Code of Student Conduct

Parent & Student Handbook

2018-2019
INFORMATION IN THIS GUIDE IS SUBJECT TO CHANGE

The information provided is current at the time of printing. Should there be any required policy changes based on actions of the State Board of Education, North Carolina General Assembly or the local Board of Education, the content of this Parent/Student Handbook is subject to change without prior notice.

Annual public notices from the Federal and State Government can be found at www.lcsnc.org.
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Message from the Superintendent...

Dear Parent or Guardian:

Welcome to another exciting school year! We want to ensure all parents, staff and students work together to create a positive and safe learning environment for our students. The Lincoln County Schools Parent and Student Handbook contains policies and procedures that focus on student behavior, such as discipline, administration of medicine, school attendance, etc. This handbook is designed to inform and guide parents and students of the system wide expectations. Additionally, it has been developed to provide consistency from school to school across the district.

If you have any questions regarding the information contained in this handbook, please feel free to contact your child’s school or the central office. We look forward to partnering with you during the 2018-2019 school year to make certain that your child has a successful school year.

Sincerely,

Lory D. Morrow, Ed.D.
Superintendent

“Educating the Future”
Central Office Staff

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<table>
<thead>
<tr>
<th>Page</th>
<th>Table of Contents</th>
<th>BOE Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet the Members of the Board of Education</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Message from the Superintendent</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Central Office Staff</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Table of Contents</td>
<td></td>
</tr>
<tr>
<td>5-6</td>
<td>Admission Requirements for Initial Entry</td>
<td>4100</td>
</tr>
<tr>
<td>5-6</td>
<td>Immunization and Health Requirements for School Admission</td>
<td>4110</td>
</tr>
<tr>
<td>5-6</td>
<td>Homeless Students</td>
<td>4125</td>
</tr>
<tr>
<td>5-6</td>
<td>Domicile or Residence Requirements</td>
<td>4120</td>
</tr>
<tr>
<td>6-8</td>
<td>Attendance</td>
<td>4400</td>
</tr>
<tr>
<td>8</td>
<td>Technology Acceptable Use</td>
<td>3225/7320</td>
</tr>
<tr>
<td>8</td>
<td>Student Health Services</td>
<td>6120</td>
</tr>
<tr>
<td>8-9</td>
<td>Administering Medicine to Students</td>
<td>6125</td>
</tr>
<tr>
<td>9</td>
<td>Goals of School Nutrition Services</td>
<td>6200</td>
</tr>
<tr>
<td>9</td>
<td>Free and Reduced Price Food Services</td>
<td>6225</td>
</tr>
<tr>
<td>9</td>
<td>Charge Policy for Meals Served</td>
<td>6227</td>
</tr>
<tr>
<td>10</td>
<td>Special Dietary Needs</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Authority of School Personnel</td>
<td>4301</td>
</tr>
<tr>
<td>11</td>
<td>Student Searches</td>
<td>4342</td>
</tr>
<tr>
<td>11-13</td>
<td>Drug Testing of Students</td>
<td>3623/4343</td>
</tr>
<tr>
<td>13</td>
<td>Alternative Learning Programs/Schools</td>
<td>3470/4305</td>
</tr>
<tr>
<td>13-14</td>
<td>Disciplinary Action for Exceptional Children / Students with Disabilities</td>
<td>4307</td>
</tr>
<tr>
<td>14</td>
<td>School Level Investigations</td>
<td>4340</td>
</tr>
<tr>
<td>14-15</td>
<td>Drugs and Alcohol</td>
<td>4325</td>
</tr>
<tr>
<td>15-16</td>
<td>Theft, Trespass, and Damage to Property</td>
<td>4330</td>
</tr>
<tr>
<td>16-17</td>
<td>Assaults, Threats, and Harassment</td>
<td>4331</td>
</tr>
<tr>
<td>17-18</td>
<td>Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety</td>
<td>4333</td>
</tr>
<tr>
<td>18</td>
<td>Criminal Behavior</td>
<td>4335</td>
</tr>
<tr>
<td>19</td>
<td>Short-Term Suspensions</td>
<td>4354</td>
</tr>
<tr>
<td>19-20</td>
<td>Long-Term Suspensions, 365 Days Suspension and Expulsion</td>
<td>4354</td>
</tr>
<tr>
<td>20-21</td>
<td>Tobacco Products - Students</td>
<td>4320</td>
</tr>
<tr>
<td>21</td>
<td>Integrity and Civility</td>
<td>4310</td>
</tr>
<tr>
<td>21-22</td>
<td>Academic Honor Code</td>
<td>4310-R</td>
</tr>
<tr>
<td>22</td>
<td>Disruptive Behavior</td>
<td>4315</td>
</tr>
<tr>
<td>23</td>
<td>Cell Phones</td>
<td>4316</td>
</tr>
<tr>
<td>23</td>
<td>Student Dress Code</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>District-Wide Alternative Learning Center (ALC)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Misconduct on a School Vehicle</td>
<td>4317</td>
</tr>
<tr>
<td>24-28</td>
<td>School Bus Safety / Behavior</td>
<td>4317-R</td>
</tr>
<tr>
<td>29</td>
<td>Duties and Responsibilities of Students on Buses (please sign and return)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Prom Attendance</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Graduation Procedures</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Weather Watch</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>FERPA and Internal/External Publication Release (please sign and return)</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Technology Acceptable Use Agreement (sign and return if applicable)</td>
<td>3225/7320-R</td>
</tr>
<tr>
<td>39</td>
<td>Bring Your Own Device (sign and return if applicable)</td>
<td>3220-R</td>
</tr>
<tr>
<td>41-42</td>
<td>Military Collection Letter (sign and return if applicable)</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Information to Promote Healthy Schools and Healthy Youth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inside Back Cover</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Listing</td>
<td></td>
</tr>
</tbody>
</table>
Admission Requirements for Initial Entry-BOE Policy 4100
The board of education requires all students to meet the eligibility requirements for school admission established by the state and the board, including age. Any parent or guardian who is unclear whether a child meets the age requirements is encouraged to contact the superintendent’s office or the elementary school that the child is likely to attend.

Immunization and Health Requirements for School Admission- BOE Policy 4110
The board of education requires all students to meet the eligibility requirements for school admission established by the State and the Board, including immunization and health assessments. The principal or designee shall maintain on file immunization and health assessment records for all students, and these records may be inspected by officials of the county or state health departments in accordance with state and federal law. Each principal shall file required reports with the Department of Health and Human Services and the Department of Public Instruction.

Within 30 calendar days of his or her first day of attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines as applicable: diphtheria, tetanus, pertussis, polio, rubeola, German measles (rubella), mumps, haemophilus influenza, type b (HIB), hepatitis B, chicken pox; and any other vaccines as may be required by law or regulation. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of General Statute 130A-154(b).

Exceptions to the immunization requirements shall be made only for religious reasons or for medical reasons approved by a physician pursuant to state law and regulation.

Homeless Students- BOE Policy 4125
As required by the North Carolina Constitution and North Carolina law, the board of education is committed to providing free public education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students shall be provided services available to all students such as preschool, free or reduced price school meals, services for English learners, special education, vocational/technical education, gifted and talented services, and before-and-after-school care. Examples of homeless are: sharing the house with other persons due to the loss of housing, living in motels or hotels, living in shelters, living in cars, parks, or public places, or living in migratory situations.

Domicile or Residency Requirements-BOE Policy 4120
A student who is domiciled within the geographic area served by the school system, who is under the age of 21 (22 for students entitled to special education services), who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Domicile requires the intent to abandon one’s prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one’s exclusive home and does not require an intention that the residence be the permanent home.
Meeting Domicile Requirements
1. The domicile of a student under 18 years of age is presumed to be the domicile of his or her parent, legal guardian or legal custodian as defined by the General Statutes of North Carolina.
2. Domicile or Emancipated Students – If the student is 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian or legal custodian.
3. Domicile of Students with Divorced or Separated Parents shall be determined as follows:
   - In the event that the student’s parents are divorced or separated and physical custody has been given to only one parent, the student’s domicile follows that of the parent who has been granted physical custody.
   - If physical custody has not been determined or has been granted jointly to both parents, or if the custodial parent wishes the student to attend school in the non-custodial parent’s system of residence, then the parents must jointly agree on which residence will be used to determine the student’s domicile.
   - The selection may not be changed during the school year unless the parents satisfy the board’s policies on transfers and releases.
   - In the event the parents cannot agree on which residence shall be used to determine the student’s domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody at the beginning of the school year.

Attendance- BOE Policy 4400
Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Daily attendance develops patterns of behavior which lead to success in the classroom, promotion to the next grade, and ultimately graduation. The Lincoln County Schools’ board of education believes that all students must graduate to meet the demands of the 21st century.

