



2301 Tramway Road

Sanford, NC 27332

919-718-2400



SLHS Student Handbook*

2021-2022

The information provided in this handbook is subject to change. Specifically related to COVID-19 and health protocols, throughout the 2021-2022 school year Lee County Schools will follow the most up-to-date public health guidance for public schools provided by the North Carolina Department of Health and Human Services in the [StrongSchoolsNC Public Health Toolkit](#), along with additional guidance from the North Carolina Department of Public Instruction.

Vision

Southern Lee High School will strive toward becoming a place where a united staff ensures that all students are actively engaged in their education and where teachers use key instructional strategies and practices to ensure this happens. As a key to both staff and student success, Southern Lee will be a leader in the appropriate use of technology. We envision an educational community that is safe and inviting to all—staff, students, parents, and community. We will strive to inspire intellectual growth, personal responsibility, and physical well-being.

Mission

SLHS will be an educational leader in fostering respect, responsibility, and safety among all members of the school community to ensure the success of all learners in a complex, changing world.

Administration

Mrs. Molly Poston, Principal
 Ms. Angela Colvin, Assistant Principal
 Mr. Cletis Gore, Dean of Students
 Ms. Amy Salter, Assistant Principal
 Mr. Anton Wilson, Assistant Principal

Lee County Board of Education

Sandra Bowen-Chair
 Christine Hilliard-Vice-chair
 Patrick Kelly
 Pat McCracken
 Dr. Lynn Smith
 Pam Sutton
 Sherry Lynn Womack

School Colors

Navy Blue, Orange, and White

School Mascot

Cavalier

Athletic Conference

Sandhills Athletic Conference

School Website

<https://www.lee.k12.nc.us/southernlee>

School Twitter

<https://twitter.com/SoLeeHS>

Table of Contents

Part 1. School Schedules	8
In-Person Bell Schedules.....	8
School Closings and Delays.....	8
Part 2. Academics	9
Course Enrollment and Scheduling Requirements.....	9
Grades.....	9
Course Due Dates.....	9
Monday PowerSchool Check-Ins.....	9
Progress Reports and Interim Periods.....	10
Final Exams.....	11
Final Grade Calculation.....	11
Grade Appeals.....	11
Grade Weights.....	12
Advanced Academic Opportunities.....	15
Honors Courses.....	15
Advanced Placement Courses.....	15
Dual Enrollment in Community College Courses.....	15
Distance Learning.....	15
Governor’s School.....	15
Promotion Requirements.....	16
Senior Fees.....	16
Early Graduation.....	16
Graduation Requirements.....	17
UNC System Admissions Requirements.....	18
College Application Week.....	18
Graduation Attire.....	19
Graduation Marshals.....	19
Valedictorian and Salutatorian.....	19
Part 3. Extracurricular Activities	20
Participation in School Events.....	20
Athletics.....	20

Lee County Schools Insurance for Students.....	20
Clubs and Organizations	21
Student Government Association	21
Driver’s Education and Driver’s License Law	21
Field Trips.....	21
Prom Requirements	22
Part 4. Student Services	23
Advisor/Advisee Program	23
Fee Waivers for College Applications and Admissions Tests	23
Health and First Aid.....	23
Policy Regarding Student Choice/Gender.....	23
Scholarships	24
School Counselors.....	24
Withdrawal from School	24
Part 5. Attendance	25
Attendance Regulations for Course Credit	25
LCSBOE Policy Code 4400: Attendance.....	25
Excused Absences	25
Consecutive Absences.....	26
Procedure for Students Returning from an Absence.....	26
Release of Students from School (LCSBOE Policy Code: 4210).....	26
Tardy Policy	27
Leaving Class	28
Movement during Class Changes.....	28
10-Minute Rule	28
Hall Passes.....	28
Senior Privilege	28
Early Dismissal.....	29
Missing Work	30
Missing Work due to a student absence.....	30
Missing Work <i>not</i> due to a student absence	30
Saturday School Attendance Make-Up.....	31

Part 6. School Facilities and School Property	32
Admittance into Southern Lee’s Building	32
Cafeteria.....	32
Lockers	32
Lost and Found.....	32
Media Center	32
Personal Property	33
School Safety and Searches	33
Student Parking.....	33
Teacher Workrooms	34
Telephones.....	34
Textbooks.....	34
Visitors to Campus	35
Part 7. Student Records	36
Cumulative Records (Family Educational Rights and Privacy Act of 1974).....	36
Transcript Requests	36
Release of Directory Information from Student Records	36
Permission to Print Photograph.....	36
Permission to Publish Student’s Work on the World Wide Web	37
Part 8. Technology Policy	38
Internet Use Policy Guidelines	38
Personal Device Use Policy—Bring Your Own Device (BYOD)	39
Devices that need network access and devices that do not.....	39
Lee County Schools vs. non-Lee County Schools networks	39
Filtering	39
Connecting to Lee County Schools devices.....	39
Charging	39
Software Installation.....	39
Bring Your Own Device Permission Slip	42
Connecting to the Lee County Schools Wireless Network.....	43
Frequently Asked Questions for Parents/Guardians about BYOD.....	44
Part 9. Student Code of Conduct	46

Lee County School Board Policy Code: 4300 Code of Student Conduct 46

LCSBOE Student Code of Conduct..... 46

Detention (D-Hall) 46

Level I Disciplinary Issues 47

 Level I Disciplinary Issues: Appearance and Clothing 47

 Level I Disciplinary Issues: Cellular Phones and Other Electronic Devices 49

 Acceptable Use of Wireless Communication and Other Electronic Devices 49

 Cell Phone Zones 49

 Authorized Use 49

 Unauthorized Use 49

 Liability 49

 Consequences for Unauthorized Use 50

 Level I Disciplinary Issues: Cheating and Plagiarism 51

 Level I Disciplinary Issues: Other 52

Level II Disciplinary Issues 55

 Alcohol and Drugs 55

 Assault on or Physical Injury to Others 55

 Disrespect to Staff 56

 Extortion or Blackmail 56

 Fighting 56

 Firearms and Explosive Devices 56

 Fire Alarms 57

 Gang Activity 57

 Indecent Exposure or Sexual Misconduct 57

 Obstructing a School Official 57

 Off Campus Conduct 57

 Theft 57

 Vandalism/Destruction of School Property 57

 Verbal or Physical Abuse of Staff Members and/or students 57

 Weapons and Dangerous Instruments 57

 Bus Discipline Policy 58

Lee County Schools Procedures for Suspensions and Expulsions 59

Application 59

Investigation..... 59

Power to Suspend 59

Short Term Suspension 60

Emergency Suspensions..... 60

Long Term Suspension and Expulsion..... 61

Administrative Hearing Panel 62

Board of Education Hearing 62

School Lockers: Property Searches by School Authorities..... 62

Motor Vehicles: Property Searches by School Authorities 62

Grievance Procedure Title IX..... 63

Part 1. School Schedules

In-Person Bell Schedules

Regular Bell Schedule

Movement	7:50
Tardy Bell	8:00
Period 1	8:00-9:35
Break	9:35-9:40
Period 2	9:40-11:10
Break	11:10-11:15
Period 3	11:15-1:20
A lunch	11:15-11:38
B lunch	11:43-12:06
C lunch	12:29-12:52
D lunch	12:57-1:20
Break	1:20-1:25
Period 4	1:25-3:00

Two-Hour Delay Bell Schedule

Movement	9:50
Tardy Bell	10:00
Period 1	10:00-10:55
Break	10:55-11:00
Period 2	11:00-11:55
Break	11:55-12:00
Period 3	12:00-1:55
A lunch	12:00-12:25
B lunch	12:30-12:55
C lunch	1:00-1:25
D lunch	1:30-1:55
Break	1:55-2:00
Period 4	2:00-3:00

School supervision is provided for only 30 minutes before and after the school day.

School Closings and Delays

In case of inclement weather, every effort is made to make the decision and notify broadcasters in time to begin making the announcement at 6:00. The district will communicate with all school stakeholders through the **ALERT NOW** phone messaging system. The decision is based on the weather forecast and information received from law enforcement agencies; the NC Department of Transportation and our own transportation staff. If the weather is bad enough to prevent opening schools on a normal schedule, one of three decisions with corresponding announcement will be made;

- **School closed to students-** All staff, except food service, will report to work at the regular time. Student will make the day up on a designated make up day unless otherwise notified.
- **School closed to students and staff-** The day will be made up by students and staff on a designated makeup day.
- **School opening will be delayed-** Staff members report to work before students arrive to be ready for them. Buses run later, and routes may take longer because of road conditions. The missed time will not be made up.

Closing and delay information will also be available on the Lee County School's webpage www.lee.k12.nc.us, and you may also listen and watch for information on the following stations:

Television	FM Radio	AM Radio
WBF- Channel 46 (Cable 16)	WFJA 105.5	WWGP 1050
WCD- Channel 67 (Cable 15)	WRAL 101.5	WPTF 680
WTVD- Channel 11 (Cable 12)	WQDR 94.7	
WRAL- Channel 5 (Cable 3)		

Part 2. Academics

Course Enrollment and Scheduling Requirements

Students in grades 9-11 are required to take a minimum of eight courses each year. The student schedule is a list of courses that the student must be enrolled in and complete successfully in order to earn credit toward promotion to the next grade and eventual graduation from high school. Every attempt will be made to honor and accommodate student requests for classes that interest them. All students will be expected to take the courses for which they register. School planning, such as teacher allotment, room assignments, class size, etc., is based on student registration. The school and school district makes these plans to provide the best educational program possible. Changing schedules could adversely affect this planning and should be kept to a minimum.

Requests for schedule changes must meet the following criteria:

1. Student does not have a complete schedule.
2. Student is scheduled for a class that he/she has passed.
3. Student has been placed out of sequence.
4. Student is in the wrong level class. (For example: assigned English II without passing English I)
5. Student scheduled for a lower level course wishes to take a higher level course.
6. Student is in an elective class and needs a required credit for graduation.
7. Student's schedule is unbalanced between core and elective course.

Students who wish to request a schedule change must complete a purple request form obtained from a counselor. If the request is deemed valid, the counselor will discuss options with the student and parent/guardian. The student must remain in the class(es) for which he/she is scheduled until notification of a change has been given by the Guidance office. Until that time, students are accountable and responsible for attendance and work in the classes for which they are scheduled.

Grades

Course Due Dates

Students and teachers have reciprocal responsibilities to one another. The teacher must verbally, and in writing, communicate due dates to students on all assignments. If a student is absent on a due date, alternative methods of submission should be used. If a student is hospitalized, severely ill, or has a documented extenuating circumstance, teachers and administrators will extend due dates as appropriate.

Monday PowerSchool Check-Ins

Teachers will set aside time during each block on Mondays for students to log into their PowerSchool accounts to check their status in the class. Students are encouraged to monitor their grades for accuracy, missed assignments, and timeliness. Additionally, students should monitor their absence/tardy status. Students should communicate directly with their teachers in order to resolve any grade/attendance issues noted each Monday. PowerSchool Check-ins will be an important way for students to be accountable for their own progress and for adhering to the new late work policy.

Progress Reports and Interim Periods

Progress reports detailing academic progress, attendance status, areas of improvement, and/or teacher comments will be provided to every student on the dates listed. Students should discuss progress with parents/guardians, get each report signed, and return them to their teachers. If you do not receive a progress report, or if you have questions or comments, contact your student's teacher.

Interim periods are a span of 3 weeks. Students must submit missing work by the last day of each interim period.

First Semester	Qtr	Interim	Work Windows	Progress Reports
	1	Interim #1	August 23 to September 17	September 13
		Interim #2	September 20 to October 21	October 18
	2	Interim #3	October 25 to November 23	November 15
		Interim #4	November 29 to January 14	December 13

Second Semester	Qtr	Interim	Work Windows	Progress Reports
	3	Interim #1	January 18 to February 11	February 7
		Interim #2	February 14 to March 18	March 14
	4	Interim #3	March 22 to April 29	April 25
		Interim #4	May 2 to June 9	May 23

Final Exams

Final exams are to be given in all classes and grades. Final exams count 20% of the overall course grade. In courses with an End-Of-Course test (English II, Math 1, Math III, and Biology); students will take a state-mandated final exam which counts as 20% of the course grade. Each student must score a designated minimum scale score (converted to a 100 point scale) to achieve proficiency. All Career Technical Education courses require a State CTE Post Assessment which counts 20% of the course grade. Each student must score a designated minimum score to achieve proficiency.

Final Grade Calculation

Final grades are calculated according to the following percentages:

First Quarter Grade =	40%
Second Quarter Grade =	40%
Final Exam, EOC, or CTE Post-Assessment =	20%
<hr/>	
Total	100%

Grade Appeals

Grades are determined by the performance of the student and are calculated by the teacher. If a student/parent does not agree with a grade, he/she must demonstrate that the grade was unfair or incorrectly calculated. Under Lee County Board of Education Policy, a Principal may not change or adjust a grade unless it is determined that the grade was unfair or incorrect, and only in this case will the Principal schedule an appeal for grade change.

Grade Weights

According to NC State Board of Education Policy GCS-L-004, Globally Competitive Students, the following components are in effect beginning with the 2015-2016 school year.

1. The Department of Public Instruction shall maintain a transcript system, and the local school administrative units shall use that system to produce standardized transcripts in an automated format. The standardized transcript shall include:
 - grade point average (GPA),
 - class rank,
 - end-of-course test scores, and
 - uniform course information including course code, course name, credits earned toward graduation, and credits earned for admission to an institution of higher education.

2. Students shall receive both an un-weighted GPA that reflects no additional weighting for advanced courses and a weighted GPA that reflects additional quality points for advanced coursework. In accordance with General Statute 116-11 (10a), grade point average values and class rank shall be calculated by a standard method devised by the University of North Carolina and NC Community College systems.

3. Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales.
 - 3.1. Academic course levels and associated weights are defined as follows:
 - 3.1.1. Standard courses – Course content, pace and academic rigor follow standards specified by the North Carolina Standard Course of Study (NCSCoS). Standard courses provide credit toward a high school diploma and require the end-of-course test for those courses identified as such in the NC accountability program. Quality points for the GPA calculation are assigned according to the standard 4.0 scale and receive no additional quality points.
 - 3.1.2. Honors courses - Course content, pace and academic rigor place high expectations on the student, demanding greater independence and responsibility. Such courses are more challenging than standard level courses and are distinguished by a difference in the depth and scope of work required to address the NCSCoS. These courses provide credit toward a high school diploma and require the end-of-course test for those courses identified as such in the NC accountability program. An honors review process shall be followed, as outlined in the latest edition of the *North Carolina Honors Course Implementation Guide*. The state course weighting system awards the equivalent of one (1) quality point to the grade earned in Honors courses.

- 3.1.3. Advanced Placement/International Baccalaureate (AP/IB) courses - Course content, pace and academic rigor are considered college-level as determined by the College Board or the International Baccalaureate (IB) program and are designed to enable students to earn high scores on the AP or IB test, potentially leading to college credit. These courses provide credit toward a high school diploma and require an EOC in cases where the AP/IB course is the first course taken by a student in a subject where an EOC is required by the NC accountability program. The state weighting system awards the equivalent of two (2) quality points to the grade earned in an AP/IB course.
 - 3.1.4. College courses (“dual enrollment”) - Course content, pace and academic rigor are, by definition, college-level for these courses. College courses, which may be delivered by a community college, public university or private college or university, provide credit toward a high school diploma and may satisfy a graduation requirement or provide an elective course credit. *The state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included on the most recent Comprehensive Articulation Agreement Transfer List, and for courses taught at four-year universities and colleges.*
4. Courses eligible for weights include higher-level high school courses that fall into one of the following categories:
 - 4.1. Honors sections of standard-level academic courses, including NC Virtual Public School courses and other on-line courses, that are in accordance with the philosophy, rubric, procedures, guidelines, and standards for curriculum, instruction, and assessment as described in the *North Carolina Honors Course Implementation Guide*. Such courses are assigned additional quality points in accordance with section 3.1.2 above; it is not necessary to offer a standard level of a course to offer an honors level.
 - 4.2. Pre-calculus, non-AP/IB calculus, mathematics courses beyond the level of calculus, and world language courses beyond the second-year level are considered inherently advanced and are assigned Honors-level weighting in accordance with section 3.1.2 above.
 - 4.3. Arts education courses meeting the standards for proficient and advanced dance, music, theatre arts, and visual arts are assigned Honors-level weighting in accordance with section 3.1.2 above.

High schools shall use one grading scale. The conversion of grades to quality points is standardized. Implicit is a conversion of percentage grades to letter grades according to the following widely used scale and effective for all high school students: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; $\leq 59 = F$. Grades and the corresponding number of quality points are shown below.

Standard scale — Numeric Grades with a letter grade legend.

90-100 = 4.0	80-89 = 3.0	70-79 = 2.0	60-69 = 1.0	$\leq 59 = 0.0$	WF = 0.0
FF = 0.0	WP = 0.0	INC = 0.0	AUD = 0.0	P = 0.0	

5. Elementary schools and middle schools are allowed to use grading systems approved by their local boards of education.
 - 5.1. It is recommended that local boards of education base their elementary and middle school grading scales on the following widely used scale: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; $\leq 59 = F$.
 - 5.2. Local boards of education may also choose to use a letter-based scale such as the following: S (Satisfactory), N (Needs Improvement), U (Unsatisfactory), PR (Promoted), RE (Retained)
6. In accordance with GS 116-11 (10a), each student's official class rank shall be listed on the standardized transcript.
 - 6.1. The official class rank shall be calculated using the weighted grade point average in which quality points are provided for passing grades in standard, Honors, AP/IB, and college-level courses according to the weighting system defined in sections 3 and 4 above.
 - 6.2. Local education agencies may re-calculate class rank for local purposes such as determination of valedictorian, salutatorian, and other graduation honors. Such re-calculations may be used for local purposes only, and the official class rank provided on the standardized transcript shall not be altered.

Advanced Academic Opportunities

Honors Courses

The overall purpose of honors courses is to provide a more rigorous curriculum in which instruction is expanded and special activities focus appropriately on both depth and breadth of content. Instructors place additional emphasis on the application of content within each course and across related disciplines. Honors courses require advanced reading lists, advanced writing assignments, and independent study/ projects. Additional activities may include follow-up assignments on enrichment activities and a portfolio collection of work. You may enroll in an honors course if you possess the appropriate prerequisite course and choose to participate in this more rigorous course of study.

Advanced Placement Courses

Advanced Placement courses expose high school students to college-level material. You may study challenging subjects of interest in a variety of areas- arts, English, foreign language, mathematics, science, and social studies. You may enroll in an AP course if you possess the appropriate prerequisite courses and choose to participate in this advanced course of study.

This program also gives you the opportunity to show you have mastered this college level material by taking an AP exam. Colleges and universities can then grant credit, placement, or both based on scores on exams. If you seek credit through AP, you are advised to obtain the college's AP Policy in writing or to look for it in the institution's catalog. AP courses require significantly more homework, writing, reading, and research, than honors or standard level classes.

Dual Enrollment in Community College Courses

Students who meet both high school and Central Carolina Community College requirements are eligible for dual enrollment in community college-level courses. Grades earned in these courses are recorded on both your high school and your CCCC transcript. Some of these courses are eligible for transfer to other colleges or universities. These courses are offered both on-line and in-person at Central Carolina Community College. Please work closely with your advisor and your counselor if you are interested in this opportunity.

Distance Learning

Distance Learning provides Southern Lee High School students the opportunity to earn credit for graduation through courses taught online. Students interested in obtaining credit through Distance Learning should speak with their Advisor or Counselor. The principal or central office staff must approve the request.

Governor's School

Governor's School is an all-expense paid, residential summer program for selected students who are gifted and talented in an academic field and/or performing arts. Selections are made in early winter, and only sophomores and juniors are eligible for consideration. After students are nominated by themselves, parents, or teachers, they are screened carefully for evidence of superior intellectual ability and talent in the field of their nomination. The number of nominations is limited. Students who would like to be considered as a nominee should mention this to their teacher in their field of interest and/or see their Advisor or Guidance Counselor.

Promotion and Graduation

Promotion Requirements

Students who attend a high school in which a maximum of eight (8) credits can be earned during the school year (4x4 schedule):

- For promotion from 9th grade to 10th grade, each student must pass a minimum of 5 units of course credits.
- For promotion from 10th grade to 11th grade, each student must pass a minimum of 12 units of course credit.
- For promotion from 11th grade to 12th grade, each student must pass a minimum of 20 units of course credit and be in a position to graduate at the end of the regular school year.

Passing English I, II, or III is not a requirement for promotion from one grade to another.

Promotion to Grade...	Minimum Credits Required
10	5
11	12
12	20

Senior Fees

Students must have completed all requirements prior to the graduation ceremony in order to participate in the ceremony. All financial obligations must be paid, all attendance requirements must be met, and all academic requirements must be met. Seniors may be required to pay a senior fee to cover various senior expenses. These fees help purchase diplomas, the senior gift and fund all senior events.

Senior fees are non-refundable, and payment of fees does not guarantee participation in activities and/or graduation exercises. More information for senior fees will be forthcoming and will depend upon return-to-school policies and procedures for 2021-2022.

Early Graduation

Students who show satisfactory mastery of high school academic skills and concepts and have successfully completed all local and state high school requirements are eligible for early graduation. The parent or legal guardian of the student must make a written request to the 12th Grade Counselor, and a committee of school staff for approval. Requests are then forwarded to the principal and superintendent for consideration. When the student completes all requirements for early graduation, the principal will notify the student in writing that an official diploma will be presented at the next regularly scheduled graduation exercise. In order to participate in athletics, or attend the prom, students must meet eligibility requirements.

Graduation Requirements

State and Local Course Requirements for High School Graduation

Content Area	Future Ready Core			Occupational Course of Study (OCS)
English	4 Credits <ul style="list-style-type: none"> English I English II English III English IV 			4 Credits <ul style="list-style-type: none"> English I* English II* English III English IV
Mathematics	4 Credits <ul style="list-style-type: none"> NC Math I, NC Math II, NC Math III and Additional Math Course to be aligned with the student's post high school plans 			3 Credits <ul style="list-style-type: none"> Introduction to Mathematics NC Math I* Financial Management
Science	3 Credits <ul style="list-style-type: none"> Earth/Environmental Science A Physical Science Biology 			2 Credits <ul style="list-style-type: none"> Applied Science Biology*
Social Studies	4 Credits (9th Entry prior to 2020-2021) <ul style="list-style-type: none"> World History American History: The Founding Principles, Civics, and Economics OR Founding Principles of the United States of American and North Carolina: Civic Literacy Choose one option: <ol style="list-style-type: none"> American History I and American History II American History I OR American History II AND another social studies course American History AND another social studies course AP US History AND another social studies course 	4 Credits (9th Entry 2020-2021) <ul style="list-style-type: none"> World History American History: The Founding Principles, Civics, and Economics OR Founding Principles of the United States of American and North Carolina: Civic Literacy An American history course which shall be either: American History I OR American History II OR American History OR AP US History Economics and Personal Finance 	4 Credits (9th Entry 2021-2022 and beyond) <ul style="list-style-type: none"> World History American History OR AP US History Founding Principles of the United States of America and North Carolina: Civic Literacy Economics and Personal Finance 	2 Credits <ul style="list-style-type: none"> 9th Entry prior to 2020-2021- <ul style="list-style-type: none"> American History: Founding Principles, Civics and Economics American History I or American History II 9th Entry 2020-2021 and beyond <ul style="list-style-type: none"> Founding Principles of the United States of American and North Carolina: Civic Literacy Economics and Personal Finance
World Languages	Not required for graduation but 2 levels required for admission to the UNC System			
Health and Physical Education	1 Credit <ul style="list-style-type: none"> Health/Physical Education I 			1 Credit <ul style="list-style-type: none"> Health/Physical Education I
CPR	Successful completion of CPR training for students graduating 2015 and beyond			Successful completion of CPR training for students graduating 2015 and beyond
Electives or Other Requirements	6 Credits <ul style="list-style-type: none"> 2 elective credits of any combination from either <ul style="list-style-type: none"> Career and Technical Education (CTE) Arts Education World Languages 	4 elective credits from the following (four-course concentration recommended): <ul style="list-style-type: none"> Career and Technical Education (CTE***) JROTC Arts Education (e.g. dance, music, theater arts, visual arts) Any other subject area or cross-disciplinary courses (e.g. mathematics, science, social studies, English and dual enrollment courses) 		6 Credits <p>Occupational Preparation:</p> <ul style="list-style-type: none"> Occupational Prep I Occupational Prep II Occupational Prep III Occupational Prep IV Completion of IEP objectives Career Portfolio required Additional Requirements****
Career and Technical Education				4 Credits <ul style="list-style-type: none"> Career and Technical Education Electives
Arts Education	DPI recommends at least one credit in an arts discipline, but is not required to meet graduation standards.			
Total Minimum Credits Required	28 Credits (22 State + 6 Local)			22 Credits Plus any additional local requirements

Any student who entered 9th grade before the 2017-2018 school year, should see their counselor for graduation requirements.

* OCS courses aligned with Future Ready Core courses in English I, English II, Math I, and Biology (New Common Core State Standards and new NC Essential Standards implemented in the 2012-2013 school year).

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

*** For additional information on CTE courses that meet requirements for selected Courses of Study, refer to the CTE Clusters chart located at: <http://www.ncpublicschools.org/docs/cte/standards/careerclusters2012.pdf>.

**** Completion of 150 hours of school-based training with work activities and experiences that align with student's post school goals, 225 hours of community-based training, and 225 hours of paid employment **OR** 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community service hours.

UNC System Admissions Requirements

The UNC System is a public university open to anyone who is prepared for success at one of its institutions. The System-wide minimum admission requirements are guidelines that help future students and University administrators determine if applicants are ready to meet the challenge of a four-year degree program, or if they might benefit from more preparatory work at a community college before transferring into the UNC System.

Entrance requirements for the State University System are as follows:

English	4 units
Math	4 units (Math I, Math II, Math III, and 1 math beyond Math III)
Science	3 units (Biology, a physical science, a laboratory science)
Social Studies	2 units (US History, 1 elective)
Foreign Language	2 units of the same foreign language other than English
Recommended:	1 unit of math and foreign language taken during the senior year of high school
Required	High School Diploma or GED 2.5 cumulative weighted GPA*** SAT score of 880 or ACT composite score of 17***

*** The UNC Board of Governors recently adopted a time-limited policy provision that allows a student to meet minimum eligibility requirements for admissions consideration. A student who earns at least a 2.5 weighted high school grade point average OR a minimum test score on either the ACT (19) or the SAT (1010) is eligible for review by any of the 16 UNC System universities. A student must still take either the ACT or the SAT to be considered for admission.

Each university may have additional requirements. Students should refer to college catalogues of the university to which they plan to apply.

College Application Week

Each year during the fall semester, many of the state's colleges and universities designate one week to allow high school seniors to submit their college applications while waiving the usual application fees, which may ordinarily range between \$40 and \$75. Students must apply through CFNC.org in order to receive this benefit during this specific window.

For the 2021-2022 school year, College Application Week is October 18-22.

Graduation Attire

Graduation attire is as follows:

Ladies	Gentlemen
<ul style="list-style-type: none"> • Dark skirt or dress • No flip flops, rainbow sandals, or spiked heels 	<ul style="list-style-type: none"> • White collared shirt • Tie • Black or navy slacks • Dress shoes (no tennis shoes or sandals)

Caps and gowns are not to be altered in any way. Seniors will not be allowed to participate in the graduation exercise unless proper attire is worn. In addition, excellent behavior is required of each student participating in the graduation ceremony. Inappropriate behavior during the ceremony will result in removal from the ceremony and the student will not receive his/her diploma until determined by administration. The 2022 ceremony will be held on Thursday, June 9 at 7:30pm.

Graduation Marshals

Cumulative grade point averages (GPAs) through the third quarter of the junior year determine the selection of marshals. The top students serve as marshals for graduation; the student with the highest GPA serves as Chief Marshal. Weighted grades on the 4-point scale will be used for this selection. Courses listed for Valedictorian and Salutatorian are also required for Graduation Marshals (appropriate through the junior year).

Valedictorian and Salutatorian

The Valedictorian is the student in a graduating class with the highest weighted Grade Point Average (GPA), and the Salutatorian is the student with the second-highest weighted GPA. In order for a senior to be considered for Valedictorian and Salutatorian, he or she must have completed all graduation requirements. In addition, he or she must have been enrolled at SLHS during all four semesters of the junior and senior years.

Part 3. Extracurricular Activities

Participation in School Events

Participation in School Events: Any student who has missed **8 or more** days per semester and/or accumulated 9 or more tardies in any one class may not participate in any school activity that would require an absence in that class. This policy includes field trips, concerts, athletic events, and academic or vocational contests when school time must be missed.

Any student who is absent on the date of a special school event such as an athletic contest, dance, drama production, etc., will not be allowed to participate in the event. Students may request exceptions based upon legitimate circumstances to the administration. In such cases, students must present written documentation of the circumstances.

Student behavior at assemblies and pep rallies is monitored. Each student should be attentive and demonstrate appropriate behavior. Southern Lee Administration reserves the right to deny a student's attendance at any special event.

Athletics

In order to participate in athletics, students must have passed three of four classes during the previous semester and been in attendance at least 85% of the previous semester, met local promotion standards and district residency requirements. If a first time 9th grader is promoted from the 8th to the 9th grade, then he/she is eligible to play a Fall 2021 sport. After entrance into high school (Spring semester 2022), the student must meet above requirements. Student athletes interested in participating in college or university athletic programs are encouraged to see their counselor to discuss high school requirements to meet NCAA eligibility standards in college.

Southern Lee High School is a member of the Sandhills Athletic Conference and offers the following interscholastic sports:

- **Fall** – Cheerleading (JV & Varsity), Football (JV & Varsity), Volleyball (JV & Varsity), Men's Soccer (JV & Varsity), Women's Golf, Women's Tennis, Cross Country (men's & women's)
- **Winter**- Cheerleading (JV & Varsity), Basketball (JV & Varsity-men's and women's), Wrestling, Swimming (men's and women's), Gymnastics, Indoor Track
- **Spring**- Softball (JV & Varsity), Baseball (JV & Varsity), Women's Soccer (JV & Varsity), Track & Field (men's and women's), Men's Tennis, Men's Golf

If you are interested in participating in any Southern Lee Athletics you and your parent/guardian must complete several on-line forms PRIOR to participation. In addition, you must have a current physical from a licensed medical professional on file. You may contact Athletic Director Ernie Purnsley for information PRIOR to participation: epurnsley.sl@lee.k12.nc.us.

Lee County Schools Insurance for Students

The Lee County School System provides insurance for students at no cost to the parents. The insurance provides a limited benefit accident insurance plan for all students in grades Pre-K through 12; and student athletic participants in grades 7 through 12. Details regarding coverage and filing of claims can be found on the Lee County Schools website (www.lee.k12.nc.us).

Clubs and Organizations

Southern Lee has a variety of clubs and organizations to which students can belong. An updated list of club offerings is available on the school website. Students interested in creating or forming a new club must submit requests to Administration prior to September 1. No club may form without administrative approval and an administratively approved advisor. A current list of student clubs can be found on the [Southern Lee High school website](#).

Student Government Association

Every student is a member of the Student Government Association and can vote on SGA representatives. The SGA represents the concerns, ideas and wishes of the student body. Students are encouraged to attend meetings and participate in the organization.

Driver's Education and Driver's License Law

North Carolina law states that students who have not passed three of four courses (due to academics and/or attendance issues) the previous semester will not be eligible to receive a Driver Eligibility Certificate. Students who have failed to meet the above requirements will be reported to the Department of Motor Vehicles and will have their permit or license revoked. **Sign up for Drivers Education through the Southern Lee High School website.**

Field Trips

Students planning to be absent from class because of a field trip should ask teachers for their assignments before the date of the trip. When returning to class after the trip, the student is to be prepared for class, with assignments completed or ready to take any quiz or test. While on a field trip, students are expected to follow all school rules, just as if they were on campus. A student may not be allowed to go on a field trip if their behavior/disciplinary history is an issue. Students who have missed 8 or more days, and/or received 9 or more tardies excused or unexcused, in any class are not eligible to participate in any full- or partial-day field trip or senior activity that will result in additional loss of instructional time in that class.

Prom Requirements

ELIGIBILITY: The prom is open to all Southern Lee juniors, seniors, and their pre-approved guests who: have no outstanding debt to the school, have not served more than 3 days of Out of School Suspension prior to prom during second semester, and have not served more than 5 days of In School Suspension prior to prom during second semester.

GUESTS: Southern Lee students may bring a PRE-APPROVED guest who is a non-Southern Lee student and meets the following criteria:

- Guests must be between the ages of 14-20.
- A guest form must be completed and signed by both the student and guest.
- Guests must provide a photocopy of a picture ID with the application prior to approval.
- If applicable, guest must provide a NC Driver's License or Permit number.
- Guests must not have been charged or convicted of a felony.
- Guests will be approved by Southern Lee administration.

Announcements regarding Guest Forms will be made prior to prom. Additional information and requirements will be provided by the prom committee in the Spring.

Part 4. Student Services

Advisor/Advisee Program

Every student at Southern Lee High School will be assigned an advisor. Advisors/ and advisees will meet periodically with planned activities to assist students in adjusting to high school. Counselors will help facilitate this program.

Fee Waivers for College Applications and Admissions Tests

Students who are eligible for free or reduced-price lunch can receive fee waivers from their counselor to waive the normal fees associated with submitting college applications and registering for college admissions tests like the SAT and the ACT.

Health and First Aid

Immunization Policy: According to North Carolina public law, all students must be fully immunized before they may enter school. New students have 30 days to present their immunization records to the school nurse or risk a suspension from educational services.

Health problems: students should report health problems to their teachers and school nurse at the beginning of the school term or when such problems arise. Special problems include poor vision, poor hearing, diabetes, epilepsy, recent surgery, medication needs or anything that might limit a student at school.

Administration of Medication during School Hours: The use of non-prescription drugs of any kind by students K-12 is forbidden on the school grounds or at any school function unless the parent and physician request nonprescription medication be given at school. A "Request for Medication Form" must be signed by the doctor and parent for any long term medication of any kind given at school. The school assumes no responsibility for students who self-medicate.

Students who are under a doctor's care and have prescription medicine which may cause side effects while at school should inform the school nurse and each teacher upon entering the class. Students who need prescribed medicine for an extended period of time should present a note from the doctor to the school nurse providing the following information: amount to be given at one time, time of day to be given, duration of time that the medication is to be taken.

First Aid: In the case of minor accidents or injury, a student should ask for temporary aid from a teacher. If the injury is more serious, the teacher will contact the school nurse or a principal.

Homebound Services: If a student is expected to be homebound or hospitalized for a period of no less than four weeks as certified by a doctor in a written statement, he or she can receive homebound instruction. Instruction may begin on the first day of absence.

Policy Regarding Student Choice/Gender

Students who attend Southern Lee High School have the right to be addressed by their preferred name and personal pronouns. Legal name changes are not required for staff to use preferred name and personal pronoun on non-official records such as seating charts, assignments, tests, projects, etc. Official education records that are mandated by law require the use of a student's legal name and

gender. Examples of official education records include state and federal testing, transcript, diploma, etc. The school will change the student's name on official school records if the student and/or parent/legal guardian provides documentation of a legal name change. Schools may change a student's gender designation if a parent/legal guardian requests the change. Requests for a change in gender designation should be completed in writing and given to the school principal.

Scholarships

Students who want and/or need a college scholarship should talk with their advisor or guidance counselor by the end of their junior year. Applications for scholarships should be made throughout the senior year. The counselor may provide the student with up-to-date information concerning scholarships, grants, and financial aid as well as explaining the application process for college admission and financial aid/scholarships/ student loans.

School Counselors

Southern Lee's guidance counselors are available to assist students with educational, career, and personal problems. A student may not leave class to go see a guidance counselor unless the teacher of the class the student is in provides a pass, or the student can go by the guidance office and fill out a request form. Request forms will be honored in a timely manner.

Referral to other services and agencies is available through the SLHS counselors. Counselors may talk with students, parents, and teachers, and make appropriate referrals for concerns such as substance abuse, pregnancy, sexuality, family and peer relationships, grief support, and other issues. Counselors work with mental health agencies and private practice counselors to assist in the student's adjustment to school. Confidentiality is maintained regarding student concerns.

Withdrawal from School

If a student must withdraw or transfer from school (due to moving, dropping out, etc.), the student must get a withdrawal form from a guidance counselor, complete the form, and submit it back to Guidance. Students who are transferring need to supply the complete address of their new school so that their records may be mailed to the new school. All books must be returned and all fees paid before any records are forwarded. It is the responsibility of the student and their parent/legal guardian to take care of these matters before leaving Southern Lee High School.

Part 5. Attendance

Attendance Regulations for Course Credit

Academic and attendance requirements must be met to achieve credit in each course. Students that miss more than 8 days per semester in any class may not receive credit for that class. Partial credit is not given for any course.

LCSBOE Policy Code 4400: Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular and punctual attendance is expected of each student enrolled in the Lee County Public Schools. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians have the responsibility for ensuring that students attend and remain at school daily. In addition to other requirements, to receive credit for any course, high school students are permitted no more than 8 absences out of the total days in the semester for a semester course or 16 absences out of the total days in the school year for a yearlong course. These absences include excused, unexcused, and out of school suspensions.

Excused Absences

When a student must miss school, the student must present the Attendance Officer with a written excuse signed and dated by a parent or guardian on the day the student returns after an absence. Absences will be excused for the following reasons:

- Personal illness or injury that makes the student physically unable to attend school. Extended illnesses require a statement from a physician
- Isolation ordered by the local health officer or State Board of Health
- Death in the immediate family with approval from principal or designee
- Medical or dental appointment (doctor's note bearing original signature, date, and time is required)
- Participation under subpoena as a witness in a court proceeding (court note bearing original signature, date, and time is required)
- Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal or designee
- Participation in a valid educational opportunity, such as college visits (maximum of two per year), travel or service as a legislative or Governor's page, with prior approval by the principal or designee
- An immediate personal or family emergency, if approved by principal or designee
- Absence due to pregnancy and related conditions or parenting, when medically necessary

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian. A student's absence from school for any reason other than those listed above will not be excused.

- All absences, including excused, unexcused, and out-of-school suspensions, in excess of 8 per class will result in loss of academic course credit for that class unless the excessive absences are made up in SLHS Administratively Approved After School Program.
- ***ALL absences must be made up during Saturday School within the semester in which they occur or no credit will be awarded.***
- During the last 5 days of each semester students whose absences exceed those allowed may apply for an attendance waiver. These forms will be made available in the Media Center. Students will be required to provide extensive written explanation of their attendance status. Waivers are granted for extenuating circumstances ***only***, and administration may require extensive documentation from medical and/or legal professionals. Hand-written notes from parent/guardian will not fulfill waiver requirements.
- Students who have missed 8 or more days, and/or received 9 or more tardies, excused or unexcused, in any class are not eligible to participate in any full- or partial-day field trip.
- Seniors who have missed more than 8 days are not eligible to participate in senior activities that will result in additional loss of instructional time.

Consecutive Absences

Students who are absent ten consecutive days without notifying the school will be dropped from the roll. Students under sixteen years of age will be reported to the District Attendance Officer for appropriate action.

Procedure for Students Returning from an Absence

A student returning from an excused absence must present the appropriate documentation to the front office. The documentation must include the following information:

1. The student's full name and student ID number
2. The date(s) of the absence
3. An operating/working telephone number by which the parent/legal guardian may be reached
4. Reason for the absence
5. Parent/legal guardian/responsible party signature

Release of Students from School (LCSBOE Policy Code: 4210)

The safety of students is a paramount concern of the board and school district. Students are expected to remain at school for the entire time of the regular school day and shall not be released early except for extraordinary reasons and under the circumstances set out in this policy. All requests to leave the building while school is in session must be approved by the principal's office. Leaving school without permission constitutes truancy.

Any person presenting him/herself at Southern Lee High School to pick up a student during the school day must present a picture ID. The individual's name must also appear in PowerSchool as an approved contact person.

Tardy Policy

Tardies will be excused for the following properly documented reasons for each class:

- Medical appointments
- Court proceedings
- Late Lee County School bus
- Being detained by an administrator, teacher, nurse, or counselor for a documented reason.

All other tardies are unexcused with the following consequences:

- 3 unexcused tardies = teacher will contact parent and document
- 6 unexcused tardies = referral to ISS Coordinator; ISS coordinator will contact parent and document; exclusion from extracurricular activities including athletic and band practices/competitions on or off campus for 5 school days
- 9 unexcused tardies = referral to administration for 1 full day of ISS and parent contact; if applicable, loss of parking privileges for two weeks; exclusion from extracurricular activities including athletic and band practices/competitions on or off campus for 10 school days
- 10 or more tardies in any class may result in administratively assigned discipline up to and including OSS

In efforts to reduce student tardiness to class, random tardy sweeps will be conducted by administration throughout the year. Any student whose name appears on the sweep rosters 3 times will be treated as a habitual offender and assigned administrative discipline which may include OSS.

Tardiness Due to Driving or Riding in Private Transportation

Students who use private transportation and are tardy due to car trouble, etc. shall receive unexcused tardies, since bus transportation is provided for students. Students who drive themselves to school and are tardy are subject to consequences listed. Additionally, a student who has nine (9) or more unexcused tardies that can be attributed to driving to school could be subject to losing his/ her student parking privileges. Parking fees will not be refunded for any revocation.

Leaving Class

Movement during Class Changes

Students have five minutes during each class change to move from one class to another. Movement for class changes should occur in indoor corridors only. The two stairwells in the middle of the building will be used for going upstairs; the two stairwells at the ends of the 300 and 500 halls will be used for going downstairs. Late arrivals and/or early release students should enter and exit through the main entrance at the front of the school or the back entrance adjacent to the front lobby.

10-Minute Rule

Students are not allowed to loiter in the hallways before, during or after classes or school. Students are not allowed out of class the first and last ten minutes of each block unless called by the nurse, guidance, or an administrator.

Hall Passes

All students must display an appropriate pass when traveling through any part of the building while school is in session. Students must sign out of class and have a hall pass from a teacher in order to leave class. Upon return, students must sign back in. Students without an appropriate pass may be considered in an unauthorized area and subject to disciplinary action. Any student that participates in after school meetings, tutorials, evening academy or attendance makeup must have a signed pass from the appropriate teacher. It is the responsibility of the student to obtain a pass prior to the end of the school day.

Senior Privilege

With teacher's permission, seniors are allowed to leave their classrooms ONE minute early for lunch. Abuse of this privilege will result in loss of the privilege for the entire graduating class if a pattern of repeat misbehavior exists. A senior is defined as a student who has earned 20 or more credits. Anyone who has not met this definition is not a senior. Seniors are not permitted to leave campus for lunch.

Early Dismissal

No student may be released from school less than 30 minutes prior to the end of the school day.

If a student must leave early during the school day, the student should report to the front office before 8:00am with a note that requests the early dismissal. The note should contain the following information:

- Student's name
- Time to be dismissed
- Method of transportation (who will be driving)
- Telephone number where parent or guardian can be reached during the day
- Parent or guardian's signature
- Reason for the early dismissal

The school will contact the student's parent or guardian to verify that the student needs to leave school. Early dismissals are judged to be excused or unexcused based on the same criteria as absences. Students should not leave class or school without the written note from the attendance officer and without signing out.

The student is responsible for getting any assignments missed because of the early release. An early release from school is not an excuse for missing a due date on an assignment. In this case, the student must submit the assignment to the teacher before he/she departs for the day if he/she is not returning to school. If/when the student returns to school, the student must report to the front office, sign in, receive an admit slip and resume the instructional day.

If a student becomes ill or has other extenuating circumstances that necessitate leaving campus, the student must inform the teacher and then report to the front office for permission to leave. Students who are ill may be referred to the school nurse before being allowed to leave campus.

A student must attend at least 51% of a class (forty-six minutes of a ninety-minute class and ninety-two minutes of a two-block class) in order to be counted present for that class. If a student misses less than 46 minutes of class due to an approved early dismissal, it will count as a tardy towards that class period.

If the early dismissal results in the student missing more than forty-four minutes of a class, the student is considered to be absent for that class. If early dismissal or late arrival becomes chronic, a meeting with the parent and administrator will take place to determine if the absences are excused or unexcused, and a doctor's note may be required to ensure compliance with attendance.

Missing Work

A student can make up any work missed during absences and out-of-school suspensions. The student is responsible for finding out what assignments and/or tests were missed. **These assignments/tests must be completed as specified in the late work policy.** To ensure course credit, a student missing more than 8 days during the semester may participate in an administratively approved program to make up time missed in classes due to absences.

Missing Work due to a student absence

A student can make up work missed during absences and out-of-school suspensions. Students will receive 2 days per absence to make up missing work that was assigned while absent. The student is responsible for finding out what assignments were missed. Any work assigned prior to absences, and due on an absence date, is due upon the student's return. In extenuating circumstances, please discuss pre-absent deadlines with your teacher. To ensure course credit, a student missing more than 8 days during the semester may participate in an administratively approved program to make up time missed in classes due to excessive absences.

Missing Work *not* due to a student absence

This missing work includes **ANY** assignment (major, minor, and/or daily) that a student did not complete for reasons other than absences. Missed work should be noted by the student on every Monday PowerSchool check. These assignments should be made up as soon as possible. Students are responsible for communicating with their teachers to ensure that this work is available and submission requirements are met. Missing assignments must be submitted according to the interim periods associated with progress reports. The interim work periods are listed below and due dates are bold and underlined:

First Semester

August 23 to **September 17**
 September 20 to **October 21**
 October 25 to **November 23**
 November 29 to **January 14**

Second Semester

January 18 to **February 11**
 February 14 to **March 18**
 March 22 to **April 29**
 May 2 to **June 9**

Saturday School Attendance Make-Up

Students are allowed to make up a total of 20 blocks each semester on a block-for-block basis. All make-up time must occur under adult supervision in the SLHS Attendance Saturday School. Students may voluntarily attend Saturday school and/or they may be assigned to attend by administration. All school rules apply during Saturday School hours. Saturday school hours are from 7:30-1:30. Students are responsible for their own transportation and snacks during Saturday School. Saturday school is available on the following dates:

First Semester Saturday School Dates:

October 30 November 13 December 4 December 11 January 8

Second Semester Saturday School Dates:

March 26 April 23 April 30 May 14 June 4

Students will be given 20 minutes to eat lunch from 11:30am-11:50am. Food and/or drink deliveries are not allowed. To make up time, students must arrive by 7:30am. Students who arrive after 7:30am will be turned away, regardless of how many blocks they are trying to make up. Additional rules and expectations regarding Saturday School are:

- a) A secondary and important purpose of Saturday School sessions is to give students the opportunity to complete coursework missed due to absences. Students should be prepared, with the resources needed to complete missing and/or unfinished work during make-up sessions. Students without work may be asked to leave and may not receive credit.
- b) Attendance make-up will only be held at Saturday School in the Media Center.
- c) To attend a Saturday session, students must obtain and submit a *Saturday School Agreement Form* which is signed by both the parent and student. Forms can be obtained from the front office or downloaded from our website. This form will remain on record for all subsequent Saturday sessions. Students who report without an assigned agreement form will be turned away. Once a signed agreement form has been submitted, students may sign up for Saturday sessions via a Google form found on our school website.
- d) Students must request that their teacher submit an *online referral* form prior to the Saturday they wish to attend. Students may be denied entry into Saturday School for failure to have an online referral form completed by a teacher prior to attending Saturday School. Students may be denied entry into Saturday School for failure to produce correct electronic documentation from their teacher via online sign-up platforms.
- e) All school rules apply during Saturday School sessions.
 - i. From 7:30am-1:30pm: Students will NOT be allowed to leave the Media Center to go to their parked car.
 - ii. Students will NOT be allowed to accept food deliveries.
 - iii. Students will NOT be allowed to leave the Media Center to go to other areas in the building without permission from a teacher.

*Failure to comply with any of the rules and expectations listed above may result in the removal of student from Saturday School and a loss of credit for blocks made up that day.

Part 6. School Facilities and School Property

Admittance into Southern Lee's Building

Since the school building is supervised from 7:30 A.M. until 3:30 P.M. each day, students will not be admitted into the building until 7:30 A.M. each day, regardless of weather conditions. Bus riders can enter the building at 7:30 A.M. and must report to the commons area / Cafeteria. Students who drive to school must arrive before 7:50 A.M. and must come into the building immediately upon parking their car. All students must leave campus by 3:15 P.M. unless they have written permission from a teacher or are participating in an extracurricular activity or in attendance makeup. If a student is unable to leave by 3:15, the student needs written permission from an administrator to remain on campus.

Cafeteria

Price for Breakfast: Free

Price for Lunch: Free

**prices subject to change according to district guidelines*

All students are encouraged to complete the Free/Reduced Meals Application at the beginning of each school year and after any major financial change within a family that directly affects the student.

Students are expected to follow all school rules and to show respect for others and property in the cafeteria. Lunch periods are CLOSED. Students may not leave campus at lunch. No food from restaurants can be delivered to students during the school day. Purchasing items from the drink or snack machines is not allowed until the last lunch is served. Sale of food items as fundraisers is prohibited until after the last lunch is served each day. During lunch periods, students are to remain in the cafeteria. All other areas of the building are off limits.

Lockers

Students can be assigned an individual locker at the student's request. Students are not to share lockers. Students must provide their own lock to place on the locker and must clean out their locker by the final week of school. Locks left on lockers will be cut off and contents of the locker will be donated to the Thrift Store.

Lost and Found

Any item that is lost should be reported to the front office, and any item found should be turned in to the front office. At the end of each calendar month, items in the lost and found bin will be donated to the Thrift Store.

Media Center

The Media Center opens at 7:50 a.m. and closing times are posted. Extended hours will be available by appointment. Everyone is expected to enter quietly and refrain from talking. Any student who purposefully defaces materials, equipment or furniture will be referred to a principal for discipline and will be responsible for paying for damages. No food or beverages should be taken into the Media Center or Computer Lab.

During lunch or class, students must have a pass in order to use the Media Center without their class. Students will sign in and out on the Media Log and a media staff member will sign the student's

pass upon exit. Students should not come to the Media Center to make up tests. Individual students may not use the computer lab without teacher supervision; however, they may use the computers in the Media Center for assignments with a pass.

All Media Center materials that leave the center must be checked out. Regular books must be returned or renewed by the date set by the Media staff. Students will be charged a fine of ten cents per day for each regular overdue book. Books placed on reserve for assignments may be checked out at the end of the school day for overnight use and will be due by 8:00 am on the following school day. The overdue fine for overnight books is fifty cents a day per book. Students must pay for lost or damaged materials. If a lost item is paid for and later found, the student's money will be refunded minus the overdue fee. All fees must be paid before checking out more books or enjoying school privileges.

School related copies may be made in the Media Center and Computer Lab. All printing copies must be school assignments. The staff makes a concerted effort to conserve paper. Students must ask permission to print over the assignment limit. No multiple copies or class sets may be made on the Media Center or Lab printers. The Media Staff reserves the right to refuse to copy an item if doing so violates copyright law or if it is of questionable content.

Students must follow the Lee County Schools Internet Use Policy in order to use the Internet on campus. The Internet is available for educational use only. Playing games or non-educational surfing on the Internet is not acceptable. Violations of this policy will be addressed in the Student Code of Conduct.

Personal Property

Lee County Schools is not responsible for personal property on school campuses. Do not bring any article of value or large sums of cash to school in order to avoid the risk of theft. Please leave valuables such as cell phones, electronic devices and large amounts of cash at home.

School Safety and Searches

To ensure the safety of students, faculty and staff, searches of the entire campus may be conducted throughout the school year in conjunction with local law enforcement.

Student Parking

Adjustments may be made based on return to school plans for 2021-2022

Any student wishing to park on campus must complete an application, pay for a permit, and be assigned a parking space. The price of a parking permit is \$20/quarter. All students purchasing a parking permit must have a valid driver's license and must show the license at the time of purchase. The associated fee is to provide security and improve parking. No parking privileges will be granted to students who have outstanding debts to the school. Students who lose their driver's license or their parking privileges, or who withdraw from school, will forfeit their privilege and will not receive a refund for the permit cost. Students may park on the campus of SLHS at their own risk. The school is NOT responsible for damages, theft, etc. that occur while parked on our campus.

- The cost for a parking permit is \$20/quarter and will be pro-rated based on the date of purchase or your class schedule. You will pay for the quarter in which you purchase your permit and all subsequent quarters during which you will park on campus for the school year. If your schedule

includes seated CCCC classes and you do not have in-person classes on campus, you will not need to pay for parking during that quarter/semester.

- Every vehicle parked on campus must attach a hanging permit to the rear view mirror so that it is clearly visible from outside of the vehicle. The permit must correspond to the parking space that students are assigned and the vehicle must remain in that space during the entire school day. Failure to have a hanging permit will result in the need to purchase an additional permit at a cost of \$10.00 and be reassigned another parking spot.
- If an alternate vehicle is driven, the student must inform the office upon arrival to school.
- Students are not allowed to buy, sell, or share their parking permits or spaces with another student.
- Students who drive to school or ride in private transportation (friend, relative, parent, etc.) and are tardy due to car trouble, etc. shall receive an unexcused tardy since bus transportation is provided for students and the student chose to use an alternate method of transportation.
- Once a student's vehicle is on campus it must be parked. Students must leave their vehicles and may not return to their vehicles without permission until dismissal time. Riders are to follow the same procedure, and drivers should notify riders of this rule.
- Students may not leave campus at lunch. Violators will have their parking privileges suspended or revoked.
- School officials may search all parked vehicles if they have reasonable suspicion that unlawful, dangerous, or prohibited items are inside the vehicle.
- Any student speeding in excess of 10 mph or driving carelessly on campus will have parking privileges suspended for an indefinite period.
- Parking privileges may be revoked for chronic and habitual late arrivals to school, smoking, skipping, and any other infraction deemed inappropriate by school administration.
- Loss of parking privileges is at the discretion of the school administrators.
- Any student who leaves campus without proper check-out, or who takes another student off campus who has not checked out properly, will be documented for a rule violation and lose parking privileges for the remainder of the semester. The \$80.00 parking permit fee is non-refundable.

Teacher Workrooms

Students are not allowed into the teacher workrooms without being accompanied by a teacher. Students may not go into the teacher workrooms before, during, or after school to get drinks or snacks.

Telephones

Office telephones are for school business only and not for student use, except in emergency situations. If a student has a legitimate emergency situation or needs to return a telephone call to their parent/legal guardian, the administrative staff will be happy to place the call for you and serve as conduit between you and your parent.

Textbooks

Textbooks are furnished by the state of North Carolina and are issued, free of charge, to students. Students who lose or damage a book will pay a fine or replacement costs. Students should not share textbooks because this type of sharing results in lost and/or damaged books.

Visitors to Campus

Visitors are welcome, and any visitor should immediately check in at the Main Office. Visits should not interfere with instruction, and students may not bring small children, friends who are not students at SLHS, or relatives such as siblings and cousins to school during the school day. Boyfriends/girlfriends wishing to “have lunch” or visit with students will not be permitted to stay on campus.

If a parent/legal guardian wishes to visit with a teacher to discuss an instructional concern, the parent must make contact with that teacher and come either during the teacher’s planning period or after school. No impromptu teacher conferences will be held, as this constitutes an intrusion upon instruction. To schedule a visit with the teacher, please call 718-2400 and leave a voice mail for that teacher or send the teacher an e-mail.

Only the parent/legal guardian whose name/information appears in our school database (PowerSchool) will be able to visit with students and/or sign them in and out of school. In the event of joint custodial agreements, it is important that this information appear in the student’s PowerSchool file to eliminate any confusion.

Part 7. Student Records

Cumulative Records (Family Educational Rights and Privacy Act of 1974)

Southern Lee High School maintains a cumulative education record on each student. This record contains important information such as directory information, health record, attendance, subject area grades, and standardized test results. With a few exceptions, no individual or organization except the parent, students, and school personnel working directly with a student may have access to information in the student record without the written consent of the parent or eligible student. On request, local schools will forward education records to other schools where a student seeks admission or intends to enroll. Parents or eligible students have a right to review and contest the material and may request a copy of the education record that is being forwarded. A fee of \$3.00 a copy may be charged. If a parent or legal guardian who wishes to inspect a student record, they must request through the principal's office. As early as possible, but not later than one week after the inspection request is made, an appointment will be made. A school official will be present to review and interpret the record. If there is an objection to any part of the record, such an objection should be put in writing to the principal.

Transcript Requests

Transcripts of grades need to be sent to colleges and employers. Transcripts are free before graduation. Students should use CFNC.org to request official transcripts and to apply to in-state colleges. After graduation, transcript requests must be made online using ScribOrder. Information on how to request a transcript can be found at the following link: <https://www.lee.k12.nc.us/Domain/2880> . If you need further assistance, please contact your grade level counselor.

Release of Directory Information from Student Records

Directory Information may be released without written consent. This information includes a student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, the most recent previous school attended, and other similar information. Parents may request that any or all directory information related to their child not be released. In order to make this request for active records and/or inactive records within a two-year period, a parent should submit this request in writing to the Principal. Requests for inactive records after two years should be submitted to the Director of Student Services located at Lee County Schools' Central Office.

Permission to Print Photograph

The Lee County School System may photograph students at school for use in district publications such as calendars, brochures, district web site, promotional materials, advertisements, instructional materials, and flyers. **Parents who object should notify the school in writing by the tenth day of the school year.** If written notice is not received, it is assumed there are no objections.

Permission to Publish Student's Work on the World Wide Web

A student's work may be selected for submission to the school system and/or school websites. Student work will appear in the educational context on the web pages. No home address or telephone number will appear with the work published on the Internet. If a parent objects to their child's work being on the school systems web page, they should notify the school in writing by the 10th day of the school year. If written notice is not received, it is assumed there are no objections.

Part 8. Technology Policy

Internet Use Policy Guidelines

The Internet is a global network and electronic highway connecting thousands of computers that will provide your child with access to a wide range of information and the opportunity to communicate worldwide. Use of the Internet for educational projects will help prepare your child for success in life and work. A major component of the Internet is the World Wide Web which provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world.

Students and teachers will have access to:

1. Electronic mail (e-mail) which is similar to regular mail service just accessed via computers.
2. Information and news provided by news groups such as CNN, networks, NASA etc., as well as the opportunity to correspond with scientists at NASA or researchers at other institutions and news groups throughout the world.
3. Public domain software and graphics of all types for school use. Public domain is non-copyrighted material available to all users.
4. Discussion groups on a wide range of topics ranging from the environment to music to politics.
5. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
6. Graphical-access-to the World Wide Web, the-newest and most exciting access tool on the Internet
7. File Transfer Protocol (FTP) which allows users to download large files and computer software.
8. Internet Relay Chat (IRC) which provides the capability of engaging in "real-time" discussions. The district will provide access to IRC only for specifically defined educational activities.

Lee County Schools view information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance learning with *directed guidance* from the faculty, staff, and parents. Exploration and manipulations of resources are encouraged. However, it is possible that your child may find material on the Internet that you may consider objectionable. The District Acceptable Use Policy (Acceptable Use Policy) restricts access to material that is inappropriate in the school environment, having installed blocking software to limit access to inappropriate material. However, the software is not entirely effective in blocking access, and therefore, it cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values.

Personal Device Use Policy—Bring Your Own Device (BYOD)

Devices that need network access and devices that do not

The BYOD initiative applies to both devices that need wireless network access and devices that do not. For example, a Kindle e-reader that already has books loaded would not need wireless network access, but the guidelines with respect to appropriate use, charging, loss, etc. still apply. Devices that need wireless network access will have a network available as outlined below.

Lee County Schools vs. non-Lee County Schools networks

Student devices shall be permitted to connect to the Lee County Schools network that is provided by LCS when students are directed to use their devices for education purposes under the supervision of the classroom educator. Student devices may already have access to non-Lee County Schools networks such as 3G/4G mobile phone networks. Such networks shall not be accessed by students when their devices are being used for educational purposes under the supervision of the classroom educator- all educational use should flow through the LCS network. Lee County Schools will not be held responsible for content viewed or charged accrued on student devices via non-LCS networks and student may face disciplinary actions for accessing such networks inappropriately.

Filtering

The wireless network provided by LCS for student devices filters content under the federal guidelines outlined in the Children's Internet Protection Act (CIPA). Per that law, material considered a) obscene, b) child pornography, c) harmful to minors fall under the blocked category consistent with the network filtering LCS provides to LCS- owned devices. Additionally, material considered to be harmful to network security such as websites that spread viruses or other malware are blocked. However, no filtering system is perfect and therefore if students find sites containing CIPA-inappropriate content they should inform their classroom educators.

Connecting to Lee County Schools devices

Student devices are not permitted to connect to Lee County Schools computers either via cables or wirelessly such as for syncing, charging, or sharing of media

Charging

Students should ensure that their devices are charged prior to bringing them to school. Students shall not attempt to charge their devices in Lee County Schools buildings. Attempts to do so would raise issues related to electrical circuit overloads, fire safety, and safety of physical movement in common spaces.

Software Installation

While educators may recommend certain software for student use, including apps for mobile devices, no educator shall require the use of specific software on student devices. Additionally, no Lee County Schools staff member will install or provide licensing codes for software for student devices. Lee County Schools and its staff members shall not be responsible for any negative consequences to student devices caused by running specific software.

Lee County Schools (LCS) utilizes instructional technology to facilitate the creative problem solving, collaboration, and 21st Century skills that students will need as responsible citizens in the global community. Students may prefer to use their personal devices for instruction. The “Bring Your Own

Device” (BYOD) program will allow students to bring personal devices and connect them to the LCS network to be used for instructional purposes when allowed by the classroom teachers. Students who choose to participate in the BYOD program must follow the Personal Device Usage Guidelines and the Technology Responsible Use Policy.

1. Students participating in the BYOD program must adhere to the Student Code of Conduct, Student Handbook, Responsible Use Guidelines, and all Board policies.
2. Students may use a privately owned electronic “Internet ready” device that meets the North Carolina hardware requirements for testing (<https://center.ncsu.edu/nc/mod/page/view.php?id=1840161>) on the LCS wireless network with teacher or administrator permission.
3. The use of a privately owned electronic device is to support and enhance instructional activities. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
4. Students using a personal device will not be issued a Lee County School’s device.
5. Students are prohibited from accessing the Internet using any external Internet service.
6. No privately owned electronic device may be connected to the LCS network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
7. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device such as a cabled or wireless hotspot.
8. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of earbuds or other types of headphones. Approved devices must be in silent mode while riding school buses and on school campuses, unless otherwise allowed by a teacher or administrator.
9. The privately owned electronic device owner is the only person allowed to use the device.
10. No LCS district--owned academic or productivity software can be installed on personal devices.
11. Devices may only be used for instructional purposes and accessing approved websites, applications, or files which are relevant to the classroom curriculum. Devices may not be used for non--instructional purposes (such as making personal phone calls and text/instant messaging). Games are not permitted, unless otherwise allowed by a teacher.
12. Students may not use devices to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
13. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
14. Students are prohibited from bringing devices on premises that will infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized programs.

15. Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the LCS wireless network will result in appropriate disciplinary and/or legal action as specified in the *Student Handbook* and *Code of Student Conduct*, School Board policy as well as by local, state and/or federal law.
16. The school district and LCS personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
17. The school district reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that school district policies or local, state and/or federal laws have been violated (inappropriate use or material, harassment, or misrepresentation of information).
18. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using a school district computer.
19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, LCS is not responsible for any financial or data loss.

This information is not meant to be “all inclusive” and will remain a work in progress as the use of personal devices evolves.

NOTE: Principals and Teachers may set additional requirements for personal device use in their classroom.

Bring Your Own Device Permission Slip

I, _____ agree to let _____
Name of parent or guardian **Name of student**

bring their personally owned computing device for instructional use in Lee County Schools (LCS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that Lee County Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that LCS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

LCS uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the LCS network, but only when this equipment is used in school on the LCS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the LCS network (not private cellular service) for internet access while on LCS property.

I have verified my student is aware that all aspects of the Lee County Schools' **Technology Responsible Use Policy** apply to the use and care of their personal device while on LCS property or while involved in any LCS sponsored event/activity.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the LCS curriculum. Uses of these devices for unrelated activities beyond or outside the LCS educational program are prohibited.

 Parent or Guardian's Signature

_____/_____/_____
 Date

Student Acceptance:

I agree to adhere to the AUP guidelines presented in the Student Rights and Responsibilities Booklet. I will utilize the device(s) for instructional purposes only while at any LCS school or on the LCS network.

 Student Signature

 Student ID#

_____/_____/_____
 Date

Please fill out the following information regarding your device:

Device Type (make and model) _____

MAC Address _____

<http://www.wikihow.com/Find-the-MAC-Address-of-Your-Computer>

Connecting to the Lee County Schools Wireless Network

The following are steps to take for connecting common operating systems/devices to the Lee County Schools network. However, in all cases a device's MAC address must first be supplied to school personnel and then registered on the network. This is done via the BYOD Agreement Form.

iOS

Under Settings, select Wi-Fi. Select the appropriate Lee County Schools SSID. The device will then attempt to connect. No username or password will be required.

Android

Under Settings, select Wireless controls or Wireless & Networks and then Wi-Fi Settings. Select the appropriate

Lee County Schools SSID. The device will then attempt to connect.

Mac OS X

Click the Wi-Fi icon in the upper right and select the appropriate Lee County Schools SSID. The device will then attempt to connect.

Windows 7 / Vista

Click the Wi-Fi icon in the system tray and select the appropriate Lee County Schools SSID. The device will then attempt to connect.

Windows XP

Right-click on the Wi-Fi icon in the system tray and then select View Available Wireless Networks. Click on the appropriate Lee County Schools SSID then Connect. The device will then attempt to connect.

E-Readers / Other Tablets

E-readers may or may not be compatible with Lee County Schools wireless network. Under the network settings of the particular device, select the appropriate Lee County Schools SSID as the network and attempt to connect.

Frequently Asked Questions for Parents/Guardians about BYOD

Q: Am I required to supply a device for my child?

A: No, participation in the BYOD initiative is completely voluntary. Lee County Schools will continue to supply devices to students.

Q: Should I go out and purchase a laptop or tablet for my child?

A: You should first consult your child's educators to determine how frequently devices will be used. No student will need a personally-owned device to get the full benefit of Lee County Schools educational experiences.

Q: Do I need to buy certain software for my child's device?

A: No specific software will be required by classroom educators. Educators will attempt to have students leverage whatever software they may have available on the device; if needed software is not available, a Lee County Schools issued device with software can be substituted. Students are encouraged to have protection software if their devices are susceptible to malware, but Lee County Schools cannot provide recommendations for specific software, nor will Lee County Schools be held liable for charges for such software.

Q: When can my child use his or her device at school?

A: Each classroom educator has the discretion to allow or disallow any device during any part of the class session. You can consult your child's educators for general rules of thumb. Use of devices outside of class sessions (such as during class changes or lunch) are at the discretion of the school administrators.

Q: What happens if my child runs up cellular network charges while use a device in school?

A: Lee County Schools provides a Wi-Fi network that is free for students to use a benefit of their participation in the BYOD initiative. Students should not use their own cellular networks/data plans while at school, and Lee County Schools is not liable for any charges that accrue if they do so.

Q: What about Internet filtering? Can my child accidentally access websites that are not appropriate for school?

A: The Lee County Schools network is filtered per the Federal government's [CIPA guidelines](#). All reasonable precautions are taken to block access to categories of content that may violate CIPA. However, no filtering system is perfect and therefore students may inadvertently visit sites with inappropriate content. If that occurs, students should inform their classroom educators.

Q: Is it possible for my child to perform all their work and turn in all their assignments using his or her device?

A: No, it is not. Much of the students work assigned will be done by hand or using tools not available on many mobile devices. In some cases, the classroom educator may have a system for handing out and accepting work electronically, but that will vary by school, by educator, and by assignment.

Q: What about my child texting and sending e-mail?

A: Communication by students such as texting and e-mail may in fact be allowed or disallowed depending on the nature of the work going on in a classroom. The educator will make clear to all students when such use is appropriate and when it is not.

Q: May I text, e-mail, or call my child during school hours?

A: Communications to students such as text messaging, e-mail, and phone calls frequently disturb the learning environment of the classroom. Please refrain from contacting your child in those manners during instructional time. Emergency contacts can always be made through the school office.

Q: Can my child take his or her e-reader to school to read during the day?

A: E-readers such as Kindles and Nooks are allowed under the BYOD initiative (assuming the BYOD Agreement Form has been signed and returned.) The times and situations during which they can be used for casual, self- selected readings are determined by individual classroom educators. You can speak with your child's educators for recommendations on e-reader use in school.

Part 9. Student Code of Conduct

Your attention is called to our Student Code of Conduct. Each school year a current copy of the Student Code of Conduct is made available to students and parents/legal guardians setting forth the disciplinary rules and policies of the Lee County Schools. A full text of the Code of Conduct and board policies is published on the Lee County Schools website www.lee.k12.nc.us.

Lee County School Board Policy Code: 4300 Code of Student Conduct

The primary purpose of the Lee County Schools is to promote learning for all students. Good teachers, a good learning environment and regular attendance by students are all necessary to accomplish this goal. In order to promote a good learning environment, the Lee County Board of Education establishes this Code of Student Conduct as a guide to students, parents and staff in meeting expected standards of student behavior both at school and in attendance at all school-sponsored activities. The superintendent is responsible for supervising the enforcement of student behavior policies to ensure that school disciplinary policies are uniformly and fairly applied throughout the school district.

LCSBOE Student Code of Conduct

The Lee County Schools' *Student Code of Conduct* can be found online at www.lee.k12.nc.us. There are 26 Rules that describe and clarify Prohibited Conduct and Authorized Penalties. The Southern Lee High School Student Handbook is more specific in detail for clarification purposes and is aligned with the LCSBOE Student Code of Conduct. Together, these two documents constitute the expectation for student behavior at Southern Lee High School.

Detention (D-Hall)

Students who commit minor infractions of school rules, such as minor class disruptions or lunchroom misconduct, or tardies, may receive detention time. D-Hall may be assigned by teachers, principals, or other school personnel. Students assigned D-Hall must arrange to serve detention within five school days, excluding Fridays. D-Hall can take place after school or during lunch (student will be allowed to eat). Students with extenuating circumstances should arrive at a solution with the teacher or an administrator. Students who do not serve D-Hall will be referred to an administrator.

Level I Disciplinary Issues

Level I Disciplinary Infractions may result in a warning, detention hall, In-School Suspension (ISS), or Out-of-School Suspension (OSS) depending on the severity of the offense.

Inappropriate behavior in ISS may result in two or more days of OSS. Furthermore, habitual offenders may receive long term suspension.

Level I Disciplinary Issues: Appearance and Clothing

The Lee County Board of Education respects a student's right to choose his/her style of dress or appearance. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a safe and beneficial school environment. However, if a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and the student's parents/guardians to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it clearly disrupts class and learning activities, the student may be required to change his/her dress or appearance.

Items listed below shall apply to all Southern Lee students. Reasonable accommodation will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal or principal's designee to accommodate students involved in special duties, activities, or projects approved by the school. This would include, but is not limited to, athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

The following are inappropriate and not permitted:

- Sagging pants, oversized clothing, or pajamas
- Sunglasses, head coverings, or hats of any kind inside the buildings
- Bandanas, do-rags, and stocking caps are not allowed on the school campus, school or activity buses/vans, or at any school sponsored or school approved activity, wherever located
- Clothing and accessories which can be perceived as weapons including, but not limited to, chains and fishhooks
- Clothing and attire with any symbols or styles frequently associated with intimidation, violence, or violent groups
- Clothing and items with messages or illustrations which are lewd, derogatory, indecent, vulgar, or advertising any product or service not permitted by law to minors such as drugs, illegal substances, tobacco, and alcohol.
- