in writing to the School's determination of how the final grade in the course will be determined. If the student successfully completes the Program, the "D" on the transcript is replaced with a "C-".

The student may choose to prepare for the exam and/or other assessment procedure in any of several different ways. These include a course at another institution, an online course, tutoring to be arranged by the student's family, study under the supervision of a faculty member at NCSSM, or some other means. Regardless of the how the student prepares for the exam, however, whether the student successfully passes the course and has the "D" replaced with a "C-" on the transcript depends on her/his final grade incorporating the grade(s) on the assessment.

Cost(s) - The Summer Academic Recovery Plan is a fee-for-service option offered outside the regular academic program. The costs of the Summer Academic Recovery Plan are borne by the student's family. Depending on the method chosen by the student and family to prepare for the assessment, these could include the cost of preparing the assessment, housing, residential supervision, meals, or other items. The costs of these items and the total cost are agreed upon in writing prior to the start of the program.

### **ELIGIBILITY FOR ENROLLMENT IN THE SENIOR YEAR**

Students are invited to attend NCSSM as juniors and then as seniors through different and separate processes. Juniors invited to attend for the senior year must have on file at the School (1) a completed and signed form declaring the Intent To Reenroll for the senior year and (2) a completed and signed form declaring a commitment to abide by the Code of Student Conduct, Policy on Substance Abuse, and Acceptable Use Policy, as published in the NCSSM Student Handbook, and (3) a completed and signed Confidential Parent/Guardian Form; and must have met academic eligibility requirements described below. Final registration for the senior year also requires completion of the Summer Service Learning requirement and payment of outstanding financial obligations to the School. These requirements must be met before a student may report to the NCSSM campus for the opening of the senior year.

To be academically eligible to return for the senior year NCSSM juniors must have earned credit in all NCSSM core courses required in the junior year for a total of 15 trimester credits in core courses, may have no trimester grade of D or U in spring of the junior year, and have earned a final grade of S (Satisfactory) in Student Life 101, Mini-Term, and Work Service. **NOTE: Juniors who have a trimester OR a course-ending grade of D or U in the third trimester are required to withdraw from NCSSM or appeal to return for the senior year. Such students may or may not be if their appeal is successful and if they successfully complete any prescribed Summer Recovery Program, may return for the senior year on a probationary status.**

### **ELIGIBILITY TO GRADUATE FROM NCSSM**

To be academically eligible to graduate from NCSSM, seniors must have earned credit, with a final grade of C- or above, in all NCSSM core courses required in the junior and senior years (for a total of 27 or more trimester credits in core courses), may have no trimester grade of D or U in spring of the senior year, and must have earned a final grade of S (Satisfactory) in Student Life 101/201, Mini-Term, Summer Service Learning and Work Service. **NOTE: Seniors who have a trimester OR a course-ending grade of D or U in the third trimester are not eligible to graduate but are required to withdraw from NCSSM or appeal to remain. Such students may or may not be permitted to march at graduation but will receive their diploma later in the summer if their appeal is successful and they successfully complete the prescribed Summer Academic Recovery Program.**

## **INTERNATIONAL TRAVEL**

As NCSSM strives to maximize safety on any international travel to or from the campus, an NCSSM Travel Policy has been approved by the Executive Committee of the Board of Trustees. Principal points of that policy are included below:

Travel safety may be affected by medical conditions, terrorism, civil unrest and declared or undeclared war.

Taking into account information from various federal agencies, the NCSSM Travel Committee, and the Pandemic Flu Committee, the Vice Chancellor for Academic Programs maintains a List of Countries with Restricted Travel and procedures for minimizing risk to the NCSSM community and individuals due to these concerns. Any NCSSM Community members who are planning travel to a country on this list must notify the Vice Chancellor for Academic Programs prior to their travel to obtain instructions and/or restrictions on return to campus. With regard to health-related restrictions, requirements for re-entry to NCSSM may include self-quarantine as well as other measures.

Regardless of whether the Vice Chancellor for Academic Programs has issued travel bans or restrictions for a country or specific area, NCSSM students, faculty, other staff or program participants who are planning or participating in travel to a foreign country also have an obligation. If they learn of a medical situation such as a viral outbreak or other hazardous situation, they must immediately notify the Vice Chancellor for Academic Programs to obtain instructions and/or restrictions on return to campus.

No school-sponsored travel is allowed to countries that have reported human cases of H5N1 (avian) influenza. The Centers for Disease Control and Prevention (CDC) does not recommend any travel restrictions to countries with known H5N1 (avian) influenza outbreaks in animals at this time. However, the CDC does advise travelers to countries with known outbreaks of H5N1 influenza to avoid poultry farms, contact with animals in live food markets and any surfaces that appear to be contaminated with feces from poultry or other animals. In an effort to ensure the health and safety of the NCSSM community, the School requires that no NCSSM Community member travel to poultry farms in avian influenza-affected countries, primarily Southeastern Asian countries. Any NCSSM Community member who has contact with animals in live food markets and any surfaces that appear to be contaminated with feces from poultry or other animals must immediately notify the Vice Chancellor for Academic Programs to obtain instructions and/or restrictions on return to campus.

These procedures are disseminated in students' enrollment and orientation packets, student handbooks, and communications to parents and new employees. The list of restricted countries, which is periodically updated in response to information on Web sites including those of the U.S. State Department, World Health Organization, and World Organization for Animal Health, is available through the Academic Programs Office or on AlertNCSSM.

These restrictions are also applied to travel by international students or other individuals coming to NCSSM.

#### **SCHOOL SANCTIONED TRIPS**

All school sanctioned trips involving travel outside the United States, whether during Mini-Term or at any other time throughout the calendar year, must be approved by the NCSSM Travel Committee—consisting of (but not limited to) the Vice Chancellor for Academic Programs and the Vice Chancellor for Student Life.

Requests for approval of international travel should be submitted to the Academic Programs Office by the responsible staff member as early as possible in the planning stages of a trip, and approval must be granted prior to signing any contracts with travel related vendors and/or collecting any funds from students or adults.

Approval requests should include the following:

- Specific dates and location(s) of intended travel
- Anticipated number and description of intended travelers (e.g. Japanese language students, robotics team, any qualified student, etc.)
- Academic involvement or intent
- Description of travel arrangement and anticipated cost per traveler (student and/or adult)

In making its approval decisions, the NCSSM Travel Committee will consider the health and safety of students and staff, the unique academic merit of planned activities (i.e. whether similar opportunities are available to students or their families on vacations and breaks), as well as overall cost. Preference will be given to trips specifically focused on the related talents and academic interests of our students. No trips will be approved to countries on the restricted travel list (see link to Travel Policy and Country List on AlertNCSSM).

In all cases, arrangements and payment for any passports, visas or other documentation required for international travel will be the responsibility of the student's parent or guardian. NCSSM students holding non-US passports should be particularly aware of the necessity to thoroughly investigate current travel and/or immigration restrictions and requirements.

# LIT@COM

## LIBRARY, INSTRUCTIONAL TECHNOLOGIES AND COMMUNICATIONS

LIT@COM is organized into three units: (1) the Grace Breslin and Borden Mace Library, (2) Instructional Technologies (formerly called Media Service), and (3) the Communications Center (formerly called the Copy Center). LIT@COM services are described in greater detail on its Web site: [www.ncssm.edu/library](http://www.ncssm.edu/library)

### LIBRARY

The Library is located on the first floor of the Bryan Center and is open:

<b>Monday - Thursday</b>	<b>8:00 a.m. to 10:00 p.m.</b>
<b>Friday</b>	<b>8:00 a.m. to 5:00 p.m.</b>
<b>Sunday</b>	<b>5:00 p.m. to 10:00 p.m.</b>

On days when students are returning from extended weekends, the Library is open from 5 p.m. to 10 p.m. On an official NCSSM holiday, the library will reopen on the day following the holiday at 8 a.m.

### LIBRARY CARDS

A personal NCSSM ID card with either an embedded barcode or a LIT@COM patron bar code taped to the back is required to check out materials. Users are responsible for all items checked out on their cards. Lost or stolen cards must be reported to Campus Resources immediately. Replacement Library cards are issued by the Campus Resources department.

### LIBRARY SERVICES

- Books, periodicals, newspapers, maps, reference books, CD music, CD audiobooks, photographic images
- Audiovisuals: VHS educational and entertainment videocassettes, DVD educational and entertainment programs
- Online information databases accessible via [www.ncssm.edu/library](http://www.ncssm.edu/library), then “Quick Links” pull-down menu
- NC LIVE remote access to full text online information databases ([www.nclive.org](http://www.nclive.org))
- Reserve materials and eReserves on Q Drive
- Interlibrary Loan (ILL)
- Digital video editing: video transfer and editing station
- Small group study rooms with VCRs, DVD players and network connectivity
- Computer lab/classroom with SmartBoard and HDTV monitor
- Digital transformation services in the **Sight and Sound Studio**, Room #24, with DVD player, DVD recorder, CD-ROM player, CD-ROM recorder, dual audiocassette player/recorder, LP record player, VCR, Digital slide scanner, and AM/FM receiver.

### ONLINE CATALOG VIA THE WWW

Patrons can search the NCSSM Library Catalog and other Information Databases from any computer on campus that is connected to the Internet, including the Library Lab and the E-Lab. The most direct way to access NCSSM’s I) Online Catalog, and II) Subscriptions to online information databases and resources, is:

- (1) Go to NCSSM’s homepage: [www.ncssm.edu](http://www.ncssm.edu)
- (2) Click on the “Academics” menu on the left and select “Library.”

I. From the LIT@COM Web site, to access the Library’s Online Catalog called Destiny:

- A) Click on the “Catalog” button
- B) Click on the blue link: “North Carolina School of Science and Mathematics Borden Mace Library”
- C) To search the Online Catalog, click on the “Catalog” tab at the top of the page

II. From the LIT@COM Web site, to access the Library’s online information database:

- A) Click on the “Quick Links” down arrow to automatically log on to one of the online information databases
- B) Select and double click on one of the online information resources within the list

**CIRCULATION SERVICES**

Library resources are available to all faculty, staff, and students. The same circulation loan periods apply to all users. Faculty needing library materials throughout the trimester for curriculum support may request an extended trimester loan period. All materials circulate with the exception of reference books and reserve materials. The prompt return of all materials is necessary to provide the maximum availability of materials. Users are notified by e-mail when materials are overdue.

<u>Format</u>	<u>Loan Period</u>
Books .....	3 weeks
Audio Books .....	3 weeks
Videos .....	5 days
DVDs .....	5 days
CDs (music) .....	5 days
Instructional Audiovisuals (kits, slides, posters, prints, LP records) .....	3 weeks

**CIRCULATION LIMITS AND RENEWALS**

- Students may have a total of ten items checked out at one time.
- A maximum of three entertainment CDs, DVDs, or videocassettes may be in circulation at one time.
- A maximum of two renewals can be placed on library materials if not on hold for another patron.

**OVERDUE, LOST OR DAMAGED MATERIALS**

When a patron notifies the Library Staff that an item on the library account is lost, the item is marked lost in the Circulation account of the patron. The item is sent to lost status but remains connected to the patron account. If the item is not located at the end of a trimester, a charge which includes the cost of the item plus a \$10.00 processing charge is created for the patron. If the patron is a student, the charges are submitted to the Student Account section located in Focus. The Business Office accountant bills the patron’s family for the amount which needs to be reimbursed to the student’s security deposit. When the billing is completed, the charges are then removed from the patron’s library account.

At the end of the trimester, parents and students are notified via e-mail of the items that were not returned to the library and are on the student’s library account. After five days, if the items are not returned, these items are sent to the lost status in the circulation accounts and a charge which includes the cost of the item plus a \$10.00 processing charge is created for the patron. The charges are submitted to the Student Account section located in Focus. The business office accountant bills the patron’s family for the amount which needs to be reimbursed to the student’s security deposit. When the billing is completed, the charges are then removed from the patron’s library account.

For staff members who declare an item lost, a charge will be created for the cost of the item plus the \$10.00 processing charge. The staff member will settle the charges with the Business Office.

When an item is declared LOST, the fines are overridden in the circulation account.

## **INTERLIBRARY LOAN SERVICES**

The Borden Mace Library is a member of the North Carolina Library and Information Network. The Library Staff is able to borrow library materials from local and regional libraries for students and staff. Procedures for requesting Interlibrary Loans include:

- Exhaust NCSSM resources
- Meet with the ILL Librarian
- Complete and submit an ILL request form for each item

Patrons should allow 7 to 10 business days for processing and delivery.

## **INSTRUCTIONAL TECHNOLOGIES (MEDIA SERVICES)**

[www.ncssm.edu/library/instructional.technologies.html](http://www.ncssm.edu/library/instructional.technologies.html)

The hours are Monday through Friday from 8:00 a.m to 5:00 p.m.

Instructional Technologies is located within the Borden Mace Library. Its resources and services are available to all faculty, staff and students. The broad departmental services includes: 1) Media Equipment, 2) Classroom Technologies, 3) Media Production, Editing, and Transformation, and 4) the Library Computer Lab.

### **MEDIA EQUIPMENT:**

Staff in Instructional Technologies reserve and loan audiovisual equipment to faculty and staff, instruct users on how to operate audiovisual equipment, and manage the audiovisual equipment in the classrooms. Equipment operating instructions are posted on the LIT@COM homepage. Multimedia production services are available on a self-service basis. Assistance with producing, editing, duplicating and transferring to media digital formats using professional equipment is provided on an appointment basis.

### **AUDIOVISUAL EQUIPMENT AVAILABLE FOR LOAN:**

Sound systems, microphones, DVD players ,VCR/Television combination units, stand alone TV monitor/receivers, Overhead Projectors, Public Address Units, Audio Cassette Players, CD-ROM Players, Portable Sound systems, Flip Charts, Data/Video Projectors, Slide Projectors, Digital still cameras, Digital video cameras, Portable screens, and iPods are loaned.

### **AUDIOVISUAL EQUIPMENT LOAN POLICIES:**

Similar to Library practices, a personal NCSSM ID card with barcode is required for any equipment loan transaction.

- The normal circulation period for equipment is the same day. Equipment checked out for daytime classroom use must be returned by 4:00 p.m.
- Circulation periods may be negotiated based upon need and availability.
- For equipment to be delivered and/or picked up, a reservation must be placed at least one working day in advance.
- Equipment borrowed overnight must be returned within one hour of the Library's opening the next business day.
- Only faculty and staff can check out equipment. Students must seek the written consent and signature of a sponsoring faculty or staff member to check out equipment.
- An equipment request is tentative until the Instructional Technologies staff can confirm its availability.

**CLASSROOM TECHNOLOGIES**

All classrooms are also equipped with data/video projector, multimedia speakers, and an interface box. To project information from the network or to play a DVD, instructors should interface their notebook computer with the interface box. Interface cables should be available in the classroom. Instructional Technologies maintains the equipment in these classrooms and offers training on the use of the equipment.

**MEDIA PRODUCTION, EDITING, AND TRANSFER**

**The Sight and Sound Studio**, located in Room 24 of the Library, offers the following services that enable most media formats to be created, edited or transferred to another format in accordance with copyright laws:

- Media duplication
- Audio and video capture and editing
- Page layout and design
- Desktop publishing
- Web authoring and editing
- Optical character recognition (OCR)
- Image editing
- Digital Transformation:
  - a Audiocassette to CD
  - b LP to CD
  - c VHS to DVD
  - d 35 mm slides to digital images stored on a CD
  - e flat art or print text to digital formats

**REFERENCE AND TECHNOLOGY SUPPORT**

The Library is staffed by both professionals and students who provide reference and technology support. Walk in to the Library and Smart Bar or make an appointment for help.

- Staff members include Dr. Boltz, Director; Ms. Cox, Librarian; Mr. Myles, Library Technical Assistant; and Marlyse MacDonald and Hannah Rozear, Evening Librarians.
- LIT@COM Liaisons are senior leaders selected for their love of the library, research and technical expertise, and excellence in customer service. Visit the program homepage, [www.ncssm.edu/library/liaisons](http://www.ncssm.edu/library/liaisons), for more information.
- The Smart Bar, modeled after the Apple Genius Bar, is staffed by juniors and seniors who have self-identified as technology experts. Visit the program homepage, [www.ncssm.edu/library/smart-bar](http://www.ncssm.edu/library/smart-bar), for more information.

## **COMMUNICATIONS CENTER**

[www.ncssm.edu/library/communications.html](http://www.ncssm.edu/library/communications.html)

The Communications Center is located on the ground level of the Bryan Center and is open Monday through Friday: 7:30 a.m. to 4:30 p.m. It may also be used after hours by faculty and staff by checking out the key from the Library's Circulation Desk during normal Library hours.

### DOCUMENT PRINTING, COPYING AND FINISHING SERVICES

All Communications Center services are provided as a fee-for-service. The cost for copying is the same per page whether it is self-service, provided by the Communications Center, or sent through the network. However there is a two-tiered cost depending on whether the request is for NCSSM or personal business. Jobs requested by staff which support NCSSM programs are billed to departmental accounts. Jobs requested by students and staff for their own personal use are charged at separate rate which is comparable to local businesses in order to comply with the Umstead Act. Students required to have services provided in support of an NCSSM program must secure the permission of the teacher or sponsor for it to be billed to an NCSSM account.

	NCSSM BUSINESS	PERSONAL BUSINESS
B & W walk-up photocopying	2 cents / page	10 cents / page
B & W network printing	2 cents / page	5 cents / page
Color copying	15 cents / page	30 cents / page
Color network printing	15 cents / page	Unavailable
Color photo / poster printing (up to 44" wide, unlimited length)		
Matte	\$2.50 / square ft.	Unavailable
B & W transparencies	10 cents / sheet	20 cents / sheet
Color Transparencies	25 cents / sheet	50 cents / sheet
Laminating (up to 18" wide)	\$2 / linear ft.	Unavailable
Laminating (up to 24" wide)	\$1 / square ft.	Unavailable
Dry-mounting (up to standard 24" X 36" poster)	\$15	Unavailable
Dry-mounting / square foot (odd size or banner)	\$2.50 / square ft.	Unavailable
Laminating & dry mounting (up to 24" X 36")	\$21	Unavailable
Laminating & dry mounting / square foot	\$3.50 / square ft.	Unavailable
Faxing	No charge	\$1 / page
GBC binding	75 cents / volume	Unavailable

NCSSM maintains over 60 networked printers and copiers for student and staff use distributed across the campus. To encourage cost effective and responsible printing and efficient document reproduction the following procedures govern printing and copying at NCSSM:

1. Departments are billed .02 per page for b & w copies and .15 per page for color copies.
2. Departments must acquire from Central Stores their own printer cartridges for departmental networked and stand-alone printers.
3. Departments must acquire from Central Stores their own white paper for departmental laser printing and faxing.
4. The Communications Center provides white paper and supplies for public printers only.
5. Central Stores will stock all types of requested printer cartridges and white printer paper.

### STUDENT PRINTING

NCSSM recommends that students purchase an inexpensive, inkjet style printers for dorm use and that students coordinate these purchases with roommates. However, there may be occasions when students want to print documents or Web sites from a computer in a lab or from their wireless computer to a nearby public laser printer for convenience sake.

Networked printing for students is handled on a fee-for-service basis at five cents per page (100 pages for \$5, 200 pages for \$10, etc.). Students can purchase from the Library access to network printing in increments of 100 pages at five cents per page, or \$5. The Library immediately activates the number of purchased pages which can be printed to any NCSSM public printer. Students may print content which is both personal and academic from either a private or public computer and the price/page will be based on the output device, five cents per page for networked printers.

**COPYING/PRINTING BY COMMUNICATIONS CENTER STAFF**

To request copying/printing services:

1. Bring the originals to the Communications Center along with a completed Communications Center work order form.
2. Place the job in the Communications Center in-box, or give it directly to the Communications Center Manager.

Communications Center staff use the work order to prioritize jobs according to time submitted, time needed, job requirements, and perceived institutional priority. The number of original pages and any additional finishing services determines turn-around times:

# COPIES	TURN AROUND TIME
1 to 750	1 business day
751+	2 business days

**Requests for collating, binding, or special colored paper inserts require an additional business day.** Patrons needing a faster turn-around time should consult with the Communications Center Manager to determine if the request is feasible.

Completed jobs are available for pick-up in the Communications Center by the turn-around time indicated. Upon request, the Communications Center will notify the patron by phone or e-mail when the job is completed. The Communications Center will also deliver completed jobs to faculty/staff mailboxes upon request.

**COPYING/PRINTING: SELF-SERVICE FOR STAFF**

Satellite copiers located outside of the Communications Center should be used as self-service, express copiers for jobs that **do not exceed ten minutes or 350 copies**. Jobs of more than 350 copies, or requiring special or complex finishing services, should be taken to the Communications Center for processing by Communications Center staff.

The self-service copiers operate on a 5-digit departmental code that enables the departmental budgets to be billed for services. To ensure security of their codes, Departments may wish to restrict use of the copier code only to adult staff, send jobs via the network, or drop off copy jobs to the Communications Center for processing.

**All students making copies for faculty or staff must have in their possession an authorized photocopy pass issued by the Communications Center.**

<u>Self-service B&amp;W copiers are located in:</u>	<u>Type of Copier Network</u>	<u>Printer Server Name (\\NITROGEN\...)</u>
Watts Workroom (105 Watts)	Toshiba Networked	Copier1stWatts
Bryan 18 Mailroom (outside Library)	Toshiba Networked	Copier1stBryan
2nd Watts / Business Office	Toshiba Networked	Copier2ndWatts

Communications Center (ground Bryan)	Toshiba Networked	CopierCommunicationsCenterB&W
Communications Center B&W (high speed)	Toshiba Networked	CopierRicohHighSpeed1Communications
Communications Center B&W (high speed)	Toshiba Networked	CopierRicohHighSpeed2Communications
Royall Center	Toshiba Networked	Copier2ndRoyall
Communications Center <b>Color</b> Copying	Ricoh Lanier	ColorCopierCommunications
ETC Room 328 <b>Color</b> Copying	Ricoh Lanier	ColorCopierRicohETC

**FAXING**

Faculty, staff, and students may send outbound faxes in the Communications Center. Unless otherwise specified on the fax cover sheet, the default in-bound fax number will be (919-416-2890) for the fax machine located in the Academic Programs Office in 102 Watts. Confidentiality is not guaranteed on any of the public fax machines. The Communications Center’s staff must assist users when sending a fax long distance in order to input a password. Business related faxes are provided at no-charge. Personal faxes are billed at \$1.00 per page.

**TRANSPARENCIES FOR STUDENTS**

Black and white transparencies are best made using the Toshiba digital copiers in: Watts 105, Bryan 18, Watts 2nd or in the Communications Center. Contact the Communications Center Manager for training on the proper use of this function. Blank transparencies for these copiers are available in the Communications Center. Color transparencies are made using the Ricoh Lanier Color copier/printer in the Communications Center at 15 cents per page. **Do Not Make Transparencies using “Generic Transparency Film.”**

**COLOR COPYING FOR STUDENTS**

Color copying for students is not available through the network. However, students can purchase NCSSM-related color photocopies from the manager of the Communications Center for 15 cents per page.

# STUDENT LIFE DIVISION

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The Vice Chancellor for Student Life is in charge of the Student Life Division, which is comprised of the following departments: Counseling Services, Physical Activity and Wellness, Residential Life, Student Services, contracted Food Services and contracted Health Services.

Programs in Student Life which are graduation requirements include: Service Learning (Community Service), Physical Activity and Wellness, Work Service and Student Life 101/201.

Significant learning and personal growth and development occur outside the classroom at NCSSM. It is this area for which the Student Life Division assumes responsibility. Because NCSSM is a residential school, it is an essential requirement that all students reside on campus at least four nights per week. The Student Life staff is here to support and guide students as they continue to grow intellectually and socially into the responsible scholars, leaders and citizens we hope they will become.

Students in the living/learning environment at NCSSM are expected to be familiar with this Handbook and all information that will be provided in class, in the residence hall and/or electronically. Knowledge of the information contained herein, as well as in the Code of Conduct (Board Approved Policy VI in Table of Contents), and other guidelines they will receive from their Student Life Instructor is vital for students to be informed and to ensure a positive residential experience. NCSSM students are expected to demonstrate sound judgment and accountability for their decisions and actions, including making reasonable inquiries before undertaking actions which may compromise the health and/or safety of the individual or community.

## **STUDENT ASSISTANCE**

Students who have a real financial need may request funds from the Vice Chancellor for Student Life on an individual basis. This money comes from a discretionary fund set aside to help students.

## **STUDENT LIFE GRADUATION REQUIREMENTS**

### **SUCCESSFUL COMPLETION OF SERVICE LEARNING (COMMUNITY SERVICE)**

Service Learning (Community Service) is an NCSSM graduation requirement for which students receive a grade of either Satisfactory or Unsatisfactory. Any student who fails to complete Service Learning along the given guidelines will not be able to graduate from NCSSM.

The Service Learning requirement at NCSSM has been a staple since the School's beginning. The philosophy behind this requirement is that students will be able to give back to their home communities, whose support provides the opportunity for them to attend the School. Also behind this requirement is the hope that students will experience personal and emotional growth and develop a continuing interest in volunteerism, even after the end of their projects.

Students are expected to do a minimum of sixty hours of Service Learning within North Carolina and to follow the guidelines and expectations established for Service Learning. Because of the original philosophy behind Service Learning (giving back to North Carolina residents), no project that does not originate in North Carolina will be approved. The only exceptions to this are for students who live with a parent out of state during the summer, and students who live in a county bordering another state where doing Service Learning is more accessible in the bordering state.

Students are not allowed to receive any monetary compensation for their Service Learning hours. These hours are strictly voluntary and unpaid. Students must turn in several forms relating to Service Learning, and they have the final responsibility to ensure that the Service Learning Office receives these forms. These forms will be sent to students along with appropriate instructions during the spring. Students are expected to keep a day-to-day journal chronicling their experiences. In addition, each student must complete a fact sheet and interview a staff member and client from his/her agency. Students are also expected to complete their Service Learning

hours in a timely manner and these hours should be completed before arriving at NCSSM. Rising seniors who do not complete their hours before the set arrival date for seniors in August will not be allowed to return for their senior year. After completing Service Learning, students are required to participate in a reflection sharing session. Guidelines as to the structure and content will be provided to each student.

### **ONE-HALF UNIT OF CREDIT FOR PHYSICAL ACTIVITY & WELLNESS**

All junior students are required to successfully complete a term of either PA100 Varsity Sports or another activity-based PA course. PA 150\*/PA152\* Sports Medicine I/II does not meet NCSSM graduation requirements in physical activity and wellness. Students who enter NCSSM with a deficiency of physical activity credit must also successfully complete an additional term of physical activity/wellness for each .50 unit of deficiency. Such deficiencies may be satisfied by either additional terms of PA 100 Varsity Sports or one, or more, activity-based course(s), though courses may not be repeated for credit. NOTE: Though students may be involved in a varsity sport each term, they receive credit for PA 100 Varsity Sports only once unless satisfying a documented entering credit deficiency in physical activity.

### **SUCCESSFUL COMPLETION OF WORK SERVICE**

Work Service is an NCSSM graduation requirement, for which students receive a grade. At the end of each trimester, students are evaluated on their Work Service performance with a Satisfactory (S) or Unsatisfactory (U) rating, as well as comments from their supervisor. An Unsatisfactory grade for the year could result in a junior not being asked back for his or her senior year, or a senior not being able to graduate from NCSSM.

Each student at NCSSM is expected to be involved in one of many Work Service areas for three hours each week. The Work Service Program cooperates with various faculty and staff members to give students opportunities to contribute in some manner to the life and growth of the School. The program is designed to meet the diverse needs of the School community. Juniors work one trimester either for the grounds department or the cafeteria. Seniors generally remain in the same job for the entire year.

### **SUCCESSFUL COMPLETION OF STUDENT LIFE 101/201**

Student Life 101/201 is the curricular component of the holistic education provided at The North Carolina School of Science and Mathematics through the Student Life Division. Successful completion of SL101 as a junior and SL201 as a senior is a graduation requirement. These courses are designed to provide students with the knowledge, skills, and experiences to assist them in their success in a residential setting and in life after leaving NCSSM. The curriculum utilizes the residential goals as outlined in the School's Mission Statement.

Student Life 101's first and second trimester topics include Communication and Conflict Resolution, Personal Safety, Study Skills and Time Management, Alcohol and Drugs, Diversity, Sexuality Issues, Academic Achievement, Social Development and Community Development.

Student Life 201's topics include: Marketing Self for College, Career Exploration, Alcohol and Drug Awareness, Diversity, Personal Finance, and Critical Issues. Students are graded at the end of each trimester with a grade of Satisfactory (S) or Unsatisfactory (U). These grades are given per trimester according to the percentage of possible points earned. Attendance for Student Life 101/201 follows the same class attendance guidelines as all other courses and required activities.

### **COUNSELING SERVICES**

The goal of the NCSSM Counseling Services is to facilitate the success of the students in their adjustment to the NCSSM community, in their individual personal growth, in their academic endeavors, and in their transitions to college. Personal counseling is the primary approach by which counselors help support students as they address various areas of adjustment. In addition, group and individual programming assists students as they encounter the changes that often accompany adolescent development, especially as students face the challenges unique to the NCSSM community.

## GENERAL INFORMATION

Six counselors and one Program Assistant staff the Counseling Services. In addition, trained students (Peer College Counselors) assist office staff with publishing informational newsletters for students, parents, and NCSSM staff; providing scholarship and summer informational newsletters for students, parents, and NCSSM staff; providing scholarship and summer opportunities files and their respective newsletters; maintaining the informational database, transcript request record keeping, Counseling Services web site, assisting students in the college process, and publicizing all Counseling Services programs and opportunities. Please visit our web site at [www.ncssm.edu/counseling](http://www.ncssm.edu/counseling) for general information and frequently asked questions, summer opportunities, college information and links, and information for students with special needs.

Counseling Services, located on the second floor of the Royall Center, is open Monday through Friday from 8 a.m. to 5 p.m. From early fall through January, the office is open from 8 a.m. to 7 p.m. Monday through Thursday to accommodate lunchtime, after school, and evening visits from college representatives. Students and parents/guardians can arrange appointments during school hours with individual counselors through that counselor or the Program Assistant. Students are assigned to specific counselors upon entrance to NCSSM and remain with those counselors for their junior and senior years. Each student is strongly encouraged to initiate contact and build a working relationship with the assigned counselor throughout his/her NCSSM experience.

## COLLEGE APPLICATION PROCESS

One priority of the NCSSM Counseling Services Office is college counseling. The office coordinates the college application process for all students. Counselors prepare a personalized summary letter for each student which is sent with each college and scholarship application. Senior parents/guardians are encouraged to attend College Eve, a required activity for seniors and juniors and held each fall during Family Weekend, at which students have an opportunity to talk with representatives from more than 100 colleges. Junior parents/guardians are also encouraged to attend College Eve. Financial aid and college application workshops for parents are offered on Family Weekend. The Counseling Services Office also coordinates applications for special summer opportunities for NCSSM students and those scholarships that do not require nomination from the NCSSM Scholarship Nominating Committee.

## PARENT/GUARDIAN INPUT

A cooperative and supportive relationship between a student's home and the NCSSM community is vital to the success and well-being of each student. In order to initiate that relationship in an informative and trusting manner, parents/guardians are required to complete the Parent/Guardian Comment Form on Focus. Unless a parent/guardian submits a completed form, a student may not be allowed to move in or be a student at NCSSM. On this form parents/guardians answer specific questions regarding the student's family, medical, psychological, academic, and social history. Also, parents/guardians must relay information about emotional, physical, and social issues, and any specific physical and/or learning needs. Throughout the year, it is the parents'/guardians' responsibility to provide updated information to Counseling Services regarding specific needs, problems, or relevant family situations that relate to the well-being of their sons or daughters. Failure to provide pertinent updated information could result in a student being unable to continue enrollment. Also, a parent must notify the student's counselor and the NCSSM Clinic if the student is prescribed psychotropic medications. The counselor will review NCSSM procedures with the parent and the child. Counselors are committed to informing parents/guardians in situations where parental involvement is needed to provide the most appropriate support for the student. A student's enrollment may be discontinued if the Counseling Services Student Evaluation Team determines that a student demonstrates chronic emotional instability and/or at-risk behaviors that present a danger to the student or others in the NCSSM community.

## PSYCHOLOGICAL EMERGENCIES

The protocol for students with psychiatric crises is as follows: Every reasonable effort is made to contact the parents/guardians or designee. It is the parent/guardian or designee's responsibility to come immediately to NCSSM to assist in the student's care. Following such an emergency, a student is required to remain in the care of his/her family for a minimum of one week. The student may not return to NCSSM without a written psychological evaluation and treatment plan by a licensed psychologist or psychiatrist, the Vice Chancellor for Student Life will make a decision, based on the student's best interest and the welfare of the NCSSM community, concerning when and if the student may return to the school. Appeals may be made to the Chancellor of NCSSM.

## PROBLEMS RELATED TO STUDENTS LEAVING NCSSM DURING THE SCHOOL YEAR:

Please note: It is often difficult or even impossible for students to transfer all courses or credits when returning to home schools within the school year. If students leave NCSSM voluntarily or involuntarily to return to their home schools, problems can arise because:

- 1) The home school is on a different schedule such as block scheduling, or
- 2) The home school does not offer the same courses so that students may transfer and complete the courses for credit, or
- 3) The time of year does not permit the student's transfers to be facilitated, e.g. it is the end of the course or the end of the year.

## **PHYSICAL ACTIVITY & WELLNESS**

### PHYSICAL EDUCATION CENTER

The Charles R. Eilber Physical Education Center (PEC) houses a gymnasium, racquetball courts, dance studio, fitness center, wrestling area, training room, and a classroom. Areas of the Center can be reserved in advance by using Room Reservations in Focus. General operating hours are posted on the doors, and special events and closings are publicized through the NCSSM Web site. Members of the School community holding a current NCSSM identification card are eligible to use the facility and to check out athletic and recreational equipment. Visitors and guests of students or staff are not allowed to use the activity areas of the PEC. Exceptions are made for special events, alumni, and immediate family members of currently enrolled students and staff. The NCSSM student host must accompany the guest at all times in the PEC. The activity areas are the fitness center, dance studio, racquetball courts, training room, wrestling area, and main gymnasium.

The facility is supervised by adult staff during all hours of operation, Monday through Friday from 9:30 a.m. to 7:45 p.m. and Saturdays from noon to 6:00 p.m. Note that there are no Sunday hours.

Although an adult supervises the PEC during all operating hours, facility users must recognize that there is an inherent risk of injury due to the strenuous nature of exercise and sports participation. It is strongly recommended that all facility users have a current physical examination, discuss their exercise plan with their physician, obtain instruction in the activity and carry medical insurance in the event an accidental injury occurs. Any injured person should notify the staff supervisor on duty without delay. NCSSM will not assume any financial responsibility for injuries occurring in the PEC or on the surrounding playing fields.

### INTERSCHOLASTIC SPORTS

NCSSM offers an interscholastic athletic program in the following sports: for both men and women, soccer, basketball, tennis, cross-country, swimming, track, cheerleading, and golf; baseball and wrestling for men; and softball and volleyball for women. Student athletes are reviewed for NCSSM eligibility for interscholastic competition at the end of each of the three trimester grading periods, with the following criteria used to determine eligibility.

## ATHLETIC ELIGIBILITY

Students who represent NCSSM on athletic teams must be academically eligible, medically cleared by a physician, have parental permission to participate, comply with state association standards, and be a member in good standing in the NCSSM residential community.

Any trimester grade of D or U or any two grades below C will place the student on academic probation for the following trimester. Note that junior students earning these grades in the 3rd trimester, who are otherwise eligible to return for the senior year, will be on academic probation for the 1st trimester of the senior year. Students on academic probation will be ineligible for interscholastic competition, practice and tryouts for the trimester following the above grading period. This applies without regard to whether the student remains enrolled in the course with the C-, D or U grade. In cases where a student received a revised schedule due to a failing or low grade, the student will remain ineligible for the next trimester. The effective date of ineligibility or resumption of the ineligibility will be the day that report cards are distributed to the students.

Students who receive an SL101/201 or a work service grade of U will be ineligible for athletics, just as they would be for academic classes. Students who receive a supplemental in work service and are nine hours or more in debt to the work service program will be temporarily ineligible until they make up the hours with the work service supervisor.

Students who believe their grade of D, U, or C- was an error are advised to consult and follow the “Procedures for Requesting Review of Grade” in this Handbook. Please note that the first step in this process is for the student to discuss the grade with the subject teacher. Under exceptional circumstances beyond what is covered in the Procedures for Requesting a Review of Grade, a student may initiate a review of their athletic ineligibility with the Vice Chancellor for Student Life.

In addition to the academic requirements described in the previous paragraph, a student athlete must be in compliance with the eligibility requirements of the NCHSAA. A copy of these requirements is available in the offices of the Vice Chancellor for Student Life and the NCSSM Director of Physical Activities and Wellness. Student athletes must have a current physical examination on file in the NCSSM Clinic, written parental permission to participate, and no current disciplinary sanctions in effect during the sport season.

On a daily basis, student athletes who are medically excused for one or more classes are medically excused from varsity practice and competition that day. A violation of this rule automatically changes the medical excuse to an unexcused absence.

## CONFERENCE & STATE AFFILIATIONS

NCSSM is a member of the NCHSAA State Athletic Association, and the 1A/2A Carolina 12 Conference. Regular season and conference games are scheduled two and sometimes three times per week. Decisions to postpone games due to inclement weather or poor field conditions are usually made around 1 pm on game day by the host school. All conference schools participate in the conference playoffs/tournament in cross country, golf, swimming, track, volleyball, basketball men’s and women’s tennis (regional qualifiers only) and women’s softball at the end of the season. Depending on our season record, and success in the conference playoffs, NCSSM may qualify for the NCHSAA state playoffs which are held at various locations around the state.

For varsity team roster information, season schedule information and updates on re-scheduled games, please consult the NCSSM Web site.

## INTRAMURAL SPORTS

The intramural program offers team sports (soccer, ultimate Frisbee, volleyball, and basketball for men and women) open to NCSSM students except varsity athletes as determined by the NCHSAA. The skill level of play varies greatly within and among teams, and parental permission is required for participation. The

Physical Education Center staff supervises all intramural contests and first aid is provided in case of injury. Competition is organized by residential halls.

For specific information on intramural program guidelines regarding the scheduling of competitions and player eligibility and expectations, members of the community are asked to consult a copy of the Intramural Handbook available on each residential hall, in the office of the Intramural Coordinator--PEC 104, and on the [www.ncssm.edu](http://www.ncssm.edu) Web site.

### **SPORTS MEDICINE / ATHLETIC TRAINING**

The training room facility is located in PEC 110. The training room is staffed by an NCSSM faculty member who is an NATA certified athletic trainer. The athletic trainer is assisted by undergraduate students in athletic training programs from neighboring universities and students from NCSSM athletic training classes. Certified athletic trainers (ATCs) are unique health care providers who specialize in the prevention, assessment, treatment and rehabilitation of injuries and illnesses that occur to athletes and the physically active. The athletic trainer works collaboratively with the NCSSM Health Clinic in obtaining, supplying and assessing information relative to student injuries and rehabilitation. In cases of serious injuries, the athletic trainer will page the on call physician from the NCSSM Clinic, relay the information of the injury to the on call doctor and adhere to the direction of the doctor for referral. In addition, the NCSSM athletic trainer maintains an affiliation with Duke Sports Medicine and other outside professionals for orthopedic injuries and other problems that require additional attention.

### **HOURS**

The training room (PEC 110) is typically open from 3:30 – 7:00pm Monday through Friday to treat varsity athletes, intramural athletes and students from physical activity classes. These hours will be adjusted when they conflict with home game coverage, staff meetings and for other meetings. Changes in operating hours will be posted on the door of PEC 110.

### **ATHLETIC TRAINING ROOM PROCEDURES**

Athletes and students are encouraged to make appointments between the hours of 3:30 – 7:00pm. Upon arrival they will sign in and fill out an injury report form. Individuals will be evaluated and a treatment plan will be formed. When warranted, medical supplies will be loaned to the athlete/student to assist with their treatment and recovery. Examples of typical loaned equipment are: crutches, ace wraps, etc. These pieces of equipment will be signed out to the student with the expectation of return at the end of the treatment period. Equipment that is not returned will result in the student and parent being notified and charged for the replacement cost. In the case of a serious injury, an athlete who is held from competition will not return to playing status until cleared by the physician and/or athletic trainer.

### **REFERRALS AND CHARGES**

Referrals for sports medicine care outside the scope of a high school training room will be made by the NCSSM Clinic in consultation with the athletic trainer. The Clinic nurse will assist in making the referral. Parents or guardians will be informed that they will be responsible for any charges incurred for services not covered by Clinic contract. On occasion, a recommendation will be made that a student purchase a piece of equipment for their personal use to speed their recovery. Examples of this equipment are: ankle braces, shoe inserts, patella straps, etc.

## **RESIDENTIAL LIFE / STUDENT SERVICES**

Student Life Instructors or SLIs who live in the residence halls assume an “in loco parentis” or supervisory role and are responsible for directing, guiding, and supervising students, particularly in areas of nonacademic development. The staff counsels students on an individual and/or a group basis, provides social and recreational opportunities, sets guidelines for acceptable behavior, interprets and enforces NCSSM policies, responds to problems and conflicts, and administers discipline when necessary. The Student Services staff is in charge of the day-to-day operation of the Residential Life program and, with administrative support, holds responsibility for decision making in this area.

In addition to the professional staff, there are Residential Life Assistants (RLAs) who serve as peer counselors, plan hall activities, help enforce guidelines, and act as liaisons between the students and the staff. RLAs are members of the senior class chosen for demonstrated leadership qualities.

In order to provide proper supervision, the Student Services staff maintains the following daily duty coverage in the SLI offices in Bryan and Hunt:

Monday - Thursday	8:00 a.m. to 1:00 a.m. (Bryan); 12:00 p.m. to 1:00 a.m. (Hunt)
Friday	8:00 a.m. to 2:00 a.m. (Bryan); 12:00 p.m. to 2:00 a.m. (Hunt)
Saturday	9:00 a.m. to 2:00 a.m. (Bryan); 12:00 p.m. to 2:00 a.m. (Hunt)
Sunday	9:00 a.m. to 1:00 a.m. (Bryan); 12:00 p.m. to 1:00 a.m. (Hunt)

Designated Student Life Instructors are also on call from the close of the offices until they re-open the following morning.

### **APPROPRIATE DRESS**

The School expects that dress be neat, clean, and appropriate for the occasion. Shoes are required in all areas of the campus except in students’ assigned residence halls. Pajamas and loungewear are not appropriate outside of the living areas and may not be worn outside of the residence halls to class, the library, the cafeteria or other public areas. NCSSM staff reserves the right to request students to return to their residence halls to change if attire is deemed inappropriate or potentially disruptive. Because SLI’s of the opposite sex make rounds at night, students are expected to dress appropriately while on hall. Sunbathing is permitted only in the grassy area between Beall and Reynolds, the Reynolds courtyard, and the swing set area. Students are expected to wear cover-ups and shoes as they travel to and from sunbathing areas. Sunbathing females must keep their swimsuit tops fastened. Male students may not wear “Speedo’s” style briefs to sunbathe. Sunbathing is not permitted during special occasions such as, but not limited to, Family Weekend, Discovery Day and Welcome Day.

### **APPROPRIATE LANGUAGE**

NCSSM students are expected at all times to use language that is acceptable to the community as a whole. The use of offensive or profane speech is not appropriate at NCSSM. This expectation extends to all electronic communication including, but not limited to, Instant Messaging, e-mail and blogs.

### **CELLULAR PHONE USE**

Cellular phones must be turned off when on an academic floor or in an academic setting, including the auditorium, lecture halls, library, conference rooms and in Counseling Services.

No student telephone use, either cellular or otherwise, is allowed after 1:00 a.m. Sunday through Thursday during study hours in the first trimester.

Cell phone users should respect others in the community by stepping out of a social setting when taking or making calls.

Violation of these guidelines will result in the minimum penalty of a Level I and the loss of cellular phone use for one calendar week. The second offense of these guidelines will result in a Level II with the loss of the cell phone made permanent along with other sanctions.

**CURFEWS & EVENING STUDY HOURS**

The following guidelines have been established with the intent of providing an atmosphere conducive to self-directed learning and study for all students.

**MONDAY - THURSDAY**

On-campus curfew (each student signs curfew check form on hall)	8:00 p.m.
Hall duties (housekeeping and meetings; each student must remain on hall until 8:30)	8:00 p.m.-8:30 p.m.
Quiet Hours (for the entire academic year)	8:30 pm. - 8:00 a.m.
Study Hours (1st trimester only)	8:30 p.m.-10:00 p.m.
In-dorm curfew (each student signs curfew check form on hall)	10:30 p.m.
In-room curfew (each student remains in his/her room)	12:00 midnight
Network off	1:00 a.m.
All lights out	1:00 a.m.

After the in-room curfew, students may not leave their individual rooms until the residence halls are unlocked each morning at 6:00 a.m. unless a staff member grants permission.

**FRIDAY - SATURDAY**

On-campus/in-dorm curfew (each student signs curfew check form on hall)	12:00 midnight
Quiet Hours	12 midnight - 8 a.m.
In-room curfew*	2:00 a.m.

\*Students who wish to spend a Friday or a Saturday night in another room or residence hall should arrange this through the on-duty SLI staff. Overnight accommodations on campus shall be one per bed/sleeping area.

**SUNDAY**

On-campus/in-dorm curfew (each student signs curfew check form on hall)	10:30 p.m.
In-room curfew	12:00 midnight
Quiet Hours	10:30 p.m. - 8:00 a.m.

In-dorm and in-room curfews end at 6:00 a.m. the following day. On-campus curfew ends at sunrise. Also, students are expected to report to their halls for check five (5) minutes prior to curfew checks so that all students are accounted for at curfew check times.

Because Study Hours (times when students must be on their own halls or an approved study area) and Quiet Hours are in effect in the evenings, extracurricular activities, tutorials, club and organization meetings must be completed by the 8:00 p.m. curfew or have special permission from the Director of Academic Programs to continue beyond that hour.

During first trimester Study Hours, because of the emphasis on creating a quiet period of time in order to assist students in adjusting to new academic demands, students are not permitted to use hall or cell phones between 8:30 p.m. and 10:00 p.m., except for emergency situations. Parents are encouraged to contact students prior to 8:30 p.m. or after 10:00 p.m. Emergency calls should be directed to the Student Life Instructor offices at (919) 416-2825 (Bryan), 416-2826 (Hunt), 416-2827 (Hill), or 416-2921 (Royall).

After the first trimester ends, there are no designated evening Study Hours. However, the hours from 8:30 p.m. until 8:00 a.m. are considered "Quiet Hours." During Quiet Hours, students who are not on supervised study are able to go to designated places on campus to do homework or study. Quiet Hours guidelines are in effect and students who wish to socialize should move to lounge areas and adhere to the guidelines. During Quiet Hours, students are free to engage in activities of their own choice, however, we strongly recommend the time be used for self-directed individual or group study.

### DISPLAY OF AFFECTION / INAPPROPRIATE SEXUAL BEHAVIOR

NCSSM is a residential environment that is open to students, staff, parents and visitors. While we expect students to sometimes display affection, we also expect that the display will not exceed appropriate limits. If students are engaged in a public display of affection and are approached by another member of the community, they should discontinue any behavior that makes that community member feel uncomfortable.

Unacceptable public displays of affection would include extended or deep kissing, horizontal bodies in close contact, sitting in laps or heads in laps. Violations of this nature will result in a Level I for inappropriate public display of affection.

Any behavior deemed as inappropriate sexual behavior will result in a Level III violation. Inappropriate sexual behavior would include (but is not limited to):

- Hands or mouth touching breasts or genital areas inside or outside of clothing
- Partial nudity while intimate
- Intercourse

### EMPLOYMENT / ODD JOBS

Students may not hold a full-time or part-time job during the academic school year. They may, however, do odd jobs in the community such as baby-sitting, yard work, and house cleaning. Odd jobs are considered to be paid work that is done on a one time or occasional basis. Any job that recurs on a regular basis (daily, weekly, biweekly, or monthly) is considered part-time work and is against NCSSM policy. The only exception to this rule is tutoring, which is governed by a set of rules stated below. Written parental consent is required for a student to take an odd job.

Students should be made aware that the same prohibition on operating automobiles and power-driven machinery here at NCSSM applies off campus as well.

Because tutoring often requires an in-depth time commitment for its effectiveness, several conditions have been set forth to allow for this opportunity. Students who decide to tutor should discuss with their employer the time commitment that is expected. The time commitment for tutoring cannot exceed five hours a week.

Students who might want to tutor as an odd job should take into consideration the amount of time that they can dedicate without causing disruption of their own academic success. Those students who plan to tutor should inform their SLI of their decision. If the tutoring job is seen as becoming disruptive to the student's academic standing, the student can no longer tutor.

### END-OF-YEAR CHECKOUT PROCEDURES

All students must clear outstanding obligations, return all textbooks, library books, equipment, etc., and follow established procedures for checking out of the residence halls at the end of the year. To ensure accountability, students receive guidelines and instructions concerning these procedures from the Vice Chancellor for Academic Programs and the Vice Chancellor for Student Life. A list of student charges owed for outstanding obligations is submitted to the Business Office to be deducted from the security deposit.

## GAMBLING

Gambling is prohibited on campus. While it is permissible for students to have playing cards, all other gambling paraphernalia (poker chips, poker tables, etc) is prohibited. Students who are discovered gambling for money will face judicial action. Violation of these expectations will result in a Level II for a first offense.

## HALL HOUSEKEEPING & MAINTENANCE

As part of the Work Service commitment and graduation requirement, each student is responsible for the maintenance and daily upkeep of the hallways, bathrooms, lounges, and other common areas (such as study rooms, phone booths, housekeeping closets, and stairwells) of their residence halls.

The Residential Life staff reserves the right to determine appropriate decoration of rooms, doors, and hallways. Arrangement of furniture must meet basic safety requirements and guidelines established by the Residential Life Office. Community-wide posters and notices are to be mounted on bulletin boards or in designated areas only.

Students are given guidelines for decorating their rooms on Move-In Day which they should follow as they go about making their rooms comfortable. Students may only use blue painter's tape for hanging posters on walls. Duct tape, masking tape, transparent tape, double-sided (transparent and foam) tape, pins, tacks, brads, nails and poster putty are prohibited as they either damage or leave residue on the walls. Painter's tape may not be used to create designs on walls, doors or floors. Although painter's tape tends to do less damage than most adhesives, used excessively, it, too, will peel paint or leave adhesive residue.

The erection of lofts and the use of stilts and other devices to elevate beds and other furniture is prohibited. For health reasons, mattresses may not be placed on the floor. For safety reasons, furniture in the rooms must be used as designed by the manufacturer, i.e., beds may not be placed on top of wardrobes. Furniture arrangements must permit easy access and egress from the room at all times.

Use of the following items is prohibited in student rooms for safety reasons. Disregard of the School's safety procedures constitutes a violation of the Code of Conduct and could result in a Level II or III violation for endangering others:

Cigarettes, cigars and other tobacco products; matches, lighters and other flame-producing devices; incense and incense burning devices; candles; hot plates; hot pots; coffee makers; microwave ovens; toaster ovens; toasters; popcorn poppers; deep fat fryers; sandwich makers; electric grills (George Foreman, etc.); portable heaters; electric blankets; all appliances exceeding 200 watts unless approved by the Director or Asst. Director of Plant Facilities; wicker or plastic lampshades; extension cords; ceiling fans; dimmer switches; Christmas lights; halogen lamps; irons and fog or smoke machines.

A microwave is provided in each residence hall lounge for student use. Irons/portable ironing boards; coffee makers; toasters and rice cookers may be used in residence hall lounges. Dehumidifiers may only be used with a doctor's statement and prior approval from the Director of Residential Life or the Director of Plant Facilities. Students are allowed to have two portable refrigerators per room (not to exceed 2 amperes) with a limit of 4.4 cubic feet. Questions regarding appliances should be directed to the Director of Residential Life.

Television sets are provided in each residence hall. Television sets may be used as computer monitors but may be no more than 36 inches.

In addition, these items also are prohibited in student rooms:

Pets (except fish in tanks under 10 gallons); nails, tacks, or other fastening device on walls; weapons (including hunting knives and air guns (See section on Weapons for more details.); squirt/water guns.

Although students are allowed goldfish in a tank of 10 gallons or less, for health reasons, all other animals are prohibited in the buildings, including those that are brought to campus for short periods of time.

Bicycle storage in student rooms must be approved by the Director of Residential Life. A fenced, locked

storage area for bicycles is located on the west side of Hill. Students are encouraged to bring a graphite U-bolt lock to secure their bikes inside the storage area. Because the storage area is located outside, students who have very expensive bicycles should consider leaving them at home.

For more information regarding residential expectations, please consult the Residential Life guidelines.

## HOUSING

Most residence hall rooms are set up for two (2) people. A limited number of single rooms exist in most residence halls and generally are assigned to senior students. Some three (3)-person rooms exist. Junior roommates are assigned via room preference forms and seniors are permitted to select their roommates. On occasion, rooms may be converted to house additional students, i.e., a large double room may be converted to house three (3) students. NCSSM will work hard to notify students in advance that their assigned room is being converted to house additional students.

The Residential Life staff feels strongly that learning to positively deal with conflict is healthy and has as its goal to keep students together. NCSSM operates at full occupancy, therefore room changes are not easy to accommodate. All students are required to complete roommate contracts during the first couple of weeks of school to help students become more familiar with each other and to facilitate the open communication which is necessary for healthy roommate relations. If a student experiences a roommate conflict, the Student Life Instructor on the residence hall, the Director of Residential Life, and/or the Asst. Director of Residential Life will work with the students involved to resolve it. No room changes will be approved during 1st trimester. Changing rooms is considered only if, 1.) all conflict resolution options have been exhausted; 2.) a space is available and; 3.) the move is considered a positive step for all parties involved. For these reasons, a room change should not be viewed as the first option to resolve a conflict.

NCSSM provides in each residence hall room a desk, chair, bed, mattress, dresser and wardrobe for each student. Students may bring individual desk chairs, bookcases, lamps and other items of individual preference. Because NCSSM has very limited storage space, students are not permitted to take school furniture out of their rooms to replace it with their own without prior approval from the Director of Residential Life. Also, furniture in each room, which is identified by numbers and assigned to students at the beginning of the school year, must remain in the room. Students are responsible for making sure their assigned furniture is in their room and in good condition at the closing of the school year.

Students and parents are asked to check the condition of the room and furniture on the day students move into the residence halls and to sign a Room Condition Report signifying their agreement with the conditions noted in the room. At the end of the year, students and parents are asked to sign that same form indicating their agreement to the conditions noted by the SLI at the end of the year. A residential service charge for loss, damage, changes, failure to follow closing procedures, etc., will be deducted from students' security deposit.

## NON-ACADEMIC GROUP ABSENCES & OVERNIGHT TRIPS

Sponsors must provide the SLI Office with a list of students going on a trip and students are responsible for observing sign-out procedures. It is essential that the SLI Office have the information needed to locate a student if necessary.

School-sponsored trips that are more than 30 miles away from NCSSM or are overnight require an adult sponsor or chaperon to ride in each vehicle transporting students and written parent permission (except for varsity sports). Responsibilities for sponsors and chaperons include general supervision, response to emergencies, and intervention to ensure that School behavioral expectations are met.

## NON-SANCTIONED GROUP TRIPS

Teachers, staff members, and students may organize and sponsor trips to various parts of the country and to foreign countries, provided that the trips occur at a time other than regularly scheduled school days for

students and workdays for teachers and staff members. The guidelines below are intended to ensure that such trips are organized as private activities and are not NCSSM programs.

Trip sponsors must not use School vehicles/materials and supplies, including NCSSM letterhead, for recruitment or publicity purposes. Sponsors should clarify to the media that the trips are private undertakings.

Contractual forms signed by parents or guardians should include a statement that acknowledges that NCSSM is not a sponsoring organization, and is not responsible in any way for financial loss, physical injury, or any other events that might occur.

Contractual agreements entered into with travel agencies or other organizing persons or authorities should state that the trip sponsors are acting on their own initiative and not as representatives of NCSSM.

## OFF-CAMPUS ACTIVITIES

Some School-sponsored activities require travel away from the campus and sometimes outside the Triangle (Raleigh, Durham, Cary, Chapel Hill, Hillsborough) area. Most trips are day trips, and parents or guardians are not notified of these inasmuch as they are an expected part of the School program. For overnight trips and day trips outside a 30 mile radius of NCSSM, written parent permission is required for the student to participate.

By enrolling students in the School, parents or guardians extend permission for them to travel in School vehicles or in private vehicles of staff members or other adults who participate in School programs. NCSSM does not accept responsibility for students riding in vehicles driven by other students, alumni, friends, or other parents.

Because students may have friends with cars living in the area, it is the responsibility of parents or guardians to decide if their children can ride with them. NCSSM does not encourage nor restrict students from riding in cars driven by non-students.

There are a number of attractions within a 30 mile radius of school that students may want to visit. Many of these locations are within traveling distance by taxi or municipal bus. Within a 30 mile radius, approved volunteers and contracted commercial drivers transport small groups of students to certain activities such as shopping, movies, dinner, athletic events, and concerts. Chaperons are encouraged but not required, since these events are ones for which parents or guardians usually grant permission when the student resides at home.

## ON-CAMPUS ACTIVITIES

An adult member of the NCSSM community must sponsor and chaperon for the duration all activities on campus such as dances, parties, etc. The sponsor must reserve in advance, via established procedures, the location (e.g. Assembly Hall, PEC gym, or ETC Student Activity Center) for these activities. It is the responsibility of the group having the activity to make sure the site used is in good order afterwards.

## OPEN HOUSE (IVIZ)

Residence halls, with SLI permission and supervision, may designate certain times as Open House (IVIZ) when students of the opposite sex are allowed to visit in the residential wings. The Residential Life staff supervises these hours. All NCSSM policies and procedures for behavior apply. Any student participating in the Open House, must have his/her room door open at least 90 degrees, with the room lights on. There should be no IVIZ scheduled the night before SAT tests. Guests from off campus are not permitted unless the host student has received prior approval from the Student Life Instructor sponsoring the Open House. Guests, including alums, must register in the Bryan Lobby and stay with his/her host at all times.

## PARENT CONTACT

Throughout the year, the staff provides parents or guardians with information about each student's development and various activities the School is sponsoring. Parents or guardians receive newsletters,

monthly calendars of events, and mailings for special events such as College Eve. Parents also can access the NCSSM Web site to see what is happening on campus.

Parents or guardians receive formal contact from the residential life staff in the form of a progress report which is included with trimester report cards. This report evaluates a student's adjustment to the School environment, cooperation with staff, and compliance with expectations. Parents or guardians may be contacted any time a student is experiencing problems of a residential or academic nature.

Parents or guardians are called any time a student is not accounted for or is more than one hour late for the final curfew. This is not done as a punitive measure, but to give information to the parents or guardians in case an emergency is involved. Parents/guardians are contacted any time a student's medical condition warrants it, or if a student is taken to the hospital emergency room.

There might be times throughout the year when parents are asked to attend a meeting with the Director of Student Services or the Director of Residential Life in instances when their students have been involved in aggravated Level I or Level II violations. The purpose of these meetings will be to address inappropriate student behaviors before they become more serious.

## PRIVILEGES

Throughout the academic year, a series of privileges is granted to students who have demonstrated their ability to make mature decisions and who have shown success in their academic endeavors. These privileges are subject to specific guidelines and clearly established responsibilities. In some cases, parents/guardians are involved in the decision-making. The Residential Life staff coordinates the implementation of these privileges, which have been approved by the School administration. Student progress is evaluated on a regular basis and privileges are assigned upon staff approval. This system of privileges is available to all students meeting the established criteria. Students apply for privileges each trimester through their own SLI.

## ROLLERBLADING & SKATEBOARDING

Guidelines have been established for the use of rollerblades and skateboards on campus. Rollerblading and skateboarding are restricted to the exterior areas of campus, and are not permitted inside any NCSSM building. The area behind Hunt Residence Hall can be used for unlimited skateboarding. The lower end of the Club Boulevard parking lot can be used for skateboarding on weekends only.

## ROOM ENTRY

Any NCSSM student who resides in a residence hall room is due the right to privacy in that room. No parents or guardians, visitors, or other students are allowed access to that room unless the student is present, except for emergency situations. NCSSM personnel use a passkey to enter rooms for normal non-emergency purposes such as maintenance and room inspections or at times when the immediate safety of the occupants is in question.

In situations where evidence suggests the safety and security of the residence hall has been breached, or that a student might have left his/her residence hall without permission, the NCSSM staff will conduct a "bed check" to account for all students.

## ROOM INSPECTION

Weekly room inspections are held in order to ensure that student rooms meet basic health and safety standards established by the School and by health and fire safety authorities. Cleanliness and neatness are expected.

## ROOM SEARCH

When there is reason to believe violations of School policy or criminal law are occurring, a room search is authorized by the Vice Chancellor for Academic Programs, the Vice Chancellor for Student Life, the Director of Residential Life, or a staff member designated by any of the three administrators/staff above. The

established guidelines below protect the rights of the students:

The student(s) residing in that room should be present if at all possible during the search

Those conducting the search first knock upon the door of the room in question and then identify themselves. If they are not immediately admitted, a passkey may be used to gain entry.

When the room is occupied, the staff member entering the room announces the purpose of the visit and indicates that proper authorization to conduct a room search has been obtained.

When suspected contraband (e.g. drugs, alcohol, dangerous weapons, fireworks, items used in a criminal act, or stolen items) is found, such items are confiscated and a written receipt detailing the items taken is given to the student involved.

Confiscated items are turned over to the Resource Officer.

A report is filed with the appropriate School official within 24 hours.

Strict legal guidelines are followed when police or similar legal authorities wish to contact students. Law enforcement officials wishing to contact students at the School for any reason should be directed to report their presence to the Vice Chancellor for Student Life or Vice Chancellor for Academic Programs during the school week and to the resource officer on duty on weekends. When law enforcement officers present duly authorized warrants that justify a search, School officials will assist in conducting the appropriate and necessary room search.

## SENSITIVE MATERIAL

Students may not use school equipment to watch "R," or "X" rated materials for recreational purposes on the NCSSM campus (this includes student rooms, lounges, library viewing rooms and classrooms). Materials rated "X" are never permitted and may not be brought to campus. This restriction applies to clubs as well. Any teacher or advisor who wants to show a movie with an "R" rating or higher should follow the established guidelines for showing sensitive material set forth by the Academic Programs Office.

Any staff member who wants to take an informal group of students, a club or a class to an activity off campus should get the permission of their supervisor if the activity might contain material that might be disruptive or sensitive. If the immediate supervisor is unfamiliar with the activity and cannot make a recommendation, the Division Vice Chancellor should be consulted.

## SIGN-OUT

Students are responsible for compliance with the established sign-out procedures explained by their SLI at the beginning of each year and posted on hall. The sign-out system utilizes a sign-out card that requests specific destination information. Students are required to sign out on their cards each time they leave campus, even for School-sponsored/sanctioned events.

Students wishing to leave campus overnight must make arrangements in advance with their Student Life Instructor. Permission must be received in writing from a custodial parent or guardian. (We strongly encourage parents to contact the hosts of their children to make sure they are comfortable with their plans prior to giving overnight permission.) This permission must be received via mail, email or fax 48 hours in advance of the departure. Parents should include in the written permission complete information regarding their child's destination (names, addresses, telephone numbers, drivers, dates/times of departures/returns). The Student Life Instructor will confirm the permission by telephone with the custodial parent/guardian. Violation of the sign-out procedures will be regarded as a serious breach of the Code of Student Conduct.

## TELEPHONES

Telephones are provided for student use in all residence halls (see telephone directory for residence hall telephone numbers.) Students are free to use the telephone at any time except during study hours and after the in-room curfew. Students who wish to use hall phones to make long distance calls must use a calling card. All students are encouraged to be polite when answering a hall phone and to deliver messages as requested.

## UNAUTHORIZED ACCESS

After school and office hours, students may not access or be present in offices, unsupervised classrooms, laboratories, laboratory preparation and storage areas, computer or microcomputer terminal rooms, or other locations normally supervised by staff. Students are restricted from all construction sites and any buildings that are closed for renovation. Unauthorized presence in such areas will result in disciplinary action and possible dismissal from NCSSM.

Examples of unauthorized areas include, but are not limited to, the following: 3rd floor ETC (after 5:00 p.m.; 1st and 2nd floor ETC (back hallways and stairwells - student loitering is not permitted in these areas at any time); 2nd floor Watts offices (locked after 5:00 p.m.); ground floor Hill (locked after 8:00 p.m.); all classrooms locked after 8:00 p.m. Monday – Thursday; classrooms locked on Friday at 5:00 p.m. and not opened until Monday morning; PEC after 8:00 p.m. Monday – Friday, before Noon and after 6:00 p.m. Saturday, and all day Sunday; Royall Center (2nd floor) after business hours (unless authorized by Counseling Services).

## VISITOR GUIDELINES

A visitor is defined as any person who is not a current student or a current employee of NCSSM; this includes former students and alumni. All NCSSM visitors should check in at the Bryan SLI Office when arriving on campus after 8:00 a.m. Monday through Friday and 9:00 a.m. Saturday and Sunday. All visitors must be registered and accompanied by their hosts at all times while on campus.

Students are allowed to have guests on campus during the following hours with the exception of their parents or guardians, who may visit at any time except overnight. Parents and guardians are asked to sign in at the SLI Office each time they visit their children.

Monday - Thursday	9:00 a.m. – 10:25 p.m. (9:00 a.m. – 8:00 p.m. 1st Trimester)
Friday	9:00 a.m. - 11:55 p.m.
Saturday	9:00 a.m. - 11:55 p.m.
Sunday	9:00 a.m. - 10:25 p.m.

Visitors are required to abide by visiting hours and all rules governing student life. Students are responsible for the actions of their guests including any misbehavior or damage. Students are expected to accompany their guests at all times while they are on campus. No guests, including parents/guardians, are allowed access to a student room if the occupants are not present. Students may not have guests of the opposite sex including siblings, cousins, off-campus friends, etc. in their rooms, on single-sex halls or in single-sex lounges unless permission has been secured from a staff member.

Overnight guests are not permitted. Special exceptions must be made by the Vice Chancellor for Student Life or designee. The host must receive permission from his/her roommate to have an overnight guest in their room prior to seeking an exception from the Vice Chancellor. Requests should be made at least one week in advance. Guests might be required to sign a release form in the event of illness/accident that requires the NCSSM staff to arrange medical treatment.

For reasons of student privacy and comfort, parents/guardians or other adults are not allowed to stay overnight in the residence halls. Parents/guardians are encouraged to participate in campus activities, provide hall dinners, and chaperon dances, athletic events or other activities. It is requested that all parents/guardians and other adults leave the residence hall area at the In-Residence Curfew. Parents/guardians may visit with his/her student in the lobby area of the residential building past curfew if necessary.

Visitors and guests of students or staff are not allowed to use the activity areas of the Eilber Physical Education Center (PEC). Exceptions are made for special events, alumni, and immediate family members of currently enrolled students and staff. The activity areas are the fitness center, dance studio, racquetball courts, training room, wrestling area, and main gymnasium. Visitors are not permitted to ride in School vans or buses.

## WALKING OFF CAMPUS

The safety of our students is paramount and our top priority. We recognize the needs of our students to leave campus to exercise, participate in recreational opportunities, and for other personal reasons and ask that students follow the walking off campus guidelines. Students may walk, jog or bicycle off campus, between sunrise and sunset. This is to reinforce the idea that it is not safe to be off campus after dark and allow students to take advantage of daylight hours. All students are required to sign out and leave their sign out cards in the SLI Office. Students who leave campus after 6:00 p.m. but plan to return by the on-campus curfew must get the signature of the on-duty SLI on their cards.

It is required that students be in groups of two or more when walking, biking or jogging off campus. Special permission to walk, bike, or jog off campus alone, must be requested from the Director of Campus Resources.