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 General Statute 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.

Each school will follow the attendance plan established by the Lincoln County Schools’ Board of Education. The principal’s designee shall be responsible for the implementation and monitoring of the plan. Each school may establish an incentives policy to encourage positive attendance.

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

Excused Absences
An absence may be excused for the following reasons:
1. Illness or Injury: When the absence results from the 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, parents, grandparents, 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 must be provided within five school days after the student returns.

8. **Children of Military Families**: A student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050- Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Students are expected to make up assigned work due to absences. 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 teacher or designee within three school days of the student’s return or the absence(s) will be unexcused.* In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for the first ten absences during the school year.

However, the limit for high school students will be five parent generated excuse notes per semester. Once the aforementioned totals are met, the excuse note must come from a doctor, dentist, and/or the court in order for them to be accepted.

**Tardiness and Early Dismissals**

When students arrive late or leave school early they miss valuable and irreplaceable instructional time, as well as interrupt the teaching of other students within the classroom.

North Carolina law states that it is the parent or guardian’s duty to ensure that a child attends school for the entire day. Late arrivals or early dismissals may be excused if the situation meets one or more of the criteria established in the section titled “Excused Absences.”

**Excessive Absences**

Class attendance and participation are critical elements of the education process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by General Statute 115C-378 for 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. The principal shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The principal may make any of the following determinations:

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**College Days**

High school students are allowed college days during their junior and/or senior years. Prior approval for college days must be granted by the principal or principal’s designee. Failure to obtain prior approval will result in an unexcused absence. Students will be required to submit documentation of the visit to the counseling office in order for the days to be coded as an excused absence.
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.

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

Excessive absences may impact eligibility for participation in interscholastic athletics.

School-Related Activities
All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the Board of Education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- field trips sponsored by the school;
- school-initiated and scheduled activities;
- athletic events requiring early dismissal from school;
- Career and Technical Education student organization activities approved in advance by principal; and
- in-school suspension.

Assignments missed for these reasons will be completed by students. 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.

Technology Acceptable Use- BOE Policy 3225/7320
Technological resources, including computers, other electronic devices, programs, networks and Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Students are subject to usage requirements as outlined in LCS Board Policy 3225/7320.

Student Health Services- BOE Policy 6120
The board will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

Administering Medicine to Students- BOE Policy 6125
The board recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon written request of the parent/guardian/legal custodian. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel are not required to administer any medication that could be taken at home.
A. Standards for Administering Medicines to Students- BOE Policy 6125
School employees are authorized to administer drugs or medication when all of the following conditions have been met:

1. the student’s parent/guardian/legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered;
2. a physician has prescribed the drug or medication for the use by the student (for over-the-counter medication, as well as medications available only by a physician’s prescription);
3. a physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician’s prescription); and
4. the employee administers the drug or medication pursuant to the written instructions provided by the student’s parent/legal custodian.

B. Over-the-Counter Medications
Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if accompanied by a doctor’s order, parent/guardian permission, and in the original container labeled with the child’s name. Parents who want school personnel to administer over-the-counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

C. Asthma
The superintendent will develop procedures for the possession and self-administration of asthma medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school sponsored events.

Goals of School Nutrition Services- BOE Policy 6200
The board recognizes the importance of students maintaining proper nutrition so that they are ready and able to take advantage of educational opportunities. The goals of the school nutrition services program are as follows:

- operating the school nutrition program efficiently so that earnings may be used to reduce the cost of food, serve better food, or provide free or reduced price meals to eligible students;
- enhancing students’ ability to learn by providing nutritious meals at school;
- minimizing obesity and encouraging lifelong healthy eating habits consistent with the health education curriculum; and
- providing courteous service to students, employees, and authorized visitors.

Free and Reduced Price Food Services- BOE Policy 6225
The school system will provide free meals and reduced price meals to eligible students in the schools. Applications for free or reduced meals will be made readily available to parents or guardians by the principal and may be submitted at any time during the school year.

Charge Policy for Meals Served- BOE Policy 6227
The Board recognizes that upon occasion students may be unable to pay for a meal on a particular day. Meal and item charges are permitted as follows:

- No Elementary School student will be deprived a meal. Elementary students will be allowed to charge an equivalent of fifteen (15) reimbursable meals. Elementary students that have exceeded the allowable charges will receive a differentiated meal consisting of a sandwich, fruit, and milk or water.
- No Middle School student will be deprived a meal. Middle School students will be allowed to charge an equivalent of nine (9) reimbursable meals. Middle School students that have exceeded the allowable charges will receive a differentiated meal consisting of a sandwich, fruit, and milk or water.
• No High School student will be deprived a meal. High School students will be allowed to charge an equivalent of two (2) reimbursable meals. High School students that have exceeded the allowable charges will receive a differentiated meal consisting of a sandwich, fruit, and milk or water.

• No supplemental sales items may be purchased until the student has paid off the meal charges on their account.

• Our Child Nutrition Department allows parents to prepay for meals and put money on their child’s account at www.k12paymentcenter.com. This website also allows parents to get a detailed report of purchases made by their child.

Special Dietary Needs
Students with medical conditions such as allergies and diabetes may request modification to school meals by completing a Diet Order form. Parents may obtain a Diet Order form from the Child Nutrition Manager, Child Nutrition Office or online at www.lcsnc.org. Modifications to student meals cannot be made until a completed form with a physician’s signature is received. Diet Order forms should be updated annually or as medical conditions change.

Authority of School Personnel - BOE Policy 4301
The principal has the authority and responsibility to manage student behavior in the classroom when students are under his or her supervision. The teacher is expected to implement the students’ behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the Board, superintendent, and school principal. Every teacher, student teacher, substitute teacher, volunteer teacher, or teacher assistant is required to report to the principal all acts of violence occurring in school, on school grounds, or at any school-sponsored activity. The teacher has the authority to manage or remove disruptive or dangerous students. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

• to correct students;
• to quell a disturbance threatening injury to others;
• to obtain possession of a weapon or other dangerous objects on the person, or within the control of a student;
• for the protection of persons or property; or to maintain order on school property, in the classroom, or at a school-related activity on or off school property.

Students must comply with all directions of principals, 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 personnel.

Consequences
Consequences for insubordination or other failure to comply with the direction of school personnel will be provided in accordance with the school district’s Student Behavior Management Plan (LCS Board Policy 4302). For repeated or serious violations, the principal may suspend a student from school for up to ten days.
Student Searches – Authority to Conduct Searches and Seizures – BOE Policy 4342

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. The policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. Any school official carrying out a search and/or seizure is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search and/or seizure.

Reasonable suspicion that a student has unauthorized or illegal materials are generally required before an individual may be singled out for a search.

Reasonable suspicion is not required if a student freely, voluntarily, and knowingly consents and agrees to the search of his/her person or personal effects.

As used in LCS Board Policy 4342, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules published and made available to the student.

A student’s failure to permit reasonable searches and seizures as provided in this policy will be considered a violation of the expected standard of behavior and appropriate consequences may be imposed.

Personal Searches

A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material and that the material could be found on the student’s person or in personal effects, given its size and shape.

If a frisk or “pat down” search of a student’s person is conducted, it must be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. The search must be conducted by a school official of the same sex, an adult witness must be present, and the official must obtain permission from the superintendent or designee, unless the health and safety of students will be compromised by the delay.

Drug Testing of Students and Parking Pass Holders – BOE Policy 3623/4343

The Lincoln County Board of Education recognizes that drug use by students’ results in a significant health and safety risk to students and the educational environment. The board further recognizes that drug use by student athletes and student drivers 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 schools. The testing of student athletes and students that hold campus parking permits 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.
Consequences of Positive Tests

A student that tests positive for illegal drugs or alcohol shall not be subjected to a traditional academic punishment, including but not limited to in-school or out of school suspension. Furthermore, the student will lose no academic course credit as a result of a positive test result. Lastly, Lincoln County Schools shall not notify law enforcement of any positive test results.

First Positive Test:
1. The Medical Review Officer shall notify the student and student’s parent/guardian of the positive test result. The parent/guardian will have three (3) calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent’s designee as “positive-non-contact.”
2. The MRO shall notify the Superintendent’s designee who shall notify the student’s principal, athletic director, and coach, when applicable.
3. The student testing positive for drugs or alcohol will be ineligible to participate in all athletics for ninety (90) days.
4. Prior to returning to athletic participation in a subsequent athletic season, the student must provide a negative result from a test administered by the Contracted Test Administrator. The cost of this drug test is the responsibility of the student.

Second Positive Test:
1. Upon a second positive test at any time during the student’s school career in Lincoln County, the contracted MRO shall notify the Superintendent’s designee and the student’s parents. The parent/guardian will have three (3) calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent’s designee as “positive-non-contact.”
2. The Superintendent’s designee shall notify the student’s principal, athletic director, and coach, when applicable.
3. The student testing positive for drugs or alcohol will be ineligible to participate in all athletics for 365 days from the date of the positive test.
4. Prior to returning to athletic participation in a subsequent athletic season, the student must provide a negative result from a test administered by the Contracted Test Administrator. The cost of this drug test is the responsibility of the student.

Third Positive Test:
1. Upon a student’s third positive test any time during the student’s school career in Lincoln County, the MRO shall notify the Superintendent’s designee, the student, and the student’s parents. The parent/guardian will have three (3) calendar days to conference with the MRO to confirm the results of the test. If the parents fail to conference with the MRO, the test will be reported to the Superintendent’s designee as “positive-non-contact.”
2. The student will be ineligible to participate in any athletics for the remainder of his or her school career.

Notice
Information concerning this policy and any mandatory random drug testing programs will be provided during sign-up for all athletic activities, addressed at freshmen orientation, included in the student handbook, and explained to students and faculty at least once a year.

Reasonable Suspicion Drug Testing for Students
When a principal, assistant principal, or coach has a reasonable basis to believe that a student is using or is under the influence of a controlled substance at school or a school activity in violation of this policy, the school administrator will require that the student submit to a drug test, at board expense, to determine whether the administrator’s belief is justified.
If the test results are negative for the presence of an illegal drug, the student will be found innocent of the allegations of misconduct. A decision by the student or the student’s parents not to be tested will result in the immediate and permanent removal of the student from activities subject to this policy. If the test results are positive for the presence of drugs, the results will be considered relevant corroborative evidence of a violation of LCS Board Policy 4325, Drugs and Alcohol. The student will be disciplined in accordance with LCS Board Policy 4325. Any principal, assistant principal, or coach who determines that reasonable suspicion exists to drug test a student shall maintain documentation of the evidence or observations that led to the required screening.

Alternative Learning Programs/Schools-
BOE Policy 3470/4305
The board is committed to the goal of providing a safe, orderly and inviting learning environment in each school. The educational program and the student behavior management plan developed at each school, in addition to numerous other strategies identified in board policy, are intended to create such an environment and to help each student be a contributing and successful member of the school community.

The Lincoln County Board of Education, in order to provide students with additional opportunities for success, operates an alternative school program at Asbury Academy. Alternative learning programs or schools are provided as an option for when a student’s behavior management or academic performance needs cannot be met in a regular educational setting. The purposes of an alternative learning program or school are to (1) intervene and address problems that prevent a student from achieving success in the regular educational setting; (2) to reduce the risk of a student dropping out of school by directing resources to helping the student resolve issues affecting his or her performance at school; (3) to return a student to the regular educational setting as soon as practical with the skills necessary to succeed in that environment; and (4) to preserve a safe, orderly and inviting learning environment in the regular educational setting.

Transfers to the Alternative School
Students generally are assigned to a school based on attendance area. However, as provided by law, the board may assign any student to a school outside of his or her attendance area in order for the student to attend a specialized school or for any other reason the board, in its sole discretion, deems sufficient.

Students may be transferred to an alternative school as a consequence of the student’s behavior, on a voluntary or involuntary basis. Placement decisions should be made utilizing school personnel or team information that is relevant to any specific classification of the individual student (e.g., IEP Team, 504 Committee, Student Services Management Team, School-based Committee, etc.).

Please refer to LCS Board Policy 3470/4305 for the procedures for referral to the alternative school.

Disciplinary Action for Exceptional Children/Students with Disabilities-
BOE Policy 4307
Disciplinary actions for students with disabilities identified as exceptional children according to North Carolina guidelines will conform to the NC Policies Governing Services for Children with Disabilities as adopted by the State Board of Education. If the NC Policies Governing Services for Children with Disabilities manual does not fully address a particular issue, the director of exceptional children will develop any necessary protocols consistent with state and federal law. All students with disabilities will be accorded all rights as provided by state and federal law.
School Level Investigations - BOE Policy 4340
The board is committed to creating a safe and orderly environment for students and staff. Principals are authorized and responsible for investigating conduct that may violate a board policy, school standard, school rule or the Code of Student Conduct.

Violators of the board policy, Code of Student Conduct, or rules must accept the consequences for his or her misbehavior. All consequences must be administered in a fair and nondiscriminatory manner. The school administrator shall take the following steps in addressing all cases of alleged misbehavior appropriately referred to his or her office:

- investigate the facts and circumstances related to the alleged misbehavior;
- offer the student an opportunity to be heard on the matter; and
- determine whether a board policy, school standard, school rule or the Code of Student Conduct has been violated.

If a violation has occurred, the school administrator shall implement an appropriate consequence in accordance with the school’s plan for managing student behavior, the Code of Student Conduct, (LCS Board Policy 4300) or applicable board policy. Parents are to be notified and involved in accordance with LCS Board Policy 4341 (Parental Involvement in Student Behavior Issues). When the misbehavior may result in a suspension or an expulsion from school, procedures provided in related board policies also will apply.

A student with disabilities recognized by Section 504 of the 1973 Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) will be accorded all rights granted by federal and state laws and regulations.

Drugs and Alcohol - BOE Policy 4325
Students are prohibited from possessing, using, transmitting, selling, or being under the influence of any of the following substances: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, synthetic stimulants, synthetic cannabinoids or other controlled substances, alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor or any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

Consequences as Required by BOE Policy 4335 (Criminal Behavior)

1. The principal must report immediately to the appropriate law enforcement agency and the superintendent any student who has used or possessed any prohibited substances in violation of this policy. The disciplinary consequences for violation of this policy shall be consistent with Section D of LCS Board Policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

2. Elementary Schools
The principals are expected to use good judgment and reasonable discretion in applying board policy and in determining the appropriate consequences for violation of board policies, school standards, or rules.

3. Middle and High Schools
The principal must notify the superintendent or designee of all violations of this policy and recommend appropriate consequences. In making a recommendation, the principal must provide an assessment of whether any available services, such as school counseling, an alternative school, or substance abuse programs would assist the student and whether any services should be part of the consequences. The superintendent or designee must approve any consequences for violation of this policy, including any recommendations for suspension or expulsion.

Principals must have the parent and student sign a random drug testing form and a copy will be maintained at the school and at the County Office of LCS.
Possession or Use
Authorities will confiscate any alcohol or drugs or synthetic stimulants/cannabinoids in possession of the student. In addition to possible suspension, the school official will immediately notify the parent/guardian and law enforcement authorities. Students will be referred to the Student Assistance Program (SAP).

First Offense:
Up to ten days suspension and conference with the parent.

Second Offense:
Ten days suspension and recommended for suspension for the remainder of the year.

Selling or Possession with the Purpose of Selling:

First Offense:
Ten days suspension and recommended for suspension for the remainder of the year.

Appropriate Legal Action. In addition, depending upon the circumstances, a student may be permanently expelled (see LCS Board Policy 4354 Short-Term Suspension, Long-Term Suspension, 365-Day Suspension and Expulsion).

Theft, Trespass, and Damage to Property-
BOE Policy 4330
The Board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning. The superintendent is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school system. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequences for violation of board policies, school standards, or rules. Law enforcement personnel shall be notified as deemed appropriate by the principal. School administration may require restitution or repair for theft or damage to school property.

Theft: Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

Damage to Property: Students are prohibited from damaging or attempting to damage any school property or private property at any time when board policies are applicable as defined in LCS Board Policy 4300, Student Behavior Policies.

Trespass: Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
- the student is loitering at any school after the close of the school day without any specific need or supervision; or
- the student has been suspended from school but is on the property of any school during the suspension period without the expressed permission of the principal.
The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment, including restitution.

Assaults, Threats, and Harassment-
BOE Policy 4331
The board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning. The superintendent is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school system. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequences for violation of board policies, school standards, or rules.

Assault, Fighting, Injury
Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

Threatening Acts
Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption, including social media threats.

Bomb and terrorist threats are also addressed in LCS Board Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

Harassment
Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, employees or other individuals on school grounds or at school related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment and bullying are further defined in LCS Board Policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying.

North Carolina requires each school system to track and report all incidents of the following: bullying, verbal and sexual harassment. The state now defines sexual contact (General Statute 14-27.1) to include the touching of any sexual organ, breast, groin, or buttocks of any person, a person touching another person with their sexual organ, breast, groin, or buttocks.
Consequences

1. Elementary Schools
Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequences for violation of board policies, school standards, or rules.

2. Middle and High Schools
First Offense: Up to ten days suspension and conference with parent.
Second Offense: Up to ten days suspension and conference with parent.
Third Offense: Ten days suspension and recommended suspension for the remainder of the year.

The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.

**For information on what constitutes discrimination, harassment and bullying and the reporting and complaint procedures, see Board Policy 1710 available at www.lincon.k12.nc.us.

Prohibited Behavior
Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon.

Weapons include all of the following:

- Loaded and unloaded firearms, including guns, pistols, and rifles
- Explosives, such as dynamite cartridges, bombs, grenades, and mines
- Knives, including pocket knives, bowie knives, switchblades, dirks and daggers
- Box cutters or utility blades
- Slingshots and slungshots
- Leaded canes
- Blackjacks
- Metal knuckles
- BB guns
- Air rifles and air pistols
- Stun guns and other electric shock weapons, such as tasers
- Icepicks
- Razors and razor blades (except those designed and used solely for personal shaving)
- Fireworks
- Any sharp pointed or edged instruments, except unaltered nail files and clips and tools used solely for 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 weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item, must notify a teacher or the principal immediately.
Consequences
Possessing or discharging a firearm or a powerful explosive on school grounds, during any school-sponsored activity, or on a school bus will result in suspension from school for 365-days or permanent expulsion. Any student involved in a bomb threat or involved with attempting to conceal or discharge a bomb will be subject to suspension from school.

Consequences for Other Violations
First Offense: Up to ten days suspension and conference with parent.
Second Offense: Up to ten days suspension and conference with parent.
Third Offense: Ten days suspension and recommended suspension for the remainder of the year.

The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment. Please review LCS Board Policy 4333 for other examples.

Criminal Behavior- BOE Policy 4335
Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable board policies, and also may be criminally prosecuted.

Students Charged With or Convicted of Criminal Behavior
If necessary, the superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child’s age, and the publicity within the school community, reasonable efforts may include changing a student’s classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in LCS Board Policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated board policy or school rules and is suspended or expelled in accordance with procedures established in board policy.

North Carolina General Statute 115C-366(a5), authorizes a local school board to deny admission to or place reasonable conditions on the admission of students who have been suspended from school under General Statute 115C-391 or have been suspended from a school for conduct that could have led to a suspension from school in the local school unit where the student seeks to enroll until the period of the prior suspension has expired. A school board also may deny admission to or place reasonable conditions on the admission of students who (1) have been expelled from school under General Statute 115C-391; (2) have been expelled from school for behavior that indicates that the student’s continued presence in the school constitutes a clear threat to the safety of the other students or employees; or (3) have been convicted of a felony in this or any other state. If the local board denies admission to a student who has been expelled or convicted of a felony, the student may request the local board to reconsider that decision in accordance with General Statute 115C-391(d).

Reporting Criminal Behavior
The principal must report immediately to law enforcement officers and the superintendent the following acts, regardless of the age or grade of the perpetrator or victim: assault resulting in serious injury; assault involving use of a weapon; death by other than natural causes; kidnapping; robbery with a dangerous weapon; robbery without a dangerous weapon; sexual assault; sexual offense; rape; indecent liberties with a minor; violation of the law.
Short-Term Suspension - BOE Policy 4354

A Short-Term Suspension is the disciplinary exclusion of a student from attending school for up to ten school days. So long as all relevant LCS Board policies are followed, the principal has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension. The following rights will be afforded to the student:

- the student will be informed of the charges against him or her;
- the student will be given the opportunity to raise and to explain any defense felt to be available;
- any student suspended in accordance with this policy will be given the opportunity to take any missed exams and make-up missed work, and receive credit for the work;
- the opportunity to take textbooks home for the duration of the suspension.

When imposing a short-term suspension, the principal or designee shall provide the student’s parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The principal or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two (2) days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent’s primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student’s educational record.

Long Term Suspension, 365-Day Suspension and Expulsion - BOE Policy 4354

A Long-Term Suspension is the disciplinary exclusion of a student to attend school and to take part in any school function for a period in excess of ten (10) school days, up to the remainder of the school year. The principal must notify the parent/guardian of the recommendation for long-term suspension by the end of the workday during which the long-term suspension or expulsion is recommended, when reasonably possible, or as soon thereafter as practicable. The written notice must contain:

- a copy of the student’s due process rights;
- a description of the incident;
- the specific provision(s) of the Code of Student Conduct that the student allegedly violated;
- the specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;
- the process by which the hearing will be held.

The parent must appeal within forty-eight (48) hours of notification of the recommendation of long-term suspension or expulsion.

The hearing will be held within five (5) days after the receipt by the superintendent of the request.

The parent shall be made aware of their right to obtain an attorney.

If the parent/student is to be represented by an attorney, the parent/guardian must notify the superintendent at least twenty-four (24) hours prior to the hearing.

The administrative review committee will provide the superintendent in writing, the recommendation within three (3) days of the hearing.

The superintendent or designee will send written notice of his/her decision, by regular and certified mail, to the parent/guardian within three (3) days after receiving the administrative review team’s recommendation.
The decision shall also inform the parent/guardian whether or not the student is eligible for an alternative education program and, if not eligible, the reason(s) for the ineligibility.

An Expulsion is the permanent removal of a student from school and all the rights and privileges related to school attendance. A student who is 14 years of age or older may be expelled for misbehavior as provided in LCS Board Policies 4331, 4333, and 4335, Criminal Behavior, if the student’s continued presence in school constitutes a clear threat to the safety and health of other students or employees. An expulsion must be approved by the Board prior to its implementation.

**Determination of Appropriate Consequences**

The principal will propose any suspensions beyond ten days based upon a documented review of the student’s culpability, dangerousness, and the harm caused by the student.

**Culpability of Student:** The culpability of the student for his or her behavior will be assessed by considering criteria such as:

- the student’s age;
- the ability to form intent to cause harm that occurred or could have occurred;
- evidence of the student’s intent in engaging in the conduct.

**Dangerousness of the Student**
The dangerousness of the student will be assessed by considering criteria such as:

- student discipline record or criminal record;
- whether a weapon was involved and the capacity to inflict serious harm; or
- any evidence of the student’s capability to cause the harm intended or occurred.

**Harm Caused by the Student**
The severity of harm caused by the student will be assessed by considering the following:

- anyone was injured or killed;
- anyone was threatened or extorted with the use of a weapon;
- anyone was directly harmed, emotionally or physically;
- school property or personal property of others was damaged; or
- students, school employees or parents were aware of the presence of a weapon or other behavior.

After considering the above factors, the principal will make a recommendation to the superintendent stating the nature of the offense, the substance of the evidence involved, and the length of the suspension recommended.

**Tobacco Products – Students** - **BOE Policy 4320**
The board is committed to creating safe, orderly, clean and inviting schools for all students and staff. The board also supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit smoking in all school buildings or on school campuses.

**Prohibited Behavior**
In support of the Board’s commitment and state and federal law, students are prohibited from using or possessing any tobacco products, including cigarettes, dip, chewing tobacco, and any product derived from tobacco, including electronic cigarettes: (1) in any school building, school vehicle, or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.
Consequences
First Offense: Remainder of period in detention plus two additional in-school detentions.
Second Offense: One day out-of-school suspension, plus parent notification, or student must complete a smoking cessation class in lieu of the suspension.
Third Offense: Up to three days suspension and conference with parent.
Fourth Offense: Up to five days suspension and conference with parent.
Fifth Offense: Up to ten days suspension and conference with parent.
Sixth Offense: Ten days suspension and recommend suspension for the remainder of the term.

The school administrator has the authority to vary from the above mentioned consequences if the severity of the offense warrants such judgment.

Integrity and Civility- BOE Policy 4310
All students are expected to demonstrate integrity, civility, responsibility, and self-control. This expectation is directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility, and self-control also are critical for establishing and maintaining a safe, orderly, and inviting environment.

Prohibited Behaviors
In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

- cheating, including the actual giving or receiving of any unauthorized assistance, or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one’s own original work;
- violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- willfully, directly or indirectly accessing or causing to be accessed any computer, computer system, computer network or any part thereof without proper authorization or otherwise violating LCS Board Policy 3225/7320 (Technology Acceptable Use);
- cursing or using vulgar, abusive or demanding language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

Consequences
Consequences for engaging in prohibited behavior will be provided in accordance with the school’s behavior management plan (LCS Board Policy 4302, School Plan for Management of Student Behavior). For repeated violations, the principal may suspend a student from school for up to ten days.

Academic Honor Code- BOE Policy 4310-R
The purpose of the Lincoln County Schools Academic Honor Code is to ensure that an environment of academic honesty and integrity exists throughout the system, that a high degree of moral standard and character is preserved, and that any instances of academic dishonesty are handled fairly, consistently, and expeditiously.
### Consequences of Academic Dishonesty

**First Offense:** All of the following actions will take place:
- a zero on the assignment
- parent notification by the teacher
- office referral

**Second Offense:** All of the following actions will take place:
- a zero on the assignment
- parent notification by the teacher
- office referral
- ISS or OSS

Students may also jeopardize their standing in extracurricular activities, honor societies, and other organizations pursuant to the by-laws of such organizations.

### Burden of Proof

It is the 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.

### Appeals Process

Appeals may be made through appropriate channels as defined in the student handbook.

### Disruptive Behavior - BOE Policy 4315

An orderly school environment is necessary for teachers to be able to teach and students to be able to learn. Students are encouraged to participate in school efforts to create a safe, orderly and inviting environment. Students also are entitled to exercise their constitutional rights to free speech as part of a stimulating, inviting educational environment. A student’s right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority, as provided by law, to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

### Prohibited Behavior

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school district. The following conduct is illustrative of disruptive behavior and is prohibited:

- intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- engaging in any protest, march, picket, sit-in, boycott, walk-out or other lawful activity which has as a purpose the disruption of any lawful function, mission, or process of the school, or which in fact causes such a disruption;
- appearance or clothing which (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene, or (4) endangers the health or safety of the student or others (see LCS Board Policy 4316, Student Dress Code);
- possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, and disreputable or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.
Cell Phones
Cell phones are allowed on campus with the following conditions:

- the phone shall not be on or visible during the school day, unless specifically used for teacher-directed instructional purpose; and
- the school is not responsible for lost or stolen phones.

The use of cell phones shall be governed. Inappropriate use shall be addressed in student handbooks and communicated to parents and students in conjunction with other behavior expectations.

| Failure to follow guidelines will result in the following consequences: |
|--------------------------|--------------------------|
| **First Offense:**      | Phone confiscated and returned to parent. |
| **Second Offense:**     | One month suspension of privileges. |
| **Third Offense:**      | Privileges suspended. |

Student Dress Code - BOE Policy 4316
The Board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The Board requests that parents outfit their children in clothing that is conducive to learning. 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:

- 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.
- 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.
- Exposed undergarments.
- See-through clothing.
- 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 and/or resource officer.
- Decorative lenses.
- The Code of Student Behavior bans various modes of dress that would fall under the “disruptive behavior” category.
- Dark glasses 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.

<table>
<thead>
<tr>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense</strong> – Warning and student will be required to change clothes.</td>
</tr>
<tr>
<td><strong>Second Offense</strong> – Parent notified and student assigned to detention for up to one day.</td>
</tr>
<tr>
<td><strong>Third Offense</strong> – Parent notified and one day suspension.</td>
</tr>
<tr>
<td><strong>Fourth Offense</strong> – Will be considered major infraction; and therefore, subject to Level I offense.</td>
</tr>
</tbody>
</table>
District-Wide Alternative Learning Center (ALC)
Administration from any middle or high school in Lincoln County may offer ALC at Asbury Academy to any out of school suspended student in lieu of a portion of the assigned out of school suspension consequence according to the chart below. There will be ten available slots for ALC daily for students from schools other than Asbury Academy.

<table>
<thead>
<tr>
<th>Out of School Suspension Consequence</th>
<th>Maximum Number of Days for ALC at Asbury</th>
<th>Remaining Out of School Suspension Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 days</td>
<td>2 days</td>
<td>1 day</td>
</tr>
<tr>
<td>5 days</td>
<td>3 days</td>
<td>2 days</td>
</tr>
<tr>
<td>10 days</td>
<td>6 days</td>
<td>4 days</td>
</tr>
</tbody>
</table>

Misconduct on a School Vehicle-  *BOE Policy 4317*
School transportation service is a privilege, not a right. Appropriate behavior by students on school buses or vehicles is vital to student safety. At any time while riding a school bus or other school vehicle, students shall observe the directives of the bus or vehicle driver. These rules apply while on the school vehicle and at/near a vehicle stop. Since school transportation is an extension of the school day, regular school disciplinary policies and rules apply in addition to other bus-related rules. Actions involving exceptional children will comply with the *NC Policies Governing Services for Children with Disabilities* as adopted by the State Board of Education.

The following conduct is specifically prohibited on a school vehicle:
- 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 a 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 of 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; and
- any other behavior that may endanger lives or property.

**Consequences**
Consequences for engaging in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school, in addition to other consequences for violating other student behavior policies. Upon request and when deemed appropriate, a principal may use his/her discretion and restore a student’s bus privileges if the principal, bus driver, student, and parent agree to a written contract and specific steps and consequences for future inappropriate behavior. It is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order or discipline on a school or activity bus. Students who engage in such activities may be subject to criminal charges.

**School Bus Safety/Behavior- BOE Policy 4317 R**
The Lincoln County Board of Education is committed to creating the safest, most efficient, and effective transportation system possible. Therefore, the Board recognizes the following components of a safe transportation system:
Middle/High School
The following guidelines, in addition to existing disciplinary codes at each school, are to be uniformly in place:

A. Failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instructions for safe and efficient operation of the bus will result in:

First Offense:
Warning to parent by phone and/or written notification, preferably both.

Second Offense:
Denial of bus privileges for five days. Second warning to parent by phone and/or written communication, preferably both.

Third Offense:
Denial of bus privileges for twenty days. Notification to parents by phone and/or written communication, preferably both. Parent conference MUST BE HELD prior to the student being reinstated on the bus prior to the end of twenty days. A contract will be signed as a prerequisite for returning to the bus.

Fourth Offense:
Permanent removal from the bus for the remainder of the year.

B. Throwing or launching objects on the bus or destruction of property.
This activity creates an immediate hazard for the students and bus driver. Contact with the driver can result in an accident that could injure or kill passengers on the bus or others.

First Offense:
Parent will be notified by phone and/or written communication, preferably both. Bus privileges denied for ten days and pay for damages, when applicable.

Second Offense:
Parent will be notified. Student is denied bus privileges from twenty days to the remainder of the year and will pay for damages, when applicable. Parent conference required prior to a student being reinstated on the bus and a contract specifying an understanding of third offense consequences will be signed by the parent.

Third Offense:
Denial of bus transportation for the remainder of the year and will pay for damages, when applicable. The parent will be notified by phone and/or written communication, preferably both.

C. Fighting, assaults, weapons, drugs, etc.
Students involved will be removed from the bus for a period of time up to the end of the year. Other school rules affecting fighting, assaults, weapons, drugs, etc. will apply.

General Guidelines
Upon appeal, principals may use discretion and grant that a child’s bus privileges be restored if all parties involved (principal, bus driver, student, parent) agree to a written contract and specific steps and consequences for future inappropriate behavior.

The principal may “SKIP” initial steps of discipline and move to more stringent steps if severity of the offense justifies more severe punishment.
If an offense is committed that does not fall under one of the categories listed, the principal may apply disciplinary action at his discretion to assure that students will have access to safe, unencumbered transportation.

**Elementary Schools**

The following guidelines, in addition to existing disciplinary codes at each school, are to be uniformly in place for elementary schools. These guidelines are to be used for violations on the school bus that include: failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instructions for safe and efficient operations of the bus, as well as throwing or launching objects on the bus or destruction of property. Failure to adhere to these guidelines will result in:

**Consequences**

**First Offense:**
Warning to parent by phone and/or written communication, preferably both.

**Second Offense:**
Student is placed on probation. Parent will be notified in writing by mail and by telephone.

**Fighting, Assaults, Weapons, Drugs, etc.** Students involved may be removed from the bus for a period of time up to the end of the school year. Other school rules affecting fighting, assaults, weapons, drugs, etc., will apply.

**General Guidelines**

The principal may “SKIP” initial steps of discipline and move to more stringent steps if severity of the offense justifies more severe punishment. If an offense is committed that does not fall under one of the categories listed, the principal may apply disciplinary action at his/her discretion to assure that students will have access to safe, unencumbered transportation.
Dear Parent:

The Lincoln County Board of Education has adopted new and stricter policies to improve your child’s opportunity for bus transportation. These guidelines are based on the premise that, since the bus driver has his/her back to the children and misbehavior can lead to traffic events, the parent has the primary responsibility to assure that his/her child remains seated, follows instructions, and behaves in an acceptable manner. It is our intent that one child will not endanger the comfort and safety of others. Therefore, in order for a child to ride the bus, the parent must assure that his/her child understands that misbehavior is not acceptable under any conditions. Below please find an outline of rules and consequences for children riding the school bus. We have detailed the rules and consequences on pages 24-26.

**DUTIES AND RESPONSIBILITIES OF STUDENTS ON BUSES**

**Conduct of Students**
- Obey the bus driver promptly and cheerfully concerning conduct on the bus.
- Observe classroom conduct, except for ordinary conversation, while getting on or off, and while riding on the school bus.
- Distracting objects such as knives, chains, sticks, rocks, pets, etc. are not allowed on the school bus.
- Be at the place designated both morning and afternoon ready to board the bus at the scheduled time. The driver is responsible for maintaining this schedule and cannot wait for tardy pupils. Tardiness by the driver should be reported to the school office.
- Help keep the bus clean, sanitary, and orderly and refrain from damaging or abusing the cushions or other bus equipment.
- Eating is not permitted on the school bus.
- The use of drugs, alcohol, tobacco, and profanity are prohibited.
- In case of emergency, ask the driver to stop the bus.

**Safety Rules**
- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to get on or off the bus.
- Leave the bus only with the consent of the driver.
- Enter or leave the bus only by the front door, except in the case of an emergency.
- Do not lean out the windows. Keep head and hands inside the bus.
- When crossing a street at a bus stop:
  - Make sure the bus is stopped, the door is open, and the stop signal is out.
  - Cross in front of the bus within sight and hearing of the driver.
  - Look both ways and do not run across the street.
  - On a signal from the driver or crossing guard, walk quickly and directly to the safety of the curb.

**The principal may take away a student’s riding privileges for:**
- Fighting, smoking, drinking, using or possessing drugs, using profanity, or refusing to obey the driver.
- Entering or leaving the bus without permission of the driver.
- Refusing to be seated or not allowing others to be seated.
- Using the emergency exit when there is no emergency.
- Not leaving the bus at the right time and place.
- Delaying the bus schedule.
- Distracting the bus driver.
- Participating in any inappropriate behavior while riding the bus.
The principal may prosecute a student under state law for:
- Willfully trespassing upon or damaging a school bus.
- Entering a school bus or school activity bus after being forbidden to do so.
- Refusing to leave a bus upon request.

School bus rules and actions of school bus drivers are for the safety of our children. All school system employees feel a great responsibility to parents and the community for the safety of our school bus passengers. Your support and cooperation are needed. It is essential that you let us know that you have received this notice and have reviewed it with your child. **Please sign and complete the form on page 29 and have your child return it to his or her teacher by September 8.** After ten school days, if the school does not have this signed form, the principal may take away the privilege of riding the school bus.

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*Please sign Page 29 indicating that you have read the Duties and Responsibilities of Students on Buses and the School Bus Behavior/Safety Policy and discussed them with your child.*

*Please return the signed form to your child’s home school by September 10.*

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DUTIES AND RESPONSIBILITIES OF STUDENTS ON BUSES

Conduct of Students
The Lincoln County Board of Education has adopted new and stricter policies to improve your child’s opportunity for bus transportation. These guidelines are based on the premise that, since the bus driver has his/her back to the children and misbehavior can lead to traffic events, the parent has the primary responsibility to assure that his/her child remains seated, follows instructions, and behaves in an acceptable manner. It is our intent that one child will not endanger the comfort and safety of others. Therefore, in order for a child to ride the bus, the parent must assure that his/her child understands that misbehavior is not acceptable under any conditions. Below please find an outline of rules and consequences for children riding the school bus. We have detailed the rules and consequences on the previous two pages 27 and 28.

- Obey the bus driver promptly and cheerfully concerning conduct on the bus.
- Observe classroom conduct, except for ordinary conversation, while getting on or off, and while riding on the bus.
- Distracting objects such as knives, chains, sticks, rocks, pets, etc. are not allowed on the school bus.
- Be at the place designated both morning and afternoon ready to board the bus at the scheduled time. The driver is responsible for maintaining this schedule and cannot wait for tardy pupils. Tardiness by the driver should be reported.
- Help keep the bus clean, sanitary, and orderly and refrain from damaging or abusing the cushions or other equipment.
- Eating is not permitted on the school bus.
- The use of drugs, alcohol, tobacco, and profanity are prohibited.
- In case of emergency, ask the driver to stop the bus.

Safety Rules
- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop before attempting to get on or off the bus.
- Leave the bus only with the consent of the driver.
- Enter or leave the bus only by the front door, except in the case of an emergency.
- Do not lean out the windows. Keep head and hands inside the bus.
- When crossing a street at a bus stop:
  - Make sure the bus is stopped, the door is open, and the stop signal is out.
  - Cross in front of the bus within sight and hearing of the driver.
  - Look both ways and do not run across the street.
  - On a signal from the driver or crossing guard, walk quickly and directly to the safety of the curb.

The principal may take away a student’s riding privileges for:
- Fighting, smoking, drinking, using or possessing drugs, using profanity, or refusing to obey the driver.
- Entering or leaving the bus without permission of the driver.
- Refusing to be seated or not allowing others to be seated.
- Using the emergency exit when there is no emergency.
- Not leaving the bus at the right time and place.
- Delaying the bus schedule. Distracting the bus driver.
- Participating in any inappropriate behavior while riding the bus.

The principal may prosecute a student under state law for:
- Willfully trespassing upon or damaging a school bus.
- Entering a school bus or school activity bus after being forbidden to do so.
- Refusing to leave a bus upon request.

School bus rules and actions of school bus drivers are for the safety of our children. All school system employees feel a great responsibility to parents and the community for the safety of our school bus passengers. Your support and cooperation are needed. It is essential that you let us know that you have received this notice and have reviewed it with your child. Please sign and complete this form and have your child return it to his or her teacher. After ten school days, if the school does not have this signed form, the principal may take away the privilege of riding the school bus. I have read the Duties and Responsibilities of Students on Buses and the School Bus Behavior/Safety Policy and discussed them with my child.

PLEASE SIGN AND RETURN TO YOUR CHILD’S HOME SCHOOL

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

29
Please sign the opposite side of this page and return to your child’s home school.
Prom Attendance
Prom attendance is a privilege reserved for juniors and seniors (and their guests) at ELHS LHS, NLHS, and WLHS. Juniors and seniors may invite guests, but all guests must either be currently enrolled in high school (grades 9-12) or a high school graduate or its equivalent no older than 20 years of age. All students and prom guests are subject to prior approval by the school’s administration. Students and guests must present a picture ID to purchase tickets and enter the prom. Prom tickets must be purchased in advance during times established and announced by the school (no tickets will be sold at the door). Since prom is a privilege, there are several disciplinary situations that could prevent a student from attending the prom. A student’s frequent and/or habitual violation of the LCS Student Code of Conduct shall constitute grounds to invalidate prom privileges. Specifically, two or more violations of the following Lincoln County Schools policies during the current year shall immediately invalidate prom attendance for a student/guest:

- LCS Board Policy 4325 – Drugs and Alcohol
- LCS Board Policy 4331 – Assaults, Threats, and Harassment
- LCS Board Policy 4333 – Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety
- LCS Board Policy 4335 – Criminal Behavior

Students who are suspended on the prom date are ineligible to attend the prom and no refunds will be given. (LCS Board Policy 4354 – Suspension & Expulsion)

Graduation Procedures
Graduation for all students who have successfully fulfilled all state and local requirements will be held after the 180th school day. For seniors to participate in the graduation ceremony, they must meet the graduation dress code and participate in all graduation practices and events, such as the awards ceremony. Only the principal, with the consent of the superintendent, can deny a student who has met the requirements for graduation the privilege of participating in the graduation exercises. All outstanding fees must be reconciled with the school before the graduation ceremony.

The Future is Yours

Class of 2019
Weather Watch
The safety of all children is our first concern when deciding if schools must be closed or their opening delayed because of weather conditions. When adequate information is available, the decision to close schools or to delay opening will be made. If possible, the decision will be made the evening before. When school is closed or delayed, you will receive a recorded telephone announcement from School Superintendent, Dr. Lory D. Morrow. It is essential that we have the correct parent contact numbers.

Additionally, you may continue to tune in to the following area radio and television stations for the announcement or contact a neighbor who can listen for you. This information will also be placed on the Lincoln County Schools’ home page: www.lcsnc.org. To keep telephone lines open for communication, please do not call the school, the central office, or the news media.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of school is necessary, local radio and television stations will make the announcement; it will be posted on the website, and an automated phone call will go out.

Working parents are advised to make special provisions for child care on days when school must be dismissed early.

On days schools operate on an announced delay, parents should continue to monitor TV/radio stations and the website for possible closings or additional delays due to deteriorating weather conditions. If no announcement is made, you may assume that schools will operate on a normal schedule.
Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

a. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Complaints must be submitted timely, no later than 180 days from the date you learned of the circumstances of the alleged violation. The complaint must contain specific facts giving cause to believe that a violation has occurred which includes relevant dates, names and titles of those school officials and other third parties involved, a specific description of the education record around which the alleged violation occurred, a description of any contact with school officials regarding the matter, the name and address of the school, school district and Superintendent of the district, and any additional evidence that would be helpful in the consideration of the complaint.
Do Not Sign the ESSA/FERPA Opt-Out Letter if you want your child’s picture in the yearbook!
ESSA / FERPA Opt-Out Letter

Please sign this document only if YOU DO NOT want to disclose directory information (see below) and/or any other Internal/External Publications.

