

**HISTORY OF  
LEXINGTON SENIOR HIGH SCHOOL**

On a cloudy morning in March, 1953, the students and faculty of the old Lexington High School (where the Post Office presently stands) boarded their bicycles, automobiles, and shoe leather and paraded up North State Street onto West 6th Street and turned right and entered their new home. It was a beginning of a new school and a new life in the history of Lexington. The school name was changed from Lexington High to Lexington Senior High School.



**SCHOOL ALMA MATER SONG**

Lexington High School,  
Always in our hearts,  
Keep us together, never far apart  
Everlasting memories,  
We will Pledge to thee,  
Lexington Senior High

School Colors: Bright Orange and Royal Blue

School Nickname: Yellow Jackets

Seal: the Student Council of 1973-74 and Lexington City Board of Education presented the school seal located in the main lobby to the school as a joint effort. Students should avoid walking on the seal.

**Principal:** Monique Curry  
**Assistant Principals:** Jihan Harvey Holly Hinson  
**Freshmen Academy Assistant Principal:** Darrell, Baker

**ASSISTANCE DIRECTORY  
(WHO DO YOU CALL?)**

The list below indicates the most frequent contacts for student services. Each individual can be reached by dialing 336/242-1574..

Attendance/Drop Out Prevention	John Kinzer
Athletic Director	Ronnie Beverly
Academic Competition	Cheryl Chauncey
Accountant/Bookkeeper	Judy Clodfelter
Career Development Counselor	Mary Phillips
Communities in School	Amanda Bostic
Data Manager-Power School Login	Bobbi Glass
Director of Guidance	Cheron Smith
EC Self Contained	Wanda Keeney
Front Office Manager	Julie Kepley
In School Suspension	Sylvia Moore
Internships/Advanced Studies-CTE	Barbara Pendergrass
Jacket Academy Principal	Keith McInnis
Project Potential	Chevon Burton
Social Work	Angela Whiteside
Student Services, Schedule Change	Guidance (Wanda Keeney, Vicki Foye, Michael Watlington)

LSHS 2016-2017 Bell Schedule

8:15	Warning Bell
8:20-9:55	1st Period
10:05-11:40	2nd Period
11:45-12:10	A Lunch
12:30-1:00	B Lunch
1:20-1:50	C Lunch
1:55-3:30	4th Period

**Delayed Bell Schedules**

<u>LSHS Bell Schedule</u> <u>(1-hour delay)</u>	
9:15	Warning Bell
9:20- 10:35	1 <sup>st</sup> Period
10:40-11:50	2 <sup>nd</sup> Period
11:55-12:25	A Lunch
12:45-1:15	B Lunch
1:35-2:05	C Lunch
2:10-3:30	4 <sup>th</sup> Period

<u>LSHS Bell Schedule</u> <u>(Early dismissal)</u>	
8:15	Warning Bell
8:20-9:18	1 <sup>st</sup> Period
9:23-10:21	2 <sup>nd</sup> Period
10:26-11:24	3 <sup>rd</sup> Period
11:29-12:30	4 <sup>th</sup> Period

<u>LSHS Bell Schedule</u> <u>(2-hour delay)</u>	
10:15	Warning Bell
10:20-11:15	1 <sup>st</sup> Period
11:20-12:15	2 <sup>nd</sup> Period
12:20-12:50	A Lunch
1:05-1:35	B Lunch
1:50-2:20	C Lunch
2:25-3:30	4 <sup>th</sup> Period

## PART I – CURRICULUM

### LEXINGTON SENIOR HIGH SCHOOL GRADUATION REQUIREMENTS

With the concentrated block schedule, students have the opportunity to complete eight (8) credits each school year. Twenty-eight units of credit are required for graduation. Additional requirements will include:

- Meet attendance requirements.
- Final exams in all subjects will count as 25% of the final grade. EOC tests and VoCATS tests are considered final exams for the courses that they represent.
- Pass 28 units for graduation to include those imposed by North Carolina Department of Public Instruction (NCDPI).

For Ninth Graders Entering in 2012-13 and Later Two Courses of Study Leading to One Diploma		
CONTENT AREA	FUTURE-READY CORE Course of Study Requirements	FUTURE-READY OCCUPATIONAL Course of Study Requirements
English	<b>4 Credits</b> I, II, III, IV or a designated combination of 4 courses	<b>4 Credits</b> OCS English I*, II*, III, IV
Mathematics	<b>4 Credits</b> (Algebra I, Geometry, Algebra II) <b>OR</b> (Integrated Math I, II, III) 4th Math Course to be aligned with the student's post high school plans <i>A student, in rare instances, may be able to take an alternative math course sequence as outlined under State Board of Education policy. Please see your school counselor for more details.</i>	<b>3 Credits</b> OCS Introduction to Mathematics OCS Algebra I* OCS Financial Management
Science	<b>3 Credits</b> A physical science course, Biology, Environmental Science	<b>2 Credits</b> OCS Applied Science OCS Biology*
Social Studies	<b>4 Credits</b> Civics and Economics, World History, American History I: Founding Principles and American History II <b>OR</b> AP US History**, additional social studies course**	<b>2 Credits</b> OCS Social Studies I (Government/US History) OCS Social Studies II (Self-Advocacy/ Problem Solving)
World Languages	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	Not required
Health and Physical Education	<b>1 Credit</b> Health/Physical Education	<b>1 Credit</b> Health/Physical Education

CONTENT AREA	FUTURE-READY CORE Course of Study Requirements	FUTURE-READY OCCUPATIONAL Course of Study Requirements
Electives or other requirements***	<b>6 Credits required</b> <b>2 elective credits of any combination from either:</b> – Career and Technical Education (CTE) – Arts Education – World Languages  <b>4 elective credits strongly recommended (four course concentration) from one of the following:</b> – Career and Technical Education (CTE)**** – JROTC – Arts Education (e.g. dance, music, theater arts, visual arts) – Any other subject area (e.g. social studies, science, mathematics, English)	<b>6 Credits</b> <b>Occupational Preparation:</b> OCS Preparation I, II, III, IV***** Elective credits/ completion of IEP objectives/Career Portfolio required
Career/Technical		<b>4 Credits</b> Career/Technical Education electives
Arts Education (Dance, Music, Theatre Arts, Visual Arts)		Recommended: at least one credit in an arts discipline and/or requirement by local decision
<b>Total</b>	22 Credits plus any local requirements	22 Credits plus any local requirements

\* OCS courses aligned with Future Ready Core courses in English I, English II, Algebra I/Integrated Math I, and Biology (New Common Core State Standards and new NC Essential Standards implemented in the 2012-13 school year).

\*\* A student who takes AP US History instead of taking US History I and US History II must also take an additional social studies course in order to meet the four credits requirement.

\*\*\* Examples of electives include JROTC and other courses that are of interest to the student.

### NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

Students must complete the required Course of Study and have an overall four-year GPA of 3.5 or higher on an unweighted scale.

UNITS	PROGRAM AREA
4	English (I, II, III, IV)
4	Mathematics (Algebra I, Geometry, Algebra II and one unit of Advanced Mathematics- (4) units must be taken in grades 9-12.)
4	Science (Biology, Chemistry or Physical Science, Global Science, Anatomy or one other Advanced Science in lieu of Physics)
4	Social Studies (Civics and Economics, World History, American History 1 and American History 2, OR AP US History and an additional social studies course )
2	Foreign Languages

	(Two levels of the same language)
1	Physical Education/Healthful Living
2	Additional units from English, Mathematics, Science, Social Studies or Foreign Language
4	Electives

#### TESTS, GRADES AND EXAMS

Teachers may administer tests in their classes at their discretion during the school year. Specific dates and times are provided for semester examinations.

All examinations, tests, term papers and major assignments handed in by students will be corrected and returned by the teacher. All exam grades are entered on the report card.

#### **School Wide Grading Policy**

- Consistency in basic grading policies across the curriculum
- Teachers retain some flexibility in assigning categories/weights
  - 40% of grade is at the teacher's discretion
- Minimum grade of 60 for first nine weeks for all classes except AP courses
  - Affords students the opportunity to pass course after failing first nine weeks
- Administrators have access to all students' grades at any time.
  - Useful in the event of parent conferences, teacher resignations, etc.
- Grades will be weighted as follows:
 

▪ Major tests/projects/papers/Exams	50%
▪ Homework	10%
▪ Other	40%
- The "Other" category will be divided per teacher discretion. (Labs, class work, quizzes, daily activities, etc.)
- Complete grading policy will be on file in the office.
- No minimum grade requirement for second nine weeks

#### REPORT CARDS

Report cards are issued at the end of each nine (9) weeks, however, parents have daily access to review grades via parent portal in Power School.

#### HONOR ROLL

At the end of each nine weeks term, two honor rolls are prepared. To be placed on the *Principal's Honor Roll*, a student must have all A's on his or her report card. To be placed on the *A/B Honor Roll*, the student must have all A's and B's on his or her report card. Honor rolls are announced at the Honor's Recognition Program and also sent to the media.

#### USES OF CLASS RANK

**JUNIOR CLASS MARSHALS** - Junior Marshals, who serve during commencement exercises and during the senior awards day program, are selected on the basis of their cumulative class ranks. All marks in the 9th and 10th grades plus grades through the first semester of the junior year are included in determining cumulative class rank for Junior Marshals.