### **The following procedures will be followed when a student violates the guidelines:**

#### Walking off campus after “walking curfew” (sunset)

First Violation – Level II

Second Violation – Level II

Third Violation – Level III

Walking an unapproved route to Northgate Mall and/or through the alley between 9th Street and Iredell Street (approved route to Northgate Mall is left onto Broad Street and right onto Guess Road)

First Violation– warning, parents are notified

Second Violation – Level II

Third Violation – Level III

#### Walking off campus after On Campus Curfew (8:00 check Monday-Thursday)

First Violation – Level II

Second Violation – Level III

#### Walking off campus alone

First Violation – Level II

Second Violation – Level II

Third Violation – Level III

## WATER PLAY

Water play is limited to the outdoors. No water play should occur inside any buildings or close to building entrances. Acceptable water play would include “slip and slides” sprinklers and pools.

Kiddie pools should be set up only on the IM fields behind Hunt. This will allow plenty of room for water play but will not impact other activities or cause a distraction to other events on campus.

Water guns and water balloons are not permitted due to safety concerns.

Please be aware of individuals and their personal belongings that are not participating in your water play. The campus should be a safe area for everyone.

Sunbathing should take place in designated areas. (See sunbathing info in the Appropriate Dress Section above.)

## **WEAPONS**

Firearms, toys or models that replicate firearms (including squirt guns) and other weapons are strictly forbidden on campus. Air guns and other self-created devices that can cause bodily harm are prohibited as well. Students may not possess knives, clubs, martial arts weapons or other devices designed or intended to disable or cause bodily harm. Knives that do not have locking blades and with a blade length of 3 inches or less are allowed for recreational purposes such as camping trips or other related outdoor activities. Paintball guns are permitted provided they are kept by the SLI or Campus Resources except when they are being used off campus. Students found in violation of this policy are subject to the appropriate disciplinary action up to and including dismissal. Possession of certain weapons and devices violates State law. Students found in possession of weapons that violate State law are subject to criminal charges in addition to any NCSSM disciplinary action. (See Code of Student Conduct.)

## **STUDENT LIFE PROGRAMS**

### **ADVISOR/ADVISEE PROGRAM**

Each student is assigned an advisor who is either an NCSSM teacher or a staff person who has been through the training related to the responsibilities of an advisor. Throughout the year, each advisor is available for his/her advisees with particular assistance in these areas: Academic concerns such as study skills, grades, and time-management; course selection for registration; the college selection and application process; personal concerns such as adjustment to socialization and independence; and other needs as students ask for help. Advisors serve as a personal resource or referral for students and are available for structured and unstructured interactions throughout the school year. Students and parents are encouraged to seek out the advisor for help and support. (The name of the advisor appears on copies of the student's class schedule and on all grade reports.)

### **CLUBS**

Each year there are forty or more active clubs at NCSSM, representing a wide range of interests and opportunities. Student Clubs are facilitated and supervised by an NCSSM adult sponsor that must be present at all organized events. Students may apply for a club charter through the Student Government and their sponsor. Club charters are approved by a majority vote of the Student Government. Any appeals may be heard by the Director of Student Services.

### **PUBLICATIONS**

There are several student publications at NCSSM. The advisor chooses the Odyssey yearbook staff from a pool of applicants. Work on the yearbook begins in August and ends in late spring. The Stentorian is the School's newspaper and is published several times a year. Interested students apply for staff positions in the fall. Students also produce The Blue Mirror, a literary magazine. Any interested student can be on the staff, which solicits stories, writing, poetry, and artwork.

## RESIDENTIAL LIFE ASSISTANT (RLA) PROGRAM

The Residential Life staff each year selects senior students to provide valuable support to the students of NCSSM. The Residential Life Assistants (RLAs) are selected on the basis of demonstrated leadership qualities, communication skills, and solid academic performance. Applicants participate in a group activity process, interview with administrators and small groups, and answer written essay questions. The RLAs assist the Student Life Instructors in providing the best possible environment for the student body, and serve as the closest link to the students in the Residential Life program. RLAs are expected to model appropriate actions and behaviors for their peers. The following are the responses to inappropriate actions:

### LEVEL II

When an RLA is found to have committed a level II violation, they are automatically put on a probationary period at the discretion of the RLA Coordinators.. It is up to the RLA Coordinators, Director of Residential Life, and Director of Student Services to determine the appropriate sanctions for the offense, which could include removal from the RLA position.

### LEVEL III

An RLA charged with a level III violation will be immediately suspended from his or her duties until the Hearing Board and RLA Coordinators convene and render a decision. If the Hearing Board finds the RLA not guilty of the charges, he/she will regain the RLA status and position on the hall. If the Hearing Board finds the RLA to be guilty of the charges, he/she will be removed from the position on the hall. The RLA Coordinators, Director of Residential Life, and Director of Student Services will meet to determine if there are reasons not to remove the student from the RLA position.

### GRADES

Any RLA that is put on Academic Probation will meet with the RLA Coordinators to determine an appropriate course of action, which could include probation until any academic issues are resolved or permanent relief of RLA duties.

## STUDENT ACTIVITIES

A comprehensive Student Activities program is designed to complement the academic program at NCSSM. Every weekend, a variety of on-campus and off-campus activities are provided for students. Some of these activities include: dances, parties, picnics, talent shows, movie nights, live bands, comedians, trips to shopping malls, plays, concerts, museums, athletic events, bowling, and ice skating. Funding is provided by the Parents Fund/Foundation Board. Most events are free, but a few announced events will require student funding. Upcoming events are announced through the NCSSM Web site, in hall meetings, and posters throughout campus. (Student Life Instructors also plan and carry out activities for the students on their assigned halls.)

Transportation is always provided for off-campus SAB-sponsored activities. In addition to organized activities, NCSSM provides free bus loops to local restaurants, shops, and malls four nights a week. Visitors are not permitted to ride on NCSSM buses and vans.

In keeping with the School's policy for visitors, guidelines have been developed for students sponsoring guests at SAB events. Students are permitted one guest at any SAB activity except for the Year End Dance. Exceptions to this policy must be approved by the Director of Student Services 24 hours in advance of the event. Any student sponsoring a guest must make arrangements to meet the guest upon arrival on campus and must escort the guest at all times. Guests arriving on campus and going directly to the site of the SAB function will not be allowed to participate.

The Student Center is located on the ground floor of the ETC. Located there are the TV Lounge, and the Woolworth Room. The Student Center is a place where students can watch TV and movies, study, play games, socializ or hold club meetings. Various activities, such as dances, parties, and band performances, are often held in the Student Center or outside in the Student Center courtyard.

### STUDENT ACTIVITIES BOARD (SAB)

SAB is made up of two representatives from each hall. Under the supervision of the Student Activities Coordinator, SAB meets weekly to plan activities for the student body. SAB members are responsible for creating and implementing the various activities. The Student Activities Coordinator also works with a separate Prom Committee to coordinate the Prom.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

Students at NCSSM have the opportunity to be involved in Student Government Association (SGA). The student-initiated and student-run SGA plans activities for the student body and makes recommendations to the administration regarding issues at NCSSM.

The SGA has three executive officers: President, Student Senate President, and Treasurer that are elected the spring before their senior year. There are six senior Senators and six junior Senators elected at large, along with one representative from each residence building. Junior at-large Senators and all residence hall representatives are elected in the fall. Senior at-large Senators are elected in the spring of their junior year.

Student Government Senators meet weekly. Meetings are open to the NCSSM community. NCSSM advisors work with SGA to facilitate meetings and events.

### STUDENT SUPPORT SYSTEM

The Student Support System is the system by which early intervention and subsequent structured support is facilitated for students experiencing difficulty in academic or residential performance. This System is supervised by the Vice Chancellor for Student Life with coordination from the Counseling Services Office.

Through the implementation of this System, each student has a Student Support Team consisting of the advisor, the counselor, and the Student Life Instructor. Concerns related to a student's performance are reported by NCSSM staff to the student's advisor. The advisor, the counselor, and the SLI, working together with the student, address the areas in which change is needed. The Team sets goals and creates strategies with the hope the student will practice behaviors that will bring about success. The Team members monitor the intervention efforts and the student's progress toward his or her goals. (Intervention strategies are usually communicated to the parents or guardians and, when circumstances warrant, parent/guardian conferences may be held.)

### **FOOD SERVICES**

NCSSM contracts with an off-campus food service provider for meals. The School works cooperatively with the food service provider to maintain an atmosphere of comfort and cleanliness. Students and staff handle the bussing of their own trays to the dish room area. Plates and utensils may not be removed from the dining hall.

Nutritious meals are provided in the dining hall on an all-you-can-eat basis. Fruit baskets are delivered every weekday afternoon to various areas around campus for student snacking. To provide students a wide variety, the dining hall uses a four-week cycle menu. On many occasions throughout the year, the dining hall serves special pace-changers. These include special themes, holiday dinners, and a variety of other special meals.

Students are required to swipe their access key each time they enter the dining hall. Students who have lost their access key may secure a limited pass from the Food Service Director. Students are expected to notify the Director or Asst. Director of Campus Resources (Security) immediately after losing an access key and to obtain a replacement.

Special meals, prepared foods, or ingredients can be provided for activities involving students. Examples are box lunches for one-day field trips, ingredients for camping trips, and food for special theme dinners where students help prepare meals in a residence hall kitchen or in a staff home. These special meals should be planned at least one week in advance.

Advance notice to the Food Service director is required when there are special catering needs.

## DINING HALL HOURS

### MONDAY - FRIDAY

Breakfast:	7:30 a.m. – 9:30 a.m.
Lunch:	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 7:00 p.m.

### SATURDAY - SUNDAY

Brunch:	10:30 a.m. - 1: 00 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

## HEALTH & WELLNESS CENTER (CLINIC)

A private medical group under contract to the School provides health services. The Health and Wellness Center (Clinic) is located on the first floor of Hunt Residence Hall. A registered nurse, a physician’s assistant, and a family physician staff the Clinic. In general, medical care in the Health and Wellness Center is provided at no charge to students.

The Health and Wellness Center is staffed and equipped to handle most common acute illnesses of students. Some problems require additional attention and these students receive referrals to area professionals. Common over-the-counter medications, crutches, and bandaging materials are dispensed at no charge to the students.

### HOURS

The Clinic is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. It closes for a monthly staff meeting and for other meetings. If a student is sick and the Clinic is closed, he/she should report to the SLI office for instructions and assistance. After Clinic hours there is always a medical provider available “on call” who can be reached by the SLI on duty.

### CLINIC SIGN-IN PROCEDURES

Students must sign in upon arrival at the Clinic. Clinic personnel will fill out the two-copy Individual Student Clinic Record upon the student’s arrival at the Clinic. This contains arrival, departure, and disposition. One copy remains in the Clinic as part of the student’s medical file. The other copy serves as an admission slip for students to return to class, or proof that they have missed the day due to illness. It is this form that determines excused absences for medical reasons, and students cannot be seen in the Clinic if this has not been filled out.

### MEDICAL CLINIC PROCEDURES

Students may go to the Clinic for assistance whenever they are sick and the Clinic is open. Students are expected to visit the Clinic for non-immediate problems at a time when they are not in class. Absences are medically excused if the student is in the Clinic at the time the classes meet or if the Clinic staff excuses the student from later classes. Classes that are missed prior to the Clinic visit will not be excused. Student athletes medically excused from one class are ineligible that day for varsity practices or games.

Students may be returned to classes, sent to their rooms to rest, or be retained in the Clinic infirmary, at the discretion of the Clinic staff. **Students excused from class for the entire day or for “the rest of the day” for medical reasons are not allowed to participate in any extracurricular activities on that day.** These excused students are restricted to their hall/room and may leave only to go to the cafeteria for meals. A violation of this rule automatically changes the medical excuse to an unexcused absence.

Occasionally students are too ill to remain in school and are sent home to be cared for by family. In those instances, the student should be picked up immediately. If this occurs, the Student Life Office will notify teachers of the extended absence. Teachers turn in written course makeup assignments to the office of the Vice Chancellor for Student Life upon notification for forwarding to the homebound student.

The Clinic will inform the students when they are sent home that in order to return to NCSSM they must check in with the Bryan SLI Office upon their return to school. They must also check in at the Clinic before returning to class.

If students cannot return to NCSSM before 4:00 p.m. on Friday (in time to check in with the Clinic), they must wait until after 12:00 noon on Sunday to return. Students returning on Sunday afternoon or in the evenings, Monday through Thursday must check in at the Bryan SLI Office and with the Clinic prior to their first class the following morning (between 7:30 and 8:00 a.m.). **NOTE: Students cannot attend class until this step is cleared. Any student who does not follow this procedure could receive a Level I for failing to follow instructions.**

The SLI on duty will notify the Clinic nurse via email that the student has returned to campus. **Any student who returns to campus with controlled medications must leave them in the SLI Office. The medications will be verified and secured in the Bryan SLI Office until the Clinic nurse picks them up the following morning. The student will then report to the Clinic for his/her medication.**

#### ADDITIONAL CLINIC ATTENDANCE POLICIES

If a student is seen in the Clinic for an illness more than 3 times in a month, then the parents will be notified.

When a student is taken home **by the parents** for illness (does not pertain to students who are sent home **by the Clinic** for illness):

- The parents must call the Clinic at 919-416-2891 ASAP to notify the Clinic of the student's situation.
- If the student is home for 3 days or more, a Doctor's note will be required to verify the illness.
- Upon return to school, the student must come to the Clinic prior to attending class, in order to have the absence considered excused. If this is not done, the absence will be considered unexcused.
- If seen in the Clinic and not excused for any further time period, the student is expected to return to his or her class. If not, they will have an **unexcused absence**. If the Clinic excuses a student for a portion of a class, the student is expected to be in the class for the remainder of the time. If not, the student will be considered **unexcused**.

#### REFERRALS & CHARGES

When medical care outside the scope of Student Health is indicated, the Clinic nurse will assist in making a referral. Parents or guardians will be responsible for charges incurred for services not covered by Clinic contract.

#### TRANSPORTATION FOR MEDICAL OR PSYCHOLOGICAL APPOINTMENTS

All medical appointments must be approved through the Clinic before NCSSM will provide transportation. All psychological/psychiatric appointments must be approved through Counseling Services before NCSSM will provide transportation in Durham. Regularly scheduled appointments should be between 9 a.m. and 5 p.m. Monday – Thursday and 9 a.m. – 1 p.m. on Friday.

Transportation for all elective appointments such as regular eye, dental and orthodontic checks is the responsibility of the parent or guardian. NCSSM staff cannot provide transportation to, or support during or after, elective surgeries.

## MEDICAL EMERGENCIES

A medical provider is available to manage urgent medical problems at all times. Routine issues can be handled by telephone after clinic hours if the student contacts the SLI on duty. More serious problems may require a visit to a local urgent care center or hospital emergency room. Every reasonable effort will be made to contact parents/guardians prior to transporting.

The Clinic works directly with the Vice Chancellor for Student Life regarding students with medical emergencies. The Counseling Services Office works directly with the Vice Chancellor for Student Life regarding students with psychiatric emergencies. NCSSM is neither equipped nor does it have the personnel to provide extended one-to-one supervision for 24 hours for students who have been sent to the hospital emergency room, who have been admitted to the hospital or who have experienced a psychiatric emergency. Parents of students who have been sent to the emergency room or who have been admitted to the hospital as a patient will be asked to come to the hospital immediately to relieve the accompanying staff and assume responsibility for overseeing the care of their child. Therefore, a recurring or ongoing psychiatric problem may result in the student being sent home to his/her family for care.

A protocol exists for students in psychiatric crisis. See the Counseling Services Office for a detailed description of the protocol.

# CAMPUS RESOURCES & SECURITY OFFICE

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The Office of Campus Resources and Security provides 24-hour campus security coverage and offers comprehensive safety programs designed to promote a safe environment. Students and staff are encouraged to promote safety by asking questions of and offering assistance to visitors on campus. Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to the Office of Campus Resources and Security (919-416-2711, on campus dial 9-416-2711). The following areas are program responsibilities of the Office of Campus Resources and Security:

## **EMERGENCY PROCEDURES**

All emergency procedures and guidelines are posted on the AlertNCSSM Web site (<http://alert.ncssm.edu>). NCSSM has also implemented an emergency campus alert system that can contact the NCSSM community via text message, voicemail and e-mail within minutes if there is an urgent situation or crisis. Please ensure through Focus that the contact information you have supplied to NCSSM is current so that you will receive any emergency notifications.

The Emergency Procedures Plan ensures that the life safety of all staff, students and visitors is a top priority. An electronic copy of the Emergency Procedures Plan, which provides specific guidelines for emergency situations at NCSSM, is available to all staff members in Focus. All staff members are encouraged to become familiar with the plan before an emergency situation occurs.

## **FIRE ALARM/FIRE DRILL EVACUATION PROCEDURES**

When a fire alarm sounds, all persons are required to evacuate the buildings immediately in an orderly manner through the nearest exit and to move well away from the building and exits so that others can leave the building. Persons exiting from upper floors should use stairways only. Staff and students should not reenter the buildings until notified to do so by Office of Campus Resources and Security personnel.

## **TORNADO DRILL PROCEDURES**

When the School is aware of a tornado warning in the area, a message is sent out via inter-room PA system, along with an outside emergency weather siren, instructing all staff and students to proceed immediately to the basement corridors of their building. Persons exiting from upper floors should use stairways only. Staff and students should not leave the lower corridors until notified to do so by Office of Campus Resources and Security personnel.

## **TRANSPORTATION IN STATE VEHICLES**

The use of state vehicles must be in compliance with Use of State Vehicles in the NCSSM Staff Personnel and Business Policies and Procedures Manual. The use of state vehicles is restricted for school-related business only, and not for personal use.

Students and parents/guardians are responsible for transportation arrangements to and from the airport as well as for other personal students needs, such as college and scholarship interviews or private lessons. The NCSSM staff cannot provide transportation for these purposes. Students can order taxis to go to the airport or make special arrangements for limousine service. Students should plan to make the necessary arrangements and have sufficient funds on hand to meet these expenses. Students may not bring personal cars for the purpose of traveling to the airport.

The SLI on duty is responsible for transportation of students to the doctor, dentist, hospital or bus station in the Durham area. In emergency situations, the on-duty Campus Resource officer serves as a backup for transportation.

Students or staff wishing to arrange transportation for a special activity or event must submit a transportation request three days in advance of the activity or event to the Director/Assistant Director of Campus Resources by using the vehicle request form found in Focus.

A photocopy of a valid North Carolina operator's license must be on file in the office of the Director of Campus Resources before any staff member drives any state vehicle. Information concerning mileage records, gas credit cards, and reimbursement for job related license expenses is available in the office of the Director of Campus Resources.

Person having a valid commercial driver's license issued by and employed by the State of North Carolina can drive NCCSM 24- and 44-passenger buses with approval of the Director of Campus Resources. The CDL must have an S & P endorsement

Faculty and staff are discouraged from transporting students in their personal vehicles.

# OPERATIONS DIVISION

The Vice Chancellor for Finance and Operations is responsible for the Business Office, Human Resources (formerly Personnel), Plant Facilities, and Telecommunications.

## **BUSINESS OFFICE**

The **Business Office** is responsible for the accounting, budgeting, purchasing, accounts payable and receivable, payroll and fixed asset activities at NCSSM.

### **SECURITY DEPOSIT**

All students are required to deposit \$250.00 with the Business Office at the beginning of the junior year as a security deposit against any losses or damages of instructional or other School property. Charges for losses or damages are assessed at replacement value and deducted from the security deposit. Individual students, roommates, and/or hall mates will be held responsible for damages to residence rooms and/or common areas of residence halls, including unreported maintenance problems. Residential staff will conduct routine inspections and assess final charges after the residence halls close for the year. Costs may also be assessed in connection with violations of the Code of Conduct. After any deduction from the security deposit, the Business Office will send a statement to the parent(s)/guardian requesting that the security deposit be replenished to the required amount within 30 days. A student having any accounts 30 days past due will, at a minimum, not be permitted to check-out additional library books or textbooks and shall be disconnected from the NCSSM computer network until full payment is received by the Business Office. No student owing any debt to NCSSM shall be invited to enroll for the next school year or receive a final transcript. NCSSM reserves the right to delay or withhold certain non-medical state-funded services to persons who refuse to pay their debts until full payment is received by the Business Office. After 90 days, debts may be referred to the State of North Carolina for collection.

### **SECURITY DEPOSIT REFUND**

When a student departs from NCSSM, whether by withdrawing or graduating, the Business Office will review the student's account and make appropriate charges for room cleaning, textbooks and library books or materials that have not been properly returned, and any other damages to property or equipment. The remaining balance of the security deposit will then be refunded to the student.

## **MAIL SERVICES**

### **INCOMING STUDENT MAIL/PACKAGES**

Student mail is delivered to the Mailroom (ETC Room 151) by the Postal Service daily and distributed to the student mailboxes by the Mail Clerk. Mail is delivered Monday through Friday to student mailboxes using the following addresses:

Name of Student  
Mailbox \_\_\_\_\_  
1219 Broad Street  
Durham, NC 27705

### **INCOMING SCHOOL BUSINESS MAIL**

School business mail should be sent to Post Office Box 2418, Durham, NC 27715-2418 (note that the P.O. Box zip code is different from the street zip code). Use of the street address can delay delivery to staff by two or three days. Incoming U.S. and courier mail is sorted and distributed Monday through Friday to staff mailboxes located in the mailrooms on First Floor Watts and First Floor Bryan.

**OUTGOING MAIL**

Outgoing United States mail is processed through the mailroom on the first floor of the ETC (John Friedrick Educational Technology Complex). The US Postal Service pickup times for the mailbox on the Bryan Center Porch are 12:00 noon and 3:00 p.m. therefore; **all mail needs to be in the ETC mailroom by 9:00 a.m. and 2:00 p.m. for processing.** Staff and students should place *“personal stamped”* mail in the mailbox on Bryan Center Porch. The mailroom is open each afternoon from 1:30 to 4:30 p.m. to assist staff members with outgoing mail. We do not allow other students to use the postage machine.

For large mailings, advance notice of at least three days is required in order to ensure an adequate postage supply. Large mailings (100 or more pieces) must be in the mailroom before 11:00 a.m. on the day of the mailing. Smaller quantities of mail can be left in the mailroom box. To ensure that return mail is returned to the sender, please include the name of the office or staff sender above the School return address on the envelope. All outgoing NCSSM mail must include the name of the office or staff sender above the School return address on the envelope. You must complete the NCSSM Mail Request form and attach to your mail prior to placing it in the collection box. Any outgoing NCSSM mail not accompanied by a NCSSM Mail Request form will be held in the mailroom until a determination of sender can be made.

If you wish to send mail/packages using the United Parcel Service (UPS) you are required to complete paperwork prior to delivering the mail/package to the mailroom. Parcel post packages not exceeding 10 pounds may be brought directly to the mailroom. Larger parcel post packages require prior notification of the mailroom staff.

U.S. Postal Service mailbox is located outside Bryan Center

U.S. Mailbox – Outside Bryan Center

Monday - Friday	12:00 noon and 3:00 p.m.
Saturday	10:00 a.m.
Sunday	None
Holidays	None

**IN-HOUSE MAIL**

Distribution of in-house mail is placed in the departmental personnel mailboxes. It is the responsibility of each respective office to pickup mail. The mailrooms for in-house mail distribution are located on First Floor Watts and First Bryan (outside library). All in-house mail for students should be delivered to the mailroom to be distributed to student mailboxes.

**HUMAN RESOURCES**

Human Resources is responsible for the coordination of employee services, programs and activities, which support the human resource needs of NCSSM.

**PERSONAL USE PROCEDURES**

NCSSM employees must keep in mind the public trust that we discharge, of the necessity to conduct ourselves with the highest ethical principles, and to avoid any action that may be viewed as a violation of the public trust. As custodians of resources entrusted us by the public, government entities, and private donors, we should always be mindful of how we utilize these resources. These resources include, but are not limited to, employees’ time, facilities, supplies, and equipment, such as telephones, fax machines, and computers.

As members of a campus community, we should also be mindful of our responsibility to act so that others are not deprived of access to these same resources as they perform their duties.

### GUIDELINES

The use of NCSSM's resources and services for nonofficial purposes is permitted only in compliance with the following criteria:

- The cost to the School must be negligible, such as the use of local phone lines/Internet connections that avoids adding additional charges to NCSSM.
- The use must not interfere with an NCSSM employee's obligation to carry out NCSSM duties in a timely and effective manner.
- The use must in no way undermine the use of NCSSM resources and services for official purposes.
- The use neither expresses nor implies sponsorship or endorsement by NCSSM.
- The use must be consistent with state and federal laws regarding obscenity, libel, or the like, and state and federal laws and NCSSM policies regarding political activity, the marketing of products or services, or other inappropriate activities.

**Users should be aware that NCSSM may examine the use of NCSSM resources or services to comply with internal or external audit needs; for example, monitoring of computer use by ITS or auditing of monthly telephone bills by the Business Office.**

In applying these guidelines, each case will depend upon the particular circumstances and other important factors such as materiality or reasonableness. The ultimate control, therefore, lies with each employee's supervisor, as that person should have direct knowledge of the behaviors and needs of the individual employee.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. A supervisor's decision cannot, however, circumvent other policies and procedures of North Carolina School of Science and Mathematics that may restrict personal use beyond the limitations cited in these guidelines. For example, the use of NCSSM telephones, fax machines, copiers, mail services, computers, and vehicles must comply with existing NCSSM procedures; and the use of NCSSM resources in political activity is prohibited.

### TELEPHONES AND FAX MACHINES

Only calls related to NCSSM business may be charged to NCSSM lines. **Personal calls may not be billed to NCSSM telephone numbers.** Personal long-distance calls may be made from NCSSM telephones only when these calls are placed as individual credit-card or collect calls. The prohibition of personal long-distance calls also applies to the use of NCSSM fax machines.

### COPIERS

NCSSM copy machines are for official School purposes with the following exceptions. Coin-operated copiers are available in the library for student personal use. Staff may utilize the self-service copiers for personal use and be billed at competitive rates if they contact the LIT@COM Communications Center Manager in advance. Large or complex jobs that require special paper or handling can be submitted to LIT@COM Communications Center for processing on a cost-recovery basis at competitive rates, provided the job does not interfere with the LIT@COM Communications Center Manager's NCSSM obligations.

### MAIL SERVICES

The *NCSSM Student Handbook* provides procedures for the processing of outgoing mail. The campus mail system will be used solely for the distribution of U.S. mail and state courier mail delivered to the mail center, including publications produced by the School or its related units but excluding student publications. The

NCSSM mail system will not be used for the distribution of non-NCSSM-related publications. Use of the campus mail system for private use for personal advantage is specifically prohibited. The School will not be responsible for personal packages received through the campus mail or other delivery services, such as UPS.

### **COMPUTERS**

The *NCSSM Student Handbook* provides guidelines for the use of NCSSM computer resources. Users of NCSSM computer resources are prohibited from any activity that impedes the work of the staff members or the work of others, through inappropriate use of any resources, sending chain mail, unwelcome interruption of others' work, violation of another user's privacy, or damage to or modification of hardware or software resources. It is the responsibility of anyone using these resources to report any apparent malfunctions or unacceptable uses of the resources.

**See Section K3 on NCSSM Internet Use Policy.**

### **AUDIOVISUAL EQUIPMENT**

Audiovisual equipment loans are intended for on-campus NCSSM programmatic purposes. Exceptions for off-campus use can be made for NCSSM-related programs at the discretion of the Director of LIT@COM in consultation with the Director of Academic Programs. NCSSM equipment may not be used to duplicate copyrighted materials for staff use unless allowed under the fair-use guidelines.

### **STATE VEHICLES**

The use of a state vehicle must be in compliance with Use of State Vehicles in the NCSSM Staff Personnel and Business Office Policies and Procedures Manual. The use of state vehicles is restricted for School-related business only, and not for personal use.

### **POLITICAL ACTIVITY**

Political activity by NCSSM employees is regulated by federal and state law. No NCSSM employee may use NCSSM funds, vehicles, equipment, supplies, or other resources in connection with partisan political activities. This includes the use of NCSSM electronic resources.

## **PLANT FACILITIES**

The Plant Facilities staff provides grounds, housekeeping, maintenance, and repair services to the entire 27-acre campus and to the nearly 900 students and staff at NCSSM.

## **TELECOMMUNICATIONS**

A SwitchBoard Operator is on duty from 8:00 a.m. to 5:00 p.m. Monday through Friday, and an automated attendant answering system is provided at all other times.

**INSTRUCTIONS TO CALL AN EXTENSION WHEN AUTOMATED ATTENDANT IS ACTIVATED****CALLERS WITH TOUCH-TONE PHONES:**

For Security Emergencies	Press 1
To dial by name	Press 2
To dial the extension number	Press 3
For a listing of departments	Press 4

**CALLERS WITH ROTARY PHONES:**

Persons calling from rotary phones cannot access NCSSM software to use the menus. After dialing (919) 416-2600, the caller must wait to be transferred for assistance. The caller should wait until the SLI office answers. SLI's are on duty until 1:00 a.m. Sunday through Thursday and until 3:00 a.m. on Friday and Saturday. If there is no answer, the SLI is on the phone or temporarily out of the office. The caller should repeat the call in a few minutes.

**EMERGENCY**

If there is an emergency, the caller, from on or off campus, should contact the Security/Campus Resources Office at **919-416-2711 (If on campus, dial 9-416-2711)**.

# INSTITUTIONAL ADVANCEMENT DIVISION

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The Division of Institutional Advancement works to advance the mission of NCSSM and enhance the student experience through fund raising and public relations activities, such as the Annual Fund, grant writing, alumni activities, parent programs and community relations. The division supports the NCSSM Foundation as well as the Alumni and Parent associations and houses the Office of Communications.

The division undertakes fund-raising programs to generate financial support from the private sector, including alumni, parents and friends of the School. Although NCSSM is a state-supported institution, the costs of the School's current and future needs far exceed public funding sources. The School was founded on philanthropic giving nearly 30 years ago and continues to pursue its purpose thanks to the generosity of private individuals and organizations.

## **NCSSM FOUNDATION**

The Institutional Advancement Division works closely with the North Carolina School of Science and Mathematics Foundation, an independent 501(c)3 charitable foundation, which receives and manages all gifts received from private sources and participates in the solicitation of gifts, including the application for and administration of grants. Every year, the NCSSM Foundation funds between 5 and 8 percent of the overall NCSSM budget.

## **ANNUAL FUND**

The Annual Fund is an unrestricted fund that provides the heart and soul of NCSSM after classes end, supporting activities such as van loops, intramurals, hall activities, school dances and academic competitions. For more information on the Annual Fund, visit [www.ncssmalumni.com/af](http://www.ncssmalumni.com/af)

## **YOUNG ALUMNI PROGRAM**

The NCSSM Young Alumni Program gives current NCSSM students and alumni up to five years out a chance to support the NCSSM Annual Fund and ensure that other students are provided the same opportunities they enjoyed while here at NCSSM. Simply come to the Institutional Advancement offices or talk to an Attaché to learn more about the Young Alumni Program and upcoming Young Alumni events.

## **ALUMNI AND PARENT PROGRAMS**

The NCSSM Parents' Association and Alumni Association are professionally supported by the division. Both organizations provide for effective communication as well as a practical channel through which these close constituents may constructively participate in NCSSM activities. All parents, guardians and alumni are considered members of their respective associations.

To stay in touch with classmates and keep up with school events, alumni can register at the NCSSM Alumni Connections Web site ([www.ncssmalumni.com](http://www.ncssmalumni.com)) where there is also access to an alumni Career Center, photos and message boards for alumni events and Class Notes.

## **COMMUNICATIONS**

The Communications Office is responsible for providing information about NCSSM to the media, the full range of the NCSSM community, and to the general public. The Communications Office coordinates all community interactions with media and serves as the initial contact with anyone requesting information about NCSSM. Additional functions include managing the NCSSM Web site, preparing School publications, and meeting the commercial design and print needs of other offices.

**WEB SITE**

The School home page is [www.ncssm.edu](http://www.ncssm.edu). In addition to sections on Admissions, Academics, Student Life, Distance Education and Extended Programs, Athletics and Institutional Advancement, there are links to both the Parents' Page and Alumni Connections Web site. Other pages include a visitor's section with information on Human Resources, directions and maps. NCSSM students, faculty and staff can post school-related events and announcements on the NCSSM homepage.

**MEDIA RELATIONS**

The Communications Office coordinates all media relations, including visits and interviews with students, faculty and staff. If a member of the media is requesting to speak with a student, faculty or staff member, the Communications Office will contact the student, faculty or staff member and coordinate an interview or visit. Due to the time-sensitive nature of media relations, if a member of the Communications Office contacts a student, faculty or staff member about a media request, a response should be made to the office as soon as possible.

If a reporter contacts a student, faculty or staff member directly, the student, faculty or staff member should direct the reporter to the Director or Assistant Director of Communications. Please note that, as a policy, the Communications Office does not allow students to be interviewed without a staff or faculty member present and, thus, phone interviews with students are prohibited. If a reporter is attempting to contact a student by phone, the student should contact the Communications Office as soon as possible.

# ADMISSIONS OFFICE

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The Admissions Office is responsible for the recruitment and selection of each year's incoming class. The admissions staff employs a variety of strategies to inform rising and current tenth-graders of the special learning opportunities at NCSSM. Visits are made to schools, technical institutes, libraries, special interest groups, and civic organizations. Informational materials are mailed to the chairpersons of science, mathematics, and guidance departments in North Carolina schools. Staff members participate in radio and television interviews, and information sessions are conducted via our distance learning technologies in conjunction with cyber campus partners across the state. Throughout the year, Super Saturdays are held on the NCSSM campus, giving interested students and their families the opportunity to learn more about NCSSM and about the selection process.

Students apply for admission during the tenth grade and must take the Scholastic Aptitude Test (SAT I) in October, November, December or January of their tenth-grade year. The applicant's parents or legal guardian must be permanent legal residents of North Carolina as of December 1st of the applicant's tenth-grade year. Students compete for enrollment based on the U.S. Congressional District (CD) in which their parent/legal guardian maintains permanent residence. There are 13 CD's in North Carolina.

Each spring several Discovery Days are hosted on the NCSSM campus, to give applicants an opportunity to learn more about the campus and to give the School the opportunity to learn more about the applicants. On Discovery Day, applicants complete a certain assessment. Applicants and their families also participate in information sessions and a tour of the campus. All applicants must attend one of the Discovery Days or their file is considered incomplete and the applicant is withdrawn from the process.

An Admissions Selection Committee, composed of persons both inside and outside of the School, meets once each spring to evaluate applicant files and establish ratings for the identification and selection of the next incoming class. Included in the applicant file is data collected on Discovery Day.

Finalists, Wait List Finalists and Non-Finalist Applicants are notified of their status after the Admissions Selection Committee has completed its task. Once selected, all Finalists, as well as Wait List Finalists are invited to attend Welcome Day at NCSSM. On Welcome Day, Finalists and Wait List Finalists complete mathematics and science placement testing, pre-registration, and begin the process of submitting paperwork necessary for enrollment. This is also a day for addressing any additional concerns or questions that families may have regarding attendance at NCSSM. A coaches/athletic fair, Mini-Term fair and Student Club fair are part of the day. There are also performances by current students demonstrating the diverse academic offerings of NCSSM and the diverse talents of our student population.

Current students, staff members, and parents or guardians of current students also participate in the admissions recruitment and selection process. Current students serve as group escorts and tour guides throughout the year and, especially, at Super Saturdays, Discovery Day, and Welcome Day. They also provide a student's perspective in information sessions both on campus and at their former high schools. Staff members facilitate group or one-on-one discussion sessions during Discovery Day and serve on the Admissions Selection Committee. Parents and guardians of current students assist with testing and information sessions on Discovery Day and Welcome Day and attend admissions presentations in their area in order to provide their perspective of the School to other parents or guardians with interest in our program.

# DISTANCE EDUCATION AND EXTENDED PROGRAMS (DEEP) DIVISION

The Vice Chancellor for Distance Education and Extended Programs (DEEP) is responsible for the operation of the DEEP Division, which includes Distance Education Technologies, the NCSSM Online program, the Mathematics and Science Education Network Center at NCSSM, NCSSM Research and Evaluation, Summer Ventures in Science and Mathematics, and the Labs for Learning program.

## DISTANCE EDUCATION TECHNOLOGIES

The Distance Education Technologies Department was created in 1995 and has framed its mission to provide educational opportunities to students and educators around the state. It provides course curriculum, topical enrichment programming to K-12 students and educators, professional development, and special event programming to students and educators throughout North Carolina using emerging technologies such as two-way interactive videoconferencing (IVC) via Internet Protocol.

Instruction of upper-level credit-bearing courses in science, math, and the humanities are provided by NCSSM teachers via videoconferencing in one of four studios located in the ETC. In addition, NCSSM students have opportunities to connect with students, educators, and content experts all over the world through live, interactive sessions in the ETC Lecture Hall or through a mobile unit housed in the Royall Center.

Distance Education Technologies at NCSSM is a test bed for emerging technologies such as high definition IVC, podcasting, video production, 3-D graphics and animations, and video streaming. The Department is supported with four studio managers who provide technical assistance to the teachers, a video production specialist who coordinates video production projects around the campus, two computer graphics illustrators who support graphics needs for the distance education teachers and publications for outreach.

Other distance education personnel such as the Dean, Technical Coordinator, Instructional Technology Specialist, Outreach Specialist, and Office Assistant oversee the operations of the department and its programs—academic, supervisory, technical, communications support, and community liaison. In addition, the Auditorium Technical Director in this department oversees the functions and activities of the ETC auditorium and lecture hall.

NCSSM students are encouraged to visit the IVC studios to see firsthand how this technology is used to bridge the distance between the learner and the educational opportunities. Also, NCSSM students are encouraged to explore the wealth of opportunities available to them to connect with people virtually anywhere, for collaborative projects, educational enrichment, or virtual college visits. Students have also participated in IVC sessions by conducting enrichment or tutoring sessions to K-12 students statewide. Distance Education offices are located on the 3rd floor of the ETC.

## NCSSM ONLINE

**NCSSM Online** is a unique, tuition-free, two-year program of online learning blended with a host of real-time connections and onsite NCSSM residential activities.

Launched in fall 2008 in a pilot stage, the **NCSSM Online** program is available to highly qualified applicants to the NCSSM residential program. It is designed to expand the NCSSM academic experience beyond the boundaries of the Durham campus to more North Carolina high school students in a virtual environment.

**NCSSM Online** offers a host of rigorous honors or college-level online courses parallel to those offered in the NCSSM residential academic program. A unique feature of this two-year program is its design to bring students together for onsite collaborative learning experiences - a vital component of the total NCSSM experience. This program supplements continued enrollment at a local school and will provide for a separate NCSSM transcript for the courses taken in the **NCSSM Online** program.

There is more detailed information on the **NCSSM Online** program at its Web site: <http://online.ncssm.edu>

## **WORKSHOPS FOR STUDENTS AND TEACHERS**

NCSSM is one of eleven North Carolina Mathematics and Science Education Network (NC-MSEN) Centers that form a network across the state with a common purpose of strengthening K-12 science and mathematics education by improving the quality of teaching throughout North Carolina. NCSSM posts its upcoming workshops at <http://www.dlt.ncssm.edu>. Throughout the school year, but particularly in the summer when on-campus facilities are more available, DEEP sponsors teacher professional development workshops and special programs for students. NCSSM has a long and impressive history of grant awards to support these programs.

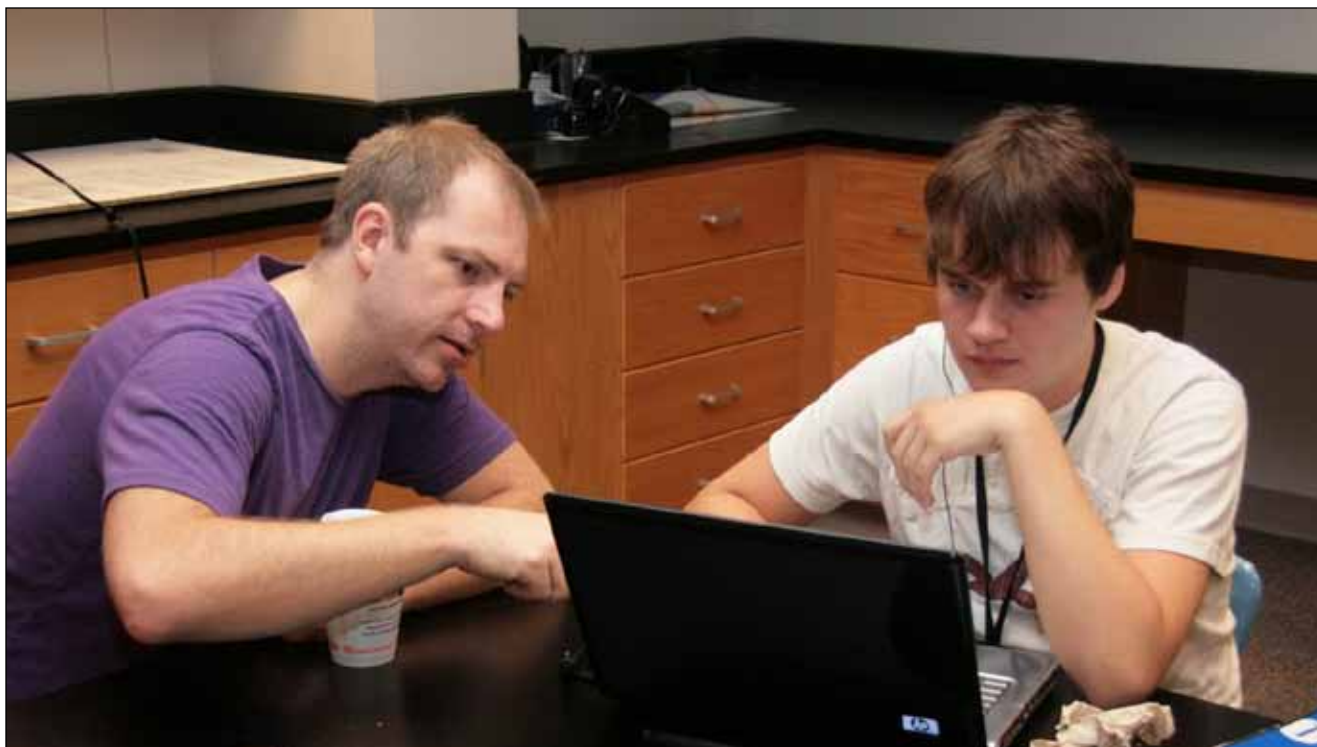
## **LABS FOR LEARNING PROGRAM**

The Labs for Learning program is a four-year program designed to serve high-potential, high-interest underrepresented students interested in participating in a diverse living and learning community. The goals of the program include: to equip students with skills for success in math, science, and scientific problem-solving and research; to inspire interest in STEM (science, technology, engineering, math) careers; and to support students and their families with guidance and a plan of study for success in college and STEM careers.

Participating students are recommended by their district during 6th grade and are encouraged to commit to participation in the program through their 10th grade year. These students attend public schools in the northeastern NC school districts of Warren, Halifax, Northampton, Bertie, Hertford, and Weldon City.

## **DEEP PARTNERSHIPS**

To accomplish the school's outreach mission of improved mathematics teaching and learning, NCSSM works hand-in-hand with schools across North Carolina -- partnering with the state's outstanding teachers and calling on them to assist with professional development initiatives hosted on the NCSSM campus. Further, NCSSM partners with higher education, businesses, foundations, and state agencies. Glaxo Smith Kline, Z. Smith Reynolds Foundation, Progress Energy Foundation, Duke Energy Foundation, and SAS Institute have provided funds for summer programs. Wachovia Foundation and Lincoln Financial have supported school programs. The Burroughs Wellcome Fund has been a major partner in establishing multi-media suites of distance education, sophisticated computers, and video production facilities where teachers were trained in strategically selected high schools representing North Carolina's more rural areas; jumpstarting NCSSM's comprehensive NC distance education program. Additionally, it is a major partner in the NCSSM Labs for Learning program. NCSSM works closely with the N.C. Department of Public Instruction on curricular and math/science leadership projects. Federal agencies such as the U.S. Department of Education, the Department of Commerce, NASA and NSF have supported major statewide teaching and learning initiatives. The NCSSM staff is active in educational professional organizations and is always looking for new ideas and new partnerships.



## **RESEARCH AND EVALUATION**

The DEEP office of Research and Evaluation approves all institutional research and surveys concerning NCSSM. A Scientific Review Committee (SRC) Proposal is required for all student research projects and surveys/questionnaires distributed beyond the scope of a single classroom. The proposal form and procedural guidelines are available on eCentral. The SRC proposal addresses the goals of the project, the experimental protocol, appropriate safety procedures, and the proposed research instruments. For those projects requiring human subjects, vertebrates, or potentially hazardous materials or devices, additional review by the Institutional Research Board may be necessary.

Generally speaking, the Office of Research and Evaluation does not encourage outside investigators' studies of the NCSSM student population, unless they are conducted in collaboration with a current student's research.

No information can be collected for any research project prior to receiving formal written approval from the Director of Institutional Research and Extended Programs.

## **SUMMER VENTURES IN SCIENCE AND MATHEMATICS (SVSM)**

SVSM is a cost-free, State-funded, four-week residential program for academically talented rising juniors and seniors. The Vice Chancellor for Distance Education and Extended Programs serves as State Coordinator for SVSM and is responsible for admissions, publications, program policy, curriculum, and evaluation. SVSM is a program of the University of North Carolina. More detailed information is available at its Web site: [www.summerventures.org](http://www.summerventures.org)

## **STUDENT USE OF THE JOHN FRIEDRICK EDUCATIONAL TECHNOLOGY COMPLEX**

Much of the ETC is for specialized use or for office space. Because of this, students are advised to use common sense—realizing that if the lights are off in a room, that means it's not accessible to students. Many of the rooms are locked when not in use. Use of the restrooms, stairways, and elevator is restricted to their purpose, and loitering or meeting in these areas is not permitted.

### **VIDEOCONFERENCE STUDIOS**

The 3rd floor houses much of the Distance Education Technologies Department and two of its studios, which are open for student visitation until 5:00 pm weekdays (the other two studios are located on the second floor). The Distance Education Technologies Department encourages students to explore the use of interactive videoconferencing (IVC) for educational purposes; connecting students, educators, and experts all over the world.

### **DRY LAB, WET LAB, E-LAB**

Use of the second floor science classrooms—Dry Lab (ETC223) and Wet Lab (ETC220)—is permitted with faculty/staff supervision, following appropriate reservation procedures. The supervising faculty/staff member must assume full responsibility for the correct and appropriate use of any equipment used in these facilities.

The E-Lab (ETC226/227) is used for classes supervised by a teacher. Other use of this facility is coordinated through the NCSSM ITS Department.

### **STUDENT CENTER, MUSIC SUITE, LECTURE HALL, AUDITORIUM**

The ETC space most frequently used by students is the Student Center located on the ground floor and the Music Suite Practice Rooms located on the first floor. Students are welcome and encouraged to use these facilities during specified times of availability. Use of the Music Suite Practice Room and Recording Studio are supervised by the music teachers.

Use of the Lecture Hall and Auditorium located on the first floor are permitted with faculty/staff supervision, following appropriate reservation procedures. The faculty/staff member must be in attendance with students at all times, and must assume full responsibility for correct and appropriate use of any equipment used in these facilities.

# INFORMATION TECHNOLOGY SERVICES

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NCSSM maintains a hybrid switched Ethernet network consisting of both wired (100/1000MB/s Cat5 gigabit fiber) and 802.11 wireless equipment. All areas of the campus including residential halls, classrooms, offices, and external grounds are under the wireless network. All campus buildings are included in the fiber backbone. Building to building communication is carried by multi-mode fiber optic cable. Access to Internet gateway services is provided by the North Carolina Research and Education Network (NCREN) at Research Triangle Park.

Access to and use of NCSSM computing resources is a privilege granted to members of the NCSSM community for scholarly, research, academic, and administrative purposes. Computing resources are defined as facilities, equipment, systems, and personnel. Use of these resources includes Internet Web sites, email, instant messaging, application software, printers and any other electronic communication. Members of the NCSSM community who use computing resources are expected to do so in an efficient, appropriate, ethical, and legal manner. Use of NCSSM computing resources depends upon mutual respect and cooperation to ensure that all members of the NCSSM community have equal access, privileges, privacy, and protection from interference and harassment. NCSSM computing resources shall be used in a manner consistent with the instructional, research, and administrative objectives of the academic community in general and with the purpose for which such use of resources and facilities is intended. All activities inconsistent with these objectives are considered to be inappropriate and may jeopardize continued use of NCSSM computing resources and continued association with NCSSM.

NCSSM computing resources are for the use of NCSSM staff and students only and for use only in a manner consistent with each individual's position. Resources may not be used in any manner inconsistent with an individual's authority, prohibited by licenses, contracts, school policies, or local, state, or federal law. No one may grant permission for inappropriate use of computing resources, nor does the ability to perform inappropriate actions constitute permission to do so.

NCSSM reserves the right to monitor, record, and store computing activities of anyone using computing resources. If such monitoring, recording, and storage reveals possible evidence of inappropriate, unethical, or illegal activity, computing system personnel may provide the evidence obtained from monitoring to appropriate institutional and civil authorities.

## PERSONAL COMPUTERS ON CAMPUS

NCSSM encourages the use of a variety of personal computers, in terms of both manufacturers and operating systems (as long as the OS is not a server OS). There are some requirements your computer must adhere to in order to be attached to the NCSSM network. NCSSM does not participate in any computer purchase and maintenance program. Suggested computer specifications are published on the information sites for incoming students.

NCSSM ITS is not a hardware repair facility for student laptops. We cannot perform any warranty repairs on personal computers or other hardware. We will help you diagnose hardware problems, suggest information and data that you will need when talking with the manufacturers' or vendors' help facilities, hold your computer in ITS for the on-site repair technician, help you with user-replaceable parts (e.g., hard drives), and provide support for network connectivity and commonly used software at NCSSM. In order for ITS to help with your software problems, you will have to provide a driver restore disk for your machine. These disks either come with your machine or you are supposed to make the recovery disk when you purchase your machine. You also need to record all the serial numbers of the laptop and the product keys from software installed on your machine. ITS cannot provide replacement laptops while a student laptop is being repaired. Public computers can be used during while a laptop is being repaired. A very limited number of laptops may also be available in the ITS suite.

NCSSM will furnish commonly needed software while you are enrolled at the school. The Windows software

licenses only provide for use of the product (Windows, Office, etc.) while enrolled at NCSSM. Other software, like MathCad, require a connection to a license server and will not work off campus. You are encouraged to make a recovery disk once your machine is set up. ITS cannot furnish any program disks.

Common computer requirements for computers on the NCSSM network:

1. Wireless (WiFi) adapter must be compatible with the 802.11 standard.
2. A fully activated anti-virus program with up-to-date virus definitions. Students using Windows, should install *Windows Security Essentials*. Mac users are encouraged to install *ClamAV*. Students without a working anti-virus program will be removed from the network and may be subject to other sanctions.
3. Regular updates to operating system, anti-virus program, office suite, and all network-facing applications.

## **NETWORK USAGE AGREEMENT POLICIES**

Each user agrees to make appropriate use of computing resources including, but not limited to:

1. Respecting the intended purposes of computing resources, facilities, and equipment (for scholarly, research, academic, administrative and NCSSM sponsored community service purposes);
2. Respecting the stated purpose of computer accounts (for scholarly, research, academic, administrative, and NCSSM sponsored community service purposes) and to use computer accounts only for the specified purposes;
3. Respecting the dignity and privacy of other users;
4. Respecting the integrity of the systems;
5. Maintaining secure network connections (locking computers or logging off when absent);
6. Respecting the resource controls of the systems and managing appropriately use of disk space (mailbox size limit is 50 Mb);
7. Respecting the privileges associated with having network connectivity;
8. Respecting the copyright protection of licensed software and documentation;
9. Following all NCSSM policies and local, state, and Federal laws related to computing;
10. Notifying the system administrator of any change in account information

## **EMAIL DISTRIBUTION LISTS**

All-Staff and All-Student distribution lists are not available for student posts. School-related announcements should be posted on the NCSSM Events Calendar. Personal announcements should be sent to personal distribution lists. The Events Calendar is not available for personal announcements.

## **SECURITY**

Each user agrees to refrain from inappropriate uses of computing resources including, but not limited to:

1. Revealing your account password or allowing another person to use your account;
2. Using another individual's account;
3. Attempting to log on as another user;
4. Misrepresenting oneself or others through web posts, instant messaging, email or other electronic communication;

5. Identifying or propagating a security problem to other users;
6. Attempting to read, delete, copy or modify another user's email;
7. Attempting to decrypt or guess passwords;
8. Attempting to gain access to another's account or to network shares or services other than those designated for your account;
9. Attempting to gain unauthorized access to remote systems.
10. Modifying the ITS assigned network configuration settings on personal or public computers.
11. Adding any devices other than ITS authorized devices to the network. This includes routers, servers, access points, etc.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to NCSSM resources. In extreme cases, the user may be denied continued association with NCSSM.

If you identify a security problem, you must notify a system administrator immediately. Failure to notify is a violation of the NCSSM acceptable usage policy.

## **VANDALISM/HARASSMENT**

Harassment is defined as the persistent annoyance of another user or the interference in another user's work.

Vandalism is defined as any malicious attempt to harm or destroy data, or reputation of another user, or intentional disruption of the NCSSM network.

Each user agrees to refrain from inappropriate uses of computing resources including, but not limited to:

1. Sending obscene, abusive, harassing, or threatening email or instant messages;
2. Use of obscene, vulgar, abusive or inappropriate language, pictures or other material;
3. Libeling, slandering or harassing other users through means other than email;
4. Publishing, downloading or transmitting threatening or obscene material;
5. Altering or avoiding accounting for the use of computing resources, facilities, and equipment;
6. Intentionally seeking information on, obtaining copies of, modifying, or tampering with files, tapes, passwords, or any type of data belonging to other users unless specifically authorized to do so by those users;
7. Using resources to develop or execute programs that could harass others, infiltrate the systems, damage or alter the software components of the systems, or disrupt NCSSM activities;
8. Abusing, harassing, intimidating, threatening, stalking, or discriminating against others through the use of computing resources
9. Engaging in vandalism or mischief that incapacitates, compromises, or destroys NCSSM resources (including knowingly, negligently or carelessly introducing viruses or worms);
10. Vandalizing equipment or tampering with data or software;
11. Physical destruction or theft of property;
12. Inappropriate, unauthorized, unethical, or illegal use of another individual's computer.

Vandalism and/or harassment will result in the cancellation of the offending user's account and any other NCSSM disciplinary options, up to and including dismissal and criminal prosecution.

## **PLAGIARISM/COPYRIGHT VIOLATIONS**

Each user agrees to refrain from inappropriate uses of computing resources including, but not limited to:

1. Using, duplicating, or distributing licensed software and documentation without the express written permission of the original copyright owner;
2. Placing copyrighted material on the network without author permission;
3. Distribution of material protected by trade secret;
4. Plagiarizing or incomplete accreditation of source material.

## **MISCELLANEOUS UNACCEPTABLE USE**

Each user agrees to refrain from inappropriate uses of computing resources including, but not limited to:

1. Anonymous postings from free web-based ISPs which do not require user authentication in account creation;
2. Sending attachments without a description phrase in the body of the message;
3. Inappropriate use of distribution lists or circumventing distribution list restrictions;
4. Using networks for illegal activities, such as gambling or pornography;
5. Spamming or forwarding of chain letters;
6. Use for commercial activities or political lobbying;
7. Making excessive use of resources, controlled or otherwise;
8. Violation of any rules appropriate to any other network being accessed.
9. Forwarding email without the permission of the author.
10. Inappropriate use of webcams, including but not limited to invasion of privacy, spying, etc.
11. Leaving a public computer logged into your account.

## **WEB POLICY**

Access to the World Wide Web (WWW) and the ability to create Web sites on NCSSM computing systems are privileges provided to members of the NCSSM community. NCSSM users must conduct their activities in a courteous and professional manner.

### **SERVERS**

NCSSM supports and maintains designated WWW servers for general campus usage. All web servers connected to the Internet through NCSSM networking are to be registered with the NCSSM Webmaster webmaster@ncssm.edu) The WWW Policy applies to all web servers using NCSSM as the Internet Service Provider (ISP).

## **SUSPENSION OF PRIVILEGES DURING SUSPENSION OR INVESTIGATION**

During academic suspension or the investigation of an alleged policy violation, a user's computing and network access will be suspended. NCSSM reserves the right to examine a user's recorded and stored information in the course of investigating an alleged policy violation.

## **CONSEQUENCES OF POLICY VIOLATIONS**

Violations of NCSSM Computing Policies may result in disciplinary action, including, but not limited to, suspension of access to the network, suspension of email privileges, suspension of computing privileges, suspension or expulsion from the institution, suspension or termination of employment, imposition of fines, and referral for legal action.

# BOARD-APPROVED POLICIES & PROCEDURES

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## **I. STUDENTS' RIGHTS AND RESPONSIBILITIES**

1. The North Carolina School of Science and Mathematics affirms that the first goal of the School is to educate the students admitted to its programs. The freedom of students to learn is an integral and necessary part of the academic freedom to which the School is dedicated. The School provides, within its allotted University functions and available resources, opportunity for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding, and enhancing their knowledge and experience applicable to the effective discharge of civic, professional, and social responsibilities. It is the policy of the School not to abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

2. All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

Effective July 1, 2007

## **II. ACADEMIC FREEDOM AND RESPONSIBILITY IN THE COMMUNITY**

The North Carolina School of Science and Mathematics is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes.

The School therefore supports and encourages freedom, within the law, of inquiry for faculty members and students so that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

The School will protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

Administrators, faculty and students of the School will share in the responsibility for maintaining an environment in which academic freedom flourishes, and the rights of each member of the academic community are respected.

Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with the School and their position as men and women of learning. They should not represent themselves, without authorization, as spokespersons for the School or for the University of North Carolina.

The School and the University will not penalize or discipline members of the faculty because of the lawful exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

**Adopted by the NCSSM Board of Trustees**

May 26, 2005

Revised January 11, 2007

## **III. PATENT AND COPYRIGHT POLICIES**

A copy of the North Carolina School of Science and Mathematics Patent and Copyright Policies, adopted by the NCSSM Board of Trustees on March 3, 1989, is available upon request in the Office of the Chancellor. The following sections are included:

- I. Policy;
- II. Objectives;
- III. Patent Ownership;
- IV. Patent Application;
- V. Inventions Made on Own Time;
- VI. Waiver and Release of NCSSM Rights;
- VII. Specific Conditions Governing Sponsored Research;
- VIII. Publication;
- IX. Avoidance of Conflicts;
- X. Duty to Disclose Discoveries and Inventions;
- XI. Copyrights Ownership;
- XII. Service Marks, Trademarks and Trade Secrets;
- XIII. Income from Patents and Copyrights;
- XIV. Patent and Copyright Committee;
- XV. Patent and Copyright Management; and
- XVI. Procedure and Exceptions.

**Adopted by the NCSSM Board of Trustees**

March 13, 1989

Revised June 8, 2007

## **IV. COPYRIGHT USE POLICY**

The North Carolina School of Science and Mathematics is committed to complying with all applicable laws regarding copyright use. The School, as an institution devoted to the creation, discovery, and dissemination of knowledge, supports students and employees to build freely upon the ideas and information conveyed by others' work "to advance the progress of science and art." Institutional policies, procedures, training programs, and curriculum resources allow the community to access and appropriately use a wide array of information. Compliance with the Copyright Act of 1976, as amended, is the individual responsibility of every employee and student. Unlawful reproduction of copyrighted materials in any format is not condoned.

Adopted March 10, 2006

## **V. NCSSM INTERNET USE POLICY**

### **INTRODUCTION**

Use of the Internet provides great educational benefits to students and staff of NCSSM. However, some material accessible via the Internet may contain items that are illegal, defamatory or potentially offensive to some. Access to the Internet is given as a privilege to staff and students who agree to use the privilege in a considerate and responsible manner. We require that staff and students read and accept the rules for acceptable behavior in the attached network usage procedures section.

NCSSM provides computer equipment, services and network access for educational purposes only. Educational purposes are defined as those purposes directly related to an educational assignment, project, job or function for which the user is responsible. These services are provided to improve learning and

teaching through research, teacher training, administrative support, collaboration, dissemination of information, and use of materials and resources. Access to networks carries with it the responsibility for proper use of those resources and computing facilities.

Use of NCSSM computing resources depends upon mutual respect and cooperation to ensure that all members of the NCSSM community have equal access, privileges, privacy, and protection from interference and harassment. NCSSM computing resources shall be used in a manner consistent with the instructional, research, and administrative objectives of the academic community in general and with the purpose for which such use of resources and facilities is intended.

NCSSM has the right to monitor internet usage over the NCSSM network for the safety and security of users. Electronic records on the NCSSM network are the property of NCSSM.

**The above paragraph refers to web browser activity. The ITS division of NCSSM may monitor at the written request of a division supervisor the web activities of a particular workstation. However, an individual's email account can only be accessed subsequent to a written directive from the Chancellor. ITS personnel must respect the confidentiality of all email accounts unless specifically instructed otherwise.**

Inappropriate use of the network will result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action.

### **Purpose**

The purpose of this Policy is to assure that:

- The NCSSM community is informed about the applicability of policies and laws to internet services;
- Internet services are used in compliance with those policies and laws;
- Users of internet services are informed about how concepts of privacy and security apply;
- Disruptions to NCSSM email and other internet services and activities are minimized.

### **Cautions**

Users should be aware of the following:

- 1) Both the nature of internet usage and the public character of NCSSM's business make internet usage less private than users may anticipate.
- 2) Internet usage, whether or not created or stored on NCSSM equipment, may constitute an NCSSM record subject to disclosure.
- 3) NCSSM, in general, cannot and does not wish to be the arbiter of the contents of email. Neither can NCSSM, in general, protect users from receiving email they may find offensive. Members of NCSSM community, however, are strongly encouraged to use the same personal and professional courtesies and considerations in email as they would in other forms of communication.
- 4) Electronic records are not distinguished from paper records in the NC Public Records Law. Therefore, be cautious about transmitting sensitive information about students or staff over email.

### **Scope**

This Policy applies to:

- All email systems and internet services provided or owned by NCSSM; and
- All users, holders, and uses of NCSSM internet services; and
- All NCSSM electronic records in the possession of NCSSM students and staff.

All terms and conditions as stated in this document are applicable to all users of the network.

## ACCEPTABLE USE POLICY

### Acceptable Use

Use of the network must be in support of education and research consistent with NCSSM policy and an employee's job description.

Non-official use is permitted only if the use does not

- add additional charges to NCSSM,
- interfere with NCSSM obligations, or
- undermine the use of NCSSM resources and services for official purposes.

Use must be consistent with the network usage procedures, which are intended to be illustrative of the range of acceptable and unacceptable uses of internet services and not necessarily exhaustive.

Use of All-Staff and All-Student distribution lists should only be used for institutional purposes and only if it is necessary to reach a wide audience immediately. The posts must be applicable to the entire community. You have a responsibility to read posts tagged as high priority (!) as authorized prior to all other email messages. High priority tagging should be restricted to items having genuine urgency.

School-related announcements should be posted on the NCSSM Events Calendar. Personal announcements should be sent to personal distribution lists.

### Compliance with the Children's Internet Protection Act

NCSSM has taken the following steps to protect the safety and security of minor students:

- 1) A proxy server is in place to block sites with harmful material\* on the internet. These sites can be unblocked upon request due to a legitimate educational purpose.
- 2) Chat rooms and other forms of internet communication are monitored by the ITS staff for safety purposes.
- 3) Unauthorized access by students, including hacking and unauthorized use of another person's account, is prohibited.
- 4) Publishing, downloading or transmitting threatening or obscene material is prohibited.

*\*Defined by the Children's Internet Protection Act (CIPA) as a picture or an image that "appeals to a prurient interest in nudity, sex, or excretion;" that depicts a sexual act in an offensive way; and that lacks literary, artistic, political, or scientific value.*

### Policy Violations

Violations of NCSSM policies governing the use of NCSSM internet services may result in restriction of access to NCSSM information technology resources. Any user violating these provisions, applicable state and federal laws or posted school rules is subject to loss of network privileges and any other NCSSM disciplinary options, up to and including dismissal and criminal prosecution.

### Responsibility for Policy

The Chief Information Officer (CIO) and General Counsel are responsible for development and maintenance of this Policy for issuance by the Chancellor after approval by the NCSSM Board of Trustees.

**Approved by the Board of Trustees**

March 14, 2002

## **VI. CODE OF CONDUCT**

### **NCSSM CODE OF STUDENT CONDUCT**

The North Carolina School of Science and Mathematics is an exceptional School. Opportunities and challenges abound, allowing for the bright and dynamic people associated with the School to excel. Examples are apparent not only on special occasions, but also in daily life. The academic opportunities provide a unique and exciting learning experience in a residential setting that provides for students' needs and enhances their intellectual growth.

The students selected to attend the North Carolina School of Science and Mathematics bring with them a variety of backgrounds and expectations. The School is committed to working cooperatively with students and their parents to create the best possible environment. A major goal of NCSSM is enabling students to live independently. NCSSM offers many opportunities for students to grow as individuals, and they will have many opportunities for greater personal responsibility. With the increase in freedom comes the challenge of making positive decisions.

The NCSSM Code of Student Conduct exists to guide and inspire the entire community's decision-making process. This code provides students, parents/guardians, school employees, and the public with expectations for community behavior. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

The NCSSM Code of Student Conduct is the commitment to follow the fundamental principles of integrity, responsibility, and respect. As community members, we agree at all times to be honest, kind, and respectful of people, property, and the free exchange of ideas. As good citizens, we will strive to reach our full potential and make NCSSM a better place.

### **DISCIPLINARY PROCEDURES**

Any member of the NCSSM community who witnesses an incident that violates the above fundamental principles has the right and the responsibility to address that behavior. No written document can provide for all circumstances; therefore, the exercise of discretion and good judgment is expected. The primary consideration in each decision must be "What is best for the community?"

In relation to students, the School defines three levels of seriousness of violations, each with an appropriate range of responses.

The Code of Student Conduct does not restrict in any way the authority of the Administration to make rules for the governance and operation of the School or the authority of other employees to make rules as are necessary for their respective areas of responsibility.

As a constituent institution of The University of North Carolina, NCSSM along with the University embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution. The School and University have the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

Violations of School or University policies, rules or regulations, or federal, state, or local law may result in a violation of this NCSSM Code of Student Conduct and imposition of student discipline.

The School reserves the right to administer discipline if it is made aware of violations which have occurred off campus when students have signed out with parental permission.

## LEVEL I

### Definition and Examples:

Level I violations of the Code of Student Conduct are the minor, day-to-day incidents inherent in a community of several hundred students. These incidents refer to any activity that infringes on any student's ability to live in a safe environment and support the goals defined in the School's mission statement. Examples of Level I violations include, but are not limited to, excessive noise in the residence halls, failure to complete housekeeping assignments, violations of the curfew guidelines outside the scope of a Level II (see cell phone use, page D8 of the NCSSM Student Handbook), disregard for written or verbal instructions, excessive public display of affection (PDA), violations of safety procedures in the labs or on field trips, accumulated tardiness to class, and disruptions in class.

### Procedures:

The staff person assigning the level must verbally notify the student that the behavior violates the accepted principles of behavior, allow the student an opportunity to provide an explanation and inform the student of the consequences of that behavior. All such violations must be documented and recorded in the Student Disciplinary Database and delivered to the student in writing within two academic days of the incident. A copy of the final disposition and sanction will be placed in the student's file.

### Sanctions:

Sanctions for Level I violations include, but are not limited to, warnings, restricting movement about the campus, short-term confinement to the student's hall or room, work detail, being asked to leave a classroom, loss of privileges for field trips, or loss of other special privileges.

### Appeals:

If a student feels the disciplinary action taken was not warranted, the student may request a review. In general, the Assistant Director of Residential Life will handle residential violations and the Director of Academic Programs will handle academic violations. The request for review must be submitted in writing to the appropriate reviewer within three academic days of receipt of the written notification. The request for review must be for one of the following reasons: 1) there was insufficient evidence that the student committed the violation, 2) appropriate procedures were not followed, or 3) the consequences issued exceeded the scope of the violation. The Director or Assistant Director will review the reasons for the request and respond in writing to the student within three academic days, unless extenuating circumstances are demonstrated. She/He may uphold, modify or dismiss the findings. The decision of the Director of Academic Programs or the Assistant Director of Residential Life is final. A copy of the final disposition and sanction will be placed in the student's file.

## LEVEL II

### Definition and Examples:

Level II offenses are more serious violations of the Code of Student Conduct and must be reported as soon as practicable to either the Assistant Director of Residential Life or the Director of Academic Programs. In general, the Assistant Director of Residential Life will handle residential violations and the Director of Academic Programs will handle academic violations. Examples of Level II offenses include, but are not limited to, the following:

### Academic Violations:

- 1) Academic dishonesty such as cheating, plagiarism, falsification or fabrication of data, or otherwise violating the guidelines on academic integrity as established in the teacher's written course expectations;\*
- 2) Accumulation of four or more unexcused absences (See page B10 of the NCSSM Student Handbook).

**Safety and Security Violations:**

- 1) Unauthorized access to classrooms, any areas after designated hours, and all off-limit areas at any time (See pages D15-16 of the NCSSM Student Handbook);
- 2) Use or storing of an automobile within twenty-five miles of NCSSM without permission from the Director of Campus Resources;
- 3) Walking, running or biking alone off campus (See pages D16-17 of the NCSSM Student Handbook);
- 4) Possession or use of another community member's access I.D. card.

**Other Violations:**

- 1) Disrespectful, rude, or disruptive behavior of any kind (whether physical, verbal, or by the use of electronic equipment) toward a member of the School community or visitor to the campus;
- 2) Repeated Level I violations (three of the same during any trimester or total of five for the year);
- 3) Smoking, possession or use of tobacco products, on or off campus, while under the jurisdiction of the School;
- 4) Falsification or lying to faculty/staff;
- 5) Aiding or abetting others in carrying out Level II violations.

\*All alleged instances of academic dishonesty must be reported by the teacher to the Director of Academic Programs or the Assistant Director of Residential Life. The teacher and the Director will make a determination of whether and, if so, how the teacher should handle the situation directly with the student, or whether there should be an informal Level II hearing.

**Procedures:**

The Assistant Director of Residential Life or Director of Academic Programs, upon notification of a possible Level II violation, will investigate and review the evidence to determine if there is sufficient cause to suspect a Level II violation has occurred. If there is sufficient cause, the Director or Assistant Director will charge the student in writing within five academic days and will resolve the Level II allegation in one of the following ways: 1) if the student does not contest the charge(s), thereby waiving any further hearing, the Director or Assistant Director will issue a sanction based on investigatory information already gathered or offer the option to work with the Honor Council; or 2) if the student contests the validity of the charge(s), the Director or Assistant Director will hold an informal hearing with the student and other relevant participants. The option to work with the Honor Council is limited to Level II violations of academic dishonesty, unexcused absences, walking, running or biking alone off campus, and smoking, possession or use of tobacco products. If the student contests the charge(s), a hearing will be conducted with the Assistant Director of Residential Life or Director of Academic Programs as the Hearing Officer. Any hearing will be held no earlier than three, but no later than five, academic days after the postmarked date of notification to parents or guardians, unless the student requests ten days. The Hearing Officer will make a decision on the validity and seriousness of the charge and will assign appropriate sanctions. The Hearing Officer must render a decision as to whether a preponderance of evidence supports a finding that the student committed the violation and, if warranted, an appropriate sanction, within five academic days after the student has been notified of an uncontested violation or after a contested hearing, unless extenuating circumstances are demonstrated. All disciplinary hearings or appeals for Level II violations are closed meetings between the Hearing Officer and the student and his/her parents or guardians. If witness testimony or documents are presented, both parties have the right to be present during the presentation. Attorneys for the student or the School are not allowed to attend except as provided below.

**Sanctions:**

Sanctions for Level II violations may include, but are not limited to, written warnings, restricting movement about the campus, confinement to student's hall or room, work detail, probation, loss of privileges for field trips, loss of the privilege to participate in interscholastic sports or groups representing the School, repayment for damages to property, and the loss of other special privileges if appropriate.

**Appeals:**

If the student feels the findings were not warranted, the student may appeal to the Vice Chancellor for Student Life or the Vice Chancellor for Academic Programs. In general, the Vice Chancellor for Student Life will handle residential violations and the Vice Chancellor for Academic Programs will handle academic violations. The request for review must be submitted in writing within three academic days and must be based on one or more of the following reasons: 1) applicable procedures were not followed; 2) the evidence introduced did not support the finding; 3) the violation(s) did not justify the sanction(s). The Vice Chancellor will review the written request, review the collected evidence and any other documented evidence presented. She/He may meet with the student prior to rendering a decision. The Vice Chancellor will respond in writing to the student within three academic days of the request for review. If extenuating circumstances are demonstrated, the final administrative decision may be issued within 45 days. She/He may uphold, modify or dismiss the findings. A copy of the decision will be placed in the student's file, and members of the student's Support Team will be notified of the results of the hearing. Other staff may be notified, if appropriate. The student's parents or guardians will be notified of the hearing results via certified mail. The decision of either Vice Chancellor is final.

**LEVEL III****Definition and Examples:**

Level III offenses are the most serious violations of the Code of Student Conduct and must be reported as soon as practical to the Assistant Director of Residential Life or the Director of Academic Programs. In general, the Assistant Director of Residential Life will handle residential violations and the Director of Academic Programs will handle academic violations. Examples of Level III offenses include, but are not limited to, the following:

**State or Federal Law Violations:**

- 1) Possession, transportation or use of a controlled substance, misuse of prescription drugs, or possession of drug paraphernalia on or off campus while under the jurisdiction of the School;
- 2) Possession or consumption of an alcoholic beverage or possession with intent to sell or distribute on or off campus while under the jurisdiction of the School;
- 3) Theft, destruction or misuse of State or personal property;
- 4) Possession of a weapon (see page D17 of the NCSSM Student Handbook);
- 5) Physical or sexual assault;
- 6†) Threat, coercion, harassment or intimidation of another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid School/University policy, while on School premises, or at School-sponsored activities, based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran's status.
- 7†) Engaging in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: it is (a) directed toward a particular person or persons; (b) based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status; (c) unwelcome; (d) severe or pervasive; (e) objectively offensive; and (f) so unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the School's resources and opportunities. (see pages K17-19 of the NCSSM Student Handbook).

† In determining whether student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. Advice should be sought from the School's General Counsel as appropriate.

**Academic Violations:**

- 1) Aggravated\* academic dishonesty, or repeated instance of academic dishonesty after a prior Level II violation;

2) Accumulation of 8 or more unexcused absences (see page B10 of the NCSSM Student Handbook).

### **Safety and Security Violations:**

- 1) Unauthorized access to, altering of or tampering with computer files, or computer accounts, including the use of someone else's computer account, in such a manner as to cause significant damage;
- 2) Unauthorized access to employees' offices, computer areas, or another student's room (see pages D14-16 of the handbook);
- 3) Possession or use of a grand master/sub master key or use of a universal access I.D. card;
- 4) Tampering with, altering or vandalizing electronic access doors or hardware;
- 5) Activities which may place persons or property at risk, including use of open flames in residence halls, causing a fire or other hazard, or propping open exterior doors;
- 6) Major violations of the established in-residence curfew hours or being away from campus overnight without permission;
- 7) Leaving campus, with or without permission, alone, whether to bike, run, or walk, or attend an off-campus event (see pages D16-17 of the Student Handbook).

### **Other Violations:**

- 1) Inappropriate sexual behavior (see page D9 of the NCSSM Student Handbook);
- 2) Aiding or abetting others in carrying out Level III violations;
- 3) Violating the terms of probation from a previous Level II or Level III;
- 4) Repeated Level II violations (a third residential Level II violation during an academic year is a Level III violation);
- 5) Aggravated\* Level II violations;
- 6) Violations of the Internet/Acceptable Use Policy (see page K3 of the NCSSM Student Handbook).

\*Possible aggravating factors include premeditation, potential for physical harm to persons, extent of damage or loss, recruitment of others' participation, whether a repeated serious offense is involved, and prior disciplinary record.

### **Procedures:**

The Director of Campus Resources, upon notification of a possible Level III violation, will investigate and review the evidence to determine if there is sufficient cause to suspect a Level III violation has occurred. Anonymous charges are not permitted. After consultation with the Assistant Director of Residential Life and the Director of Academic Programs, and notification of the Vice Chancellor for Student Life and the Vice Chancellor for Academic Programs, the student is notified in writing of the charges by the Director of Campus Resources within 10 academic days and provided an explanation of the three- step hearing process.

### **Step 1: Administrative Hearing Process**

The Administrative Hearing will be held no earlier than three, but no later than five, academic days after the postmarked date of notification to parents or guardians, unless the student requests up to ten days. This notification outlines the administrative hearing process and appellate rights. An Administrative Hearing is held with the student, parents or guardians, the Vice Chancellor for Academic Programs or Vice Chancellor for Student Life as Hearing Officer, and any other administrative, professional or support staff member deemed necessary to conduct the hearing by the Vice Chancellor. The Hearing Officer reviews all incident reports and character statements, and provides the student with an opportunity to respond. If it is determined by a preponderance of the evidence that a Level III violation did not occur, the violation may be reduced to a Level II or a Level I, or the charges may be dismissed. The student, parents or guardians and Student Support Team are notified. If it is determined by a preponderance of the evidence that a Level III Violation did occur, the administrator will issue appropriate sanctions. If the student accepts the sanctions, the process ends here.

All disciplinary hearings or appeals for Level III violations are closed meetings. If witness testimony or documents are presented, both parties have the right to be present during the presentation. Attorneys for the student or the School are not allowed to attend except as provided below.

**Sanctions:**

Responses to a Level III violation may include, but are not limited to, long-term restrictions of movement within the campus, short-term suspension from campus, additional work or community service, loss of leadership position, loss of privileges for off-campus or overnight travel, banning of participation in interscholastic athletics or representing the School in any official manner, extended length of probation leading to dismissal if the terms are violated, and dismissal, even on a first offense. School-imposed sanctions do not preclude criminal referral for the same violation.

**Step 2: Request for Appeal**

If the student does not accept the sanctions, he/she can request an appeal of the decision. This request for appeal must be made in writing to the Hearing Officer within two academic days of receiving the decision and state clearly any information pertinent to the appeal. The basis for appeal must be for one or more of the following: 1) applicable hearing procedures were not followed; 2) the evidence introduced did not support the finding; 3) the violation(s) did not justify the sanctions.

**Appeal Process:**

If the student files a timely request for appeal, the Vice Chancellor for Academic Programs and Vice Chancellor for Student Life jointly determine whether the facts merit an appeal hearing by the Hearing Panel so that the submission of a request for appeal shall not result automatically in an appeal hearing. If the vice chancellors jointly determine that the student has presented an apparently substantial issue(s) within the permitted bases of appeal, a Hearing Panel will be convened to review that identified issue(s) no earlier than three, but no later than five, academic days following the request for appeal. The date may be extended either by the School or upon request of the student, parents or guardians, if extenuating circumstances are demonstrated.

The purpose of the Hearing Panel is to determine whether the student has shown by a preponderance of the evidence that the decision below was materially flawed because 1) applicable hearing procedures were not followed; 2) the evidence introduced did not support the finding; or 3) the sanctions were outside the Hearing Officer's reasonable discretion. The purpose of the Hearing Panel is not to second-guess the professional judgment of the Hearing Officer or colleagues responsible for making administrative decisions.

The Hearing Board is composed of the following persons: 4 Faculty, 4 Student Life Instructors, 4 Senior Students, 2 Vice Chancellors (Student Life and Academic Programs).

The Faculty Senate appoints the faculty members who serve staggered two-year terms. The Assistant Director of Residential Life appoints the Student Life Instructors who serve staggered two-year terms. The Director of Academic Programs, through an established process, selects the senior students in the spring of their junior year. The Assistant Director of Residential Life and the Director of Academic Programs are responsible for training the members of the Hearing Board.

Each Hearing Panel consists of four members: one faculty member, one Student Life Instructor, one student and one Vice Chancellor, except when either the charged student or the school requests that no student member participate due to the sensitive nature of the charge(s) or information to be presented, in which case a second faculty or Student Life Instructor member will serve. The Hearing Panel Chair is selected from the members of the Hearing Panel. The Vice Chancellor acts as a non-voting but active participant throughout the entire proceeding and is present to make sure proper hearing procedures are followed, to provide information to the Hearing Panel related to precedents, and to make sure the decisions and responses of the Hearing Panel can be supported by the School. The Hearing Panel will make recommendations to the Vice Chancellor in attendance on whether to uphold or overturn the decision below. The Vice Chancellor may accept, reject or modify the Hearing Panel's recommendations.

If the Hearing Panel recommends upholding a dismissal, the Vice Chancellor in attendance will review the recommendation with the other Vice Chancellor before a final decision is made. The Vice Chancellor in attendance will meet with the student and the parents or guardians, if possible, to render the final decision.

All Level III hearings are held in closed session. The hearing is limited to the substantial issue(s) for appeal identified prior to the appeal hearing. First, the student will briefly present the facts and why the decision below should be overturned. Then, the School will present the facts and why the decision below should be upheld. Finally, the Hearing Panel will ask questions. The Hearing Panel may, in its sole discretion, accept relevant, non-duplicative new evidence. The student has the opportunity to be confronted with any new evidence against him/her and has the opportunity to rebut any new evidence through the presentation of witnesses or documentary evidence.

After all information is presented, the Hearing Panel will deliberate in private and recommend whether to uphold or overturn the decision below if it was materially flawed. The Vice Chancellor in attendance will make a decision whether to accept, reject, or modify the recommended finding and notify the student, parents/guardians and support person of the decision within two academic days unless extenuating circumstances are demonstrated. An official written notification of the findings and the sanctions will be forwarded to the student, parents/ guardians, and members of the Student Support team, Registrar and any other appropriate staff.

### **Step 3: Request for Chancellor Review**

If the student feels the decision and/or sanctions are not warranted, the student may request a review by the Chancellor. The request for review must be submitted to the Chancellor in writing within three academic days of receiving the decision. The request for a review must be based on one or more of the following criteria: 1) applicable hearing procedures were not followed; 2) the evidence introduced did not support the finding; and 3) the violation(s) did not justify the sanctions.

The Chancellor reviews the evidence and renders a decision within five academic days of receipt of the request for review. If extenuating circumstances are demonstrated, the final administrative decision may be issued within 45 days. The Chancellor may uphold, modify or dismiss the findings and/or sanctions. The Chancellor may, in his or her discretion, meet with the student prior to rendering the decision. A written copy of the response is provided to the student, parents/ guardians, Registrar and members of the Student Support Team and any appropriate staff. The decision of the Chancellor is final.

### **EMERGENCY SUSPENSION:**

If the Vice Chancellor for Academic Programs or Student Life witnesses or is made aware of any serious violation(s) including, but not limited to, possession, trafficking and/or use of drugs or alcohol; possession or use of a weapon; or behavior which threatens the safety of a student, staff member or property, the Vice Chancellor may immediately suspend the student. If the misconduct involves alcohol use or possession, the Vice Chancellor will decide, depending on the circumstances, if an emergency suspension is warranted.

The Vice Chancellor for Academic Programs or Student Life, or his or her designee, will meet with the student to explain the circumstances and to hear the student's reasons, if any, why the suspension is not warranted. The Vice Chancellor may defer the suspension. If she/he determines the suspension is warranted, the parents or guardians will be notified and arrangements will be made as quickly as possible to remove the student from campus for up to three academic days. At the end of each three-day period, the Vice Chancellor will review the case to see if continued suspension is warranted. The emergency suspension will also be reviewed after the Administrative Hearing and any subsequent appeal hearing.

During the period of the suspension, the student will have the right to communicate with his/her teachers in order to make up academic work including trimester or final examinations. However, students on emergency suspension cannot return to campus except for their hearing, cannot attend NCSSM-sanctioned events on or off campus, and lose all NCSSM privileges.

### **Special Cases**

A.) If the violation charged is also the subject of pending criminal charges, the student may invite an attorney advisor to accompany the student to a hearing. The attorney may not participate in the hearing;

however the attorney may confer with the student during the hearing so long as the attorney does not address the Hearing Officer or committee, other parties or witnesses and does not delay or disrupt the proceeding.

B.) Charges against multiple students involved in the same incident may be heard in a single case only if each charged student consents to such a proceeding.

C.) When a student with a disability is charged with a violation, the School will assure all applicable requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

D.) The School will report all suspensions and dismissals to the Suspensions and Expulsions Database maintained by the University of North Carolina.

E.) The disciplinary status of any student leaving the School under pending or for valid charges regarding behavior which indicates that the student's continued presence on the campus constitutes a clear threat to the safety of other students or employees shall be reported by the Registrar to the receiving school.

F.) Upon written request of a student charged with a Level II or Level III violation, any hearing official or panel member who has a conflict with, bias about, or an interest in a case must recuse himself/herself. The request should specify in detail the grounds for the challenge. If the official or panel member refuses to recuse himself/herself, the Vice Chancellors for Academic Programs and Student Life will jointly make the recusal decision. Alternatively, if the Vice Chancellor for Academic Programs or Student Life refuses to recuse himself/herself, the Chancellor will make the recusal decision. The recusal decision shall be made within five calendar days and, if necessary, a substitute appointed. Scheduled hearings may be delayed for a reasonable period of time to accommodate a student's request for recusal of a hearing officer or panel member.

Adopted by NCCSSM Board of Trustees March 11, 1984

Revised March 5, 1983

Revised May 31, 1996

Revised March 5, 1999

Revised April 4, 2000

Revised June 1, 2001

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Revised May 28, 2004

Revised July 1, 2007

Revised July 1, 2009

Revised July 1, 2010

Revised July 1, 2011

## **VII. SUBSTANCE ABUSE PREVENTION PROGRAM AND INTERVENTION PLAN FOR STUDENTS**

### **SECTION I. PURPOSE**

Illegal drugs, alcohol and tobacco in American society present a threat to the health and safety of members of the School community and endanger the attainment of the School's goals. This program seeks to address the use of illegal drugs and the illegal use of legal drugs, alcohol and tobacco by eliciting the cooperative efforts of all members of the School community. Illegal drugs and the illegal use of legal drugs, alcohol and tobacco have no place in this community and will not be tolerated.

In addition, all areas on campus are smoke-free. Students may not possess tobacco products on or off campus while under the jurisdiction of the School.

The intervention plan takes effect either as a result of disciplinary sanctions or in a situation in which School rules are not currently being broken, no disciplinary investigation is underway, and a student requests assistance in resolving a substance abuse problem. A student who voluntarily seeks counseling will be assured that applicable professional standards of confidentiality will be observed.

## **SECTION II. EDUCATION, COUNSELING & REHABILITATION**

### ***A. Education Methods***

The Chancellor, or designee, will be assigned the responsibility for primary education methods designed specifically to prevent substance abuse problems including some or all of the following methods:

- 1) statements in the NCSSM Handbook, which is provided electronically to all community members;
- 2) drug, alcohol and tobacco information sessions during junior orientation;
- 3) distribution of literature by the Student Health Service and Counseling Office;
- 4) related course topics presented in Student Life courses;
- 5) annual training for Student Life Instructors and Residential Life Assistants;
- 6) referral to addiction counseling services in the Durham community;
- 7) annual communication to all students about the incompatibility of the use or sale of illegal drugs, alcohol and tobacco with the goals of the School and the health and legal risks associated with such use.

### ***B. Program Coordination***

The Vice Chancellor for Student Life, or designee, is responsible for coordinating the various elements of the Substance Abuse Prevention Program for students, including all educational activities and record keeping.

### ***C. Joining the Program***

Through the referral mechanisms noted, a student with a possible substance abuse problem is encouraged to seek diagnosis and treatment. The student and parents/guardians must be willing to follow through with the intervention procedure.

## **SECTION III. INTERVENTION PROGRAMS**

### ***A. Alcohol Intervention Procedure***

This program is designed to offer support to avoid potentially harmful adolescent behavior, through a program of intervention. A student may refer him/herself to any NCSSM staff person, or a student may be referred by another student. No discipline procedure will be initiated provided that the referral is made when there is no episode of alcohol violation currently underway. The following are the intervention steps:

- 1) The referred student will be assigned to a staff intervention support person to coordinate the procedure and involve the parents/guardians.
- 2) An additional evaluation will determine the student's needs and shape the intervention program, which may include therapy sessions in the addiction program.
- 3) The student and parents/guardians sign an agreement to follow through with the intervention therapy for the student to remain at NCSSM.
- 4) The student is made aware that any future alcohol violation will be addressed through the NCSSM disciplinary system.

### ***B. Tobacco Cessation Program***

This program is specifically designed to address the needs of students attending a residential high school and is modeled after the American Lung Association's N-O-T Program and the Duke Addictions Program. The Tobacco Cessation Program is a comprehensive program employing multiple strategies. It addresses healthy lifestyle behaviors such as physical activity, nutrition, coping, and stress management. The Tobacco Cessation Program empowers students to stop behaviors that can impair their academic success at NCSSM. Parental involvement is an essential part of the success of this program.

The program consists of the following two components:

1) Prevention: The goal of this component is for students to develop an awareness of the hazards of using tobacco products and either not begin or commit themselves to stop.

2) Intervention: This component focuses on intervention rather than punishment. Intervention can be voluntary or required. Participation in the component will result from student tobacco user self-identification to avoid consequences, or will be required as a result of violating the tobacco policy. Student tobacco users are identified as either social or addicted users. Addicted users must enroll in the Duke Addictions Program. Components of this program will also address drug/alcohol use.

## **SECTION IV. ENFORCEMENT AND PENALTIES**

### ***A. Complying with the Law***

Students are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. It is against North Carolina law for anyone under age 21 to purchase, possess, and consume alcohol and, if under 18, to purchase, give, or receive tobacco products.

### ***B. Prosecution, Punishment and Penalties***

Anyone who violates State law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the School. It is not “double jeopardy” for both the civil authorities and the School to proceed against and punish a person for the same specified conduct. The School will initiate its own disciplinary proceeding, and penalties will be imposed in accordance with the Student Code of Conduct.

### ***C. Violation of Drug Policy***

The School shall take all actions necessary, consistent with state and federal law and applicable School policy, to eliminate illegal drugs from the School community. This Policy shall be publicized in catalogues and other materials prepared for all enrolled and prospective students. Penalties will be imposed by the School in accordance with procedural safeguards of the Student Code of Conduct. The following minimum penalties shall be imposed for the particular offenses described.

#### **1. Trafficking in Illegal Drugs**

a) A student shall be dismissed for a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C.G.S. § 90-89, Schedule II, N.C.G.S. § 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine, synthetic cannabinoids), or Schedules III through VI, N.C.G.S. §§ 90-91 through 90-94 (including, but not limited to, marijuana, pentobarbital, codeine).

#### **2. Illegal Possession of Drugs**

a) For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C.G.S. § 90-89, or Schedule II, N.C.G.S. § 90-90, the penalty shall be dismissal.

b) For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C.G.S. §§ 90-91 through 90-94, the penalty may be dismissal.

### ***D. Violation of Alcohol Policy***

The disciplinary response to a student charged with a first alcohol violation includes intervention, provided no aggravating circumstances are involved. Aggravating factors include, but are not limited to, premeditation,

potential for physical harm to persons, extent of damage or loss, recruitment or others' participation, whether a repeated serious offense is involved, and prior disciplinary record.

#### **Distribution of Alcohol**

For a first offense involving the possession with the intent to sell or distribute alcohol on or off campus, the penalty shall be dismissal.

#### **Illegal Possession or Use of Alcohol**

For a first offense involving the illegal possession or use of alcohol on or off campus, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. However, based on aggravating factors, the penalty may be dismissal. A student on probation must agree to participate in an alcohol education and counseling program, consent to regular alcohol testing, and accept such other conditions and restrictions, including a program of community service, as the Vice Chancellor for Academic Programs or Student Life deems appropriate. Refusal or failure to abide by the terms of probation shall result in an Administrative Hearing that may result in dismissal.

For a second or other subsequent offense involving the illegal possession or use of alcohol, the minimum penalty shall be dismissal.

#### ***E. Violation of Tobacco Policy***

For a first offense involving a violation of the tobacco policy, the minimum penalty shall be a Level II and intervention. The goal is to not make this a punitive process but to provide students with support through intervention as outlined in the Tobacco Cessation Program. A second or other subsequent violation may result in an Administrative Hearing.

### **SECTION V. ASSESSMENT AND REPORTING**

#### **A. Chancellor Report**

Annually, the Chancellor will submit to the Board of Trustees a report on campus activities related to substance abuse for the preceding year, including:

- 1) a list of the major education activities conducted during the year;
- 2) a report on any illegal drug- or alcohol-related incidents and sanctions;
- 3) an assessment of the effectiveness of the campus program; and
- 4) any proposed changes in the substance abuse prevention plan.

The Chancellor shall file each annual report with the President and confer with President on the effectiveness of the program as requested by the President.

#### **B. Review of Reports**

The Chancellor, or designee, will conduct a biennial review of the reports to evaluate the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Adopted by the NCSSM Board of Trustees

Revised May 26, 1989

Revised June 1, 1990

Revised December 7, 1990

Revised December 2, 1994

Revised May 31, 1996

Revised June 1, 2001

Revised July 1, 2007

Revised July 1, 2011

## **VIII. STUDENT ANTI-HARASSMENT POLICY**

It is the policy of The North Carolina School of Science and Mathematics that no member of the NCSSM community may engage in speech or conduct that is defined below as student harassment. All current and former students are guaranteed the right to live and learn in an environment free from harassment and retaliation while enrolled at NCSSM.

NCSSM is committed to equality of opportunity and the maintenance of an environment free of any harassing conduct on the basis of race, color, creed, religion, national origin, gender, gender-identity, sexual orientation, age, disability, veteran status, or other personal characteristics not relevant to an individual's performance.

Any employee who knows of situations involving harassment has an obligation to report, and any student who knows of situations involving harassment is encouraged to report, those circumstances to the Vice Chancellor of Student Life. Any person associated with the School engaging in such conduct will be appropriately disciplined, which could result in dismissal for misconduct. Any reported cases will be reviewed for possible referral to appropriate legal authorities. A false accusation is considered misconduct and may result in appropriate disciplinary action.

This policy shall be posted on the Academic Programs Bulletin Board and placed in the NCSSM Student Handbook. The Vice Chancellor of Student Life, or designee, will inform new students of the policy during orientation and provide a copy of the policy and attached procedures to all students annually.

### **DEFINITIONS**

NCSSM's Student Anti-Harassment Policy defines harassment as unwelcome or unsolicited speech or conduct based upon race, color, creed, religion, national origin, gender, gender-identity, sexual orientation, age, disability, veteran status, or other personal characteristics not relevant to an individual's performance as a student. Harassment may arise in one of the following circumstances:

**Hostile Environment** harassment consists of conduct that meets the following criteria: it is (1) directed toward a particular person or persons; (2) based upon the person's race, color, religion, national origin, gender sexual orientation, gender –identity, creed, disability, or veteran status; (3) unwelcome; (4) severe or pervasive; (5) objectively offensive; and (6) so unreasonably interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the School's resources and opportunities.

**Quid Pro Quo** harassment consists of unwelcome sexual advances, requests for favors (sexual or otherwise), or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition for decisions affecting the individual, or (2) submission to or rejection of such conduct is used as the basis for decisions affecting the individual.

**Retaliation is defined as adverse treatment taken against individuals exercising their rights under this policy.**

**Approved by the Board of Trustees**

May 28, 1999

Revised July 1, 2010

## **IX. STUDENT ANTI-HARASSMENT PREVENTION PLAN**

### **COVERAGE AND COMPLAINT PROCEDURES**

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with

the law and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

A prompt and impartial investigation will be made of all cases alleging harassment based on presented facts surrounding the misconduct. NCSSM will review the totality of the circumstances to determine whether the alleged conduct constitutes harassment. Unless independent evidence exists, the victim must be willing to testify in order for the School to take corrective action against the accused. Any interference, coercion, restraint, or reprisal of any person complaining of harassment is prohibited.

Any current or former NCSSM student who feels that he/she has been harassed while enrolled at NCSSM must do the following:

**Submit a written complaint within 30 calendar days of the alleged harassment, unless special circumstances warrant delayed action, to the Director of Student Life, who has been designated to implement this policy and coordinate investigation of complaints. If that individual is the accused, the complaint should be submitted to General Counsel, who serves as EEO Officer, or designee.**

NCSSM shall investigate the complaint and take appropriate remedial action, if any, within 60 calendar days from receipt of the written complaint. Due to the sensitive nature of the investigation of harassment complaints, this deadline supersedes any requirements stated in the Code of Student Conduct. The Director of Student Life may independently investigate matters reported by third parties in the absence of a formal complaint.

## OBJECTIVES

Research indicates that creating a supportive school climate is the most important step in preventing harassment. The following objectives have been established to create a supportive school climate:

- disseminate to all students NCSSM's anti-harassment policy statement;
- sensitize students to the subject through training, orientation, and literature;
- promptly investigate every report of suspected harassment;
- offer mediation by the designated administrators as an alternative to a formal hearing;
- use established disciplinary and hearing procedures in addressing harassment; and
- document all efforts taken to prevent harassment and to respond to complaints.

## RESPONSIBILITY

The ultimate responsibility for the NCSSM Student Anti-Harassment Prevention Plan lies with the Chancellor. However, the Director of Student Life is responsible for coordinating the plan and advising as appropriate all parties involved in cases alleging student harassment. Division Directors along with the Director of Student Life are responsible for investigating and obtaining any additional information in cases alleging harassment. Academic Department Deans are responsible for prevention and correction of any identifiable discrimination and/or harassment. All NCSSM employees and students are responsible for maintaining an environment free of conduct defined as harassment or retaliation.

## PROGRAM COORDINATION AND PROCESS

- 1) The Director of Student Life coordinates orientation and training programs, advises parties involved in alleged harassment, investigates allegations and monitors disciplinary actions.
  - a. Orientation for new and returning students includes discussion of the anti-harassment policy and prevention plan.

- b. Student Life curriculum addresses adolescent development issues, including protecting students from harassment.
- 2) The Director of Student Life, or designee, offers mediation as an alternative to formal hearing procedures.
  - a. The Director, or designee, meets individually with the accuser and accused.
  - b. The Director, or designee, then facilitates a discussion that includes all parties to mediate an acceptable outcome.
- 3) The NCSSM Counseling Center offers counseling to students involved in harassment.
- 4) Multicultural Peer Counselors (MPCs) are trained to offer peer counseling, if desired.
- 5) If the accused is a student, resulting disciplinary action is handled through the regular judicial process outlined in the Code of Student Conduct. If the accused is an employee, the regular employee disciplinary procedures are followed. The employee will not be allowed to resign to avoid dismissal or other disciplinary action without the written consent of the accuser.
- 6) Appropriate disciplinary action will be imposed on those who (a) interfere or retaliate against any person alleging harassment, or (b) make unfounded charges of harassment.
- 7) The accused may appeal any disciplinary action through the appropriate grievance procedure.

The Director of Student Life and EEO Officer will evaluate this program annually based on the effectiveness of training programs, number of complaints, nature of cases, and their outcome through the internal complaint procedures; and compliance with program requirements.

## **X. POLICY FOR QUALIFIED INDIVIDUALS WITH DISABILITIES**

### **SECTION I. STATEMENT OF POLICY**

NCSSM will not discriminate against any student, student applicant, employee, prospective employee, or member of the public because he or she is a qualified individual with a disability. This Board of Trustees policy applies to all employment-related activities including recruitment, advertising, hiring, job upgrading, transfer, training, compensation and benefits, layoff, demotion, and termination; to all student-related activities including admission, housing, use of facilities, completion of academic programs, and extracurricular activities; and to members of the public using the services of NCSSM. All nondiscrimination statements and activities in this plan apply to qualified individuals with a disability.

### **SECTION II. DISABILITIES REVIEW COMMITTEE**

The Disabilities Review Committee makes recommendations to appropriate NCSSM employees regarding persons with disabilities. It works with student applicants, current students, prospective employees, current employees, and members of the public authorized to be on school grounds who report disabling conditions. The Committee assists in determining what, if any, accommodations are needed to allow the individual to be successful. It also considers whether NCSSM can provide those accommodations. Anyone with a disability who needs assistance in making adjustments for that disability should make a request to the Disabilities Review Committee.

Laws prohibiting discrimination in this area specifically protect “otherwise qualified” individuals. Otherwise qualified means the person meets the essential requirements for admission, employment, or participation in school activities, including activities offered to the public, without regard to whether he or she may need accommodation for the disability. “Essential requirements” are those expectations necessary for successful completion of or participation in the program or job.

If a person is otherwise qualified, the school will accommodate the disability, provided it is reasonable to do so. The determination of what is “reasonable accommodation” is based on cost, impact on program quality, safety of the disabled individual, safety of others in the NCSSM community or in the public, and other factors.

Neither essential requirements nor reasonable accommodation is easily determined in all cases. The Disabilities Review Committee looks at each case individually with respect to the job or program in question. Members of the Committee are responsible for staying up to date on these laws and other related legislation concerning persons with disabilities as they apply to NCSSM. The Committee also makes use of technical expertise in areas such as curriculum, job requirements, adolescent psychology, physical and emotional disorders, residential life, physical plant and facilities, personnel, and others, to make the most appropriate recommendation regarding accommodations. Expertise in this area may also be sought from non-NCSSM sources. Before making a decision on reasonable accommodation the Disabilities Review Committee will also consult with the disabled person.

In cases involving accommodations for current students or employees, the Chancellor reviews any recommendation that the disability cannot be accommodated and makes the final decision.

The Committee’s membership consists of:  
Vice Chancellor for Academic Programs  
Vice Chancellor for Finance and Operations  
Vice Chancellor for Student Life

### **SECTION III. PROCEDURES FOR STUDENTS**

The Disabilities Review Committee shall be responsible for implementation of the procedures listed below.

#### **A. Applicants for Admission**

The Committee reviews the admissions folder after the Admissions Selection Committee has determined that a prospective student meets the essential requirements and an offer of admission has been made to the student. If a disabling condition is reported or otherwise becomes evident, it works with the student to determine what, if any; accommodation is needed to allow the student to be successful. It further recommends to Admissions whether NCSSM can reasonably accommodate the student. Students who cannot be reasonably accommodated are notified that their offer for admission has been withdrawn. If the disabling condition becomes evident before an offer has been extended, the Committee will inquire whether the individual needs accommodations. Applicants who cannot be reasonably accommodated are notified that their admission cannot be considered. For students who can be accommodated, the Committee recommends to appropriate employees what the accommodation(s) should be and works with those employees in implementing the adjustments.

#### **B. Applicants for Employment**

The Committee reviews the application folder after the applicant has been determined to meet the essential requirements for the position and an offer has been made to the applicant. If a disabling condition is reported or otherwise becomes evident, it works with the applicant to determine what, if any; accommodation is needed to allow the individual to be successful. It further recommends to appropriate employees whether NCSSM can reasonably accommodate the applicant. Applicants who cannot be reasonably accommodated are notified that the offer to them has been withdrawn. If the disabling condition becomes evident before an offer has been extended, the Committee will inquire whether the individual needs accommodations. Applicants who cannot be reasonably accommodated are notified that their employment cannot be considered. For applicants who can be accommodated, the Committee recommends to appropriate employees what the accommodation(s) should be and works with those employees in implementing the adjustments.

#### **C. Current Students**

If a current student identifies himself or herself as an individual with a disability, the Committee consults

with the student and any other technical sources and determines what, if any, accommodation is needed to allow the student to be successful. It further recommends to the Chancellor whether NCSSM can reasonably accommodate the student. The Chancellor makes the final decision. Students who cannot be accommodated are advised to withdraw from school. For students who can be accommodated, the Committee recommends to appropriate employees what the accommodation(s) should be and works with those employees in implementing the adjustments.

#### D. Current Employees

- 1) On an annual basis, the Disabilities Review Committee shall send notice to all employees inviting all qualified individuals with a disability who wish to benefit from these affirmative action activities to identify themselves. This notice shall include the following statements: that the information is to be voluntarily provided; that it will be kept in a separate confidential file; that refusal to provide it will not subject the employee to any adverse treatment; and that this information will be used in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and other applicable laws.
- 2) If an employee identifies himself or herself as an individual with a disability the Director of Human Resources shall meet with the employee to determine whether he or she needs reasonable accommodation or has questions about job placement. If adjustments in working conditions or placement are needed, the Director of Human Resources will refer these accommodations to the Disabilities Review Committee for its consideration.
- 3) On an annual basis, the Disabilities Review Committee shall review all physical and mental job qualifications to ensure that they are job-related and/or required for health and safety considerations. In addition, all personnel processes shall be reviewed to ensure that qualified individuals with disabilities are carefully and consistently considered for job vacancies, promotions, training, and other benefits.
- 4) For each known individual with a disability, the Director of Human Resources shall keep a separate and confidential file or report identifying: (1) the individual's present position and accommodations offered; (2) other positions for which the individual applied, the reasons for rejection, a summary of the qualifications of other candidates for these positions, and a description of the accommodations considered; and (3) training programs and other benefits for which the individual was considered, the reasons for rejection (if applicable), and the accommodations considered.
- 5) All medical data offered or requested shall be maintained in a separate, confidential file in the Human Resources Office.
- 6) Implementation Guidelines:
  - a. Information collected pursuant to this policy shall be kept confidential except on a need-to-know basis.
  - b. A copy of this policy should be posted and communicated with other affirmative action notices on appropriate bulletin boards and in applicable written documents to employees and students.
  - c. No harassment of or retaliation against individuals with disabilities shall be tolerated; persons who violate this prescription shall be disciplined.
  - d. On a periodic basis, these activities will be reviewed to ensure that they are being properly implemented and to identify new activities that could enhance the objectives confidential except on a need-to-know basis.

<sup>1</sup> In the absence of a Department Dean, the division director assumes both roles; the Chancellor assumes both roles for the division directors; and the Board of Trustees assumes both roles for the Chancellor.

<sup>2</sup> In the case of the Chancellor, any disagreements are referred to the Executive Committee of the Board of Trustees.

**Adopted by the NCSSM Board of Trustees**

September 10, 1993

## **XI. AIDS POLICY**

### **SECTION I**

- A.** A comprehensive education program will be used to provide basic information concerning Acquired Immune Deficiency Syndrome (AIDS) to the NCSSM Community.
- B.** An AIDS Task Force, consisting of the Vice Chancellor for Student Life and the Director of Human Resources, has been established to work in concert with the School's General Counsel to review each known case of AIDS in which the individual requires special accommodation, as required by the individual situation and particular facts. The Task Force will make recommendations to the Chancellor. The Task Force will also review new information on AIDS, review the existing AIDS Policy, and make recommendations to the Chancellor concerning any proposed changes in the policy. The Chancellor will make decisions based upon the recommendations of the Task Force.
- C.** The School will comply with federal and state laws, regulations, and policies that protect the confidentiality of medical and educational records and with requirements for the reporting of certain test results or medical conditions to local health authorities.

### **SECTION II**

- A.** Consideration of the existence of AIDS or HIV-positive condition is not part of the initial admission decision for those applying to NCSSM nor hiring decisions for those applying for employment.
- B.** NCSSM will not undertake programs of screening students or employees, nor will there be routine requirements that students or employees be asked to respond to questions about the existence of AIDS or HIV-positive condition.
- C.** Students or employees infected or who may become infected with the AIDS virus (whether active AIDS or positive-HIV antibody tests) will not be excluded from enrollment or employment, nor will those persons be restricted in their access to services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the School community.
- D.** Persons who are infected by the AIDS virus will be urged to share that information on a confidential basis. Students are encouraged to report to the Student Health Service, and employees are encouraged to report to local health agencies so that appropriate health and educational needs may be met. Students or employees who seek special accommodation must report their condition to the Director of Student Life or the Director of Human Resources, respectively. If a person with AIDS or HIV-positive condition reports to another employee, it is the responsibility of that employee to maintain confidentiality.
- E.** Persons who have a reasonable basis for believing or who know that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.
- F.** NCSSM will publish and observe safety guidelines established by the U.S. Public Health Service for

control of bloodborne pathogens in health care, first aid and other institutional contexts in which individuals may be exposed to blood, body fluids, or tissues.

**G.** Information concerning students with AIDS or HIV-positive condition will be disclosed to responsible NCSSM officials only on a strictly limited, need-to-know basis, unless the individual consents in writing to other releases of the information.

**H.** Persons who are known to be immunologically compromised will be excused from institutional requirements for certain vaccinations, such as measles.

*This policy became effective on July 1, 1988. A complete copy of the AIDS Policy and procedures for implementing the policy can be obtained in the School library.*

**Adopted by the NCSSM Board of Trustees**

March 4, 1988

Revised November 10, 1994

## **XII. RESIDENCY**

It is the policy of the North Carolina School of Science and Mathematics to enroll only students whose custodial parent or legal guardian has either established permanent legal residency in North Carolina or is an active duty member of the armed services who is abiding in North Carolina incident to active military duty, provided the student shares the abode of that parent, by December 1 of the school year in which the student applies for admission (the tenth grade year) and who otherwise meet the admissions criteria of the school. Students may enroll at the opening of the school year if their parents or guardians have maintained legal residency or abode in North Carolina. Eligibility to remain enrolled in the School shall terminate at the end of any school year during which the student's parent/guardian no longer maintains legal residency or abode.

Legal residency is defined as one's permanent dwelling place, as distinguished from a temporary place of abode. (Legal residence is synonymous with domicile.) One establishes domicile or legal residence by establishing physical presence in a place while having the intent to make the place his permanent home of indefinite duration.

The December 1 residency deadline is waived for permanent full time NCSSM employees. Full time for employee benefits purposes is defined as three-fourths time or greater.

University regulations concerning the classification of students by residence, for purposes of applicable tuition differentials, are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request at the Admissions Office.

**Adopted by the Board of Trustees:**

December 7, 1990

Revised March 28, 2003

Revised July 1, 2007

## XIII. TRAVEL POLICY

### 1. PURPOSE

The North Carolina School of Science and Mathematics enacts this policy to guide its response to world emergency events that impact School programs and School constituents. The import of this policy is to reduce the incidence of exposure to high risk events including but not limited to serious medical conditions, terrorism, civil unrest, and declared or undeclared war.

### 2. POLICY STATEMENT

The University of North Carolina or the School may restrict travel on University or School programs or on University or School business where high risk events are occurring, have occurred, or are likely to occur. The travel restrictions may apply to any worldwide locations. A particular restriction may be a total travel ban to such location or it may be limitations on the mode or manner of travel or accommodations.

### 3. PROCEDURES

- A. The Vice Chancellor for Academic Programs will make the decision to restrict travel. He or she may consider the following advisories or recommendations.
  - Travel notations by the United States Department of State (DOS) or the United States Department of Justice (DOJ)
  - Travel notations by the Centers for Disease Control (CDC)
  - Travel notations by the World Health Organization (WHO)
  - For avian flu or related viral events, recommendations from the Pandemic Flu Committee
  - For emergency events in study abroad countries, recommendations of the Vice Chancellor for Administration.
- B. Any decision by the Vice Chancellor for Academic Programs to permit travel to areas where the DOS, CDC, or WHO has issued restrictions will be made only for exceptional circumstances and only where the safety of the School participants can be reasonably assured.
- C. Where the Vice Chancellor for Academic Programs has restricted or banned travel, no School funds, property, equipment, materials, or gifts on behalf of the School may be used for such travel or to enable such travel. In addition, university insurance and other protective measures will likely not respond to incidents or travel occurring in these areas.

### 4. SPECIAL PROCEDURES FOR AVIAN FLU OR RELATED VIRAL EVENTS

The following steps will be followed for travel that occurs during or in anticipation of an outbreak of avian flu or a related viral disease.

- A. The Vice Chancellor for Academic Programs will review information from CDC, WHO, and other medical agencies and will consult with the Pandemic Flu Committee to determine when and where an outbreak of a viral condition is occurring or is anticipated. The Vice Chancellor for Academic Programs will post a list of these areas and will issue procedures concerning travel to these areas.
- B. If it is determined that a risk of infection is possible, the Vice Chancellor for Academic Programs may issue a ban on travel to these areas. No School programs or School business may thereafter travel to these areas until the ban is lifted.
- C. Any decision by the Vice Chancellor for Academic Programs to permit travel to areas where DOS, CDC, or WHO has issued restrictions will be made only for exceptional circumstances and only where the safety of the university participants can be reasonably assured.

- D. If School students, faculty, staff, or other participants in School programs or on School business are already in the affected areas, the Vice Chancellor for Academic Programs will consider appropriate steps for entry or re-entry of these individuals to campus. These steps may include a self-quarantine for a set amount of time as determined by the Vice Chancellor for Academic Programs. These measures may be implemented regardless of whether the individual is symptomatic.
- E. The Vice Chancellor may issue similar bans and restrictions for international students or other individuals entering the United States and coming to the School from affected areas.
- F. A fitness for duty examination may be ordered as part of the re-entry restrictions depending on the nature and virility of the virus at issue.
- G. Regardless of whether the Vice Chancellor for Academic Programs has issued travel bans or restrictions for a specific area, if School students, staff, faculty, or program participants have knowledge of a viral outbreak, as described above, they must notify the Vice Chancellor for Academic Programs immediately for instructions and/or restrictions for return to campus.
- H. The Vice Chancellor for Administration shall coordinate with appropriate campus offices to ensure that information about this policy and related implementation steps, including a list of countries in which avian flu has occurred, are periodically disseminated to the School community, for example in enrollment and orientation packets, handbooks, attendance procedures and communications to parents and new employees.