If signed, return to your child’s home school by September 10, 2018.

If you wish to deny the disclosure of your student’s directory information please check all boxes that apply and return to your child’s school.

FERPA defines directory information as including but not limited to the student’s: name, address, email address, yearbook picture, grade level, awards received, honors, degrees, participation in activities and sports.

Federal law requires schools to release a secondary student’s name, address, and phone number to military recruiters and institutions of higher education unless the student or his parent requests in writing that such information be withheld. In addition, the Family Educational Rights and Privacy Act (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

☐ As parent/legal guardian of a student who is less than 18 years of age and in high school, I hereby exercise my right to request that you do not disclose the name, address or telephone number of my son/daughter to:
   ☐ Military recruiters
   ☐ Institutions of higher education

☐ As a student 18 years of age or older and in high school, I hereby exercise my right to request that you do not disclose my name, address or telephone number to:
   ☐ Military recruiters
   ☐ Institutions of higher education

☐ As parent/legal guardian of a student less than 18 years of age, I hereby exercise my right under FERPA to request that you do not disclose any directory information for my son/daughter, except: (List directory information or purposes that you do permit, if any.)

☐ As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information except: (List directory information or purposes that you do permit, if any.)

__________________________________________

Student Name: __________________________ School Name: __________________________ Grade: ________

(Please Print)

__________________________________________  __________________________

Signature of Parent/Legal Guardian  Date

__________________________________________  __________________________

Signature of Student (if 18 years of age or older)  Date

It is the policy of the Lincoln County Public School System not to discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information or veteran status in its educational programs, activities or employment policies.
Lincoln County Schools  
2018-2019 School Year

Technology Acceptable Use Agreement - Regulation Code 3225/7320-R

PARENT OR GUARDIAN AGREEMENT

As a parent or guardian, I have read, understood, and explained to my child, the attached Internet Use Agreement. I understand that the school system has provided Internet access to meet its educational objectives and has taken precautions to eliminate child access to controversial material. However, I recognize it is impossible for Lincoln County Schools to totally prevent child access to such material and do not hold them responsible for any material my child accesses on the Internet. I accept full responsibility for the actions of my child while on the Internet and while using school resources. I hereby give permission to the school system to issue my child access to the Internet.

As a student, I understand the rules, and I promise to follow them. I understand that I suffer the consequences if I do not follow the rules.

By not returning this form, I agree to the above regulation.

If you do not want your child to have access to the Internet, please sign and return the following:

**Opt Out Form**

I DO NOT give my permission for my student to access the Internet. I understand that if Internet access is denied, the student will remain subject to all remaining terms of the Technology Acceptable Use Regulation and will be required to complete alternative assignments. While the District will take reasonable measures to prevent Internet access where permission is denied, it is not technologically feasible to guarantee that such access is preventable under all circumstances.

Teacher Name: __________________________________________________________

Student Signature: __________________________________________ Date: _____________

Parent Signature: __________________________________________ Date: _____________

Please sign and return to school if you are opting out of Internet Usage for your child.
Please sign the opposite side of this page and return to your child’s home school (if applicable).
Bring Your Own Device - Technology in the Educational Program 3220-R

As a student of Lincoln County Schools, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Teacher Name: ________________________________

Student Signature: ___________________________ Date: ________________

Parent Signature: _____________________________ Date: ________________

Device: ____________________________________________

Model Number: _______________________________________

Serial Number: _______________________________________

PLEASE COMPLETE AND RETURN THIS PAGE ONLY BEFORE BRINGING YOUR TECHNOLOGY DEVICE TO SCHOOL.
Please sign the opposite side of this page and return to your child’s home school (if applicable).
August 6, 2018

Dear Parent or Guardian,

In an effort to ensure that the unique needs of military-connected students are met, Session Law 2014-15 required the North Carolina State Board of Education/North Carolina Department of Public Instruction to collect information on military-connected students. The goal is to help accommodate these students by providing them with support and consistency when their parents are deployed, when they are transitioning between schools, and at other pivotal times during their academic career. The Session Law 2014-15 that describes this requirement can be accessed at: [http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H1060v3.pdf](http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H1060v3.pdf).

To ensure compliance with Session Law 2014-15, please complete the following information if there are immediate family members of your child connected to U.S. Military, including Active Duty, National Guard and Reserves, Retired Military, Disabled Veteran or Civil Service Employee. “Immediate family member: is defined as a parent, step-parent, sibling, guardian or any other person that would normally live in the same household as the child.” If no such person exists for your student, there is no need to return this form to the school. If you have more than one student, please return a separate form for each student to their school.

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
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<tr>
<td>Relationship</td>
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Branches: Air Force, Army, Coast Guard, Marine Corps, Navy  
Status Options: Active Duty, National Guard, Reserves, Retired Military, Disabled Veteran, Civil Service Employee  
Grade: Enlisted (E1 through E9), Officer (O-1 through O-10), Warrant Officer (W-1 through W-5)  
Military Installation: The facility where the service member fulfills their duty role in the military (i.e. Camp Lejeune, MCAS Cherry Point, Fort Bragg, MCAS New River, Pope Army Airfield, Seymour Johnson Air Force Base, Coast Guard Station – Elizabeth City, NC Army National Guard Armory-Raleigh, Knightdale Army Reserve Center, etc.).

Please return this form to the school by September 24, 2018.

Thank you, and most of all, a special thanks to our military and their family for your service and sacrifice for our country!

Dr. Lory D. Morrow, Superintendent

Lincoln County Schools
6 de Agosto del 2018

Queridos padres o representantes,

En un esfuerzo por asegurar que las necesidades específicas de nuestros estudiantes conectados con el área militar sean satisfechas según la ley Sesión de 2014-15; la cual requirió que la Junta de Educación de Carolina del Norte, la Junta de Educación del estado/ el Departamento de Instrucción Pública de Carolina del Norte colecte información sobre los estudiantes conectados con los militares. La meta es ayudar a estos estudiantes ofreciéndoles apoyo cuando sus padres son desplegados, cuando están en transición entre las escuelas y en otros momentos importantes durante su carrera académica. La ley Sesión 2014-15 que describe este requisito puede leerse en: [http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H1060v3.pdf](http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H1060v3.pdf).

Para asegurarnos de estar conformes con la Ley Sesión 2014-15, por favor complete la siguiente información si su hijo/a tiene familiares inmediatos conectados con los militares de EEUU, incluyendo miembros activos, guardia nacional y reservas, militares retirados, veteranos discapacitados, o empleados de servicios cívicos. “Familiar inmediato: se define como padres, padrastros, madrastras, hermanos, representantes, o cualquier otra persona que bajo condiciones normales viviría en la misma casa del estudiante. Si dicha persona no existe para su estudiante, no tiene que devolver esta planilla a la escuela. Si tiene más de un estudiante, por favor devuelva una planilla por cada estudiante en la escuela.

<table>
<thead>
<tr>
<th>NOMBRE DEL ESTUDIANTE:</th>
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<tbody>
<tr>
<td>Parentesco</td>
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Ramas: Fuerza Aérea, Armada, Guardia Costera, Corporales Marinos, Marina
Opciones de estatus: Activos, Guardia Nacional, Reservas, Militares retirados, Veteranos discapacitados, Empleado de servicios cívicos
Grado: Enlistado (E1 al E9), Oficial (O-1 al O-10), Oficial de orden (W-1 al W-5)
Instalación militar: El lugar en el cual el miembro del servicio cumple con su labor en el servicio militar (Ejem: Camp Lejune, MCAS Cherry Point, Fort Bragg, MCAS New River, Pope Army Air Field, Seymour Johnson Air Force Base, Coast Guard Station – Elizabeth City, NC Army National Guard Armory-Raleigh, Knightdale Army Reserve Center, etc.).

Por favor devuelva esta planilla a la escuela a más tardar el 24 de Septiembre de 2018.

¡Gracias, y aún más gracias a nuestros militares y sus familiares por su servicio y sacrificio por nuestro país!

Dr. Lory D. Morrow, Superintendent
Escuelas del Condado de Lincoln
Information to Promote Healthy Schools and Healthy Youth

**Influenza (the Flu)**

**What is it?** Influenza is a contagious respiratory illness caused by influenza viruses and can be easily spread to others. Infection with flu viruses can result in illness ranging from mild to severe and to life-threatening complications.