**HONOR GRADUATES** - Honor Graduates, who are presented their award during the Awards Day Program in May, are chosen on the basis of the CUMULATIVE class rank. Students who have attained a GPA of 3.68 on a weighted scale based on their cumulative GPA from their freshman, sophomore, junior year, plus the first semester grading period shall be considered Honor Graduates.

#### BETA CLUB and NATIONAL HONOR SOCIETY

Membership in the Beta Club and National Honor Society is both an honor and a responsibility. Students may be invited to apply for membership based on the GPA and character. Membership is granted only to those students selected by the faculty council. The National Honor Society at Lexington Senior High School is open to qualifying juniors and seniors during the fall semester of that year.

To be eligible for Beta Club membership consideration, the candidate must have a cumulative scholastic average of 3.0 (unweighted, based on a 4.0 scale.) National Honor Society Candidates must have a cumulative scholastic average of 3.3 (unweighted, based on a 4.0 scale.) The faculty council shall then evaluate the candidates on the basis of service, leadership, and character (not only to the school but also to the community, etc.). Candidates must be enrolled at Lexington Senior High School the equivalent of one semester. However, based on the recommendation of the previous principal, the faculty council may waive the semester regulation. The selection of each member to the chapter shall be by a majority vote of the faculty council or administration and based on the application submitted for outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, service, leadership and character by which they were selected.

#### PRESIDENTIAL ACADEMIC FITNESS AWARDS

Presidential Academic Fitness Awards are presented to graduating seniors who have earned a grade point average of 3.5 on a 4.0 scale (unweighted), accumulated over grades 9, 10, 11 and the first term of grade 12.

#### TRANSCRIPTS

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the guidance office. There is no charge for transcripts as long as a student is attending Lexington Senior High; however, there is a \$3.00 charge for each transcript requested after the student graduates or stops attending.

#### DRIVER'S EDUCATION

Our school system has contracted with North Carolina Driving School, Inc. to provide driver education at no cost to our students. Students must be at least fourteen and one half years old, and enrolled in a public or private school in this county.

This Driver's Education course consists of 30 classroom hours and 6 hours behind the wheel (BTW). This class is taught immediately after the regular school day for 2 to 3 hours as scheduled. Additional classes will be offered during the summer. The BTW instruction is scheduled individually between the hours of 3 pm and 9 pm, Monday through Saturday. Upon successful completion of both classroom and BTW instruction, the student will receive a Driver's Education certificate. This certificate entitles the student to take the test for a learner's permit at age 15. This permit entitles the student to drive with his/her parents until age 16, at which time the student may take the test for a driver's license. For information concerning Driver's Education call Guidance Office at 242-1565.

**Students that do not meet academic or attendance requirements can have their driver's licenses suspended/revoked.**

#### CLUB OFFERINGS

Lexington Senior High provides students with numerous opportunities for club and extra-curricular involvement. Due to a premium placed on instructional time in our concentrated curriculum schedule, most extra-curricular activities are designated to occur outside the regular school day. Students will have the option of choosing one activity to attend during the monthly fifth period meetings. A fifth period will occur once monthly to allow all students an opportunity to participate in these enriching activities.

### PART II – ATTENDANCE POLICIES

#### EARLY DISMISSAL

PRIOR APPROVAL must be obtained before any planned absence. All EARLY DISMISSAL requests should be taken to the Main Office prior to the beginning of 1<sup>st</sup> Block so the requests can be approved and the subject teachers notified.

Students should be signed out in the attendance secretary's office by their parents/guardians. The parents/guardians should state in a written request how the student will leave school, a working home and cell phone number, and it must bear a signature. **Once a student arrives on campus, he/she must have parent and school permission in order to leave;** this includes the time after the student arrives and prior to the ringing of the first bell. Medical verification is required for all medical and dental appointments stating the time and dates the student is under the care of a doctor. Students who are approved for early dismissal should sign out when they leave and sign in when they return. Students will receive an admittance slip that they should show teachers upon returning to classes after any absence.

Students are not permitted to leave the school grounds during the school day. If a student must leave the building because of illness or any other emergency, he/she must get proper permission and sign out with the attendance secretary. Leaving without signing out properly is considered skipping and will result in disciplinary action.

#### TARDY TO SCHOOL POLICY

Any student arriving to school after 8:20 will be considered tardy. Students who arrive before 8:50 should report to class immediately once arriving to campus.

1. Any student is considered tardy when he/she is not seated in his/her class by the time the tardy bell rings
2. A note from a parent/guardian stating the reason for being tardy is required for a tardy to be considered lawful.
3. Excessive unexcused tardies will be handled by the administration, and parent/student/administrator conferences will be arranged when necessary.
4. Tardies will be included as a part of the overall school-wide discipline plan.
5. **Per Board Policy...5 unexcused tardies will create ONE unexcused absence.**

TARDY TO SCHOOL - LSHS Procedures - Students who are late to school after the tardy bell for 1<sup>st</sup> period rings and before 8:50 should immediately report to class. Students arriving to class after 8:50 should report to the attendance office located in the Main Office for a tardy note. The tardy note will identify their reason for tardy.

The only excused tardies are the following:

- Late buses.
- Prearranged meetings or tests.
- Activities approved in advance by the Administration/Student Support Services

**NOTE: The 5<sup>th</sup> unexcused tardy and each 5th tardy thereafter will result in a recorded unexcused absence. (See LCS Policy 5.2.5.8).**

#### TARDY TO CLASS

Students should be in their rooms when the tardy bell rings. \*\*\*Tardiness to class is recorded and handled by the classroom teacher until tardiness becomes chronic.

#### ABSENCE/ATTENDANCE – LSHS POLICY & PROCEDURES

Upon returning to school from an absence, the student will report immediately to the Attendance Secretary before the beginning of 1st period to secure an admittance slip to class. Any student not bringing a parent note within three days following an absence will be recorded as an unexcused absence. The student's admittance note will be shown to each subject teacher throughout the day, who will record the student's absence as excused or unexcused. Class absences due to previously approved school activities will not be counted against student's attendance record.

#### LCS Board Policy 5.2.5

#### ATTENDANCE POLICY FOR STUDENTS K-12

LSHS believes class attendance and participation are critical elements in the educational process. In accordance with North Carolina Public School Law General Statute (G.S.) 115-C-378, every parent, guardian or other person in North Carolina having charge or control of a child between the ages of 7 and 16 years (or under age 7 who is enrolled in grades K-2 shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall encourage, entice, or counsel any such student to be unlawfully absent from school. The principal will notify parents and take all steps required by G.S. 115C-378 for excessive absences.

##### 5.2.5.1 LAWFUL AND UNLAWFUL ABSENCES

###### A. Lawful Absences

An absence that occurs due to any of the following circumstances shall be coded as lawful:

1. An illness or injury occurs which prevents the student from being physically able to attend school.
2. Quarantine is ordered by the local health officer or the State Board of Health to isolate a student from the general population.
3. A death in the immediate family (including, but not limited to, the grandparents, parents, brothers and sisters) of the student.
4. The absence is due to a medical or dental appointment.
5. The student is a part of a court proceeding or administrative tribunal if the student is a party to the action or under a subpoena as a witness.
6. The student participates in a religious or cultural tradition in accordance with local board policy and has prior approval from the principal/designee.
7. The student is involved in a valid educational opportunity. The absence and activity must have prior approval from the principal/designee.

###### B. Unlawful Absences

Unlawful absences are defined as:

1. A student's willful absence from school with or without the knowledge of the parent; or
2. A student's absence from school for any reason other than those listed above under Lawful Absences.

- ❖ Absences in Grades 9-12 due to being assigned Jacket Academy will not be counted in the total for maximum number of absences.

#### 5.2.5.2 PROCEDURES FOR RETURNING AFTER AN ABSENCE

The student shall, within three days of his/her return to school, submit appropriate documentation as to the reason for the absence(s). This documentation may include written notes/verification from parents, medical professionals, court officials or other such persons related to the absence. School officials may further specify documentation that they require. Failure to submit appropriate documentation will result in the absence being coded as unlawful.

#### 5.2.5.3 MAKE-UP WORK

Students are permitted to make up all work missed during an absence(s). All work must be made up within one day for each day absent following the student's return to school unless the principal/designee determines that extenuating circumstances support an extension of this restriction.

#### 5.2.5.4 MAXIMUM NUMBER OF ABSENCES

**There will be a maximum of sixteen (16) absences allowed for students participating in year-long programs (all elementary and middle schools) and eight (8) absences allowed for students participating in semester length programs (high school).** School imposed absences (Jacket Academy) will not be counted in this total. Students who exceed these absence limits for any reason shall NOT receive grade/course credit or be promoted (if applicable) to the next grade level unless they:

- A. Are granted a waiver from the attendance policy by the principal for an absence(s) that falls outside the previously stated guidelines (see subsection 5.2.5.5)

-Or-

- B. Attend and successfully complete a program to make-up time hour for hour and work missed due to **lawful absences** in Grades 4-12. In Grades K-3, each school will devise and make available for parents a plan for students to make up time for lawful absences\*.

\*Please note the following clarifiers of subsection 5.2.5.4:

Students who are absent for lawful absences will be allowed to make up these absences.

**Students who are absent for unlawful absences will not be allowed to make up the time missed for attendance policy purpose.**

Absences will not be counted towards the maximum number of absences if students attend Jacket Academy.

