

CODE OF STUDENT CONDUCT

2023-2024



Parent & Student Handbook

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www.lcsnc.org

INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE

The information provided is current at the time the Handbook is made available. The content of the Handbook is subject to change based on the actions of the State Board of Education, North Carolina General Assembly or the local Board of Education. If you have questions concerning the policies in this Handbook, please contact your child's school.

**Annual Public Notices from the Federal and State Government
can be found at www.lcsnc.org.**

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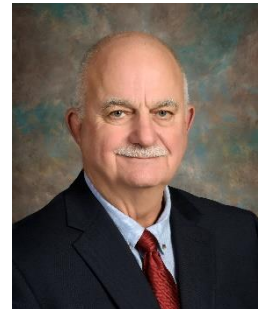
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Message from the Superintendent



Dear LCS families:

Welcome to the 2023-2024 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 Parent-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 school principal. We look forward to partnering with you and your student to make certain this academic year is successful!

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Allen', with a stylized flourish at the end.

Aaron Allen
Superintendent

Central Services Administrative Staff

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Age 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 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 school 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:

- DTaP (diphtheria, tetanus, and pertussis);
- Poliomyelitis (polio);
- Rubeola (measles);
- Rubella (German measles);
- Mumps;
- Haemophilus influenzae, type b (Hib);
- Hepatitis B;
- Varicella (chickenpox);
- 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-school 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, career and technical education (CTE), academically or intellectually gifted (AIG) 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 emergency or transitional shelters, living in cars, parks, or public places, or living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate residence.

Domicile or Residence 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.



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 of 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

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

The principal shall notify parents and take all other steps required by [General Statute 115C-378](#) for excessive, unexcused absences. Failure to comply with this law could result in truancy mediation or court action against the parent and/or child.



Attendance Records

School officials shall keep accurate records of attendance, including attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

Excused Absences

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health;
3. death in the Immediate family;
4. medical or dental appointments;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences.

Elementary/Middle School

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 coded "unexcused." In the case of elementary or middle school students, excuse notes prepared and signed by parents will be accepted for 10 absences during the school year. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 10 parent approved absences per year to be officially coded as "excused."

High School

Excuse notes prepared and signed by parents will be accepted for 5 absences during each semester. Written documentation from a doctor, dentist, or court official must be submitted in order for absences beyond the limit of 5 parent approved absences per semester to be officially coded as "excused."

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".

School-Related Activities

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [G.S. 115C-47\(34a\)](#);
3. school-initiated and scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.

Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension.)

Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall 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.

Unexcused Absence

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive, unexcused absences. Any school disciplinary consequences for unexcused absences will be consistent with Section D of 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 such offenses. Consequences may not exceed a short-term suspension of two days.

Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community.

School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.



Technology Acceptable Use- BOE Policy 3225/7320

Technology is an integral part of the educational process in Lincoln County Schools. Therefore, students and staff shall use technology appropriately and safely. In order to provide equal access and maximize utilization of these shared resources, each student and staff member has a responsibility to ensure the security of these systems, the proper use of these systems, and the safety of all other users.

Student Health Services- BOE Policy 6120

The board will provide health services to students as required by law. School employees may administer medication prescribed by a health care practitioner only 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. A registered nurse also will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

Administering Medicines to Students- BOE Policy 6125

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of the student's parent to minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home.



A. Medication Administration by School Employees - BOE Policy 6125

Authorized school employees may administer medication to students when all of the following conditions are met:

1. The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
2. A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
3. The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
4. The employee must administer the medication pursuant to the health care practitioner's written instructions provided by the student's parent, and in accordance with professional standards.

B. Emergency Medication

Students who are at risk for medical emergencies must have an emergency health care plan. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

C. Student Self-Administering Medications

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan.



Goals of School Nutrition Services- BOE Policy 6200

The board recognizes that it is important for students to receive proper nutrition so that they are ready and able to take advantage of educational opportunities. The goals of the school nutrition services are as follows:

1. operating the school nutrition program efficiently so that earnings may be used to reduce the cost of food;
2. enhancing students' ability to learn by offering a variety of safe, nutritious, and appealing food;
3. minimizing obesity; and
4. providing courteous service.

Free and Reduced-Price Meal Services-

BOE Policy 6225

The school system will provide free meals and reduced-price meals to eligible students in the schools. The principal shall make applications for free or reduced-price meals readily available to parents or guardians and shall accept completed applications at any time during the school year.

Charge Policy for Meals Served- BOE Policy 6227

Lincoln County School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify.

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 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 elementary school student will be deprived of 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.

Our Child Nutrition Department allows parents to prepay for meals and put money on their child's account at <http://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 the Medical Statement form. Parents may obtain a special dietary needs form from the Child Nutrition Manager, Child Nutrition Office or by clicking [here](#). Modifications to student meals cannot be made until a completed form with a physician's signature is received. Medical Statement 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 investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules that, if violated, could result in short-term or long-term suspension or expulsion.

The teacher 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 student 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, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds, or at any school-sponsored activity. Teachers and other school personnel have 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 another dangerous object on the person, or within the control of a student;
- for self-defense;
- for the protection of persons or property; or
- to maintain order on 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 failing 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- BOE Policy 4342

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purpose of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school.

All school officials carrying out a search or seizure is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure.

A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

Reasonable suspicion is not required if a student freely and voluntarily consents and agrees to the search of his or her person or possessions.

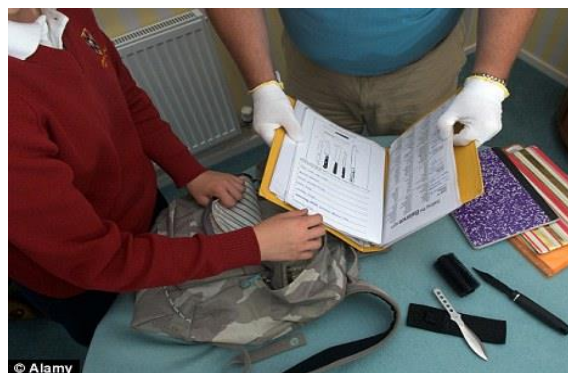
A student's failure to cooperate with a reasonable search or seizures as provided in this policy will be considered a violation of the expected standard of behavior, and will be subject the student to appropriate consequences.

Searches of Personal Effects

School officials may search a student's desk, locker, and or personal effects, including but not limited to purses, book bags, and outer clothing. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted. School officials may search the interior of a student's motor vehicle.

A school official may conduct a frisk or "pat down" search of a student's person. The search must be conducted in private by a school official of the same sex and with an adult witness present.

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general searches in the schools.





Drug Testing of Students- 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.

Notice

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

Reasonable Suspicion Drug Testing for Students

When a principal or assistant principal has a reasonable basis to believe that a student is using or is under the influence of a controlled substance at school, the school administrator may 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 the activities subject to this policy. If test results are positive for the presence of drugs, the results will be considered relevant corroborative evidence of a violation of policy 4325, Drugs and Alcohol. The student will be disciplined in accordance with policy 4325.

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 MRO 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 any activities subject to this policy, 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, 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 any of the activities subject to this policy, 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 activities subject to this policy for the remainder of his or her school career.

Alternative Learning Programs/Schools- BOE Policy 3470/4305

The board is committed to the goal of providing a safe and orderly learning environment in each school. The educational program, student behavior management plans, and numerous other strategies identified in board policy are intended to create such an environment and to help each student be a successful and contributing member of the school community.

As used in this policy and context, an alternative learning program or school may serve as the site to: (1) deliver educational services required by G.S. 115C-390.9 or 390.10 to a student who is serving a long-term or 365-day suspension; (2) provide concentrated support for students at risk of academic failure; and/or (3) deliver educational and other services to students who are or may be disruptive to a safe and orderly 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 Policies Governing Services for Children with Disabilities as adopted by the State Board of Education. If the 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.

Any student who has violated board policy, school standard, school rule, or the Code of Student Conduct 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:

- 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

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system. This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Reporting Criminal Behavior BOE Policy 4335 (Criminal Behavior)

Any school employee is permitted to report to law enforcement an assault by a student on a school employee. Principals or other supervisors shall not, by threats or in any other manner, intimidate, or attempt to intimidate the school employee from doing so. Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim:

1. assault resulting in serious personal injury;
2. sexual assault;
3. sexual offense;
4. rape;
5. kidnapping;
6. indecent liberties with a minor;
7. assault involving the use of a weapon;
8. possession of a firearm in violation of the law;
9. possession of a weapon in violation of the law;
10. possession of a controlled substance in violation of the law.

A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Ideally, such notice must occur as soon as the incident occurred or when the principal gained knowledge of such incident.

Prohibited Behavior

Students are prohibited from possessing, using, selling, or being under the influence of any of the following substances: narcotic drugs; hallucinogenic drugs; amphetamine; barbiturates; marijuana; synthetic stimulants, and synthetic cannabinoids; and any other controlled substance; any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; 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 policy [4335](#), Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed a controlled substance in violation of law while on school property.

Selling or Possession with the Purpose of Selling

Students are prohibited from possessing, using, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.

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

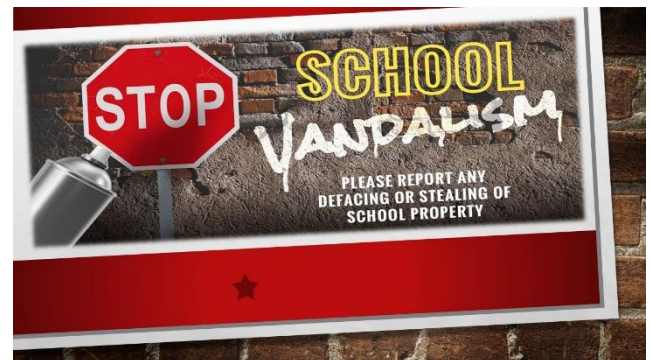
The board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

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

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 express permission of the principal.

Damage to Property: Students are prohibited from damaging or attempting to damage any school property or private property.



Consequences

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

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

Third Offense: Ten days suspension and recommend suspension for the rest of the year.

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

Assaults and Threats- BOE Policy 4331

The board will not tolerate assaults or threats 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.

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.

Assaults, Threats and Harassment and Bullying Consequences

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 recommend suspension for the rest of the year.

Harassment and bullying are further defined in policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law.

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.

Title IX Nondiscrimination on the Basis of Sex- BOE Policy 1720/4030/7235

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.



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.lincoln.k12.nc.us.*

Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety- BOE Policy 4333

The board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.



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, but are not limited to the following:

- a. loaded and unloaded firearms, including guns, pistols, and rifles;
- b. destructive devices, as described in subsection B 2 of this policy including explosives, such as dynamite cartridges, bombs, grenades, and mines;
- c. nuclear, biological, or chemical weapons of mass destruction as defined in G.S. 14-288.21(c);
- d. knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- e. slingshots and slungshots;
- f. leaded canes;
- g. blackjacks;
- h. metal knuckles;
- i. BB guns;
- j. air rifles and air pistols;
- k. stun guns and other electric shock weapons, such as tasers;
- l. ice picks;
- m. razors and razor blades (except those designed and used solely for personal shaving);
- n. fireworks;
- o. gun powder, ammunition, or bullets;
- p. any sharp pointed or edged instruments, except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; and
- q. Mace, pepper spray, and other personal defense sprays.

No student may knowingly or willfully cause, encourage, or aid another 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.

Middle and high school students may also utilize the anonymous safety tip line for reporting risks to the school population.

General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of 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.

Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis.

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

The superintendent and principal may take reasonable or legally required 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 or legally required 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 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.

G.S.115C-366(a5), a local board may deny admission to or place reasonable conditions on the admission of a student who has been suspended from a school under G.S. 115C-390.5 through G.S. 115C-390.10 or who has been suspended from a school for conduct that could have led to a suspension from a school within the local school administrative unit where the student is seeking admission until the period of suspension has expired. Also, a local board may deny admission to or place reasonable conditions on the admission of a student who has been expelled from a school under G.S. 115C-390.11 or who has been expelled from a school for behavior that indicated the student's continued presence in school constituted a clear threat to the safety of other students or staff as found by clear and convincing evidence, or who has 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 G.S. 115C-390.12.

Reporting Criminal Behavior

Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: assault resulting in serious personal injury; sexual assault; sexual offense; rape; kidnapping; indecent liberties with a minor; assault involving the use of a weapon; possession of a firearm in violation of the law; possession of a weapon in violation of the law; and possession of a controlled substance in violation of the law.



Short-Term Suspension- BOE Policy 4354

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to ten (10) school days. So long as all relevant 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. A student under short-term suspension must be provided the following:

- The opportunity to take textbooks home for the duration of the suspension;
- Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment; and
- the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.



