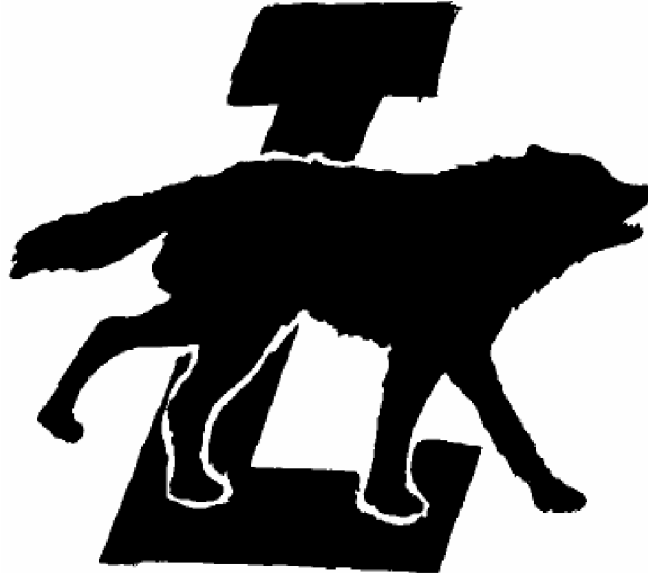


Lincolnton High School Student Handbook

2023-2024

Lincolnton High School



"Home of the Wolves"

803 North Aspen Street
Lincolnton, North Carolina 28092

704-735-3089

Lincolnton High School

<http://www.lcsnc.org/lhs>

Table of Contents

Purpose	3	Lunch	13
Bell Schedule	3	Medicines	13
Who to ask if you have a question	4	Media Center	13
Academic Recognition	5	Morning Arrival to School	14
Administrative conferences	6	Outside Food and Drink	14
Assemblies	6	Personal Property	14
Attendance Policy	6	Prom	14
Athletic Eligibility	7	Promotion Requirements	14
Bookbags	8	Schedule Changes	14
Check-in/Tardy Procedures	8	School Hours	15
Check-out Procedures	9	School Counseling Services	15
Debts to School	9	Special Events	15
Discriminations/ Harassment/bullying	9	Teacher Conferences	15
Dismissal from School	9	Telephone	15
Driver License Eligibility	10	Tornado Drills	15
Drug Testing	11	Threats/Lockdown	15
Electronic Devices	11	Vending Machines	15
Emergency Plans	12	Visitors	15
Exam Exemptions	12		
Excuse Notes	12	Academic Honor Code	16
Fire Drills	12	Internet Use and Device Policy	17
Food and Drink	12	LHS Code of Student Conduct	19
Hall Passes	13		

Purpose

The information in this handbook is the result of a concerted effort on the part of the students, faculty, administration, and the board of Education to provide a positive learning environment for all students. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and become an integral part of it. Almost every high school student realizes that every organization needs rules and regulations, and that acceptance of these is necessary if the organization is to achieve its objectives. Our clubs and athletic teams have constitutions and rules respectively, and so, of course, Lincolnton High School has rules and regulations which every student is expected to accept and live by. Everyone who is connected with our school is interested in one primary objective, and that is the improvement of our total school program. There are three basic parts of our school program: instruction, extracurricular activities, and the orderly involvement of students and teachers in both of these. The system's discipline policy provides school administrators the latitude to increase or decrease the severity of the consequences as needed to ensure proper behavior. It is the policy of Lincoln County School System not to discriminate against race, color, religion, sex, marital status, pregnancy, parenthood, or handicapping conditions in its educational activities or employment policies.

Lincolnton High School Bell Schedule 2022 - 2023

7:45 - 7:55	Report to 1st Period
7:55 - 9:25	1st Period
9:25 - 9:30	Report to 2nd Period
9:30 - 11:05	2nd Period
11:05 - 11:10	Report to 3rd Period or 1st Lunch
11:10 - 1:15	Third Period
	11:05 - 11:35 1st Lunch
	12:45 - 12:15 2nd Lunch
	12:20 - 12:45 3rd Lunch
	12:45 - 1:15 4th Lunch
1:15 - 1:20	Report to 4th Period
1:20 - 2:55	4th Period

LCST Bus Schedule

7:45 – Shuttle leaves for LCST
 7:50 – 9:10 First Period
 9:17 – Shuttle returns from LCST
 9:37 – Shuttle leaves for 2nd LCST
 9:50 – 11:12 Second Period
 11:17 – Shuttle returns from LCST
 11:29 – Shuttle leaves for 3rd LCST
 11:40 – 1:00 Third Period
 1:15 – Shuttle returns from LCST

Whom do you ask if you need help?**A QUESTION ABOUT**

Athletics
 Attendance /Absences/Early Dismissal
 Band
 Beta Club
 Buses/Discipline/504 Plans/Parking
 Chorus/Drama
 Media Center/Chromebooks
 College Planning
 Drivers Education/Online Lab
 Education Booster
 Exceptional Children's Program
 Free/Reduced Lunch/Lunch Numbers
 Graduation/Homecoming
 Guidance Department

 In School Suspension (ISS)
 Lost and Found
 National Honor Society
 National Technical Honor Society
 Prom
 LHS Scholarship Pageant
 School Improvement Team
 Yearbook/School Pictures
 Student Council
 Testing
 Transcripts

ASK

Mr. Brent Gates, Athletic Director
 Mrs. Emily Helms/Mrs. Joyce Chapman/Mrs. Angie Deese
 Mr. William Fisher
 Dr. Patricia Clark/Mrs. Renee Smith
 Mr. Terry Taylor
 Mr. Shane Stephens
 Mrs. Erica Roberson
 Guidance
 Mr. Keever
 Mr. Scott Carpenter
 Mr. Matthew Hovis/ Mr. Terry Taylor
 Cafeteria Manager
 Mrs. Heidi Cash
 Ms. Melissa Hambirght A-E,
 Ms. Abegale Parker F-N
 Mrs. Autumn Pyrtle O-Z
 Mr. Jalen Littlejohn
 Mrs. Emily Helms
 Mrs. Jessica Witherspoon/Mrs. Katie Wise
 Ms. Lisa Koperski
 Mrs Jordyn Fletcher/Mrs. Autumn Pyrtle/Mrs. Katie Wise
 Mrs. Jordyn Fletcher/ Amy Reel
 Mrs. Jessica Witherspoon
 Ms. Courtney Martin
 Mrs. Sara Weaver/Mrs. Heidi Cash/Mrs. Renee Smith
 Mrs. Katrina Robinson
 Mrs. Joyce Chapman/Mrs. Angie Deese

ACADEMIC RECOGNITION

LEADER OF THE PACK: The first nine weeks of each semester one student in each class is selected as Leader of the Pack. The Leader of the Pack will be given to the student with the highest academic achievement. This student will receive a special certificate.

GOLDEN PAW PRINT AWARD: This award is given the first nine weeks of each semester to a student who has demonstrated the most improvement. This student will receive a special certificate.

BETA CLUB: The purpose of this organization is to promote the ideals of honesty, service, leadership, and academic achievement, and to encourage and assist students in continuing their education after high school. The qualifications for membership are based on GPA, service to the community, teacher recommendation, and the constitutional requirements for worthy character, good mentality, creditable achievement and commendable attitude. Each year at the end of the first semester, eligible students from the sophomore, junior, and senior classes are recommended to join the Beta Club based on the GPA of 3.85.

NATIONAL HONOR SOCIETY: To be considered for selection into the National Honor Society, the student must be a junior or senior with a 4.2 GPA and have taken two advanced courses in grades nine and ten and be enrolled in two advanced courses in grades eleven and twelve. Students meeting the scholastic criteria must complete a student activity form. A predetermined point system outlined in the constitution is used to evaluate the student activity form. In addition, each candidate is evaluated by the faculty on the basis of service, leadership, and character.

NATIONAL TECHNICAL HONOR SOCIETY: The purpose is to promote service, leadership, honesty, career development and skilled workmanship; to reward student education and career goal setting; to promote a stronger linkage between local career and technical education in America. To be considered for candidacy a student must have: a GPA of 3.0 cumulative; career and technical teacher recommendation and junior or senior year; highest standard of personal and professional conduct according to the NTHS by-laws; and must be following a Career Prep, College Tech Prep, College Prep/College Tech Prep or Occupational Course of Study with a specific career major.

TRI-M (Modern Music Masters): The members of the Lincoln High School Chapter 4803 are students that are members in a music class at LHS and maintain an overall 3.0 GPA. Students are carefully selected on the basis of scholarship, character, leadership, and service.