#### 5.2.5.5 WAIVER PROCEDURE

A student/parent/guardian may apply to the principal for a waiver for lawful absences (excluding suspension-type absences) due to extenuating circumstances. This request may be submitted only after the student has reached twelve (12) absences for yearlong courses/programs and six (6) absences for semester-long courses/programs.

The principal/designee will review waiver requests on a monthly basis and provide written notification to the parent/guardian of the decision. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal or designee will make the final determination as to the appropriateness of the waiver request.

#### 5.2.5.6 PROMOTION/ COURSE CREDIT

Promotion of students in each grade, K-12, shall be directly linked to the student's attendance records. **Students exceeding the maximum allowance of 16 days absent from school/class will not be promoted to the next grade in grades K-8. Students in grades 9-12 will NOT receive a unit of credit for the course in grades 9-12 if absent more than 8 days.** Waivers and the make-up of seat time for lawful absences according to subsection 5.2.5.4 and subsection 5.2.5.5 will be the only allowable exceptions. Absences due to suspension do not count toward the maximum allowable absences per subsection 5.2.5.4. Students are allowed to utilize Saturday school to recover absences missed during the regular school day. All Saturday School referrals must be submitted on a contractual basic by the teacher and approved by the Saturday School Coordinator before a student can begin to recover the absence. Students who continue to miss school after contractually obligated to attend a recovery program will forfeit the benefits of the contractual agreement.

Approved August 2006

#### 5.2.5.7 CUMULATIVE ABSENCES

Students transferring between schools within Davidson County will be allowed a cumulative 16 days of absence per school year (180 days).

#### 5.2.5.7 EXCESSIVE TARDIES/EARLY SIGN-OUTS

Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. Five unexcused tardies or five unexcused early dismissals, or any combination of five unexcused tardies or unexcused early dismissals will be equated to one day of absence for the purpose of this policy. All schools shall allow three tardies and/or early sign-outs each semester before denying a Perfect Attendance Award. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave early. (Lawful tardies and lawful early dismissals will be for the same reasons as listed in Policy 5.2.5.1.) Parents must realize that class time missed due to tardies and early sign-outs shall be considered as a factor in decisions regarding promotion and retention.

#### Appeal Procedure:

1. The attendance secretary will make available to students on request an Attendance Waiver Form. Teachers will fill in the number and dates of absences on the form. A due date for the form will be announced. It is recommended that students see teachers before or after school.
  2. The deadline for making an appeal is within two weeks before the end of each term. If a student exceeds the limit after the deadline, the due date will be extended 24 hours after the last absence.
  3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which they and their parent/guardian then sign.
  4. The student submits the appeal form to the Main Office for verification of reasons for absences. The office will document absence make-up hours completed on the waiver.
  5. When the appeal form has been appropriately completed, the teacher will review it, make a decision, and forward it to the principal and the NCWISE administrator. The principal will review and sign all Attendance Policy Waiver forms.
- NOTE: Any additional absences after the appeal form has been turned in for review must also be justified through the appeal process outlined. A grade of INCOMPLETE will be assigned until the waiver process is completed.*
6. A student whose appeal is denied, or who waives his/her right to appeal will receive a grade no higher than 69/F for the course. If the student's grade average is less than 69, he/she will be assigned the lower grade.

The Main Office will keep a log sheet indicating dates students received and returned appeal forms. Students will sign the log sheet and teachers will initial each entry. Teachers will retain a copy for their records and turn in a copy to the Guidance and NCWISE offices with their grading period grade sheets.

#### POLICY FOR EXCESSIVE ABSENCES

**Any Lexington Senior High School student who has excessive absences for the term will receive NC 82 on all courses in which absences are excessive.**

The grade of NC means No Credit and the comment code of 82 means that the no credit was given due to excessive absences. The faculty and administration define excessive absences as being more than 8 absences per term. However, a student may apply for a waiver of absences through the Main Office. It is the student's responsibility to obtain, complete and return the waiver form to the Office.

The teacher will record the numerical grade on his/her records and note NC 82 for no credit beside it unless the student shows proof that a waiver has been granted. At the end of the term, the numerical average of the grading period for which the student received an NC 82 will be used to determine the term average unless the pattern of excessive absences continues.

**Withholding of credit is a serious penalty; therefore, warning letters will be mailed after the 4<sup>th</sup> and 7<sup>th</sup> accumulated absence from a class.** Should a student exceed 8 absences from a class without having days waived, he/she will be notified by letter that no credit will be received for the course(s). To be counted present, a student must be in attendance for at least 50% of the class period (45 minutes).

It is the student's responsibility to obtain, complete and return the form requesting a waiver of attendance. These forms are available in the Main Office. The waiver will be reviewed prior to the end of each term and notification will be forwarded to the school staff. An absence may be WAIVED when there is reliable evidence that the absence was due to an illness (doctor's excuse), death of an immediate family member or cause beyond a student's control. If a student exceeds absences of 8 days in a course, he/she must still attend the class while completing "recovery" and/or awaiting an appeal approval.

Tardiness is a discipline problem and will not be counted as an absence unless a student misses 50% or more of the class. If a student is on a school-sponsored trip, he/she will not be counted absent from the class. It is the student's responsibility to obtain the make-up work from the class missed. A student may accumulate 8 absences per term and receive credit for the course. When these absences are exhausted, additional absences must be excused for medical purposes or for approved school-sponsored activities only. Violations of these regulations may result in non-promotion or non-credit in each course or grade unless excused by special provisions of the school board.

### PART III - GENERAL INFORMATION

#### ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge of the activity and to the office. An accident report should be filed within 24 hours. \* (No medication shall be administered)

#### ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. **Talking, whispering, whistling, stamping of feet and booing are discourteous.** Yelling is appropriate only at pep assemblies.

1. Students should proceed to assembly areas quietly and promptly and find their seats quickly.
2. When the chairman of the assembly asks for attention, give it to him/her immediately.
3. Be courteous to the performers and to neighbors. Don't use an interval of applause or the short time between numbers to start conversation.
4. Applaud appropriately, according to the occasion. Applause should be generous and courteous.
5. Do not leave the assembly until dismissed.
6. Everyone is to file out of the auditorium in an orderly fashion.

#### INFORMATION FOR ATHLETIC ELIGIBILITY

All students are encouraged to become involved in school activities. One aspect of this is athletics. High school athletics are governed by the North Carolina High School Athletic Association and thus must follow the guidelines for each sport. Anyone wishing to be eligible to participate must:

- 1.) Be present 85% of the days during the semester prior to participation.
- 2.) Pass 3 out of the 4 subjects taken during the previous semester.
- 3.) **Must be present at least ½ of the school day to practice or play in a contest. Likewise, students may not attend an athletic event if they did not attend school at least ½ of the school day.**
- 4.) Should not have been in ISS or Jacket Academy on the day of the contest.
- 5.) Can only practice or play in a contest the following day after completing Jacket Academy/OSS

For a list of all eligibility rules please go to the North Carolina High School Athletic Association web site at: <http://www.nchsaa.unc.edu/eligibility.edu>. Additional local eligibility rules will be issued in a student athlete handbook which may be found in the athletic office or online on the schools webpage.

#### BICYCLES AND SKATEBOARDS

Bicycles must be parked in the racks provided. All bicycles should have locks. Skateboards used on school property pose a potential danger to riders and bystanders. For this reason, **skateboards will not be permitted on school property.** If these items are brought to school they will be confiscated by administration and only returned to a parent. The school is not responsible for damage or theft of items brought to school.

#### BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced each day and will be posted on the school's website.

#### COLLEGE VISITS

Seniors are encouraged to visit college campuses. Parental approval must also be secured as usual when you are out of school for a college visit. NOTE: Absence does not count if above documentation is filed/complete. Students wishing to attend colleges or universities during the school day must have a "C" or better in all classes missed and receive the proper prior approval from all teachers affected.

#### FIELD TRIPS

##### LCS Board Policy 4.11-SCHOOL TRIPS

The Lexington City Schools recognizes field trips as an integral part of the instruction process and the Board of Education endorses the use as an extension of the classroom. School trips can help meet educational goals and objectives by connecting learning with experiences outside the classroom environment.

Principals must approve day school trips, and the board must approve any overnight school trips. Board approval for overnight trips must be obtained prior to the trip. To be approved, a school trip must (1) provide an effective method for accomplishing curriculum objectives; (2) be consistent with the educational goals of the board; and (3) keep to a minimum any disruptions of other educational programs and/or loss of instructional time. The superintendent will be responsible for developing additional procedures for the request and approval of desired school trips. Field trips must be submitted for approval two weeks prior to the trip.

Students will not be charged a fee for any required school trip for which credit is granted or which is necessary for participation in interscholastic sports. The board may impose fees for other non-required school trips. Any fees imposed for school trips will be waived or reduced for students who demonstrate real economic hardship. The superintendent will be responsible for establishing procedures to review requests for fee waivers or reductions and to notify students and parents of the availability of and the process for requesting a fee waiver or reduction.



Board policies concerning student behavior, student safety and supervision of students will apply to all students and teachers while they are taking part in school trips. In addition, board policies related to the use of student transportation services will apply to the use of vehicles for all school trips.

The superintendent will be responsible for developing of procedures for the request and approval of desired school trips. The following general guidelines apply to all school trips.

#### A. Organization.

- Field trips shall be properly planned and correlated with the ongoing classroom instruction. Students approved to attend the trips must have a minimum of a 2.0 or better in all classes which they will miss by participating in the field trip.
- Trips shall be planned to consider the maturity level of the students.
- The sequential experiences of the basic instructional program shall not be interrupted, delayed or unnecessarily duplicated.
- All trips must be properly organized, conducted, and supervised to ensure the safety and welfare of the students.
- Field trips shall be chaperoned at a ratio of at least 1-15 or lower for students. Chaperones will be approved prior to the trip by the principal and should consist of the following:
  - 1) teachers
  - 2) assistants
  - 3) other school personnel
  - 4) parents
  - 5) interested adults
- All out-of-town field trips must be recommended by the principal to the superintendent, who will review the request.
- Only students whose parents or guardians have signed the written permission and medical authorization form will be allowed to participate. A copy of this form is included as Appendix IX. Permission forms shall be filed for one year.
- No students shall be deprived of a field trip because of lack of transportation or admission fees. This does not include a student being denied due to disciplinary action.
- Students will be allowed reasonable time to complete all course work as a result of being out of class for the trip, and students on school trips shall not be counted absent .

#### B. Overnight Trips.

- All overnight trips must be recommended by the principal to the superintendent, who will review the request and make a recommendation to the Board of Education.
- Boys should have male chaperones and girls should have female chaperones.
- A separate permission form will be required for each overnight trip.
- Reasonable care will be exercised regarding the safety and welfare of all students on field trips.

Legal References: G.S. 115C-47, -288, -307

Revision Approved 3/4/08

#### FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and proceed to the designated area away from the school building. No one is to pass another or break the line. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 100 feet away from the building until the signal is given to re-enter. No one is to return to the building until the Principal or his authorized representatives give the signal. Teachers are to check attendance.

#### FOOD DELIVERIES, FLOWERS, BALLOONS AND GIFTS

Although the Lexington Senior High School faculty and staff strongly support parental support for students, **we are not able to accept food deliveries**, flowers, balloons and other gifts that then must be delivered to a student. Students will not be called out of class or allowed to leave the building to receive deliveries.

#### FUND RAISING

The principal must approve all fund raising projects. Students are not to sell tickets or articles of any kind, other than those associated with school-sponsored organizations. Door to door selling is not encouraged

#### HALL PASSES

**Students are not permitted in the halls during a class block unless they have a written hall pass from a teacher or other authorized staff member.** Hall passes must reflect time dismissed from class and time dismissed from destination to return to class. Students should not be allowed to leave class during the first and last ten (10) minutes of each period. Teachers will collect used passes and save them for documentation. All classes will have a standard hall pass for their rooms which must be worn by students released at all times.

#### LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found in the Main Office before and after school. Lost articles that are not claimed within a reasonable time will be given to the Salvation Army.

#### MEDIA CENTER RULES AND REGULATIONS

1. Books are loaned for a period of two (2) weeks.
2. Books may be renewed once.
3. A student is responsible for any item checked out in his/her name. It is the *student's* responsibility to return items to the Media Center.
4. An overdue fine of 10 cents is charged per school day for overdue materials. Students must pay fines/fees prior to graduation.
5. A student is not permitted to borrow books if he/she owes overdue or damage fees.

#### MEDIA CENTER PASSES

Any student entering the Media Center must have a pass properly filled out by his/her teacher. The permit/pass must be given to the Media Staff. The Media Center is designed for students to work, to study and to read quietly. It is not a place to socialize. Anyone abusing the Media Center will have his/her privileges taken away. Students wishing to use a computer must also have a pass from a teacher. This pass must be specific about the student's purpose for using the computer. If the Internet is to be used, it must be stated on the pass.

#### INTERNET PROCEDURES

- Students must have a user statement signed by the student and his/her parent/guardian, which declares that the user and parent/guardian have read, understands and will abide by the Lexington City Schools Internet Policy. This form is available from the Media Center.
- Students must have a signed authorization that states the purpose of the student's use of the Internet. Authorization must be from a LSHS teacher or administration. The purpose must be curriculum related.

- Students must have permission from the Media Center staff.
- Time will be limited if others are waiting to use the computer.

ACCEPTABLE INTERNET USE

LCS Board Policy 5.9 ACCEPTABLE INTERNET USE

5.9.1. The Lexington City Schools is pleased to provide Internet access to its students and staff. Internet services are consistent with the educational objectives of the State of North Carolina and the Lexington City Schools. Via the Internet, students and staff can explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world.

The Lexington City Schools supports the Library Bill of Rights and promotes intellectual freedom. Materials are selected for schools based on the age and educational level of the students as well as the curriculum. On a global network it is impossible to control all materials; however, Lexington City Schools' personnel will make every effort to ensure appropriate materials are accessed.

The superintendent shall ensure that applicable school district computers comply with federal requirements regarding filtering software.

In compliance with the Children's Internet Protection Act, the school district will install or will ensure that its Internet provider installs a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, that are considered child pornography or that are harmful to minors.

5.9.2 Clientele. School personnel shall have full access to the Internet. Students may use Internet resources independently if they are authorized to do so by teachers or administrators, and their parents or guardians have not requested in writing that the student not be permitted access to Internet. Any use that violates state or federal laws is strictly prohibited.

5.9.3. Responsibilities of Users. Use of the Internet is a privilege, not a right, and such use may be revoked at any time if the guidelines are not observed. Students are to sign a statement declaring that they will abide by the Internet policy. Therefore, the parents' signature states they have read and understand the Internet policy and that the parents have the option of having their child not participate by written notification to the school principal. These include (but are not limited to) the following:

5.9.3.1 Privacy. Never trespass into another's computer folders or files. Respect others' privacy. Note that electronic mail (e-mail) is not guaranteed to be private. Those who operate e-mail systems have access to all mail and may report unethical or illegal activities to authorities.

5.9.3.2 Safety. Do not reveal your school name and address, your personal address, or phone number to others while using Internet services.

When using e-mail, chat rooms, or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information such as home address or telephone number, of themselves or fellow students. In addition, school personnel shall not disclose on the Internet personally identifiable information concerning students without the permission of a parent/guardian or an eligible student, as provided in the Family Educational Rights and Privacy Act (FERPA) or board policy 5.2.4.1, Student Records.

5.9.3.3 Plagiarism. Observe copyright laws when downloading information. Appropriate bibliographic citations must be given for all information obtained via the Internet.

Users are prohibited from using another individual's computer account without prior written permission from the individual.

5.9.3.4 Vandalism. Vandalism is prohibited, e.g., deliberately damaging networks, computers, software, or data. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or others. This includes the uploading or creation of computer viruses or distribution onto any network or any stand-alone computer.

5.9.3.5 Expected Behavior. Be polite. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not send or display messages or pictures that may be offensive to others.

Users of the school computer system and Internet access are prohibited from "hacking" or using the computer network to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access.

If a user can identify a security problem on the Internet or other school computer system, he/she must immediately notify a system administrator. Users shall not demonstrate the problem to other users. Any user identified as a security risk shall be denied access.

5.9.3.6 Resource Utilization. School-provided Internet services may not be used for commercial or political purposes. Users are to use system Internet and e-mail services for legitimate educational purposes.

5.9.3.7 Targeted Areas of Internet. Students are to limit their pursuit of information through electronic sources to curriculum-related activities.

5.9.3.8 Remedies and Recourse. Violations may result in a loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate use of resources or behavior. The system administrators will deem what is inappropriate use. Any illegal activity may result in permanent revocation of Internet privileges as well as legal action.

Revised 6/4/02

SCHOOL CLOSING (INCLEMENT WEATHER)

During extremely bad weather it sometimes becomes necessary for a decision to be made concerning the closing of schools. When a decision is made in the early morning that schools will close for the day, it must be relayed quickly to all pupils and parents. A decision to close will affect all schools throughout the Lexington City System. When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of all pupils. It is also not our intent to usurp parental judgment in providing safety for children. In order to accomplish this task efficiently and with maximum coverage, school officials are asking all pupils and parents to cooperate by following the suggestions listed below:

1. Listen to one of the following area radio or television stations:

WLXN - Lexington (first notified)

WGLD - High Point

WKZL - Winston-Salem

WTOB - Winston-Salem

WSEZ - Winston-Salem

Television Stations:

WXII-12; WGHP-8, WFMY-2, WXLV-45

2. A decision to close the schools or to consider a delayed schedule will be given to the media by 6:30 a.m.

3. DO NOT telephone the weather bureau, radio or television stations, newspaper offices, school officials, or school offices. Announcements will reach you by radio and television.

4. Snow bus routes may used

4. THE ABSENCE OF ANY ANNOUNCEMENT MEANS THAT THE SCHOOLS WILL OPEN AS USUAL.

SCHOOL LOCKERS

Lockers will be assigned to each student by teachers. The bell schedule has been adjusted to provide adequate time for students to visit lockers in order to get books for classes. The school will provide locks for all lockers. Locks are on loan to the student and must be returned to teacher as issued at the close of the school year. Lockers are property of LCS and can be searched at anytime without student permission. ONLY school combination locks are to be used. Other locks will be removed.



### STUDENT AUTOMOBILES AND PARKING

DRIVING TO SCHOOL IS A PRIVILEGE. An application must be completed and returned with the \$30.00 registration fee to the JROTC office. Registration of vehicles will take place the first week of school and will continue throughout the school year. Only vehicles with parking stickers are authorized to park on campus during school hours. Students who drive to school must have the vehicle properly registered. Juniors and seniors will be allowed to drive to school. Sophomores will be allowed to drive as long as parking space is available. Students must park in assigned areas. It is also advised that students lock their vehicles. Lexington Senior High School is not responsible/liable for theft, break-ins or other damages to vehicles. Faculty lot is to be used by the teachers and staff and no students should park in this area. NOTE: Visitors to the school are asked to park in the area designated for visitor parking in front of the Media Center. Reckless driving on school property will be handled by the administrators and/or School Resource Officer.

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is composed of president, first and second vice presidents, secretary, treasurer, class representatives, and executive members from each club or organization operating on campus. The purpose of the Council is to develop leadership and to cooperate with faculty and administration in providing the best possible school situation.

### STUDENT INSURANCE

The Lexington City Schools maintain a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold soon after school starts in the fall. It is very important for students and parents to become familiar with the terms and conditions of the student accident policy. No student is covered during the time he/she leaves the school grounds during lunch. All students enrolled in the shop classes or those participating in athletics must be covered by school insurance. Some type of insurance policy is recommended for all students taking physical education. Specific instruction will be issued yearly.

NOTE: *Proof of coverage may be necessary for some activities.*

### FILING CLAIMS ON STUDENT INSURANCE

1. Report the accident to the instructor in charge or to the school office immediately following or as soon as possible.
2. File a claim form as soon as possible. There is a time limit.
3. Claim forms are available in the office.
4. Follow verbal and written directions closely. It is the students' responsibility to see that a claim is filed properly and on time.
5. All claims must be sent to the insurance company through the principal's office.

### TELEPHONES, Radios, CD/DVD or Other Electronic Communication Devices.

The size of the enrollment makes it impossible for the office to accept non-emergency calls or messages for students. Students are urged to inform their friends and parents of this policy. Students are called only in case of emergency, which the caller is willing to relate to the office. **Cell phones are not to be seen or heard during class time or "Dead Periods" of the school day.** Students may use their cell phones during their lunch period, which are "live periods". Parents should not call or text students during the school day. Parents may call the front office and leave messages in the event of an unexpected emergency. The penalty for violation of the cell phone policy 5.3.4.7 is as follows:

First Offense: the student will be warned and the device is to be turned off and put away immediately

Second Offense: the item will be confiscated and a parent can pick up the device at the end of the school day.

Third Offense: the item will be confiscated and a parent can pick up the device at the end of the semester.

In the event the device is confiscated school administrators may conduct reasonable searches and seize materials subject to the provisions of Section 5.2.3 of LCS Policy.

Any student who refuses to give a staff member the electronic device when requested results in an automatic ten day remandment to Jacket Academy. Aggregating factors may subject a student to more stringent disciplinary consequences such as reproduction of images of test, access unauthorized school information, taking illicit photos, bullying or harassing other students.

### VISITORS

Because of our crowded conditions, students will not be allowed to bring visitors (which include infants) to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit their children's classes. For several reasons babies should not be in classes, in hallways and assemblies. If there is a special request, it should be approved by an administrator.

NOTE: 1. All visitors are asked to park in the area designated for visitor parking. (Front of Building)

2. All visitors must report to the office to sign in and pick up a visitor's pass and return the pass and sign out upon leaving. Visitor may not disturb the instructional climate of the classroom during observations. Only authorized parents of current students will be allowed to visit students' classrooms.

3. Visitors are not permitted to enter or eat in the cafeteria with the general student body. There will be a visitor table available where parents can eat lunch with their own children.

## PART IV - CONDUCT

In addition to providing a quality educational experience to our students, our goal is to help them develop social and self-management skills that will serve them long after their days at LSHS.

Students are subject to school authorities and the code of conduct at all times while at school, in any school building and on any school premises, attending school-sponsored activities or functions. For most incidents there are levels of consequences; however, administration will determine the severity and assess consequences. In some severe instances the consequence the student may go directly to Jacket Academy.

Students are to respect and obey the judgment of teachers. They are not only teachers and adults, but are considered students' parents during the school day. Treat all other adult employees of the school with courtesy, too, and follow any request or directive given by them. This includes custodians, cafeteria workers, and office personnel. Disrespect will result in disciplinary action.

The faculty and staff of Lexington Senior High School believe that all students are entitled to an appropriate education conducted in an atmosphere free from unnecessary disruptive elements. To this end, the following Code of Conduct has been adopted.

### Code of Conduct

(\*Offenses with no consequence listed are at the Discretion of LSHS Administration)

#### **1. Attendance**

Students should come to school and/or classes on time and remain for the entire day and/or scheduled class period unless authorized to be absent by parent and/or principal or his designee.

**Skipping School (leaving school once present) in whole or in part** without knowledge of parent-- Students shall come to school, remain at school once they have arrived and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to do otherwise by the principal or his/her designee.

## **2. Trespassing**

Students shall not willfully enter or remain in any school structure, conveyance, or property without having been authorized by school personnel. No student shall be on the campus of another school other than his or her assigned school without the knowledge and consent of the officials of the school he or she is visiting. No student shall refuse to depart from the property of the Lexington City Schools after being requested to do so. **Students must exit school property by 4:00pm daily unless they are in the presence of a teacher for tutoring, coach, or club sponsor. Immediately at the close of the school day, non bus riders must exit through the front doors and await their rides in the designated area.** No student will be allowed to return to the inside of the building without administrative approval.

**A student is not permitted to be on this campus for any athletic contest or other school function (home or away) during their time at Jacket Academy.**

## **3. Misrepresentation, Forgery or Cheating**

Students shall not provide false information, verbally or written, to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business. Student shall not engage in any act of deception or falsification of work product. Cheating is a serious offense and is so regarded by Lexington Senior High School. Cheating is defined as, but not limited to:

- Forging signatures
- Use of cheat notes
- Helping another student cheat
- Copying from another student's paper
- Using unauthorized test
- Any unauthorized use of information on a test, exam or in completing any assignment

## **4. Wearing Caps or other headgear**

Students have been permitted to bring baseball caps and other head apparel to school so long as these items are kept in their lockers during the school day. If a student is found to have these items on his person during the school day, the item will be confiscated and a parent will be required to pick up the item in the office.

## **5. Bus Misbehavior**

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus/contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

Consequences: 1<sup>st</sup> offense – parent notification; 2nd offense – 1 day suspension from bus; 3rd offense —5 day suspension from bus/Parent Conference; 4th offense — Administrative Referral/ISS; 5th offense – 10 days suspension from bus. Up to 10 days suspension from transportation and repeated or serious offenses may result in Jacket Academy.

## **6. Inappropriate or Lewd Interpersonal Behavior**

Students should conduct themselves in a socially acceptable manner. Students should maintain personal and social relationships according to acceptable school and community standards. Inappropriate touching, displays of affection, lewd, illegal or sexual gestures or acts, even if consensual, will result in serious consequences.

School administrators will determine the severity of the incident and assess consequences accordingly. In some severe instances the consequence may be handled directly by the superintendent.

## **7. Noncompliance with Directives from Teachers, Administrators and Other School Personnel**

Students shall comply with the directions of all principals, assistant principals, teachers, substitute teachers, counselors, media specialists, teacher assistants, student teachers, coaches, advisors, bus drivers, bus supervisors, and any other authorized school personnel at all times while a student is at school, in any school building and on any school premises, attending school-sponsored activities or function.

## **8. Verbal threats, insulting, abusive, profane, obscene or seriously disrespectful words, acts of touching, gestures, signs or other acts**

Students shall respect themselves, other students, visitors, school employees and others by using appropriate language and behavior at all times. Any action which is insulting, abusive, harassing, profane, obscene or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person, is specifically prohibited.

## **9. Gambling**

Students shall not engage in any form of games of chance or gambling for money and/or things of value.

## **10. Incidents of Aggressive Physical Action, Fighting, Physical Abuse or other assaulting behavior towards students or others not employed by Lexington City Schools**

Students shall not engage in minor incidents of hitting, biting, shoving, kicking, spitting, throwing objects, or other similar offenses towards a student or an adult for the purpose of harassment.

Students shall not willfully cause or attempt to cause bodily harm to any person:

- On school grounds
- Off school grounds at a school activity, function or event

## **12. Thefts or Destruction of School or Personal Property**

Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.

### **13. Extortion**

Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

### **14. Robbery, Burglary, Taking or Destroying Property, Using Violence or Threat of Violence**

Students shall not steal or attempt to steal, damage or destroy property of others or make threats of bodily harm.

### **15. Use of Tobacco Products**

Students shall not use or possess tobacco products on any school property at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

### **16. Unjustified Activation of a Fire Alarm**

Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.

### **17. Arson, Making/Possessing Explosive, Incendiary or Malodorous Devices**

Students shall not explode firecrackers or ignite pyrotechnic, incendiary or smoke-producing devices or stink bomb or other malodorous substance, or any substance that can cause any fire whether or not there is an intent to commit arson or other crimes involving fire or explosion at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

### **18. Possession, Use, Sale, Delivery or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages, and any other Unauthorized or Illegal Substances or Drug Paraphernalia**

Students shall not possess, use, sell, transmit, deliver, or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. In all cases the substance will be confiscated and police will be notified.

### **19. Threats or Actions of Assault Against Adults**

#### *a. Physical Assault or Physical Harm to School Employees or Other Adults*

Students shall not cause or attempt to cause physical harm to any school employee or other adult while that student is at school or at any school related event or function or at anytime when the student is subject to the authority of the school.

#### *b. Written or Verbal Assaults to School Employees and Other Adults*

Students shall not, through written or oral communication, threaten to cause harm or attempt to cause harm to school employees or other adults while at school or at any school related event or function or at anytime when student is subject to the authority of the school. Threats made to school personnel off campus via social media are subject to investigation and prosecution by law enforcement officials.

### **20. Possession of a Dangerous Weapon or Other Instrument**

5.3.3.7 Zero Tolerance for Weapons and Dangerous Instruments - A student shall not knowingly possess, use, conceal, handle or transmit any object that can reasonably be considered a weapon at anytime on school grounds or off the school grounds at a school related activity, function or event. The definition of "weapon" includes all firearms, explosives, knives, blackjacks, metallic knuckles or other objects which can be used to inflict injury upon another person and which has no reasonable use to the student at school. Weapons used for instructional purposes and for school sanctioned ceremonial purposes are excepted when under the supervision of a teacher or school administrator.

- a. *Possession of Simulated Weapons* - A student shall not possess, conceal, handle or transmit any object which a reasonable person might perceive to be a weapon and/or use that object in such a manner as to appear to be threatening harm to any other person so as to cause such person to be put in fear of bodily injury. This would include any otherwise acceptable object used as a weapon.

#### **APPROVAL OF AN ITEM DEFINED AS A WEAPON FOR INSTRUCTIONAL PURPOSES**

The Zero Tolerance Weapons permits the use of weapons for instructional purposes or school-sanctioned ceremonial purposes only under the supervision of a teacher or school administrator. In order to receive an approval of an item for instructional use, the following procedure must be followed:

- 1.) A request must be made in writing to the teacher and principal from the parent or guardian by filling out a request form. These forms are available from the school office.
- 2.) The teacher and the principal or his designee must approve the request.
- 3.) The parent or guardian brings the approved item to the school and hands it directly to the principal or his designee. An appointment should be scheduled in advance for delivery of the item.
- 4.) The parent or guardian picks up the approved item from the principal or his designee after the instructional use is complete.
- 5.) All items must be delivered and picked up on the same day. **NO ITEMS WILL BE KEPT OVERNIGHT AT SCHOOL.**

### **21. Disruption of School**

#### *a. Communicating a False Bomb Report or Perpetrating a Bomb Hoax*

Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting, or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement, or display of any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

#### *b. Communicating a Terrorist-type Threat or Perpetrating a Terrorist-type Hoax*

Students shall not communicate a false report by any means that there is located on school property or at any school-sponsored activity off school property any device, substance, or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating, or displaying on school property or at school-sponsored activity off school property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing a serious disruption to or causing an actual significant disruption of the instructional day or school-sponsored activity while a student is on any school property or at school-sponsored activity on or off school property. Students shall not communicate a false report that a terrorist act likely to cause serious injury or death is about to occur or is occurring on any school property or at any school-sponsored event off school property, with the intent of causing a significant disruption or actually causing a actual significant disruption of the instructional day or school sponsored activity.

**WEAPONS HAND-IN PROCEDURE**

*If a student accidentally brings a pocketknife or non-lethal weapon to school, the student must:*

- 1.) *Upon discovery, leave where he or she finds it. This may be a jacket pocket, book bag, or locker.*
- 2.) *Do not show it to anyone.*
- 3.) *Immediately notify the first staff member he or she sees. This may be a teacher, teacher assistant, assistant principal, the principal, secretary or even a custodian.*
- 4.) *Give the item to the staff member.*

*A student must prove he or she did not knowingly or willfully bring the pocketknife or non-lethal weapon to school. The principal or assistant principal will investigate each case individually to determine if the zero tolerance weapons policy has been violated. The principal will determine the appropriate punishment, if any that applies.*

*The procedure does not apply to firearms, explosives or to any weapons defined under North Carolina Statute 14-269.2.*

*c. Inciting or Participating in Student Disorder*

Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be called.

Consequence: Jacket Academy up to 365 days. Law enforcement will be called.

**22. Violation of North Carolina Criminal Statutes**

Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Harassment and Discrimination

It is the policy of the Lexington City Board of Education to provide a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying and discrimination based on an individual's real or perceived race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity / expression, socioeconomic status, height, weight, physical characteristics, intellectual ability, marital status, parental status or disability. The Board prohibits any and all forms of harassment because of such differences.

It shall be a violation of this policy for any student, teacher, administrator or any other school personnel to harass, bully or discriminate against any person based upon any of the differences listed above and which takes place on school property, at any school sponsored function or on a school bus. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third party subject to supervision and control of the Lexington City Schools.

In determining the appropriate response to individuals who commit one or more acts of harassment, bullying or discrimination, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships of the parties involved and the context in which the alleged incidents occurred.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's Code of Student Conduct. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate.

Approved 1/4/05

DRESS

**The Lexington City Schools Board of Education** believes a safe and disciplined learning environment is essential to help students reach their full potential.

**The Implementation of SMOD will:**

- Promote respect for oneself and others,
- Build school spirit,
- Decrease unhealthy competition involving fashion trends,
- Reduce the strain on parental clothing budgets, and
- Allow for easy identification of intruders on campus.

**Shirts, Sweaters, Sweatshirts and Coats**

- Colors are solid white, gray, navy blue, royal blue or orange.
- Shirts must have collars with either long or short sleeves; no sleeveless.
- With the exception of school insignias or logos, shirts may not have logos, labels, words or pictures larger than one inch.
- Shirts must fit and be long enough to cover the midriff, but must hang no more than three inches below hip bone. Shirts with tails or uneven bottoms must be tucked in.
- Undergarments may not be visible at any time.
- No see-through or mesh clothes will be allowed.
- Clothing will be worn appropriately, not inside-out, backwards, nor partially on.
- A SMOD-colored T-shirt or turtle neck may be worn under a SMOD collared shirt.
- A SMOD colored sweater or sweatshirt without pockets or hoods may be worn over a SMOD shirt.
- Coats may not be worn inside the classroom. Exceptions may be made by the principal in the case of heating malfunction.

### **Pants, Skirts, Skorts, Jumpers, Capris and Shorts**

- Colors are solid khaki, navy blue or black.
- No jeans, overalls, cargo pants, cargo shorts, form fitting or skin tight material, bedroom pants, lounge pants or exercise pants will be allowed.
- With the exception of school approved logos, any labels, logos, words or pictures larger than one square inch are not allowed.
- There may be no graphics, laces nor embroidery on clothing. No see-through or mesh clothing will be allowed.
- Shorts, skirts, skorts and jumpers may be no shorter than 3 inches above the knee when standing.
- Splits or slits in skirts or pants are not allowed.
- Clothing must fit. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants with a waist below the hip bone must not be worn.
- Pant bottoms may not have ragged or torn edges and may not drag on the floor.
- Clothing will be worn appropriately, not inside-out, backwards, no rolled up pants, or no pants tucked into shoes or socks.
- If worn, belts must be appropriately sized, buckled and not hanging below belt loops. Buckles should be plain and no larger than a credit card. Students will be given a belt to wear during the school day if pants are not appropriately sized.

### **Footwear and Accessories**

- Shoes that have laces must be laced and tied. Laces must match shoe color or be black, brown, or white.
- No bedrooms shoes, "Heelies", spike heels, or any shoes with heels greater than 3 inches will be allowed.
- Sock colors are brown, gray, navy blue, royal blue, white, khaki, and black. They must match each other and if worn, must be worn on both feet.
- Jewelry cannot be a distraction to the learning environment or present a safety hazard. None that looks like or could be used as a weapon, such as chains or spikes are allowed.
- Jelly bracelets may not be worn.
- No sweatbands, head wraps, hats, hoodies, doo-rags, skull caps, bandanas, picks, or combs will be worn inside school buildings.
- If worn, ties may not have any logos, labels, words or pictures.
- Leggings in any SMOD color may be worn only under skorts, dresses, shorts, pants, or capris that meet SMOD requirements.
- No pins, buttons, stickers or other items that are vulgar, lewd or offensive. Allowable items may be no more than 3 inches in diameter.
- No sunglasses may be worn inside the building.

*\*\*All staff is responsible for supervision of dress code.*

### SCHOOL BUS DISCIPLINE CODE

In accordance with the General Statutes of North Carolina, Lexington City Schools provide transportation to all eligible students. It is the position of the Lexington City School that such transportation will be provided safely and efficiently. To ensure this policy and prevent disciplinary action or suspension of school bus privileges, it will take a combined effort on the part of students, parents, and school administrators.

A school bus driver has complete authority over and responsibility for maintaining order and good conduct on the bus. A driver does not have the power to punish or suspend a student's riding privilege. The driver, upon observing an infraction of the code, will make a written report to the principal. Principals or their representatives are authorized to take the needed disciplinary action.

A suspension of school bus privileges does not imply suspension from school and attending classes unless deemed necessary by the principal. Therefore, any student suspended from the bus who does not attend school during those days will be subjected to the provision of the North Carolina Compulsory School Attendance Law.

Complaints against a driver or concerning the operation of a bus should be directed to the principal of the school or to the Director of Transportation at the administration office (242-1527). Listed below are the telephone numbers for Lexington City Schools. Any unauthorized person who boards a school bus is trespassing. A warrant may be issued.