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-Days Suspension and Expulsion- BOE Policy 4354

Long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than ten (10) school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this Policy.

Appeal of Long-Term or 365 Suspensions

A student or parent/guardian must appeal to the Board a long-term or 365-day suspension approved by the Superintendent. The student or parent/guardian must appeal to the Board, in writing, within three (3) days of receiving the superintendent's decision. The superintendent will inform the Board chairperson of the request for an appeal and arrange in a timely manner a hearing before the Board. The suspension need not be postponed pending the outcome of the appeal.

The Board will provide the opportunity for a hearing which follows the rules established herein for an Administrative Review hearing, except the Superintendent or designee will represent the school district and the Board or a panel of the Board shall be the decision maker. If a hearing has already been held by an the Superintendent or Team, the hearing rules may be modified at the Board's discretion to limit presentations of testimony to the student, student's parent/guardian and representative and the school district's representative. The student and the superintendent may be represented by legal counsel. The Board also may limit documentation to the records and evidence produced at the Administrative Review hearing, unless there is a substantial threat of unfairness.

Students with disabilities recognized by the Individuals with Disabilities Act must receive alternative educational services during periods of suspension or expulsion to the extent required by law.

The principal or designee 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 indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the Superintendent's recommendation, the Board may expel a student who is fourteen (14) years of age or older if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to Policy 4260- Student Sex Offenders may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

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

Culpability 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; and
- evidence of the student's intent in engaging in the conduct.

Dangerousness of the Student

Dangerousness of the student will be assessed by considering criteria such as:

- student discipline record or criminal record related to anti-social behavior or drugs and alcohol;

- whether any weapon was involved and the capacity to inflict serious injury or death with it;
- any evidence of the student's capability to cause the harm intended or that occurred; and
- whether the student is subject to Policy 4260- Student Sex Offenders.

Harm Caused by the Student

Harm caused by the student will be assessed by considering the following:

- anyone was physically injured or killed;
- anyone was directly threatened or property extorted by the use of a weapon;
- anyone was directly harmed, emotionally or psychologically;
- 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 evidence involved, and the length of the suspension recommended. The principal also must consider and make a recommendation about any alternative education, counseling or other program that should be part of the consequence for violating the Board's policy, the Code of Student Conduct, school standards or rules.

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 and federal laws that prohibit the use of tobacco products in school buildings or on school campuses.

Prohibited Behavior

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (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 during school trips.

ZERO TOLERANCE

Possession & use of vapes, Juuls, e-cigarettes, and related paraphernalia will result in the following consequences:

Consequence One / First Offense:

Elementary/Middle School: 1-3 days OSS

High School: 5 days OSS

Consequence Two / Second Offense:

Elementary/Middle School: 3-5 days OSS

High School: 10 days OSS

Consequence Three / Third Offense:

Elementary/Middle School: 6-10 days OSS

High School: 10 days OSS

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;
- cursing or using vulgar, abusive or demanding language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student and or personnel to personal indignity.

Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of 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.

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 expediently.

Definition of Academic Dishonesty

Any person who intentionally and deliberately misrepresents or misuses any information that would influence or alter a student's performance or grade is cheating. This includes the actual giving or receiving any assistance or the actual giving or receiving of an unfair advantage on any form of academic work in a manner contrary to the teacher's instructions.



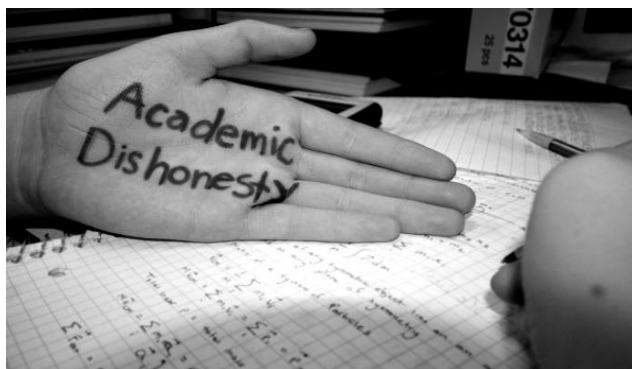
Consequences of Academic Dishonesty

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 the 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 efforts to create a safe and inviting environment. Students also are entitled to exercise their constitutional right 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 system. The following conduct is illustrative of disruptive behavior and is prohibited:

- intentional verbal or physical acts that 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;
- appearance or clothing that (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 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 that is immoral, indecent, lewd, 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.



