PRIVATE VEHICLES
Private vehicles are prohibited without previous approval of the Program Director.

VISITORS
Visitors will not be allowed in the barracks during the week of the school. Family and friends of the students are invited to attend the Graduation Ceremony. Parents and guests may tour the facility immediately following the Graduation Ceremony. Everyone is invited which includes family, friends and all patrol members and legionnaires.

INFORMATION
TWENTY THIRD ANNUAL SESSION
JUNE 12-17 2016

All correspondence relating to this program should be addressed to:

Student Trooper Program
The American Legion Dept. NC
PO Box 26657
Raleigh, NC 27611
Phone: 919-832-7506
Richard Neville, Program Director

APPLICATION FORMS ARE AVAILABLE AT AMERICAN LEGION DEPT. (State) HEADQUARTERS

APPROXIMATELY 40 STUDENTS CAN BE ACCOMMODATED AT THE NORTH CAROLINA HIGHWAY PATROL TRAINING CENTER.

TUITION: $200.00 PER APPLICANT

Deadline – May 15, 2016
Or until program is full.
CREDENTIALS

The American Legion Student Trooper Program is designed to provide an academic and athletic environment for young people who may have special needs or disabilities. The program is open to students who are enrolled in special education programs and meet the eligibility criteria outlined below.

Eligibility Criteria:

1. Students must be enrolled in a special education program.
2. Students must meet the academic and athletic criteria set by the American Legion.
3. Students must demonstrate the ability to perform at a reasonable level in the program.

Accommodations:

The American Legion Student Trooper Program provides accommodations for students with special needs. These accommodations may include but are not limited to:

1. Modified academic curriculum
2. Assistive technology
3. Individualized education plans
4. Specialized instruction

Physical Training Program:

The American Legion Student Trooper Program includes a physical fitness component. Students are encouraged to participate in physical training activities to improve their overall health and fitness.

Rules of Conduct:

Students enrolled in the American Legion Student Trooper Program must adhere to the following rules of conduct:

1. Students must follow the rules and regulations set by the American Legion.
2. Students must maintain good behavior and conduct.
3. Students must respect the rights and property of others.

Supplies Provided:

The American Legion Student Trooper Program provides supplies to assist students in academic and athletic activities. These supplies may include:

1. Books
2. Supplies for academic and athletic activities
3. Uniforms

The purpose of the American Legion Student Trooper Program is to provide a supportive and challenging environment for young people with special needs or disabilities.
NORTH CAROLINA
STUDENT TROOPER
PROGRAM APPLICATION
JUNE 12-17, 2016

Application Deadline: May 15, 2016, or until full.

NAME__________________________AGE_____SEX_____BIRTHDATE________________

ADDRESS________________________CITY_______STATE_______ZIP_______

Street

HOME PHONE ( )____________________DRIVERS LICENSE #____________________
or

EMAIL________________________________LEARNEERS PERMIT #________________

PARENT (GUARDIAN)

ADDRESS________________________CITY_______STATE_______ZIP_______

Street

PHONE Home ( )____________________Work or Cell ( )____________________

HIGH SCHOOL______________________GRADE JUST COMPLETING:

ADDRESS________________________CITY_______STATE_______ZIP_______

PHONE School ( )DATE OF PLANNED GRADUATION:

SPONSORING AMERICAN LEGION POST (Must Be Completed)
Please note: Sponsoring post assumes responsibility for student’s attendance, including submitting a properly completed application and physical form, transportation to and from the training center and tuition fees. Contact post for further details.

POST NAME________________________POST #________________PHONE ( )________

ADDRESS________________________CITY_______STATE_______ZIP_______

POST CONTACT PERSON: Print Name________________Signature of contact person

ADDRESS________________________CITY_______STATE_______ZIP_______

PHONE Home ( )____________________Work ( )____________________

(PLEASE SEE REVERSE)
UNIFORM SIZE: T-SHIRTS

SM MED LG XL XXL

SHORTS

EMERGENCY CONTACT:

PARENT(S) OR GUARDIAN(S) NAME: ____________________________________________

MAILING ADDRESS _______________________________________________________

__________________________________________________________ (HOME)

PHONE NO'S: ______________________ (WORK) ___________________________

PERMISSION TO ATTEND (Signatures Required)

I, __________________________________________, acknowledge and accept my obligations and responsibilities as a student to the American Legion Student Trooper Program of North Carolina. I further agree to uphold the principles of this outstanding program and abide by all rules and regulations. I agree to participate with dedication, respect, and enthusiasm in all phases of training that is required.

Delegates Signature: ______________________________________ Date ____________

PARENT OR GUARDIAN PERMISSION

We have discussed the objectives, rules, regulations, and expectations of this excellent program with the American Legion Post officials and our son/daughter ______________________. We are pleased that he/she is being offered this opportunity and he/she has our permission and our full support to attend The American Legion Student Trooper Program held at NC Highway Patrol Training Center in Raleigh, June 12-17, 2016. We understand that no exceptions will be made for special medical or physical requirements.

Parent or Guardian Signature ______________________________________ Date: ____________
INDEMNIFICATION AGREEMENT

The North Carolina State Highway Patrol (hereinafter referred to as SHP), and ________________________, (hereinafter referred to as LICENSEE), do hereby agree that, in consideration of agreements hereinafter set forth and other good and valuable consideration, the receipt of which is hereby acknowledged by the LICENSEE. The LICENSEE does agree to defend, indemnify, save and hold harmless the SHP from and against all claims, damage, or expense arising out of or from any accident, violation of law or ordinance or other occurrence in, on, or at the Defensive and Precision Driving Facility located at 380 East Tryon Road, Raleigh, North Carolina (hereinafter referred to as FACILITY) when used by the LICENSEE. LICENSEE will protect, indemnify, save and keep harmless the SHP against any claims, and any loss and all loss, damages, or expenses arising out of any failure of the LICENSEE in any respect to comply with and to perform the requirements of this agreement.

LICENSEE further agrees to release the SHP from any and all liability arising out of and from any claim, cost, or damage due to any injury or damage to the person or property of any employee or agent, invitee, assignee or contractor of the LICENSEE save and except for intentional injuries caused by the wanton, malicious, or intentional acts of the SHP, its agent/employees, assignees or contractors.

In return for the above set forth indemnification and releases by the LICENSEE to the SHP, the SHP agrees to and hereby does grant to the LICENSEE its employees, agents, invitees, assignees, or contractors the right and privilege to use the FACILITY for and within the purposes for which it was designed for a period beginning on the ___________ day of ____________, 20______, to and including the __________ day of ____________, 20______, or until earlier terminated. In the event either party shall wish to terminate this agreement, that party shall give notice to the other party in writing of their intentions. Such written notice shall constitute termination of the agreement.

LICENSEE agrees that any approved use of the FACILITY shall be coordinated with the appropriate person(s) at the SHP so as not to interfere or conflict with use of the FACILITY by the SHP. It is expressly understood and accepted that use of the FACILITY by the SHP shall take precedence over use by the LICENSEE. The LICENSEE further agrees to comply with all regulations for FACILITY use as may be imposed by the SHP.

This agreement is limited to the terms as expressly set forth herein and does not convey to either party any rights or claims in addition to those specifically set out herein or as by law arise. This the ____________ day of ____________, 20_____

N. C. STATE HIGHWAY PATROL

BY: ________________________
    DIRECTOR OF DRIVER TRAINING / OR DESIGNEE

BY: ________________________
    Licensee / Parent or Guardian of Licensee
SUMMER PROGRAMS MEDICAL FORM
Student Trooper
Please Print or Type

Full Name ___________________________ Age _______ Birth Date _______ / _______ / _______
Last __________ First __________ Middle ________

Home Address ___________________________ Phone (_____) ___________________________
Box # or Street __________________________ City __________________________ State _________ Zip _________ area code _________

Name, Relationship of Parent or Guardian: ________________________________________________

Address ____________________________________________
Box # or Street __________________________ City __________________________ State _________ Zip _________

Parent or Guardian’s Phone Number: Day(_____) __________________________ Night (_____) __________________________

Name, Address & Phone of
Family Physician ____________________________________________

IN CASE OF EMERGENCY PLEASE CONTACT:

Name: ____________________________________________ (Relationship to delegate): ____________________________

Phone number, Day (_____) __________________________ Evening (_____) ____________________________

HEALTH INSURANCE INFORMATION REQUIRED: (A copy of the insurance card, front and back, and
the prescription drug card, if applicable, front and back, must be included with this form)

Name of Ins. Co. __________________________________ Subscriber’s ID No. __________________________ Grp. No. __________________________

Address of Ins. Co. __________________________________ Subscriber’s Name: __________________________

Other: ____________________________________________

AUTHORIZATION AND CONSENT:

I hereby agree that the attending physician or whomever he or she may designate may undertake treatment, including operations
and/or the administration of necessary anesthesia, in serious or major illnesses or injuries without prior notification of the undersigned
or any other person, and without obtaining consent of the undersigned or any other person, if in the judgment of the physician or
designee it is necessary for health care reasons to proceed with the treatment without delay. I further agree that the attending physician
or whomever he or she may designate may evaluate and treat all other injuries or illnesses for which help is sought. In the case of a
minor (under 18 years of age) individual, this treatment may proceed without prior notification of the undersigned parent or guardian,
although every attempt will be made to notify the parent or guardian in the event of such an injury or illness. I also agree that needed
immunizations may be administered. I further agree that any medical information may be released to other health care providers who
may be providing care.

*Signature of summer program participant: ____________________________________________

*Signature of minor’s parent or guardian: ____________________________________________

Date: __________

(*This section must have signatures of participant and parent or guardian if participant is a minor under the age of 18)

(over)

Rev. 11/2006
PERSONAL HISTORY - Comment on all positive answers under remarks.

<table>
<thead>
<tr>
<th>HAVE YOU HAD?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy to:</td>
<td></td>
</tr>
<tr>
<td>Penicillin</td>
<td></td>
</tr>
<tr>
<td>Sulfonamides</td>
<td></td>
</tr>
<tr>
<td>Peanuts</td>
<td></td>
</tr>
<tr>
<td>Bees, wasps</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Specify:</td>
<td></td>
</tr>
<tr>
<td>Infectious mononucleosis</td>
<td></td>
</tr>
<tr>
<td>Tropical Disease (specify)</td>
<td></td>
</tr>
<tr>
<td>Chicken pox/Varicella</td>
<td></td>
</tr>
<tr>
<td>Respiratory disorders, including asthma</td>
<td></td>
</tr>
<tr>
<td>High blood pressure</td>
<td></td>
</tr>
<tr>
<td>Diabetes, thyroid, endocrine problems</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU HAD?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stomach or intestinal Disorders</td>
<td></td>
</tr>
<tr>
<td>Blood Disorders, including anemia</td>
<td></td>
</tr>
<tr>
<td>Headaches, Migraines</td>
<td></td>
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<tr>
<td>Concussions</td>
<td></td>
</tr>
<tr>
<td>Hearing disabilities</td>
<td></td>
</tr>
<tr>
<td>Current prescription medicines (list)</td>
<td></td>
</tr>
<tr>
<td>Must be listed to attend.</td>
<td></td>
</tr>
<tr>
<td>Current non-prescription medicines (list)</td>
<td></td>
</tr>
<tr>
<td>Current vitamins or supplements (list)</td>
<td></td>
</tr>
<tr>
<td>Smoking or other tobacco use</td>
<td></td>
</tr>
<tr>
<td>Surgery or serious injury</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HAVE YOU HAD?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronic Medical Condition (specify)</td>
<td></td>
</tr>
<tr>
<td>Vision, corrective lens</td>
<td></td>
</tr>
<tr>
<td>Cancer</td>
<td></td>
</tr>
<tr>
<td>Heart Disease</td>
<td></td>
</tr>
<tr>
<td>Serious head injury</td>
<td></td>
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<tr>
<td>Hepatitis B</td>
<td></td>
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<tr>
<td>Hepatitis C</td>
<td></td>
</tr>
<tr>
<td>Kidney diseases</td>
<td></td>
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<tr>
<td>Neurological disorder</td>
<td></td>
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<tr>
<td>Depression, anxiety</td>
<td></td>
</tr>
<tr>
<td>Other psychological problem</td>
<td></td>
</tr>
<tr>
<td>Seizure</td>
<td></td>
</tr>
<tr>
<td>Limited physical activity</td>
<td></td>
</tr>
<tr>
<td>Organ loss</td>
<td></td>
</tr>
</tbody>
</table>

If any explanation is needed, enter here.

If YES is checked on any of the boxes above, a Physician's approval and signature to attend the program and be able to participate in all exercises listed below must be obtained.

Physician's Signature approving student to participate

<table>
<thead>
<tr>
<th>EXERCISE</th>
<th>EXERCISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jumping Jacks (10)</td>
<td>Forward Bends (2)</td>
</tr>
<tr>
<td>Toe Touches (2)</td>
<td>Hamstring Stretch (2)</td>
</tr>
<tr>
<td>Groin Stretch (2)</td>
<td>Neck Stretch (2)</td>
</tr>
<tr>
<td>Jumping Jacks (25)</td>
<td>Push Ups (10) (10)</td>
</tr>
<tr>
<td>Sit Ups (10)</td>
<td>Back Extensions (10)</td>
</tr>
<tr>
<td>Leg Raises (10)</td>
<td>Arm Rotations (4 sets)</td>
</tr>
<tr>
<td>Speed Run (1/4 mile)</td>
<td>Distance Run (1 mile)</td>
</tr>
</tbody>
</table>

PARTICIPANT, PARENTS OR GUARDIANS

Is this participant capable of carrying a full program of fitness activities, including sports of all kinds? □ Yes □ No
If "No", please state limitations below:

Is there anything else about this participant that we should know? □Yes □ No If "Yes", explain:

Do you have any recommendations regarding the care of this participant? □ Yes □ No If "Yes", explain:

Is the participant now under treatment or on medication for any medical or emotional condition, or does he any require special medical attention?
□ Yes □ No

Explain below

Date ____________________________ Signature ____________________________
Parent, or Guardian
NORTH CAROLINA AMERICAN LEGION

and

NORTH CAROLINA STATE HIGHWAY PATROL

STUDENT TROOPER PROGRAM

12 - 17 JUNE 2016

Sponsored by

The American Legion Department of North Carolina
and
The North Carolina State Highway Patrol
# AMERICAN LEGION / NCSHP STUDENT TROOPER PROGRAM

## 23rd ALSTP-2016 CURRICULUM

**June 12th-17th 2016**

<table>
<thead>
<tr>
<th>TIME</th>
<th>MON 13TH</th>
<th>TUES 14TH</th>
<th>WED 15TH</th>
<th>THUR 16TH</th>
<th>FRI 17 TH</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 TO 6:30</td>
<td>Physical Fitness</td>
<td>Physical Fitness</td>
<td>Physical Fitness</td>
<td>Physical Fitness</td>
<td>Physical Fitness</td>
</tr>
</tbody>
</table>

### BREAKFAST

| 8:00 TO 8:50 | Orientation  
*Trp. Porter* | Collision Investigation  
*Trp. Trueblood* | National Guard Joint Forces Headquarters  
*Trp. Bryant* | Motor Vehicle Law  
*Trp. Dennis* | Guest Specker  
M. Blanton |
|-------------|------------------|------------------|------------------|------------------|------------------|

| 9:00 TO 9:50 | Military Drills  
*Trp. Pointer* | class photo during break at monument  
*Mrs. Guthrie* | 8:50 |
|-------------|------------------|------------------|------------------|

| 10:00 TO 10:50 | History of the NC State Highway Patrol  
*Pointer* | Gang Awareness  
*Trp. Atkinson* | National Guard 449th Aviation Base  
*Trp. Dennis* | Defensive Driving  
(Classroom)  
*Trp. Dennis* | Dormitory Maintenance |
|---------------|------------------|------------------|------------------|------------------|------------------|

### LUNCH

| 1:00 TO 1:50 | Helicopter Operations  
*Sgt. Tribula* | First Aid  
*Dr. Crapo* | State Capitol | Criminal Justice Systems  
*Ms. Tamara Hill*  
Conf. of DAs | Graduation Ceremony  
1pm |
|---------------|------------------|------------------|------------------|------------------|------------------|

| 2:00 TO 2:50 | (Grps A & B in Rotation) Driver Training  
*Trp. Day* | K-9 Unit  
*Trp. Lamm* | Legislative Building |  |
|---------------|------------------|------------------|------------------|------------------|

| 3:00 TO 3:50 | MCE Inspections  
*Trp. B. Johnson* | SMI Instruments  
*Trp. W. Johnson* | Museum of Natural History | Graduation Preparation  
& Rehearsal  
American Legion & NCSHP Staff |  |
|---------------|------------------|------------------|------------------|------------------|------------------|

| 4:00 TO 4:50 | Defensive Tactics  
*Sgt. Bright* | Return to Training Academy |  |  |
|---------------|------------------|------------------|------------------|------------------|

### DINNER

| 6:00 TO 9:00 | Tag Details  
Dormitory Maintenance | CPR (Grp A)  
Firearms Simulator (Grp B)  
*Trp. Mazzotta*  
*Sgt. Batchelor* | CPR (Grp B)  
Firearms Simulator (Grp A)  
*Trp. Mazzotta*  
*Sgt. Batchelor* | COOK OUT  
Dormitory Maintenance |
|---------------|------------------|------------------|------------------|------------------|

| 10:00        | LIGHTS OUT       |  |  |  | 
23rd Student Trooper Program Staff

Trp. Brad Porter
Commendant

Trp. Robert Dennis

Trp. Pam Williams
Assist Commendant

Trp. Stephen Bryant

Trp. John Pointer

Trp. Aaron Mullins

Trp. David Morgan
2016

American Legion Student Trooper Program

American Legion Staff

Mr. Richard Neville
Director

Mr. Henry Benavides
Assistant Director

Ms. Courtney D. Bowling
Jr. Counselor

Mr. Weston D. Hayes
Jr. Counselor
Dear Student Trooper:

On behalf of The American Legion, it is an honor, and my personal pleasure, to welcome you to the seventeenth session of the North Carolina Student Trooper Program scheduled for June 12-17, 2016.

We are guests of the North Carolina Highway Patrol Training Academy and will be expected to obey all the rules and regulations of the Academy. These expectations will be clearly explained at the beginning of the program.

The Student Trooper Program is an intense program of instruction for a full week. It is geared to challenge the minds of top young individuals from communities across the state of North Carolina.

The objective of the program is to afford its young Student Troopers the opportunity to see and experience first-hand many of the areas involved in law enforcement, and to increase understanding between the youth of the state and its law enforcement officers.

We aspire to make our Student Trooper Program one of the best. To do this we need your active participation, enthusiasm, and your full cooperation. There are things we must remember as guidelines, rules and regulations. Some of these are:

1. We will start each day of the program honoring God and Country by prayer and Pledge of Allegiance to the flag.
2. Marijuana, alcohol, cocaine or illicit drugs of any form or description will not be tolerated.
3. The use of any tobacco products (smoking, chewing, dipping, electronic cigarettes or vapors) is prohibited by any persons involved with the Student Trooper Program (students and staff). Any student bringing any tobacco product to the Training Academy will be required to surrender them to the Director until the end of the week.
4. No food, beverage or chewing gum permitted.
5. **Student Troopers are prohibited from bringing cellular phones or pagers with them to the Training Academy.**
6. If due to health problems, you must take prescription drugs, you will report this situation to your counselor upon arrival Sunday, June 12th. If your medication requires refrigeration, you should check with your counselor for proper storage and dispensing.
7. We strongly discourage Student Troopers from driving personal autos to the program. If, however, it is imperative that you drive your car, **your parent or guardian must request permission from Director Neville by telephone (919)-550-6366, or in writing, to the above address.** If this request is approved, then the Student Trooper must deposit, upon arrival, his/her keys, auto license number, and location of parked vehicle with the Highway Patrol Training Academy.
8. Please remember that if you are found willfully negligent of not properly observing rules and regulations upon my personal review of the facts involved, as Director, my course of action will be:
   a. Denial of privileges or
   b. Your dismissal from the program.
   (We will notify your parents and sponsoring Legion Post.)
9. **Dress Code:** Khaki trousers or slacks with brown belt, will be worn with all the Student Trooper shirts and caps at all times, except during sport activities or other announced occasions.
You are asked to follow these dress requirements of Item 10 for the following reasons:
  a. So that Student Troopers can be easily identified.
  b. Uniformity of appearance.
  c. For photographs and video recordings.
  d. For comfort and health reasons.
  e. No rings, watches or earrings, or jewelry of any kind will be allowed for anyone.
  f. Items of clothing will not be accepted at any time: halter tops, tank tops, cut off jeans and short shorts.

Student Trooper program will provide each student with two (2) T-shirts, one (1) collared knit shirt, a Cap and one athletic shirt and shorts, with program emblem, for PT and sports. All these items will remain the property of each student after the program is over. May I suggest that to identify your clothing items, you should mark them with a clothing marking pen or pencil.

10. Items you need to bring with you are listed below:

   AT LEAST 2 PAIR KHAKI PANTS
   1 brown belt
   1 pair quality athletic shoes. (For PT, athletics, and running)
   1 pair comfortable white sneakers for daily activities.
   6 pair white socks (shoes and socks will be worn at all times)
   Toilet articles for daily use
   Items for personal hygiene
   Raincoat (plastic or inexpensive type)
   Shower sandals (flip-flops)
   5 or more coat hangers
   Small laundry bag
   Iron

   Appropriate attire for sports activities (Medium length shorts and T-shirts, jock strap, athletic bra, etc.)

   Sunglasses and sunscreen

   You may wish to bring:
   a. Alarm Clock
   b. Stationary and stamps
   c. Bedroom slippers
   d. Vitamins
   e. Shampoo, Hair Dryer, Hair Spray
   f. Personal Medical Items (Tylenol, Aspirin, Band-Aids, Etc.)
   g. Camera

Male Student Troopers should arrive **clean-shaven with a fresh haircut no mustaches or long sideburns.** Female Student Troopers should have hairstyes that can be worn “up” during all training. Females can put hair up in French braids or a bun off the neck. Please bring bobby pins and barrettes for this purpose.

The Highway Patrol Training Academy will provide sheets, blankets, pillows, linens, towels, washcloths and laundry facilities.

**Directions to the Highway Patrol Academy:** Off I-40 take Exit 299 Person St./Hammond Road, turn east going away from Raleigh. Go to first traffic light (Rush Street) turn left, go to the first traffic light (Old Garner Road) turn right, proceed about 3/4 mile and Highway Patrol Training Academy in on the right. (Large sign at entrance) Street Address for Training Academy is: 3318 Garner Rd., Raleigh, NC 27610-5699. If assistance is needed, phone (919) 662-4430, SHP Training Academy.
When you arrive at the Highway Patrol Training Academy, follow the signs directing you to the proper registration area. Please time your arrival for registration between the hours of 12:00 PM and 2:00 PM on Sunday, June 12th. Registration or off loading of baggage will not be permitted before 12:00 PM.

11. You are expected to meet the time schedules of our program and attend all events. No Student Trooper will be given permission to leave the training academy any time during the week for any reason, except in case of an emergency.

12. Other regulations and expectations will be covered during the orientation session Sunday evening.

13. Since each day will begin with PT (Physical Training) which will include calisthenics (sit-ups, push-ups, jumping jacks, arm rolls) and running, it is suggested that all Student Troopers do some PT, including running, before arriving at the Training Academy. This will help prevent muscle soreness and blisters resulting from the required PT.

14. Parents, family and representatives of sponsoring Posts are welcome and we encourage them to attend our closing ceremonies on Friday, June 17. The Graduation Ceremony will begin at 1:00 PM.

The Golden Rule - All individuals are entitled to and will be given courteous and respectful treatment by everyone involved in the program without regard of race, religion, sex, or national origin. No form of sexual harassment, real or implied, will be tolerated by staff or other students.

This program is not a vacation summer camp, or a recreational camp.

Realizing the honor in being selected, I encourage you to attend this Student Trooper program with a will to participate in all activities and with the desire to participate with enthusiasm.

The Highway Patrol Training Academy instructors, Legionnaires, as well as local professional leaders are giving their valuable time freely to the success of this program because they believe in you! They are devoting their personal effort to better inform you and to encourage your future development as a dependable and knowledgeable leader in your community. The ultimate success of our entire program will depend on your loyal support, active participation, and enthusiasm.

Remember at all times, we are guests of the Highway Patrol for the week. Please conduct yourselves accordingly. My personal congratulations and Welcome Aboard!

Sincerely,

[Signature]

RICHARD W. NEVILLE
Director

RWN:dr
RULES AND REGULATIONS
for
STUDENT TROOPERS

In order to promote discipline and ensure an effective training program, certain rules and regulations are necessary. The following rules and regulations will be adhered to by all Student Troopers while attending the Program. Any deviation from the established procedures may result in dismissal.

I. Standards of Conduct

General

1. Student Troopers shall conduct themselves as gentlemen/ladies at all times. They shall perform all duties in a thorough, precise manner and without hesitation or comment carry out all lawful orders, commands, and instructions issued by Staff Personnel.

2. Student Troopers shall not commit any acts, either during or out-side normal training hours, that are incompatible or harmful to public service, or which might reflect unfavorably upon the Student Trooper Program or the North Carolina State Highway Patrol and The American Legion.

Specific

1. Alcoholic Beverages - Student Troopers are prohibited from consuming alcoholic beverages at any time while at the Training Academy.

2. Gambling - No card playing or gambling in any form is allowed.

3. Tobacco - Smoking, chewing, dipping, or any other use of tobacco is strictly prohibited.

4. No Student Trooper shall:

   a. Ferment discord among Student Troopers, including encouraging discrimination regarding race, color, sex, religion, national origin or ancestry.

   b. Display discourteous treatment of others, including the use of insulting, abusive, satirical, or profane language.
c. By his/her conduct, place the Student Trooper Program or the State Highway Patrol or the American Legion in an embarrassing position.

d. Falsify in any way, any answer, report or request.

e. Deliberately falsify a statement in response to any question from any of the School Staff.

f. Willfully or carelessly destroy or damage State property.

g. Endanger any person, including himself/herself, through careless or willful violations of safety rules or instructions.

h. Display negligence or show willful disobedience of any lawful order, directive, or regulation.

i. Be careless, indifferent, lazy, non-alert, or inattentive to duty.

j. Fail to maintain Student Trooper standards of personal hygiene and appearance. Student Troopers will shower and use deodorant daily and as often as needed. They are expected to be neat and clean at all times and free of offensive breath or body odor. Male Student Troopers will be clean shaven every morning.

k. Personal Autos - Student Troopers are discouraged from bringing personal autos to Training Academy due to parking and control. Legion Posts or Parents should provide transportation to the Training Academy. Only in the case of emergency will Student Troopers be allowed to drive personal vehicles, and then only with permission from the Director. Personal vehicles shall be parked in the designated area. Vehicles shall be locked and keys turned in to the Director. All clothing or valuables should be removed from the interior of the vehicle.

l. Staff Buses - No loud talking or boisterous conduct will be allowed on the training buses. Neither will shouting or whistling to persons outside the bus be tolerated. Smoking is not permitted. In the absence of a member of the School Staff, the driver will be in charge of the bus and its passengers. Movement into and out of the bus will be carried out in an orderly manner through the front door only. First entrants will fill the seats from rear to front. Exit from the bus will be in the reverse order. No double time movement will be allowed on the bus. Standing passengers must be positioned behind the driver. Involvement of the bus in any
accident or other incident must be immediately reported to a member of the School Staff by the driver. The bus will not be moved from its stopping place following an accident except as the driver is directed by an officer of the law.

II. Schedule and Work Details

A. Normal daily schedule is listed in the Student Trooper's individual copy of the curriculum and an hourly schedule of subjects is shown.

1. Student Troopers shall familiarize themselves with the training program schedule in order to bring the related texts and references to class and to present themselves in the proper attire and in the assigned classroom or training area at the appointed time.

2. Most instructional periods are fifty minutes followed by a ten-minute break. Student Troopers will be in their seats ready to resume class at the end of the break.

3. Student Troopers shall be expected to read all issued material pertaining to any specific course or event offered before classroom instruction of that course.

B. Reveille will be at 5:00 AM each morning.

1. Student Troopers may arise prior to reveille but shall not make any noise which might disturb any other occupants who are sleeping.

2. After the first day, reveille may not be called by the Duty Officer. It is each Student Trooper's responsibility to be up and at the appointed place or the designated area.

3. Student Troopers will report to the Formation Area in shirts and caps issued to them and wearing khaki trousers. Cadets will march in formation to and from the designated athletic field or gymnasium.

4. Breakfast formation, Lunch formation and Dinner formation will be set by the Staff.

5. Lights Out and Bed Check is at 10:00 PM each day.

6. Student Troopers shall not leave their dormitory area between the hours from Lights Out to Reveille. However, in cases of emergency, Student Troopers may leave to contact the Duty Officer.
III. Building and Training Area

A. This facility will be your home for the duration of the Student Trooper program. Your cooperation is essential in maintaining the buildings and grounds in excellent condition. Do not write on, mar, or deface, in any way, the buildings or furnishings. Cleanliness will always be an ongoing responsibility.

B. Classrooms

1. Seating arrangements will be made by the School Staff and no changes will be made without permission.

2. Instructors accept, desire, and encourage questions provided they represent an honest attempt to gain information.

   a. No questions should be asked which are not pertinent to the subject being discussed or which are presented to “show off” or to kill time.

   a. Student Troopers should have a sincere interest, an open mind, and a desire to learn.

C. Dormitory Rooms

1. Student Troopers will be assigned specific quarters and will be responsible for the proper maintenance and appearance of their personal property, issued equipment, assigned closets, desk, chair, bed and adjacent area.

2. Living quarters will be properly maintained, as demonstrated by the Staff at the beginning of the Program.

3. Television sets are not allowed in dormitory rooms. Radios are permitted and may be played as follows: Beginning at 6:00 AM during leisure time until Lights Out, provided they do not interfere with other building occupants.

4. Student Troopers will turn off all dormitory lights during normal classroom hours.

5. Student Troopers will not receive or allow visitors without permission of the School Commandant or his designee except in an emergency; and only then at a designated area, never in the dormitory area.

6. All dormitory room doors will be left open except when Student Troopers are dressing, or have retired for the evening.
D. Inspection of Dormitory

1. Student Troopers will leave their dormitory rooms in condition for inspection from 8:00 AM until 12:00 Noon and from 1:00 PM to 5:00 PM each day.

2. Beds will be made and furniture and personal items arranged in accordance with instructions.

3. Staff members may inspect all areas including, but not limited to closets, drawers, and baggage, at unannounced times.

E. Outside Areas

1. Student Troopers must use the sidewalks and driveways, stay off planted areas unless instructed otherwise.

2. All personal vehicles shall be parked in assigned areas.

3. Student Troopers shall pick up and place in proper receptacles any litter or waste material observed on the grounds.

4. Student Troopers should not spit on sidewalks or other paved areas.

F. Use of Telephones

1. **Incoming personal calls should be restricted to emergencies only.** Such incoming calls should come through the Training Academy's business number and never on any pay phones. Emergency Phone Number is 919-662-4430. Student Troopers are encouraged to leave this number with their parents or guardian to be used only if a need to call should occur.

2. Student Troopers are prohibited from bringing cellular phones or pagers with them to the Training Academy.

3. No food or beverages permitted.
IV. Military Courtesy

A. The military nature of the State Highway Patrol and Patrol training requires that certain rules of courtesy be extended to all commissioned/non-commissioned officers of the Highway Patrol, guest instructors and members of the Staff. Student Troopers will always stand when being addressed and reply by stating “Yes Sir/Ma’am” or “No Sir/Ma’am”.

Whenever a commissioned officer or program staff member enters a room or area occupied by Student Troopers, all present will immediately come to attention and remain at attention until given the command, “seats”, “at ease” or “as you were”. When the staff member prepares to leave the room, all Student Troopers will come to attention and wait until he/she has left the room. (Student Troopers will remain absolutely still and silent while at attention.)

V. Fire Regulations and Procedures

1. Fire extinguishers are provided at strategic locations throughout the buildings.

2. Student Troopers shall:
   a. Familiarize themselves with the location of fire extinguishers and fire alarm boxes.
   b. Familiarize themselves with the operating instructions for fire extinguishers and fire alarm boxes.

3. Student Troopers shall familiarize themselves with all exits from their dormitory hall.

4. Upon discovery of any fire, the Student Trooper shall immediately alert the Counselor and all occupants in the dormitory hall.

5. The Student Trooper discovering the fire shall assist in the emergency as directed by the Counselor.

6. Emergency phone numbers, including the Fire Department, are posted on the phones throughout the Training Academy.

7. Student Troopers shall not use or tamper with any fire extinguisher except to extinguish fires.
VI. Dining Hall

A. Policy

1. The Commandant will assign a Counselor to serve as Mess Director for each meal. This individual will be responsible for directing the Student Troopers into the mess hall.

2. Student Troopers shall stand aside for all other personnel entering the mess hall.

3. All Program Staff persons shall be the last to enter the mess hall with the Student Troopers unless their duties demand that he or she must eat early.

B. Procedures

1. The Student Troopers will form into squads, by platoon, and march to the mess hall for all meals.

C. Rules and Regulations for Mess Hall

1. Student Troopers will not:
   a. Knock over chairs.
   b. Wear their caps inside the building.
   c. Make negative comments about the meals.
   d. Waste food.
   e. Take more than one glass with their tray.
   f. Remove food from the mess hall.
   g. Be loud or boisterous
   h. Leave food, paper, etc. on the floor.

2. Student Troopers will:
   a. Be allowed (but not required) to say grace before eating each meal.
   b. Be courteous to the cooks and dining hall staff.
   c. Use good table manners and common courtesy.
   d. Replace their chair under the table each time he/she leaves the table.
   e. Clear the table upon leaving.
   f. Take food tray to the designated area, clear the tray and place it in the appropriate place.
VII. Student Trooper Rules

A. Conduct:

1. Student Troopers shall do their best in the performance of duty. They should know and understand all the rules and regulations of the American Legion’s Student Trooper program.

2. Student Troopers will obey all rules, regulations, and orders issued.

3. Student Troopers will accept all assignments without negative comment.

4. Cadets are required to respond truthfully in all matters.

5. Student Troopers will be courteous to other Student Troopers, Staff members, all Highway Patrol personnel, and all other visitors and guests.

6. Student Troopers will not engage in arguments, use violent, coarse or vulgar language.

B. Instruction:

1. Student Troopers will not make remarks about another’s sex, race, religion, or personal characteristics.

2. Student Troopers will address all Staff members, guests, visitors, or any other individual as “sir” or “ma’am”. Example: “Sir”, “No Sir”, “Ma’am” or “No Ma’am”.

3. All responses will be in a respectful tone.

4. Student Troopers will treat all guests, including parents, with respect using the same conduct that applies to Program Staff.

5. During classroom programs Student Troopers will be attentive to the program being presented. They will not sleep or slouch. Questions may be asked, when appropriate, by raising of hands. When recognized, student will state his or her name and then ask the question. Once the question has been answered, the Student Trooper will say “Thank you sir/Ma’am”.

6. Student Troopers will present a military appearance at all times.
C. Dress:

1. Khaki trousers or slacks will be worn with the Student Trooper shirts and caps at all times except during sport activities or other announced occasions.

2. Student Troopers will wear his/her nametag at all times, except when engaged in athletic activities.

3. The nametag will be worn on the T-Shirt, over the right breast.

4. Student Troopers will be issued the official cap, T-Shirts, and nametag when registering for the program.

5. Student Troopers will wear the cap at all times unless directed otherwise by the director.

D. General:

1. Student Troopers will not possess or use at any time, any tobacco products while at the Training Academy.

2. Student Troopers will remain with their squad and will not leave the assigned area unless authorized by their Platoon Leader.

3. All buildings, except those assigned to The American Legion’s Student Trooper Program, are off limits.

4. When a Student Trooper must use a restroom facility, permission must be requested and granted. This does not apply when in the dormitories.

5. Sick Call at 7:00 AM each morning. Sickness or injury during the day will be reported immediately to a staff member. Each Student Trooper is covered by medical insurance provided by the American Legion.
RULES AND CONDUCT PERTAINING TO THE
PHYSICAL TRAINING PROGRAM

1. ABSENTEEISM FROM PHYSICAL FITNESS PROGRAM

No Student Trooper will be absent from physical training without the expressed permission of the School Commandant or his representative.

2. Listed below, in proper sequence, are the exercises that will be required during each physical training period beginning with the first day:

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<th>EXERCISE</th>
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*Will do four sets of each of these exercises
**Instructors Discretion

3. Each Student Trooper should be familiar with the above table and know the order of the exercises and the number of repetitions required for each. A staff member may ask you for this information at any time.

4. Each Student Trooper will be required to do each repetition of every exercise and will give maximum effort on all exercises and runs. If the Student Trooper fails to give maximum effort he or she may be required to do remedial P.T. Remedial P.T. will be conducted at the discretion of the School Commandant or by the Staff Instructor who is in charge of P.T. for that day.
B. Bed Arrangement

Each Cadet is assigned a single bed and is responsible for keeping it ready for inspection. See photograph on next page.

1. The bottom sheet is to be placed on the bed and have hospital corners, as will be demonstrated.

2. The pillow is to be placed at the head of the bed, and is to have the excess pillowcase folded under on the side opposite the entrance door.

3. The top sheet is to be placed on the bed lengthwise; the bedspread is placed directly over it.

4. Fold the bottom ends of the sheet and bedspread downward twice making a six-inch white border.

5. Position the white border six inches from the bottom edge of the pillow.

6. Fold the bottom ends of the sheet and bedspread under the mattress with hospital corners on each side.

7. Pull the sides right and tuck them under the mattress so they are free of sags and wrinkles.

8. Now recheck to see that there is a six-inch space between the pillow and white border; recheck the width of the border.

9. Determine if bedspread is free of sags and wrinkles.

10. On airing day, each Cadet is to strip the bed and place the sheets inside the pillowcase and deposit the soiled linens in an assigned location. The blanket and bedspread will be folded as a handkerchief and placed on the bottom of the bed, nearest the door, with the pillow on top as illustrated in the photograph below. Fold blanket as a handkerchief and place it at the right corner near the foot of the bed with the single edge facing the entrance door and folded edges facing the foot of the bed. Each Cadet is responsible for one's roommate's bed if the roommate is in the hospital or on leave. If a Cadet does not have a roommate, one shall keep the extra bed made and inspection-ready at all times. See photograph on next page.
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