Charles England Intermediate School	242-1552
Jacket Academy	224-6247
Lexington Middle School	242-1567
Lexington Senior High School	242-1574
Pickett School	242-1546
South Lexington School	242-1544
Southwest School	242-1548
The Developmental Wing	242-1540

All Lexington City School buses have video capability. Cameras are placed on and removed from the buses without the knowledge or consent of the bus driver. Videotape of an incident on the bus will be reviewed by the principal or his/her designee. Video coverage of reported incidents is not a requirement for the principal to take disciplinary action.

### STUDENT COMPLAINTS AND GRIEVANCES

It is the right and responsibility of both school officials and students to develop a functional and orderly procedure in every school through which consideration for student problems and concerns can be discussed and resolved quickly and equitably.

Therefore it is recommended:

1. That as many students problems and concerns as possible be handled through committees established by the student council or through direct communication with a staff member.
2. That only issues of the utmost concern be brought before a student-faculty committee for review and disposition.
3. That only unresolved issues of major importance be appealed to the school administration for consideration and action.
4. That if any student or group of students believes that school-related concerns or grievances have not been adequately addressed or resolved at the school, an appeal may be made to the superintendent or his designee.

### COMPLAINTS BY PARENTS OR STUDENTS AGAINST SCHOOL PERSONNEL

1. If a student or a parent/guardian of a student (complaining party) has a formal complaint against any employee of the Lexington City Board of Education, the problem will first be brought in writing to the attention of the principal or the supervisor of the employee against whom the complaint is being made within ten (10)

working days of the occurrence of the concern. A conference will be held by the principal/supervisor in an attempt to resolve the complaint on an informal basis in conference within ten (10) working days of the complaint being filed. Within ten (10) working days of the conference, the principal or supervisor will make a written memorandum of the discussion and the result which is reached. A copy will be given to each party.

2. In the event that the complaint is not resolved informally, the parent or student may within ten (10) working days of receipt of the memo, file with the superintendent a written or verbal complaint containing a concise statement of the facts and a request for the relief that is sought. A copy of the memorandum of the principal or supervisor will be attached to the complaint.

3. Within ten (10) working days of receiving the complaint, the superintendent will investigate the complaint and make a decision after giving the parent or student, and any other person who is directly involved in the matter an opportunity to be heard and present evidence in conference.

4. Within ten (10) working days of the conference, the superintendent will cause a record to be made of the evidence presented to him, will find the facts and make his decision in writing, a copy of which will be delivered to the complaining party and any other party who is directly affected.

5. Any party affected by the decision of the superintendent may appeal to the Board of Education by giving written notice to the Chairman of the Board within ten (10) working days after receipt of notice of the decision. Within ten (10) working days, the Board shall establish a time to consider the appeal at a regular or special meeting or it may refer the appeal to a panel committee of not less than three of its members as provided by G.S. 115C-45(c).

6. Any party directly affected will be given an opportunity to be heard in person or be represented by the person of their choice. The Board or the panel may limit the time for presentation to a reasonable period.

7. After considering the evidence, the Board or panel will render its decision in writing. A record of all evidence considered by the Board or panel will be kept.

8. The procedure set forth in this policy is mandatory and applies to all matters which might come before the Board of Education on appeal under G. S. 115C-45(c), and the failure of any party to follow this procedure will constitute a waiver of the right to appeal to the Board of Education.

Revised 1/10/95

### LUNCH AND CAFETERIA

The cafeteria is the only place in school where students are to eat. Students are not permitted to leave during lunch; doing so will be considered skipping. (refer to "Code of Conduct" or "Attendance" sections)

All students are given the opportunity to receive a free lunch provided by the cafeteria. Students are allowed to bring a lunch from home if they prefer that over the schools' provided lunch. Students will not receive **any deliveries of outside food** (fast food or take out). Outside food is not permitted in the cafeteria or building. To visit with a student or to sign a student out for lunch, refer to the "Visitors" and "Early dismissal" sections.

In order to keep the cafeteria clean and attractive, the following rules must be observed.

1. EMPTY ALL DEBRIS, TRASH, OR LUNCH TRAYS INTO PROPER CONTAINERS.
2. Keep tables, chairs, and floors clean.
4. Talk in a normal voice.
5. Keep the cafeteria line orderly.
6. Never push or run.
7. Clean up any food you drop or spill.
8. All food must be eaten at the table.
9. Respect cafeteria employees and duty teacher's authority.
10. No food items are to be taken from the lunchroom.

### SEXUAL HARASSMENT

#### LCS POLICY 5.2.7

The Lexington City Board of Education believes that all students are entitled to learn in school-related environments that are free from sexual harassment. In addition to the provisions of Policy 3.21, the Board prohibits any actions on the part of students which constitutes sexual harassment and advises students that when sexual harassment by students is established, disciplinary action will be taken up to and including suspension for offending students. If the offending conduct violates any criminal law, violators may also be prosecuted. In applying this policy, due consideration shall be given to the age and maturity of the student involved, the circumstances surrounding the incident, and the past behavior of the student. This policy shall not be applied in the case of young students unless it clearly appears that there is an intent on the part of the student to engage in harassment of a sexual nature. In the absence of such intent, rules and policies which forbid other forms of personal contact or interference should be considered and applied if appropriate.

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - A. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's academic progress or involvement or participation in a school-related activity.
  - B. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile or offensive environment.
2. Examples of sexual harassment include, but are not limited to pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, suggestive actions or propositions; unwelcome touching, such as patting, pinching or constant brushing against another's body; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; suggesting or demanding sexual involvement accompanied by threats or the display in the school environment of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by students.
3. A student who believes that he/she has suffered or observed sexual harassment may report the matter to an educator who will notify the school principal. Failure by the educator to do so may subject him/her to disciplinary action. The matter will be investigated by the principal/designee and will be resolved in an expeditious and confidential manner. A written report will be submitted to the complainant within ten (10) school days.

If for any reason the student is not satisfied with the decision, he/she may file an appeal with the principal. There may also be a further appeal with the superintendent/designee. Such an appeal should be filed within ten (10) school days of being informed of the principal's and/or designee's response to the complaint.

Revised 10/7/96

### JACKET ACADEMY

For any student suspended out of school, our Alternative Program is available. If a student attends Jacket Academy that day will not be counted in the total for maximum number of absences (5.2.5.4). Students are expected to adhere to the rules of Jacket Academy. While they are there they are expected to work the entire time that they are assigned for the Academy. Failure to comply with rules will result in the student being dismissed from the Jacket Academy and the day counting as an unexcused absence day.



While assigned to Jacket Academy that student is considered the same as OSS, so that student would not be eligible to participate in extracurricular activities nor attend games, events or other school functions. **All students assigned to Jacket Academy will receive an appropriate plan of Reintegration coordinated by the Jacket Academy Principal and LSHS Administrative Team Representative.**

Suspended students will be allowed to make up all work and tests missed during his/her absence from school.

Notes pertaining to Suspensions:

- A. When a student is suspended from school, he/she is not to come on the school campus during the time of suspension unless student is attending Jacket Academy or accompanied by a parent/guardian and only then for the expressed reason for a pre-arranged conference with school officials.
- B. **Effect of Suspension of Student Upon Extracurricular Participation.** Any student who is suspended from school as punishment for violation of any rule or policy shall not be eligible to participate in any extracurricular activity during the period of the suspension. Any student who is placed in In-School Suspension as punishment for violation of any rule or policy shall be eligible to participate in any extracurricular activity on days after completing the In-School Suspension day. For the purpose of this policy, extracurricular activity is defined as any school-sponsored activity or event other than normal classroom instruction.

#### IN-SCHOOL OR SHORT-TERM SUSPENSIONS

- A. The principal has the authority (under G.S. 115C- 391) to suspend for a period of ten (10) school days or less any student who willfully violates the rules of conduct established by or in accordance with the policies of the Board of Education. A student who is suspended shall be given an opportunity to make up all work and tests missed during a short-term suspension and to make up his/her work under the guidelines established by the principal.
- B. The student shall have been informed previously, either verbally or in writing, that the act or misconduct could result in suspension.
- C. The student shall be told of the alleged misconduct and the evidence against him or her.
- D. The student shall be given the opportunity to present informally his/her knowledge of the facts and defense, if any, to the accusations.
- E. The principal or a designee shall conduct such investigations as necessary to determine the truth of the accusations against the student.
- F. If the principal or designee finds that the accusation(s) is (are) true and that a suspension is warranted under the facts and circumstances, the student, parents and/or guardians shall be notified, in writing, of the reason for the suspension, the type of suspension (In-School or Out-Of-School) and the length of the suspension. In the event parents cannot be reached to arrange transportation home, the student may be given transportation or kept on school grounds until the end of the school day.
- G. The parents or guardians shall also be notified that they may request a conference with the principal to discuss the suspension.
- H. If more than ten (10) students are suspended at the same time for the same act(s) of misconduct, the principal shall notify the Superintendent immediately.

#### 5.3.4.3 Long-Term Suspension, 365 Days Suspension, Expulsion

##### A. Definitions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period in excess of 10 school days, up to the remainder of the school year. A long-term suspension may be imposed by the principal after receiving approval from the superintendent. A 365 days suspension is a denial to a student of the right to attend school and to take part in any school function for a full 365 days. A 365 days suspension may be imposed only for violations of policy 5.3.3.7, Weapons, Bomb Threats and Clear Threats to Safety. A 365 days suspension must be approved by the board prior to its implementation. Modifications in the 365 days suspension may be made by the board upon the recommendation of the superintendent. 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 board policy 5.3.3.7, Weapons, Bomb Threats and Clear Threats to Safety. An expulsion must be approved by the board prior to its implementation.

##### B. Determination of Appropriate Consequence

###### Principal's Recommendation

Following a full investigation, the principal may impose a short-term suspension or any other consequence consistent with board policies. If the principal determines that a suspension beyond ten days is an appropriate consequence, 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 suspension recommended.

Recommendations regarding consequences for alleged violations of policy 5.3.3.7, Weapons, Bomb Threats and Clear Threats to Safety, policy 5.3.38, Narcotics, Alcoholic Beverages, Stimulants and Other Drugs, must include any additional documentation required by these policies. The principal shall propose the discipline penalty based upon a review of the student's culpability and dangerousness and the harm caused by the student.

If a 365 days suspension for weapons is recommended, the principal will identify the type of weapon involved and the specific evidence that substantiates that the student brought the weapon onto campus. If expulsion is recommended, the principal will identify the basis of determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The principal also will consider and make a recommendation in regard to any alternative education, counseling, or other program that should be a part of the consequence for violation of the board policy, school standards or rules.

The principal must provide the student's parent or guardian written notice of the recommendation for long-term suspension, 365 day suspension or expulsion by the end of the workday during which the long-term suspension or expulsion is recommended, when reasonably possible, but in no event later than the end of the following workday. The written notice must contain:

- (1) a description of the incident leading to the recommendation;
- (2) the specific provisions of the student conduct policy or rule that the student allegedly violated;
- (3) the possible consequences that may be imposed based upon the incident;
- (4) the specific process by which the parent or guardian may request a hearing to contest the suspension or expulsion;
- (5) the process by which the hearing will be held;
- (6) notice of the right to retain an attorney to represent the student in the hearing process;
- (7) notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal; and
- (8) notice of the right to review the student's educational records prior to the hearing.

###### Superintendent's Decision

The student or his or her parent may request a hearing before the superintendent or designee within three days of receipt of notice from the principal regarding the recommendation for long-term suspension, 365 day suspension or expulsion. The superintendent or designee will notify the parent of the hearing date which will be scheduled within five days of the superintendent's receipt of the hearing request. If a hearing is requested before the Superintendent or designee. The hearing shall be conducted by the superintendent or designee in the following manner:

- A. It shall be private and informal.
- B. The legal rules of evidence will not apply.
- C. The student may be represented by an attorney or a person of his or her choice.
- D. The school officials and the student shall have the right to present evidence and cross-examine any witnesses presented.
- E. A record shall be made of the hearing.

Based upon relevant documents and any findings from the hearing, the superintendent will determine whether to approve the long-term suspension. The superintendent or designee will immediately inform the principal of his or her decision and a long-term suspension may be imposed immediately. The superintendent or designee shall send via certified mail to the student's parent or guardian a copy of the decision, notification about what information will be included in the student's official record, and the procedure for expungement of this information under G.S. 115C-402..

If the superintendent/designee also determines that any consequences mandated by law are applicable or a 365 days suspension is appropriate, the superintendent/designee will submit a recommendation to the board with any proposed modification in the suspension, including the provision of alternative education services or reduction in the suspension. If the superintendent/designee determines that expulsion is appropriate, the superintendent/designee will submit a recommendation and the basis of the recommendation to the board with any proposal for alternative education. The superintendent will send a copy of the recommendation to the parent or guardian in person or by certified mail.

#### Hearings Before the Board

- Long-Term or 365 Day Suspensions

A student or his or her parent or guardian may appeal an imposed long-term or 365 day suspension. The student or his or her parent or guardian must appeal to the board in writing within three days of receiving the superintendent's decision. The superintendent shall 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 hearing will be conducted as outlined above.

- Expulsions

The student or his or her parent or guardian may request a hearing within five days of receiving notice that the superintendent is recommending that the student be expelled. The hearing will be scheduled with the board within five days of the superintendent's receipt of the hearing request. The superintendent or designee shall notify the parent or guardian of the date, time and place of the hearing. Any appeal of a long-term suspension will be addressed in the same hearing. The hearing will be conducted as outlined above.

A hearing on the superintendent's recommendation for 365 days suspension or expulsion will be scheduled with the board or a board panel within ten days of the parent's receipt of the recommendation. Any appeal of a long-term suspension will be addressed in the same hearing. Hearing procedures adhered to in the superintendent's hearing will be followed, except the board may review the record from the administrative hearing in addition to or instead of presentations of evidence by individuals other than the superintendent/designee or the parent, student or student's counsel.

If the parent/guardian and student do not want to be present at a hearing on the recommendation for 365 days suspension and/or expulsion, the parent/guardian or student will give notice within two days of the scheduled hearing. If a hearing is not desired by the parent, guardian or student, the superintendent may then submit written evidence to support the recommendation to the board, provided that the board may elect to request a hearing or request additional records and documents.

If the superintendent/designee has recommended a 365 days suspension, the board will make a written determination of whether the evidence supports a 365 days suspension and whether it accepts any modification recommended by the superintendent.

If expulsion has been recommended, the board will provide in writing a determination and the basis for the determination of whether there is clear and convincing evidence that the student's behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

The board also will consider and make a written determination of whether alternative educational services will be provided for any expelled student. Regardless of whether alternative educational services are provided by the school district, the board expects the school district to work with other agencies to help the student and parent identify other types of services that may be of assistance to the student. The board will send via certified mail to the student's parent or guardian a copy of the decision, notification about what information will be included in the student's official record, and the procedure for expungement of this information under G.S. 115C-402.

C. Educational Services for Students with Disabilities During Long-Term Suspension, 365 Day Suspension or Expulsion Students with disabilities recognized by the Individuals with Disabilities Education Act will receive educational services during periods of suspension or expulsion to the extent required by *Policies Governing Services for Children with Disabilities* and state and federal law.

D. Reducing Suspension and Expulsion Rates

Though the board believes that suspension or expulsion may be an appropriate and necessary consequence in certain situations, the board also recognizes that excessive use of suspension and expulsion may have a negative impact on academic achievement and graduation rates. Thus, the board encourages school administrators to find ways to reduce suspension and expulsion rates in the schools.

Revised: May 4, 2010

5.3.4.4 Summary Suspension. If the conduct of the student(s) poses a danger to persons or property or is an ongoing threat of disrupting the academic process, the student(s) may be suspended immediately for a period not to exceed two days. An investigation must follow within the two days of the summary suspension, and any further suspension shall follow due process procedures of short-term or long-term suspension.

5.3.4.5 Effect of Suspension of Student Upon Extracurricular Participation. Any student who is suspended from school as punishment for violation of any rule or policy shall not be eligible to participate in any extracurricular activity for a period of seven consecutive days following the beginning of the period of suspension. Any student who is placed in In-school suspension as punishment for violation of any rule or policy shall not be eligible to participate in any extracurricular activity during the period they are in In-school suspension.

For the purpose of this policy, extracurricular activity is defined as any school-sponsored activity or event other than normal classroom instruction.

5.3.4.6 Suspension from Athletic and Extra-Curricular Activities Upon Conviction of a Crime. Participation in extra-curricular activities, whether athletic or otherwise is recognized as a privilege. Therefore, any student who

(1) is convicted of a crime classified as a felony under North Carolina or federal law, or (2) is adjudicated delinquent ("convicted" in juvenile court) for an offense that would be a felony if committed by an adult, is not eligible to participate on a school athletic team from the date of conviction or adjudication of delinquency through the end of the student's high school career. In a similar manner, a middle school student will be declared ineligible for athletic team participation through the end of his/her middle school career and will be subject to review by the principal for reinstatement of eligibility for such activities upon entering high school.

Such student convicted of a felony under Items 1 or 2 above shall be ineligible to participate in any other extra-curricular school activity from the date of conviction or adjudication of delinquency for a period of 12 months. If a student is charged with a felony but is convicted of, pleads guilty or no contest to a misdemeanor, the student will be ineligible to participate on a school athletic team or extra-curricular club or activity from the date of conviction or adjudication for a period of 12 months. Provided, however, depending upon the severity of the crime, disciplinary and academic standing of the student, earlier reinstatement of eligibility for such activities shall be determined by the principal.

Any student who

(1) is convicted of a crime classified as a misdemeanor under North Carolina or federal law, or (2) is adjudicated delinquent ("convicted" in juvenile court) for an offense that would be a misdemeanor if committed by an adult, is not eligible to participate on a school athletic team or extra-curricular club or activity from the date of conviction or adjudication of delinquency for a period of 12 months. Provided, however, depending on the severity of the crime, disciplinary and academic standing of the student, earlier reinstatement of eligibility for such activities shall be determined by the principal.

"Conviction" or "convicted" for purposes of this policy includes the entry of (a) a plea of guilty; or (b) a plea of no contest, nolo contendere, or the equivalent; or (c) a verdict or finding of guilty by a jury, judge, magistrate, or other duly constituted, established, and recognized adjudicating body, tribunal or official, either civilian or military.

Any student who is charged with any crime but not yet convicted or adjudicated delinquent may make such facts known to school personnel prior to any conviction, adjudication or plea of guilt in order that the sanctions contemplated above may be initiated at such time. Any student's decision to confide such information to school personnel at or near the time of being charged with a crime will be taken into account by the principal in determining a student's potential reinstatement for eligibility to participate in athletics or extra-curricular activities.

**This handbook is an attempt to give our students an overview of Lexington Senior High School. This handbook is in addition to the Lexington City School Board Policy, which is our governing policy.**