Electronic Devices

Lincoln County Schools understands that parents today may desire for their child(ren) to have cell phones, smart watches, and other personal electronic devices for safety reasons during and after school.

Electronic devices are allowed on campus subject to the student following the rules and/or guidelines.

The use of electronic devices 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 the rules and/or guidelines will result in consequences.

Please refer to LCS Board Regulation Code [4300-R Student Safety](#) for the rules and guidelines for electronic devices.

Student Dress Code- BOE Policy 4316

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

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

- Tops, tank tops, and shirts must cover chest, back, and midriff. Any top, tank top, or shirt must have shoulder straps of at least two (2) inches in width.
- See-through clothing is prohibited.
- Bottoms should be the appropriate size and worn at the hip at all times. Shorts and miniskirts must be visible underneath shirts/sweatshirts.
- Slashed, cut-up clothing or holes in clothes from the knee up.
- Pants may not be excessively baggy or drag the floor.

Discipline for violating dress code: Elementary School

First Offense: Warning, student will be required to change clothes, and parent notified.

Second Offense: Student will be required to change clothes; parent notified, and student assigned to in-school discipline.

Third and Subsequent Offenses: Student will be required to change clothes; parent notified, and subject to further consequences.

Discipline for violating dress code: Middle School

First Offense: Warning, student will be required to change clothes, and parent notified.

Second Offense: Student will be required to change clothes; parent notified, and student assigned to in-school discipline for up to one day.

Third Offense: Student will be required to change clothes; parent notified, and up to one-day suspension.

Discipline for violating dress code: High School

First Offense: Warning, student will be required to change clothes, and parent notified.

Second Offense: Student will be required to change clothes; parent notified, and student assigned to in-school discipline for up to one day.

Third Offense: Student will be required to change clothes; parent notified, and up to one-day suspension.

Fourth Offense: Will be considered major infraction and, therefore; subject to level one offense.

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.

Out of School Suspension Consequence	Maximum Number of Days for ALC at Asbury Academy	Remaining Out of School Suspension Consequence
3 days	2 days	1 day
5 days	3 days	2 days
10 days	6 days	4 days

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 *Procedures Governing Programs and Services for Children with Special Needs* 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.

School Bus Behavior/Safety- BOE Policy 4317-R

The Lincoln County Board of Education is committed to creating the most safe, efficient, and effective transportation system possible.

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. Other consequences may be provided in accordance with the school's student behavior management plan (see board policy [4302](#), School Plan for Management of Student Behavior).

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.



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 5 days. Second warning to parent by phone and/or written communication, preferably both.

Third Offense: Denial of bus privileges for 20 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 20 days. A contract documenting the parents understanding of the fourth consequence 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.

First Offense:

Parent notified by phone and/or written communication, preferably both. Bus privileges denied for 10 days and pay for damages, when applicable.

Second Offense:

Parent will be notified. Student is denied bus privileges from 20 days up 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 3rd offense consequences will be signed by the parent.

Third Offense:

Denial of bus transportation for the remainder of the year and pay for damages when applicable. Parent 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.

Consequences (continued)

Third Offense:

Denial of bus privileges for up to 3 days depending on the maturity of the student and the severity of the offense. Parent will be notified.

Fourth Offense:

Denial of bus privileges for up to 5 days, depending on the maturity of the student and the severity of the offense. Parent will be notified.

Fifth Offense:

Denial of bus privileges for up to 10 days, depending on the maturity of the student and the severity of the offense. Parent will be notified.

Sixth Offense:

Denial of bus privileges for up to 20 days, depending on the maturity of the student and the severity of the offense. Parent will be notified.

Seventh Offense:

Permanent removal from the bus for the remainder of the year.

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

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.

Consequences...



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.

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.

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.

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 433 - *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. (Policy 4354 *Suspension and 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.



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. Aaron Allen. It is essential that we have the correct parent contact numbers.

Television:

WBTV	Charlotte	Channel 3
WSOC	Charlotte	Channel 9
WCNC	Charlotte	Channel 36
Spectrum		Local Channel

Radio:

WBT	Charlotte	99.3 FM
WBT	Charlotte	1110 AM
WCSL	Cherryville	1590 AM
WLON	Lincolnton	1050 AM
WSOC	Charlotte	103.7 FM

Web: www.lcsnc.org

Facebook: Lincoln County Schools, NC

Twitter: @NC_LCS

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 our 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.



Safe Surrender Law

North Carolina's Safe Surrender Law allows a parent to surrender a newborn up to seven days old to a responsible adult without the parent providing his or her name. Safe Surrender is legal and aims to prevent newborns from being hurt or abandoned.

The best options for a Safe Surrender contact include:

- Health Care Provider
- Law Enforcement Officer
- Social Services Worker
- Emergency Medical Personnel

[NC Department of Health and Human Services](http://www.ncdhhs.gov)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) 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.
- (2) 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 to 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.
- (3) 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. Click [here](#) for more information

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.

Information to Promote Healthy Schools and Healthy Youth

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. A vaccine against the 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 more than 200 types of HPV. About 40 kinds can cause infection. 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 - as well as the mouth and throat. Most people with HPV have no symptoms and feel totally fine, so they usually don't even 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: The HPV vaccine is routinely recommended for girls and boys ages 11 or 12, although it can be given as early as age 9. 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.

Mass Screenings

Routine mass screenings, such as vision, hearing, and dental are performed annually, according to North Carolina state recommendations. If you do not wish for your child to participate, please notify the school/school nurse. If there are concerns regarding a child's screening results, you will be notified.

School	Phone	Address	Fax
Asbury Academy (7-12)	704-736-4766	221 Salem Church Road Lincolnton, NC 28092	704-736-4183
Battleground Elementary (K-5)	704-736-1626	301 Jeb Seagle Drive Lincolnton, NC 28092	704-736-1628
Catawba Springs Elementary (K-5)	704-736-1895	206 North Little Egypt Road Denver, NC 28037	704-736-1893
East Lincoln High (9-12)	704-736-1860	6471 Highway 73 Denver, NC 28037	704-483-6751
East Lincoln Middle (6-8)	704-732-0761	4137 Highway 73 Iron Station, NC 28080	704-732-4456
G. E. Massey Elementary (K-5)	704-735-2322	130 Newbold Street Lincolnton, NC 28092	704-732-0968
Iron Station Elementary (K-5)	704-736-4292	4207 Highway 27 East Iron Station, NC 28080	704-735-8336
Lincoln County School of Technology	704-732-4084	1 Timken Drive Lincolnton, NC 28092	704-735-8292
Lincolnton High (9-12)	704-735-3089	803 North Aspen Street Lincolnton, NC 28092	704-736-4234
Lincolnton Middle (6-8)	704-735-1120	2361 Startown Road Lincolnton, NC 28092	704-732-6811
Love Memorial Elementary (K-5)	704-735-5649	1463 Love Memorial School Road Lincolnton, NC 28092	704-736-4265
Norris S. Childers Elementary (K-5)	704-736-9610	2595 Rock Dam Road Lincolnton, NC 28092	704-736-9612
North Brook Elementary (K-5)	704-276-2479	642 Highway 274 Vale, NC 28168	704-276-3378
North Lincoln High (9-12)	704-736-1969	2737 Lee Lawing Road Lincolnton, NC 28092	704-736-1966
North Lincoln Middle (6-8)	704-736-0262	1503 Amity Church Road Denver, NC 28037	704-736-9812
Pumpkin Center Intermediate (3-5)	704-736-1504	3980 King Wilkinson Road Lincolnton, NC 28092	704-736-1177
Pumpkin Center Primary (K-2)	704-736-1394	3970 King Wilkinson Road Lincolnton, NC 28092	704-736-4914
Rock Springs Elementary (K-5)	704-483-2281	3633 Highway 16 North Denver, NC 28037	704-483-1633
S. Ray Lowder Elementary (K-5)	704-735-2741	350 Kennedy Drive Lincolnton, NC 28092	704-736-4267
St. James Elementary (K-5)	704-736-1958	1774 St. James Church Road Denver, NC 28037	704-736-1947
Union Elementary (K-5)	704-276-1493	4875 Reepsville Road Vale, NC 28168	704-276-3072
West Lincoln High (9-12)	704-736-9453	172 Shoal Road Lincolnton, NC 28092	704-276-2004
West Lincoln Middle (6-8)	704-276-1760	260 Shoal Road Lincolnton, NC 28092	704-276-2293



ENTER TO LEARN - DEPART CAREER & COLLEGE READY!