KITTY HAWK AIR SOCIETY: is the official National Honor Society of the Air Force JROTC. The purpose of the society is to uphold academic standards and promote further interest in academic achievement. Cadets will have the opportunity to earn the KHAS Badge.

ADMINISTRATIVE CONFERENCES

Administrators are expected to be performing their duties including moving through classrooms during the school day. If you need a conference with an administrator, please contact the office to schedule a meeting.

ASBURY ALTERNATIVE LEARNING CENTER

In lieu of other disciplinary sanctions which the principal is authorized to impose, the principal may assign the Asbury Alternative Learning Center as an alternative to Out of School Suspension. ALC is typically intended to limit the number of instructional days missed. ALC is a temporary assignment to Asbury Alternative School.

ASSEMBLIES

Assembly programs will be planned for students at LHS. It is important that all students respect the rights of others while in the gym. Assemblies are a privilege.

The following general rules apply to any program in the LHS gym:

- No food or drinks in the gym.
- Unless assigned seating is specified, students should move to the section of the gym that is specified for that particular grade level.
- Respect should be extended to your fellow students, administrators, teachers, and especially the presenter.

ATTENDANCE POLICY

A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to class on time. A student of compulsory age (age 15 and below) who does not attend school is in violation of NC law (GS 115C-379) and the student and his/her parent(s)/guardian(s) are subject to its penalties. A student tardy to school or class will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and/or truant students.

Daily attendance by every student is mandatory. The North Carolina Compulsory Attendance Law (General Statute 115C-378) requires that every child between the ages of seven and sixteen attend school continuously during the period of time that school is in session. The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Failure to comply with this law could result in truancy mediation or Court action against the parent and/or child.

Excessive Absences: If a student accumulates five or more unexcused absences in a semester, the principal shall consider whether the student shall receive credit because of the unexcused absences (LCS Policy Code 4400). The principal may make the following determinations:

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

Excused Absences: An absence may be excused for the following reasons:

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate

family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.

4. Medical or Dental Appointments: When the absence results from a medical or dental appointment which requires the student to be absent for the entire school day.
5. Court or Administrative Proceeding: When the absence results from the attendance of a student at the proceedings of a court or administrative hearing if the student is a party to the action or under subpoena as a witness. A copy of the subpoena must be provided to the school within five school days.
6. Religious Observance: Observance of a major event required by the religion of the student or the student's parent(s) with prior approval by the principal.
7. Educational Opportunity: When it is demonstrated that the intent of the absence is to take advantage of a valid educational opportunity which is consistent with grade level curriculum. Prior approval of the absence must be given by the school principal and a work product which must be provided within five school days after the student returns.

Students are expected to make up assigned work due to absences and the work must be made up within five (5) school days of the absence. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Excuse notes: When a student is absent a valid written excuse must be presented to the front office within three school days of the student's return or the absence(s) will be "unexcused." Excuse notes prepared and signed by parents will be accepted for five (5) absences during each semester. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of five (5) parent-approved absences per semester to be officially coded as "excused."

ATHLETIC ELIGIBILITY

All athletes, in order to compete in interscholastic athletics, must adhere to the following regulations:

1. The student must reside in the school administrative unit in which he/she participates or have appropriate permission from either the State or local Board of Education.
2. The student athlete must have been in attendance for at least 85% of the previous semester. (May miss no more than 13 days per semester. Suspension days do count as absences for athletic participation.)
3. The student athlete must not have reached his/her 19th birthday on or before October 16 of the current year.
4. The student athlete must have been enrolled for a minimum load defined as four classes. Additionally, the student athlete must have passed at least three courses the previous semester and must have been promoted the previous year.
5. The student athlete, upon entry into the ninth grade, is eligible for competition at the high school level only during the succeeding eight consecutive semesters.
6. A student athlete may play on a non-school team during his/her sport season providing:
 - The athlete may not play a game or participate in practice on the same day as a school-sponsored game.
 - The athlete may not incur any loss of school time as a result of the non-school participating.

Note: The sports season for a school is defined as that period of time which begins with the opening date of practice until the conclusion of the last regular season game or playoff game. The student athlete must receive a medical examination by a physician each calendar year. The student athlete must be an amateur to compete. He must provide assurance of insurability (appropriate medical insurance) or purchase school insurance. Any questions should be directed to the LHS Athletic Director.

ATHLETIC PARTICIPATION SCHOOL BOARD POLICY

Criminal Arrest: Any student who is charged with a felony will remain ineligible until such time as the courts render the findings or the charge is dismissed. If there are mitigating circumstances, the student may request a review of the evidence surrounding the charge. This review will be conducted by a five-member team of the non-coaching faculty. The purpose of this review is to validate a reasonable cause to make an exception to this participation prohibition. The student must file this appeal to the coach.

Any student suspended for violation of school rules will not be able to participate in practice or competition during the period of suspension and may be subject to additional discipline or removal from the athletic team if school rule violations are deemed discrediting to other team members and diminish the image of the team. A student transferring into another school is ineligible to participate in athletics for 365 days from the date of the transfer.

SPORTSMANSHIP (ALL ATHLETIC EVENTS) - Is it the goal of this administration that Lincoln High School students and community will continue to set the example for others to follow during all athletic events regardless of location. Your behavior is paramount, before, during, and after all athletic events as an athlete or spectator. The Black HOLE has been a great motivator in the past several years for our basketball team, and we encourage all students to get involved and show that WOLF PRIDE. However, students who demonstrate behaviors that are not in accordance with school policy, do not promote our core values, and our ultimate goal to win the NCHSAA sportsmanship award will be subject to removal from that event with no refund. Profanity, body paint, negative comments toward players, officials, or other students will not be tolerated. Take Pride in being a Lincoln Wolf and together we can bring home that SPORTSMANSHIP AWARD IN 2016-2017.

BOOKBAGS

Students may use book bags to bring their books and other school materials to and from school. Book bags should be stored in lockers, under a student's seat, or in the back of the classroom per teacher request. Book bags are subject to being searched if the school has reason to believe that an unauthorized substance or object may be found in a book bag.

CHECK-IN/ TARDY ARRIVAL PROCEDURES

Regular school hours are from 7:55-3:00 each school day. If a student is late to school, he/she will report directly to the front office to check-in. The front office secretary will record the tardy in PowerSchool and issue a tardy slip to the student. If a student arrives after 8:30 am, they will be counted absent for the first period. A student is expected to be in class for a minimum of 60 minutes in order to be counted present. An automated phone call will be sent home to each student that is marked tardy. ALL STUDENTS arriving at school at the end of first period must SIGN-IN at the front office from that point forward each day. An automated phone call will be sent home to each student that is marked tardy. Excessive tardiness will also affect exam exemption status (see section on page 11).

The consequences for tardiness during the school day between classes are as follows:

- 1st offense: Warning
- 2nd offense: 1-day lunch detention (Teacher writes up in Educators' Handbook)
- 3rd offense: 5 days lunch detention (Teacher writes up in Educators' Handbook)
- 4th offense: ISS during the class period
- 5th offense: Full day of ISS

CHECK-OUT PROCEDURES

1. Students, including students aged 18 and older; needing to check out, should bring a parent note to the office with a VALID PHONE number at the beginning of the school day. Office staff will call the number on the note to verify the student's request to check out. If a parent or guardian cannot be reached, the student will not be allowed to check out of school.
2. Students will be called to the office at the appropriate time or students may come by the office to pick up the note. Students may then show the note validated with an administrator's signature to a teacher to leave class early to check out. For emergencies that happen during the school day, the student should obtain a pass from the classroom teacher and someone in the office will call a parent/guardian for the student. Students should not request a person to check him/her out from school that is not on the approved list. **Only those people on the approved list will be allowed to check students out from school.** That list should be submitted at the beginning of the school year on the "Personal Data Sheet," which should be updated annually to reflect changes. Students checking out will not be allowed to check back in without a doctor's note, court document, or evidence of attending a funeral. Students must leave campus immediately after checking out. Students leaving 300 hall will leave Access Card in the Office on their way out of the school.

DEBTS TO SCHOOL

Students are responsible for all books, materials, library books, software, hardware, calculators, sports equipment, and any other items issued to them by the school. Failure to keep these materials and return them to the school in the condition similar to which they were issued will cause the student to be financially responsible for these items.

Additionally, any damage to school property through actions other than the normal wear and tear of everyday use will also cause the student to be financially responsible for the repair and/or replacement of damaged items. Parents/Guardians of students may also be held civilly liable for any damage or other loss the school incurs. Students are expected to repay any financial obligation to the school as soon as possible. For an updated Student Fee list see Mrs. Robin Mitchem in the office. Student debts should be paid in full to receive priority delivery of schedules, a parking pass, and/or Prom tickets. Students may be required to pay all debts prior to Graduation and other special events. This includes fees dating back to previous years at LHS. Overdue lunch notices will be sent home by the Cafeteria manager by phone message and/or in writing. The student debt list will be shared during A2 as needed.

DISCRIMINATION/HARASSMENT/BULLYING

Policy Code: 1720/4030/7235 Discrimination, Harassment and Bullying Complaint Procedure

The board takes all complaints seriously of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1720/4030/7235, Prohibition against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

DISMISSAL FROM SCHOOL

At the end of the school day, students are to leave campus unless they are under the direct supervision of a teacher or coach, or waiting on a bus. Students are not to re-enter the building unless given permission by the staff on duty.

- Students who are car riders should have their drivers here at dismissal time and report immediately to

their car. All cars should be out of the parking lot NO LATER than 3:15.

- Walkers should leave no later than 3:05.
- Students not present when the bus arrives risk missing the bus. The student will then be responsible for arranging a ride home from school. Bus riders may not be in the parking lot at any time, students' who continue to enter the parking lot while waiting on buses will be subject to disciplinary actions. Buses will depart at 3:00 pm.
- During inclement weather students may stand at the second floor front entrance or inside the gym lobby.
- Students remaining on campus for school activities must be under the supervision of a teacher or coach. Students are not allowed to hang around school to attend late afternoon sporting events.

DRIVER'S LICENSE ELIGIBILITY

Point of Contact for all drivers' education inquires: David Keever/ Ed George

The Lincoln County School System has contracted with Carolina Services to provide Driver Education at no cost to the student. Students must be at least 14 ½ years old, and enrolled in a public, private, or home school. It is very important for students to sign up shortly after they reach 14 ½ years of age. We use the first come, first served method of selecting the oldest student applicants to participate in the classroom and behind-the-wheel instruction. After class work completion, students will be selected by class first and then by age, with the oldest student in each class selected first to drive. Please take advantage of this opportunity to attend driver education classes as early as possible. Each student needs as much driving practice as possible, after he/she receives a learner's permit.

The Driver Education course consists of 30 classroom hours, as well as 6 hours of behind-the-wheel instruction. Classes will be scheduled immediately after the regular school day, for three hours each day for 11 regular school days. Additional classes will be offered during the summer. Saturday and summer class times are from 8:00 a.m. until 2:30 p.m. The behind-the-wheel instruction will be scheduled between 3:00 p.m. until 9:00 p.m. on school days and between 7 a.m. and 7 p.m. on Saturdays and during the summer.

If you have any questions about Driver Education classes, please contact the driver education coordinator, Mr. Keever in Room 114. His office hours are 8:00 AM to 4:00 PM. Parents may also contact Carolina Services at **704-419-2186** for all inquiries to include scheduling, location of courses, eligibility, and all discipline issues related to driver education. Lincoln County School only supplies the classroom for these classes. See Mr. Keever for instructions for how to sign up for classes online or visit the LCS website under Transportation.

Dropout Prevention/Driver's License Guidelines: As of August 1, 1998, a student must have a Driving Eligibility Certification in order to receive a NC driver's permit or license. This law is directed to all North Carolina students under the age of eighteen who are eligible for a driving permit or license. The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate, which is a printed document that is issued by a representative of the North Carolina Driving School, Inc. To be eligible a student must be enrolled in school demonstrating adequate academic progress. Adequate academic progress will be evaluated at the end of each semester. A student must pass three out of four classes in order to be eligible to receive a Driving Eligibility Certificate. Students who do not meet these criteria will be reported to the Department of Motor Vehicles and will have their permit or license revoked. A student who drops out of school will lose his/her driver's permit or license. There are hardship rules that are considered by a county-wide committee. The specific hardship circumstances are divided into four categories: medical considerations, work-related considerations, exceptional children considerations, and other considerations. In all cases of hardship, documented proof must be submitted to the school.

Lose Control, Lose Your License: As of July 1, 2000, the law suspends a student's permit or license for one

year if a student is given a suspension for more than ten consecutive days or an assignment to an alternative educational setting for more than ten consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S.115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property.

This law affects students who are at least fourteen years old or who are rising eighth graders on or after July 1, 2000. Students who are issued a NC driver's permit or license before 12-1-97 or students who are eighteen years old cannot be charged under this law. However, the year's suspension can go beyond a student's eighteenth birthday. A student is eligible for a certificate after a six-month period for displaying exemplary student behavior. The school shall issue a Driving Eligibility Certificate to the student under the following conditions:

1. The student has returned to school or has been placed in an alternative educational setting and has displayed exemplary student behavior.
2. The student has successfully completed a drug or alcohol treatment/counseling program for a drug-related suspension and has demonstrated exemplary behavior.

DRUG TESTING OF STUDENTS Policy Code: 3623/4343

The Lincoln County Board of Education recognizes that drug use by students result in a significant health and safety risk to students and the educational environment. The board further recognizes that drug use by student athletes further increases these health and safety risks. It is the intent of the Lincoln County Board of Education to maintain a drug-free atmosphere in its athletic program. The testing of student athletes for drugs is intended to be a helpful part of the overall physical, mental and health education of students. The program is intended to prevent injury, illness, and harm as a result of drug use/abuse and to help students receive assistance in ending drug use. The program is not intended to be punitive or disciplinary in nature. In addition to the drug testing program, the school district will continue to utilize the school health curriculum to teach students about the harmful effects of drug use and to prevent students from using drugs.

(See Lincoln County Schools 2022-2023 Parent & Student Handbook pg 7)

DRESSCODE

Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing which are offensive to race, creed, color, or sex will not be permitted. Clothing must be age appropriate.

The Board of Education recognizes that all inappropriate dress cannot be defined within the context of this section. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriateness or inappropriateness of dress not specifically addressed in this section. The following attempts to address inappropriate student dress:

- The Code for Student Behavior bans various modes of dress that would fall under the "disruptive behavior" category.

- Except as specifically authorized by the principal or designee, no student shall wear (as defined herein) clothing or any other garment or item or cause him/herself to have an appearance that is not compatible with an effective learning environment or that is inappropriate to the learning process. Examples may include, but are not limited to, the following: clothing with alcohol/ tobacco/controlled substance advertisement or reference, clothing with vulgar writing/symbols of sexual reference, or clothing with racial comments.
- Tops, tank tops, and shirts must cover chest, back, and midriff. Any top, tank top, or shirt must have shoulder straps of at least two (2) inches in width.
- See-through clothing is prohibited
- Bottoms should be the appropriate size and worn at the hip at all times. Shorts and skirts must be visible underneath shirts/sweatshirts. Shorts and skirts should strike the leg at the end of the fingertips with arms relaxed.
- Students must remove hoods and head coverings when they enter the building.
- No head coverings, hats, sunglasses, or hoods can be worn inside a school building during the school day without prior approval by the school administration for special occasions. The wearing of hats, bandannas and head coverings of any kind, and any garment or item that covers the student's face or conceals the student's identity within any building, except for established medical or religious reasons or is part of a student Behavior Intervention Plan and/or Student Support Plan, is prohibited.
- Dark glasses worn inside a building are prohibited unless prescribed by a physician. If so, a note must be on file in the principal's office.
- Sleepwear, or any sleep-related clothing or materials including but not limited to pajamas, slippers, bedroom shoes, blankets, or pillows, are not appropriate in a school setting and will not be permitted unless authorized by administration for special occasions and events.
- Underwear worn as outerwear is prohibited.
- Exposed undergarments are not permitted.
- Tights of any kind, leggings/jeggings, or yoga pants worn as outerwear are not permitted unless the following criteria are met: the shirt, skirt, or dress worn with tights, leggings/ jeggings, or yoga pants must strike the legs at the end of the fingertips; this includes form-fitting sweaters and/or dresses.
- Rips or tears above fingertip length are not permitted. Rips or tears in pants/shorts must be below where the fingertips strike the legs (students can wear as long as leggings/tights/yoga pants or compression-type clothes are worn underneath rips or tears).

- Pants may not be excessively baggy or drag the floor. Pants must be worn on the waist, with a belt, if necessary, to hold them up. Any type of wording or message appearing on the seat of the pants/bottoms is prohibited.
- Excessively short, tight, or oversize clothing is prohibited.
- Gang attire is prohibited during the regular school day and at extra-curricular events. Any dress, book bags, or materials that reflect association with or promoting of a “gang” are prohibited. Determination is made by the administration or resource officer.
- Chains or jewelry that hang from wallets, spiked collars, rings, and bracelets which may be used as a weapon, cause injury, or hinder movement are prohibited.

Discipline for violating the student dress code – High School

- First Offense - Warning, student will be required to change clothes, and parent notified.
- Second Offense - Student will be required to change clothes; parent notified, and student assigned to in-school discipline for up to one day.
- Third Offense - Student will be required to change clothes; parent notified, and up to one-day suspension.
- Fourth Offense - Will be considered major infraction and, therefore; subject to level one offense.
- Students refusing to change/modify their clothes upon the principal’s request will be considered as insubordinate. Further disciplinary action will result at the principal’s discretion.

ELECTRONIC DEVICES

Lincolnton High School recognizes the valuable contribution technology, electronic devices, and digital content provide to the classroom. Lincoln County Schools Regulation Code: 3225/7320-R “Technology Acceptable Use” governs the use of electronic devices and digital access in the classroom. Individual teachers manage policies regarding electronic devices in his or her classroom (within established school board policy) at their discretion. Students are expected to abide by classroom procedures and follow the following regulations (Please also see School Device Policy page) :

- Technology is provided for instructional use and support of instructional use only. Non-instructional use is strictly prohibited. This includes communications, gaming, and entertainment technologies that are not directly related to classroom instruction or the business functions of the school district.

- Personal information that can identify an individual may not be shared at any time over electronic mediums, such as blogs, wikis, chat rooms, email, and social networking websites, etc. Examples of personal information include: Name, Address, Phone Number, Birthdate, Social Security Number, and any other unique identifiers.
- Students may not share usernames and passwords for personal or district network, e-mail, or Internet accounts with others. Students who share usernames and passwords are responsible for any actions that take place using their username and password.
- Students are prohibited from taking pictures or videos of any staff members, other students, and visitors. Consequences for the above are at the discretion of school administration.
- Hacking, physical or electronic vandalism, theft of information, and all other criminal offenses are strictly forbidden (examples: copyright infringement, software downloads, peer to peer networks or networks designed for file sharing). Electronic vandalism includes, but is not limited to, the installation of software not authorized by Lincoln County Schools on any electronic device.
- Technologies employed by the school district, information on them, and information that transitions these technologies is the property of Lincoln County Schools. The information will be monitored and is subject to search and seizure at any time, with or without the knowledge or consent of the end user.
- Minor violations that cause no personal, physical, electronic, or financial damage should be addressed in a manner consistent with comparable student behavior, such as cheating, inappropriate language, dress code violations, etc. (Board Policy 4300 Student Behavior Policies.)
- Major violations that cause personal, physical, electronic, or financial damage should be addressed in a manner consistent with comparable student violations such as vandalism, fighting, theft, weapons possession, etc.
 1. Violations involving property damage, hacking, and other malicious activities may result in legal action (Board Policy 4300 Student Behavior Policies).
 2. Attempting to circumvent, disable, or modify any school district security device, including Internet Filtering may result in out of school suspension and appropriate legal action (Board Policy 4300 Student Behavior Policies).
- To empathize School Board Policy cellphones & earbuds are not to be out in the classroom. In addition, when students leave the classroom for any reason they must leave their phones with the classroom teacher in the designated area. If students violate this policy, they will receive 1 verbal warning and then the phone will be confiscated and parents will be contacted to pick up the device. If student continues to break this policy consequences are at the discretion of school administration.

EMERGENCY PLANS

A detailed emergency plan to ensure student and staff safety is on file in the principal's office as well as the hands of every staff member. Pertinent details regarding these plans will be reviewed with students throughout the school year. Emergency drills will be conducted throughout the school year.

EXAM EXEMPTIONS

In order to encourage excellent attendance students may be exempt from teacher made exams under the following conditions:

- A student must have an "A" average and no more than 4 absences and/or 4 tardies
- A student must have a "B" average and have no more than 3 absences and/or 3 tardies
- A student must have a "C" average and have no more than 2 absences and/or 2 tardies
- To prepare students for their post high school endeavors, each teacher in each subject will administer comprehensive semester examinations. The semester examinations will constitute 20% of a student's

grade for the semester.

EXCUSE NOTES

When a student is absent, a valid written excuse must be presented to the office within three school days of the student's return or the absence(s) will be "unexcused." Excuse notes prepared and signed by parents will be accepted for five absences during each semester. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of five parent-approved absences per semester to be officially coded as "excused."

FIRE DRILLS

Fire drills are held on a monthly basis. Students should be familiar with the school's evacuation plans and participate in drills in an orderly fashion. Students must stay with their class or group at all times during any evacuation.

FOOD AND DRINK

Plastic cups, tea cups, coffee cups, cans are NOT permitted. Drinks are ALLOWED in a clear bottle with a cap, but all drink bottles must have a screw on cap. Students are NOT permitted to carry food or drinks into science labs, the media center or the new gym. No FOOD in classrooms. No food from outside VENDORS will be accepted at the front office.

HALL PASSES

All students are required to have a hall pass from their teacher to be in the hallway during class time. This includes trips to the bathroom, office, library, etc..

LUNCH

Students must report to the cafeteria area during their assigned lunch times and remain in the area during the entire lunch period. The cafeteria area includes the dining area, commons area, and patio. Food must be brought to the office for pick up during students designated lunch time only. Students are not to leave these areas during lunch unless they have a note signed by a teacher or administrator. Students may use the media center during lunch, but may not take food or drinks inside. Students may not go to the gym or parking lot during lunch and may not visit teachers during lunch. While at lunch, students will:

- Not break in line
- Have money ready for the cashier (no charges)
- Place trash in the proper place and properly clean the area where they are seated
- Remain in the appropriate areas. Students may not move past the hall doorways. No sitting on the lower or upper steps at the front of the building
- Students will use the 100 hall restrooms during lunch
- Students committing theft from the cafeteria will be subject to the disciplinary action
- Students may not leave campus during lunch.

LUNCH PRICES:

Currently all student breakfasts & lunches are no charge.

Adult/Guest \$4.00

MEDICINES

Prescription and over-the-counter medicines brought to school must be in a labeled container and left at the school office for dispensing. A "Request for Medication to be given during School Hours" form must be signed by the parent/guardian and physician and must be brought with the medicine. All medications must be brought

and picked up by the parent/guardian. No other medications/medicines, including over-the-counter medications, are allowed on school campus. Students found to be in possession of medication on school property will be subject to discipline according to school and county policies.

MEDIA CENTER

The Lincoln High School library staff welcomes students any time the school is open, from 7:45 AM to 3:15 PM, or by appointment. However, students must have a note if they come to the media center during the school day and are not accompanied by a teacher. Please feel free to see Ms. Roberson for help with your chromebook, student accounts, or finding information/ reading materials that you will enjoy. She is always happy to assist students and teachers with research and completing important projects. During lunch the media center is open for students to visit once they have finished eating their lunch. Students may also arrange to stay after school in the media center by speaking directly with Mrs. Roberson.

MORNING ARRIVAL TO SCHOOL

Buses will unload in the bus parking lot. Bus students will immediately proceed into the commons area of the building or remain outside at the picnic area at the lower level of the building. Bus riders will not enter a vehicle in the parking lot or leave campus after exiting the bus for any reason. Students who drive or ride to school must immediately exit their vehicles and report to the building or picnic area. Loitering in the parking lot is NOT permitted. Students arriving on campus are considered AT SCHOOL upon arrival. Students are not allowed to leave or cross the street for any reason. The weight room/wooded area is off limits in the morning and afternoon except for athletic reasons.

OUTSIDE FOOD & DRINK

Students may not order food to be delivered to Lincoln High School under any circumstances. Parents are also prohibited from delivering food to their students from outside vendors. On campus students must pack their lunch, or eat in our school cafeteria.

PERSONAL PROPERTY

Students should secure money and/or other personal property. The school is not responsible for any losses or thefts that may occur. Theft of property may result in notification of law enforcement. Parents may request that law enforcement file criminal charges for theft of property.

PROM POLICY - LHS PROM APRIL 30th Rock Barn Country Club

Attending the prom is a privilege reserved for juniors and seniors enrolled in Lincoln High School. Students eligible to purchase a ticket must be classified as a junior or senior on the first day of school during the current year. Tickets will not be sold at the door. Juniors and seniors may invite a guest to the prom (including underclassmen), but the guest must be either currently enrolled in high school (grades 9-12) or a high school graduate/equivalent no older than 20 years of age. All students and guests must be approved by the administration, and a picture ID will be required for all guests. Students eligible to attend the prom may not have violations of the following during the current school year: Drugs and Alcohol, Assaults, Threats, and Harassment, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, and/or Criminal Behavior. Students who have recurring discipline issues will also be ineligible to purchase tickets OR attend as guests. For Prom 2022, students that have been suspended for ten total days during the second semester will be ineligible to attend. No refunds will be issued to students after tickets are purchased.

PROMOTION REQUIREMENTS

- A student must have a total of six units to be promoted to grade ten.
- A student must have a total of thirteen units to be promoted to grade eleven.
- A student must have a total of twenty units to be promoted to grade twelve.
- A student must have a total of twenty-eight units and meet all other requirements to graduate.

SCHEDULE CHANGES

Schedule changes are limited to special circumstances; course availability and class size limits are carefully considered when considering any change. Schedule changes must have administrator approval and must occur in the first 5 days of the semester. A schedule change request form must be filled out online from the LHS web page and approved by an administrator for any schedule change to occur.

SCHOOL HOURS/SCHOOL OFFICE HOURS

Regular school office hours are from 7:30-4:00 daily. Upon arrival, students will remain downstairs in the commons area or outside at the picnic area **until 7:45 a.m.** when students are dismissed to report to class.

SCHOOL COUNSELING SERVICES

The guidance staff is available to assist students who have concerns in the areas of graduation requirements, course needs, vocational and college plans (including selection, financial aid, and scholarships) and family and/or emotional problems that interfere with school. Students must have a pass and/or appointment slip before coming to the guidance office. The counseling department's duties are divided in the following manner:

Melissa Hambright - Students Last Names A-E Abegale Parker - Students Last Name F-N

Autumn Pyrtle - Students Last Name O-Z

Lisa Koperski - CDC/ Workkeys/ ASVAB/CTE testing/Internships

SPECIAL EVENTS

As a reminder students who have discipline incidents could lose privileges such as not walking at graduation, not attending the prom, not attending any/all homecoming activities, losing parking privileges, not participating in sports, losing honor society memberships, becoming ineligible for clubs or future inductions, or not attending extracurricular Lincoln High School activities. Your discipline record can affect future opportunities such as college acceptance, scholarships, or future employment.

TEACHER CONFERENCES

Teachers may be available for parent conferences before school, after school, or during their planning periods. Teachers may not schedule conferences during class time. Parents may call the office to inquire about setting up a conference, call the teacher during their planning period, or by email.

TELEPHONE

Students may use the office phone to contact a person on their contact list only. Students are to obtain a pass from their teacher and go to the front office. Telephone use is limited to emergency use only.

TORNADO DRILLS

Tornado drills are held in March of each school year. Information regarding these and other safety drills will be shared with students at the beginning of school. Students should make themselves aware of safe locations from each of their classrooms.

THREATS/LOCKDOWN

It is the goal of LHS to provide a safe, healthy environment for students and staff. A crisis plan is in place that

will be implemented if circumstances arise. The process for this plan will be shared with students at the beginning of school.

VENDING MACHINES

Vending machines are provided for students. Machines are on automatic timers which only allow students to purchase drinks and snacks after the final lunch has been served. The school is not responsible for money lost in vending machines.

VISITORS

Students may only talk with or be checked out by a parent/guardian listed on the students' record. Due to limited space in the cafeteria, parents may only eat with their child in a designated location.

LINCOLN TON HIGH SCHOOL ACADEMIC HONOR CODE

Section One: Purpose

The purpose of the Lincoln TON High School Academic Honor Code is to ensure that an environment of academic honesty and integrity exists throughout the school, that a high degree of moral standard and character is preserved, and that any instances of academic dishonesty are handled fairly, consistently, and expediently.

Section Two: Definition of Academic Dishonesty

Any person who intentionally and deliberately misrepresents or misuses any information that would influence or alter a student's performance or grade is cheating.

Section Three: Consequences of Academic Dishonesty

First Offense*

- Zero on the test, project, paper, or assignment
- Parent notification by teacher

Second Offense*

- Zero on the test, project, paper, or assignment
- Parent notification by teacher
- In-school discipline

Third Offense*

- Zero on the test, project, paper, or assignment
- Parent notification by teacher
- One to five days out-of-school suspension

*If the rules of any school organization (Beta Club, Student Council, etc.) are more severe regarding cheating, those rules will supersede any consequences above.

Section Four: Appeals Process

Appeals should be directed to the Assistant Principal for Instruction.

Section Five: Burden of Proof

It is the accusing teacher's responsibility to provide evidence of a student's academic dishonesty. Evidence the teacher may introduce includes, but is not limited to, eyewitness accounts of the incident, similarities between papers and other text, or similarities between tests.

LINCOLN COUNTY SCHOOLS INTERNET USE AGREEMENT

Internet access is now available to students and teachers in the Lincoln County Schools. The Internet is an electronic highway connecting thousands of computers around the world and millions of individual subscribers. Students and teachers have access to:

1. Current national and global information on endless topics.
2. Electronic mail communication.

Lincoln County Schools have taken precautions to restrict access to inappropriate material. However, on a global network it is impossible to control all materials and users may discover information that is undesirable in a school setting. Student use of the Internet for educational purposes will be closely monitored by school personnel.

In addition, the smooth operation of the network depends upon its appropriate use. These guidelines are provided so you are aware of your responsibilities. If a Lincoln County Schools user violates these guidelines the privileges can be terminated and their future use of the Internet denied. The signatures at the end of this section are legally binding and indicate that the people who signed have read and understand these guidelines.

Internet – Terms and Conditions

1. Acceptable Use – The use of the Internet must be in support of education and research must be consistent with the educational objectives of the Lincoln County Schools. Sending or receiving any copyrighted, threatening, or obscene material is prohibited. Students should not use the Internet unless they are under the direct supervision of school staff member. Advertised products and/or services offered for sale may not be purchased by students.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.
3. Network Etiquette - Students are expected to abide by the generally accepted rules of Network Etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your communication to others.
 - b. Use appropriate language.
 - c. Do not reveal your personal address or telephone number.
 - d. Do not use the network in such a way that would disrupt the use of the network for other users.
4. Lincoln County Schools makes no guarantee of the quality or accuracy of information obtained through the Internet. This includes loss of data or any other service interruption.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer system and the Internet.
6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any intentional attempt to harm or destroy data of another user, Internet, other agencies, or networks that are connected to the Internet.

LINCOLN COUNTY SCHOOLS DEVICE POLICIES 3220, 3220-R, 3220-R2

Every student K-12 will receive a school-issued device. The use of personal technology to access educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. If a student damages a District-issued device to where it is unusable, the student will be given a replacement device. The replacement device must remain at school until fees are paid on the previously damaged device. Distribution of a replacement device will be at the principal's discretion.

Damage or Loss to District-issued device:

- 1st consequence: \$20
- 2nd consequence: \$40
- 3rd consequence: \$60
- Lost/stolen/unusable/not-returned: \$100 flat fine

Fines are cumulative and carry over from year to year, school to school.

Student log-on accounts

All students will be assigned an account to access school resources. They must use their credentials to access the guest network at the school while using a personal device as well. Students should keep their password for this account confidential. Students will be held responsible for any actions taken using this username and password. If a student needs help recovering their password, they should see one of their assigned teachers or Mrs. Roberson in the media center.

LINCOLNTON HIGH SCHOOL STUDENT CODE OF CONDUCT

APPLICATION

The complete circumstances and the degrees of involvement could lessen a serious offense or make a minor offense more serious. Each administrator has the authority to modify the discipline recommended in this code, when in his/her opinion, the facts and circumstances justify a less or more severe penalty. When positive efforts have not succeeded in correcting a student whose behavior interferes with the learning environment, the principal may use the discipline recommended in this policy. Any student suspended from school is to remain off school property for the duration of the suspended period. Students are not to attend any athletic contests involving their school or participate in any extracurricular student activities involving their school during this suspension period. Students who have received a short-term suspension will be expected to make up missed class work or tests including quarterly, semester or grading period examinations. Make-up work will be completed within a reasonable period of time and will not interfere with regularly scheduled classes or class activities. Make-up work will not be completed during the regular school hours.

FAILURE TO SERVE A PUNISHMENT

A student who willfully refuses to serve any assigned detentions, suspensions, or other punishments will be considered as insubordinate (non-compliant) and will be subject to the next level of punishment under that infraction or suspension from school.

PART I: INFRACTIONS

ARSON

The use of any material intended or reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials.

First Offense: 1-10 days OSS and possible criminal charges.

Second Offense: 10 days OSS, recommendation for long-term suspension, and possible criminal charges.

ACCOMPLICES, ACCESSORIES, AIDERS, ABETTORS

Students that have knowledge of, assist in, or help with the violation of any school infraction. Identification varies depending on how the person participates in the crime but can include recording of infractions using a cell phone and/or the distribution of content concerning an infraction using electronic media/cell phones.

First Offense: 1-10 days OSS and possible criminal charges

Second Offense: 10 days OSS, recommendation for long-term suspension, and criminal charges.

BULLYING, HARASSMENT, SEXUAL HARASSMENT, HAZING

Students are prohibited from engaging in or encouraging any form of harassment, including bullying against students, employees, or any other individuals on school grounds or at school-related functions.

LHS anti-bullying definition/mission/protocols:

Bullying definition: Bullying is unwanted, often repeated, aggressive behavior by one person or a group of individuals in a perceived position of power. The behavior can be verbal, physical, or social in nature.

Mission: Lincolnton High School will create an environment where all stakeholders will be committed to student success and will not tolerate social, emotional or physical bullying. Wolves are a PACK, regardless of our differences.

Protocol:

1. Talk to and listen carefully to both parties
2. Notify a counselor and document (google form)
3. Administration will administer appropriate conflict resolution and/or discipline
4. Monitor and follow-up

Harassment is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his/her property or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. The hostile environment can be created through pervasive or persistent misbehavior of a single incident if sufficiently severe.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which are not limited to deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures. This does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an individual.

First Offense: Administrative conference where the student will be provided with a written copy of the Lincoln County School 's Harassment and Bullying Policy. ***Administration will determine level and/or if the student's actions constitute harassment.**

Second Offense: 1-5 days OSS with parent conference and a recommendation for remediation.

Third Offense: 5-10 days OSS with parent conference and possible criminal charges

Fourth Offense: 10 days OSS with parent conference, recommendation for long-term suspension, and possible criminal charges.

***School administrators have the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.**

BUS MISBEHAVIOR

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

- Stopping, impeding, delaying or detaining a bus or school vehicle
- Throwing or launching objects on the bus
- Disturbing the peace, order or discipline on a bus or school vehicle
- Refusing to obey the driver's instructions
- Refusing to meet the bus at the designated stop
- Tampering with or willfully damaging the bus or school vehicle
- Getting off the bus at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus or school vehicle
- Fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise

violating any other board policy or school rule while on a school bus or other school vehicle

- Any other behavior that may endanger lives or property

First Offense: Warning to a parent by phone and/or written notification

Second Offense: Denial of bus privileges for 3-5 days with a second warning to a parent by phone and/or written communication.

Third Offense: Denial of bus privileges for 10- 20 days with a third warning to parents by phone and/or written communication. Parent conference must be held prior to the student being reinstated on the bus prior to the end of the suspension days. A contract will be signed as a prerequisite for returning to the bus.

Fourth Offense: Denial of bus privileges for the remainder of the year.

***School administrators may skip initial steps of discipline and move to more stringent steps if the severity of the offense justifies more severe punishment.**

THROWING OR LAUNCHING OBJECTS ON BUS OR OUT WINDOW:

First Offense: Denial of bus privileges for 10 days

Second offense: Denial of bus privileges for 20 days

Third offense: Denial of bus privileges for the remainder of the year.

FALSIFICATION/PROVIDING FALSE INFORMATION

No student will falsify information presented to school personnel. Falsification includes the verbal or written statement or creation of any untruth.

First Offense: ISS

Second Offense: 1-3 Days OSS

Third Offense: 3-5 Days OSS

INSULTING, DISRESPECTFUL, ABUSIVE, PROFANE OR OBSCENE WORDS, SIGNS, GESTURES AND OTHER ACTS

Serious or persistent verbal or written action that prevents an orderly and peaceful learning environment is prohibited. Students must respect not only each other but respond to written or verbal directions given by all school personnel. Students are prohibited from using speech that is substantially disruptive or creates a hostile learning environment. Students may not use language that is vulgar, slanderous or libelous, intimidating, insulting or intended or likely to cause a fight.

First Offense: ISS

***Abusive and/or racial slurs may be considered harassment by the administration.**

Second Offense: 1-3 Days OSS

Third Offense: 5-10 Days OSS

INAPPROPRIATE STUDENT BEHAVIOR

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. Students who engage in loud, profanity-laced arguments that disrupt the school will be suspended. **According to which student confronted the other will also have a bearing on days of suspension.**

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy:

First Offense: ISS

Second Offense: 1-3 days OSS

Third Offense: 5-10 days OSS

DEMONSTRATIONS – No student will, on or off school premises, engage in any protest, March, picket, sit-in or similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned or to any other school.

First Offense: 1-10 days OSS

Second Offense: 10 days OSS

DEVICES CAUSING NOISE OR DISTURBANCE Students will not listen to or wear earpieces from MP3 players, iPods, etc. during classes. To do such without permission constitutes a classroom disruption. Students will not listen to music without headphones regardless of location in the building or outside.

First Offense: ISS for assigned class period

Second Offense: 1 day ISS

Third Offense: 1-3 days ISS

Fourth Offense: 1 day OSS

CELL PHONE POLICY

Cell phones are allowed on campus with the following conditions:

- Cell phones may be used in the hallways during class changes, the cafeteria during the assigned lunch period, and on buses.
- Cell phones may not be used in classrooms, or in any instructional areas at any time unless otherwise instructed by your teacher.
- Cell phones must be turned off and not visible.
- Earbuds may not be used or visible.
- There should be NO Filming during the School Day. Breaking this rule could result in 5 days of out of school suspension.

First Offense: Teacher warning and contact with a parent. Students' must turn off the cell phone immediately and put it away. Failure to follow teacher instructions will be considered insubordination and result in the appropriate consequences.

Second Offense: Teacher will confiscate the cell phone and send it to the main office. Teacher will contact the parent. Student may retrieve the cell phone from the main office at the end of the school day.

Third Offense: Teacher will confiscate the cell phone and send it to the main office. A parent is required to pick the cell phone up in the main office at the end of the day.

Fourth Offense and future infractions: Teacher confiscates the cell phone and sends it to the main office. Teacher submits a disciplinary form to the office. The administrator will assign appropriate consequences and contact the parent. The parent must pick the cell phone up in the main office at the end of the school day. (Administrative consequences may include: administrative conference with the student and parent, after school detention, lunch detention, in-school suspension.)

*Cell phone use in class is considered a classroom disruption and will fall under the discipline requirements for Devices upon the discretion of administration.

*If the student refuses to give the teacher their phone, they will be sent immediately to ISS for non-compliance according to Section I. Their phone will be confiscated upon entry to ISS.

*Refusal to comply with a teacher/administrator's request to confiscate the phone may result in Out-of-School suspension at the discretion of the school administration.

*If a student is caught recording any infraction or criminal activity on a cell phone, they will be considered an accomplice to that infraction or criminal activity.

DISRESPECT No student will use disrespectful language to any school administrator, teacher, teacher assistant, school staff, bus driver, or adult volunteer in the school building or anywhere at any time on the school campus, including athletic events on campus or away.

First offense: 1-3 days ISS

Second offense: 1-3 days OSS

Third offense: 5 days OSS

Fourth offense: 10 days OSS

PROFANITY TOWARDS A STAFF MEMBER

No student will use profane or obscene language, make obscene gestures, verbal threats, or flaunt derogatory written material to any school administrator, teacher, teacher assistant, school staff, bus driver, or adult volunteer in the school building or anywhere at any time on the school campus, including athletic events on campus or away.

First Offense: 1-5 days OSS

Second Offense: 10 days OSS

Third Offense: 10 days OSS with a Disciplinary Hearing and recommendation for long-term suspension.

NON-COMPLIANCE WITH SCHOOL PERSONNEL

Students will comply with all directions of administrators, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel.

First Offense: ISS

Second Offense: 1-3 Days ISS

Third Offense: 3-5 Days OSS and recommendation for long-term suspension

***Disciplinary action for other violations in the Code of Conduct may be referred to this section.**

***Incidents of non-compliance with school personnel may result in Out-of-School suspension at the discretion of school administration.**

DRESS CODE VIOLATIONS The Board of Education recognizes that all inappropriate dress cannot be defined within the context of this section. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriateness of inappropriate dress not specifically addressed in this section.

The following attempts to address inappropriate student dress:

- Tops, tank tops, and shirts must cover chest, back, and midriff. Any top, tank top, or shirt must have shoulder straps of at least two inches in width.
- Shorts, skirts, and dresses should not be shorter than mid-thigh.
- Tights/leggings should not be worn as outerwear.
- Slashed, cut-up clothing or holes in clothes from the knee up.
- "Sagging" pants.
- Underwear worn as outerwear.
- Clothing with alcohol, tobacco, or controlled substance advertisement or reference.
- Clothing displaying vulgar writing, symbols of sexual reference, racial comments or racial discrimination (rebel flag will not be permitted on campus).
- Exposed undergarments.
- See-through clothing. Spaghetti strap tops, tube tops, tank tops 2 inches
- No headgear, hats, or hoods can be worn inside a school building during the school day without prior approval by the school administration for special reasons.
- Gang attire is prohibited during the regular school day and at extracurricular events. Any dress, book

bags, or materials that reflect association with or promoting of a “gang” are prohibited. Determination is made by the administration or resource officer.

- Decorative lenses.

The Code for Student Behavior bans various modes of dress that would fall under the “disruptive behavior” category.

- Dark sunglasses worn inside a building are prohibited.
- No bedroom shoes or sleepwear can be worn without prior approval of the school administration for special occasions.
- Chains or jewelry that hangs from wallets.
- Spiked collars, rings, and bracelets which may be used as a weapon, cause injury, or hinder movement.

Note: The school administrator may make exceptions as deemed appropriate for medical, religious or special observances.

First Offense: Warning and student will be required to change clothes or reverse the offending garment.

Return to class, parent contacted and warning logged into PowerSchool

Second Offense and future infractions: Parent notified and student is required to change clothes or reverse the offending garment. Administrator will assign consequences.

FIGHTING/ASSAULT – No student will intentionally slap, hit, shove, scratch, bite, block the passage of or throw objects at a student or other person.

A student who is attacked may use reasonable force only to an extent to free himself or herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he or she may not have provoked the fight.

First Offense: 5-10 Days OSS. Students may be referred to the SRO who may charge the student with assault, public affray, or disorderly conduct.

Second Offense: 10 days OSS. Referral to SRO.

Third Offense: 10 days OSS, recommendation for long term suspension, and referral to SRO.

INAPPROPRIATE LITERATURE/ILLUSTRATIONS The possession of literature or illustrations which are obscene or significantly disrupt the educational process is prohibited. This includes the drawing of guns or writing of threatening remarks. This also includes both print and electronic mediums.

First Offense: ISS or OSS (depending upon the severity of literature in question)

Second Offense: 1-3 Days OSS

Third Offense: 5-10 Days OSS

PARKING PRIVILEGE VIOLATION

Private vehicles are to comply with the local school rules and regulations. Parking of private vehicles on school property is only permitted with the understanding that unannounced searches of private vehicles may be conducted for the general welfare and safety of the student body. Failure to properly display a parking permit, improper parking, and dangerous and/or reckless driving on campus, coming to or leaving the campus, and going to and from LCST are grounds for losing one’s parking permit.

A student’s contract will be in violations in the following instances:

- Failure to purchase and display the parking permit in the proper location and/or lending a parking permit to another student.
- Using the parking permit on a vehicle to which it is not registered.
- Tardy to school.
- Remaining in the parking lot after arrival at school or remaining in the parking lot after school dismisses. Students participating in extracurricular events should report immediately to the event and not loiter in

the parking lot.

- Any violation of a NC motor vehicle law or careless and reckless driving.
- Parking in unauthorized areas, visitor's parking, staff parking, handicapped parking areas, fire lanes, or in the wrong student parking space.
- Going to the parking lot at any time or leaving campus without permission during the school day without permission from an administrator unless the student has properly checked out or traveling to the School of Technology.
- Leaving school grounds without permission or transporting anyone away from school without permission.
- Possession of alcohol, weapons, or any controlled substance anywhere on campus.
- Other infractions of the code of conduct as outlined in the student handbook.

BEING IN THE PARKING LOT DURING THE DAY

Permission from administration or office staff is required to go to the parking lot at any time during the school day. No student should be in the parking lot between 7:55 and 2:55 without having obtained permission to be there.

1st Offense: Warning and Parent Contact

2nd Offense: Parent Contact and five-minute lunch detention in ISS at the beginning of lunch. The student may eat lunch after serving detention. If the student fails to report for detention, the ISS coordinator will notify an administrator of the insubordination.

3rd Offense: Office Referral. 30-minute Lunch Detention. ISS Coordinator will make parent contact.

4th Offense: Office Referral: 60 Minute Detention. Administrator conference or call with parents.

5th & Subsequent Offense: Office Referral: Administrator discretion. *Students not in good standing and not eligible for some extracurricular activities.*

SKIPPING CLASS/LEAVING ASSIGNED CLASS WITHOUT PERMISSION

No student will fail or refuse to attend an assigned class or fail or refuse to attend the school to which he or she is assigned on any school day, without permission or an excuse from school personnel or without good reason sufficient to constitute an excused absence.

Students who arrive 10 min LATE to class during 2nd, 3rd, and 4th period will be considered skipping class.

Students will be allowed to explain the situation to the administration and will be allowed to enter class for that period. Their teacher should send a referral through the ED handbook for skipping class.

First Offense: ISS

Second Offense: 1 Day ISS

Third Offense: Additional ISS

TOBACCO PRODUCTS

It is the policy of all schools in North Carolina as well as Lincoln County Schools that all students are prohibited from possessing, using, smoking, chewing, dipping or otherwise consuming any tobacco product or tobacco paraphernalia to include electronic (vapes) cigarettes on any school grounds, school vehicle, or any school related or school sponsored activity at any time. As used in this policy, the term "tobacco paraphernalia" shall include but is not limited to rolling papers and lighters.

First Offense: 1-3 Days ISS

Second Offense: 1 Day OSS with parent conference and recommendation of student attending smoking cessation classes.

Third Offense: 1-3 Days OSS with parent conference

Fourth Offense: 1-5 Days OSS with parent conference

Fifth Offense: 1-10 Days OSS with parent conference

Sixth Offense: 10 Days OSS with recommendation for long-term suspension

***School administrators have the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.**

UNAUTHORIZED LEAVING OF SCHOOL Vehicle or walking/returned

No student who attends school during any portion of any school day will thereafter leave the school grounds to the end of the school day without permission or excuse from school personnel. No student will transport another student who does not have permission to leave campus.

Students are not permitted to leave during the school day unless they are traveling to LCST, Gaston College, or have been checked out by an authorized person. Students leaving campus without permission are subject to disciplinary action. **Students may not leave campus for lunch.**

First Offense: 1 Day ISS (loss of parking privileges or turn in keys to administrator upon arrival)

Second Offense: 2 Days ISS (loss of parking privileges or turn in keys to administrator upon arrival)

Third Offense: 1-3 Days ISS (loss of parking privileges)

Fourth Offense: 4-5 Days ISS recommendation alternative placement

VAPING

Vaping is prohibited on school grounds and any school function.

First Offense: 5 days OSS

Second Offense: 10 days OSS

PART II: OFFENSES REPORTABLE TO LAW ENFORCEMENT

Incidents cited below may result in criminal charges in addition to school discipline.

ASSAULT RESULTING IN SERIOUS PERSONAL INJURY- An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results prolonged hospitalization.

First Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges

ASSAULTS INVOLVING A WEAPON – An intentional offer or attempt by force or violence to do injury to the person or another that causes reasonable apprehension of immediate bodily harm through the use of one of the following: (1) any gun, rifle, pistol, or other firearm, (2) BB gun, (3) stun gun, (4) air rifle, (5) air pistol, (6) bowie knife, (7) dirk, (8) dagger, (9) slingshot, (10) leaded cane, (11) switchblade knife, (12) blackjack, (13) metallic knuckles, (14) razors and razor blades, (15) fireworks, or (16) any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. Applicable charges and state law applies (possession of a weapon—see below).

First Offense: 10 Days OSS and criminal charges

Second Offense: Recommendation for long-term suspension (up to 365 days) and criminal charges

ASSAULT ON SCHOOL OFFICIALS, EMPLOYEES, AND VOLUNTEERS: An intentional offer or attempt by force or violence to do injury to a school official, employee, or volunteer that causes reasonable apprehension

of immediate bodily harm while the school official, employee, or volunteer is discharging or attempting to discharge his/her duties.

- The “duties” of a school official, employee, or volunteer include the following: (1) all activities on school property, (2) all activities during a school authorized event or the accompanying of students to or from that event, and (3) all activities relating to the operation of school transportation.
- This offense includes assaults on school personnel that do not involve the use of a weapon and do not result in apparent serious injury.

First Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges.

BURNING (WILLFULLY) A SCHOOL BUILDING A person who wantonly and willfully sets fire to, burns, caused to be burned, or aids, counsels, or procures the burning of any schoolhouse or building owned, leased, or used by any public school, private school, college, or educational institution.

First Offense: Recommendation for long-term suspension (up to 365 Days) and criminal charges

BOMB THREAT/HOAX – A person who, with intent to perpetrate a hoax, conceals, places, or displays in or at a public building any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

- A “public building” encompasses all educational property, as defined in GS 14-269-2, including: (1) any school building or bus, and (2) school campus, grounds, recreational area, athletic field, or other property owned, used, or operated, by any board of education or school board of trustees or directors for the administration of any school.
- This offense includes when a person communicates a bomb threat by any means.

First Offense: Recommendation for long-term suspension (up to 365 Days)

DISRUPTION OF SCHOOL/STUDENT DEMONSTRATION No student will, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct, intentionally cause the disruption of any lawful function, mission or process of the school to which he or she is assigned or any other school in the school district, nor will any student urge any other student to engage in such conduct.

First Offense: 5-10 Days OSS

Second Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges.

FALSE FIRE ALARMS - No student will deliberately “pull” or initiate a false fire alarm. This action will be deemed as a serious, safety infraction.

First Offense: 5 Days OSS

Second Offense: 10 Days OSS

Third Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges.

***May be considered a Disruption of School depending on the intent of the false alarm.**

NARCOTICS, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, CHEMICALS, AND DRUG PARAPHERNALIA

Students are prohibited from possessing, using, transmitting, distributing, selling, exchanging or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Students are prohibited from possessing, using, transmitting, distributing, selling, exchanging or being under the influence of any chemical, chemical compound or product with the intention of using it or enabling another student to use it to bring about a state of exhilaration of euphoria or otherwise alter the student’s mood or behavior. Students are prohibited from inhaling or ingesting any chemical or products with the intention of

bringing about a state of exhilaration of euphoria or otherwise altering the student's mood or behavior.

Students are prohibited from possessing, using, transmitting, distributing, selling, exchanging or being under the influence of any prescription drug or medication which has not been lawfully prescribed for the particular student possessing or using the medication. Students are prohibited from intentionally consuming, ingesting or inhaling an excessive quantity of over-the-counter or prescription medication or drugs sufficient to impair the student's mental and/or physical capability to function in the school environment. An "excessive quantity" shall mean an amount greater than the recommended dosage or the amount prescribed.

Students are prohibited from possessing, using, transmitting, distributing, exchanging or selling drug paraphernalia or counterfeit drugs or counterfeit controlled substances.

Students are prohibited from planning or participating in any way in the selling, distribution, transmission or exchange of substances, equipment, products or materials which are prohibited herein regardless of whether the sale, distribution, transmission or exchange ultimately occurs on school property. Any violation of this policy which is in violation of the law will be reported to law enforcement officials. As used in this policy, the term "controlled substances" includes but is not limited to any form of cocaine, marijuana, heroin, LSD, amphetamine, methamphetamine, barbiturate, hallucinogen, and all drugs listed in the North Carolina Controlled Substances Act. As used in this policy, the term "drug paraphernalia" includes, but is not limited to:

- Testing equipment which can be used for identifying or analyzing the strength, effectiveness or purity of controlled substances.
- Scales and balances which can be used for weighing or measuring controlled substances.
- Diluents and adulterants, such as quinine, hydrochloride, Mannitol, mannite, dextrose, and lactose which can be used in mixing with controlled substances.
- Capsules, balloons, envelopes, and other containers which can be used for packaging small quantities of controlled substances.
- Hypodermic syringes, needles, and other objects which can be used in injecting controlled substances into the body.
- Objects which can be used for ingesting, inhaling or otherwise introducing controlled substances into the body, including but not limited to:
 - Rolling papers
 - Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls
 - Water pipes
 - Carburetion tubes and devices
 - Smoking carburetion masks
 - Roach clips or other objects for holding burning materials such as a marijuana cigarette
 - Miniature cocaine or crack spoons and vials
 - Chamber pipes
 - Carburetor pipes
 - Electric pipes
 - Air-driven pipes
 - Chillums
 - Bong
 - Ice pipes or chillers
- All equipment, products, and materials of any kind that are used to facilitate, or intended or designed to facilitate, violations of this policy and/or the North Carolina Controlled Substances Act, including planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled

substances into the human body; and;

- All other equipment, products, and materials as defined for included as drug paraphernalia by the North Carolina General Statutes.

POSSESSION:

First Offense: 5-10 days OSS and criminal charges.

Second Offense: 10 days OSS with a recommendation for long-term suspension and criminal charges.

POSSESSION WITH INTENT TO SELL:

First Offense: 10 days OSS with a recommendation for long-term suspension and criminal charges.

THREATENING ACTS/EXTORTION

No student will direct toward any school employee, student, or other person within the school context, any language which threatens force or violence, or any sign or act which constitutes a threat of force of violence.

First Offense: 1-5 Days OSS and criminal charges

Second Offense: 5-10 Days OSS and criminal charges

Third Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges

POSSESSION OF A FIREARM It is unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by the school.

- Persons authorized to carry weapons on school property are law enforcement officers, firefighters, and emergency service personnel when discharging their official duties.
- G.S. 115C-391 (state law) requires that local boards of education suspend for 365 days a student who brings a firearm onto school property.

First Offense: Long-term suspension for 365 days and criminal charges

POSSESSION OF A WEAPON It is unlawful for any person to possess or carry, whether openly or concealed, any of the following weapons on campus or other educational property:

- BB gun
- Stun gun or electric shock weapon
- Air rifle or air pistol
- Dirk
- Slingshot
- Leaded cane
- Blackjack
- Metallic Knuckles
- Razor or razor blade
- Fireworks
- Explosives
- Knife, including a pocket knife or other types of knives
- Box cutters or utility blades
- Slingshot
- Ice pick
- Any sharp pointed or edged instrument, except unaltered nail files and clips and tools used in preparation of food, instruction, and maintenance.

No student may knowingly or willfully cause, encourage, or aid any other student to possess, handle, or use any weapon or weapon-like item listed above. A student who finds a weapon or who witnesses a student or

other person who intends to possess, handle or use such items, must notify a teacher or the principal.

First Offense: 1-10 Days OSS with a parent conference and criminal charges

Second Offense: Long-term suspension for 10+ days with a parent conference and criminal charges

THEFT/DAMAGE TO PROPERTY

No student will steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

First Offense: 1-5 Days OSS and report made to SRO

Second Offense: 5-10 Days OSS and report made to SRO

Third Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges.

TRESPASSING

No student will be on the campus of another school in this school district during the school day without the knowledge and consent of the officials of the school he or she is visiting. No student is to be on campus during an Out-of-School suspension or after school hours (exception: sports).

First Offense: 1-10 Days OSS and notification of law enforcement officials

Second Offense: 5-10 Days OSS and notification of law enforcement officials

Third Offense: 10 Days OSS and notification of law enforcement officials

SEXUAL ASSAULT/SEXUAL OFFENSE A person is guilty of sexual battery if he/she for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force or against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated or physically helpless.

- This is an assault of a sexual nature.
- This offense is an unauthorized and unwanted, intentional, forcible touching of a sex organ of another person.
- This includes sexual intercourse, oral sex, or other acts of sexual gratification that occur on campus or at any school sponsored event.

SEXUAL ASSAULT:

First Offense: Recommendation for long-term suspension and criminal charges

SEXUAL OFFENSE:

First Offense: 5-10 Days OSS and criminal charges

Second Offense: 10 Days OSS with a recommendation for long-term suspension and criminal charges

PART III: INAPPROPRIATE CONDUCT, BEHAVIOR THAT CHALLENGES THE INTEGRITY OF THE SCHOOL ENVIRONMENT AND/OR SCHOOL OFFICIALS

While Sections One through Sixteen attempts to address inappropriate student conduct, the Board of Education recognizes that all inappropriate behaviors cannot be defined within the context of these sections. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriate consequences for inappropriate behaviors not specifically addressed in Sections One through Fifteen. A corrective measure authorized in accordance with Board Policy will be selected from among the following:

- a. In-school discipline as defined in policy
- b. Out-of-school suspension

- c. Community or school service. Each student's official record shall include notice of any suspension for a period of more than ten days or of any expulsions under G.S. 115C-391 and the conduct for which the student was suspended or expelled. The notice of suspension or expulsion shall be expunged from the record if the student (1) graduates from high school, or (2) is not expelled or suspended again during the two-year period commencing on the date of the student's return after the expulsion or suspension (G.S. 115C-402). Students shall not violate any North Carolina General Statute not previously covered in the Code of Conduct.