**What are the symptoms?** Symptoms include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea are much more common in children than adults.

**How is it spread?** Flu is spread when a person with the flu coughs, sneezes, or speaks and sends the flu virus into the air. The virus enters the nose, throat, or lungs of a person and multiplies.

**Vaccine Information:** The best way to prevent the flu is to get a flu shot. Vaccine against flu is available every year, beginning in the fall, through your private doctor as well as the Lincoln County Health Department.

**Meningococcal Meningitis**

**What is it?** Meningococcal Meningitis is a form of bacterial meningitis. People sometimes refer to it as spinal meningitis. It is a rare but potentially fatal bacterial infection that can lead to severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

**What are the symptoms?** Symptoms can progress rapidly and may resemble the flu. They can include fever, severe headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. Some people may also develop a rash mainly on their arms and legs. Children with these symptoms should be checked by a doctor right away.

**How is it spread?** The disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, or sharing items like a drinking glass.

**Vaccine Information:** A vaccine against the most common types of the disease is available through your private doctor as well as the Lincoln County Health Department. It is a required vaccine for students entering the 7th grade.

**Human Papillomavirus (HPV)**

**What is it?** Human Papillomavirus (HPV) is a common virus that is spread from one person to another by close intimate contact. There are greater than 40 types of HPV that can cause infection and raise the risk of cervical cancer in women. HPV infection is most common in young women and men in their late teens and early 20’s.

**What are the symptoms?** Some people will develop visible growths or bumps in the genital areas, but the virus can live in the body and cause no symptoms, which is why it is so easily spread. Most people who have HPV do not know they are infected.

**How is it spread?** HPV is spread through close intimate contact. Both males and females can get it – and pass it on without even realizing it.

**Vaccine Information:** A vaccine is now available that can protect females (ages 9-26) from four major types of HPV. Check with your health insurance provider to see if they will cover the cost of the vaccine. If you are uninsured, contact your local Department of Social Services (DSS) to see if your child may qualify for Health Check/NC Health Choice Insurance.

The Safe Haven Infant Abandonment Law

North Carolina, like many states, allows a parent, or parents, to give up an infant under seven days of age to a “safe haven,” no questions asked and without facing arrest or other penalties for abandonment. The law is intended to save the lives of infants that might otherwise be abandoned or left to die. **For more information** regarding the Safe Haven Law visit the N.C. Bar Association Website at: [http://healthlaw.ncbar.org/resources/safe-haven.aspx](http://healthlaw.ncbar.org/resources/safe-haven.aspx). If you do not have access to a computer, you may obtain a copy of this information from your child’s school.

Additional Information

Additional information regarding these and other important health-related issues is available on the Lincoln County Schools website at [http://www.lcsnc.org](http://www.lcsnc.org), the NC Department of Health and Human Services website at [www.immunizenc.com](http://www.immunizenc.com), the Center for Disease Control at [www.cdc.gov](http://www.cdc.gov) and the National Network for Immunization Information at [www.immunizationinfo.org](http://www.immunizationinfo.org). If you do not have access to a computer, you may obtain a copy of this information from your child’s school.
Notes...
<table>
<thead>
<tr>
<th>School</th>
<th>Phone</th>
<th>Principal</th>
<th>Address</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Asbury Academy 308 (7-12)</td>
<td>704-736-4766</td>
<td>Dr. Beth Penley</td>
<td>221 Salem Church Road Lincolnton, NC 28092</td>
<td>704-736-4183</td>
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<tr>
<td>Battleground Elementary 312 (K-5)</td>
<td>704-736-1626</td>
<td>Tracy Eley</td>
<td>301 Jeb Seagle Drive Lincolnton, NC 28092</td>
<td>704-736-1628</td>
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<tr>
<td>Catawba Springs Elementary 314 (K-5)</td>
<td>704-736-1895</td>
<td>Kristi Smith</td>
<td>206 North Little Egypt Road Denver, NC 28037</td>
<td>704-736-1893</td>
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<tr>
<td>East Lincoln High 320 (9-12)</td>
<td>704-736-1860</td>
<td>Marybeth Avery</td>
<td>6471 Highway 73 Denver, NC 28037</td>
<td>704-483-6751</td>
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<tr>
<td>East Lincoln Middle 322 (6-8)</td>
<td>704-732-0761</td>
<td>Heather Myers</td>
<td>4137 Highway 73 Iron Station, NC 28080</td>
<td>704-732-4456</td>
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<tr>
<td>G. E. Massey Elementary 316 (K-5)</td>
<td>704-735-2322</td>
<td>Kelly Withrow</td>
<td>130 Newbold Street Lincolnton, NC 28092</td>
<td>704-732-0968</td>
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<tr>
<td>Iron Station Elementary 328 (K-5)</td>
<td>704-736-4292</td>
<td>Audrey Benton</td>
<td>4207 Highway 27 East Iron Station, NC 28080</td>
<td>704-735-8336</td>
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<tr>
<td>Lincoln County School of Technology 330</td>
<td>704-732-4084</td>
<td>Dr. Cale Sain</td>
<td>1 Timken Drive Lincolnton, NC 28092</td>
<td>704-735-8292</td>
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<tr>
<td>Lincolnton High 332 (9-12)</td>
<td>704-735-3089</td>
<td>Tony Worley</td>
<td>803 North Aspen Street Lincolnton, NC 28092</td>
<td>704-736-4234</td>
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<td>Lincolnton Middle 334 (6-8)</td>
<td>704-735-1120</td>
<td>Allison Rhyne</td>
<td>2361 Startown Road Lincolnton, NC 28092</td>
<td>704-732-6811</td>
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<tr>
<td>Love Memorial Elementary 336 (K-5)</td>
<td>704-735-5649</td>
<td>Chris Kolasinski</td>
<td>1463 Love Memorial School Road Lincolnton, NC 28092</td>
<td>704-736-4265</td>
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<tr>
<td>Norris S. Childers Elementary 340 (K-5)</td>
<td>704-736-9610</td>
<td>Holly Skibo</td>
<td>2595 Rock Dam Road Lincolnton, NC 28092</td>
<td>704-736-9612</td>
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<td>North Brook Elementary 336 (K-5)</td>
<td>704-276-2479</td>
<td>Jennifer Carroll</td>
<td>642 Highway 274 Vale, NC 28168</td>
<td>704-276-3378</td>
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<td>North Lincoln High 344 (9-12)</td>
<td>704-736-1969</td>
<td>Mitch Sherrill</td>
<td>2737 Lee Lawing Road Lincolnton, NC 28092</td>
<td>704-736-1966</td>
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<td>North Lincoln Middle 350 (6-8)</td>
<td>704-736-0262</td>
<td>Kqisha Dagenhart</td>
<td>1503 Amity Church Road Denver, NC 28037</td>
<td>704-736-9812</td>
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<td>Pumpkin Center Intermediate 349 (3-5)</td>
<td>704-736-1504</td>
<td>Marie Ashhart</td>
<td>3980 King Wilkinson Road Lincolnton, NC 28092</td>
<td>704-736-1177</td>
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<td>Pumpkin Center Primary 348 (K-2)</td>
<td>704-736-1394</td>
<td>Anita Robinson</td>
<td>3970 King Wilkinson Road Lincolnton, NC 28092</td>
<td>704-736-4914</td>
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<td>Rock Springs Elementary 356 (K-5)</td>
<td>704-483-2281</td>
<td>Dr. Melia Neale</td>
<td>3633 Highway 16 North Denver, NC 28037</td>
<td>704-483-1633</td>
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<td>S. Ray Lowder Elementary 360 (K-5)</td>
<td>704-735-2741</td>
<td>Scott Carpenter</td>
<td>350 Kennedy Drive Lincolnton, NC 28092</td>
<td>704-736-4267</td>
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<td>St. James Elementary 362 (K-5)</td>
<td>704-736-1958</td>
<td>Shanti Clancy</td>
<td>1774 St. James Church Road Denver, NC 28037</td>
<td>704-736-1947</td>
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<td>Union Elementary 364 (K-5)</td>
<td>704-276-1493</td>
<td>Patrick Nelson</td>
<td>4875 Reepsville Road Vale, NC 28168</td>
<td>704-276-3072</td>
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<tr>
<td>West Lincoln High 368 (9-12)</td>
<td>704-736-9453</td>
<td>Brian Clary</td>
<td>172 Shoal Road Lincolnton, NC 28092</td>
<td>704-276-2004</td>
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<tr>
<td>West Lincoln Middle 372 (6-8)</td>
<td>704-276-1760</td>
<td>Kristie Ballard</td>
<td>260 Shoal Road Lincolnton, NC 28092</td>
<td>704-276-2293</td>
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</tbody>
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“Educating the Future”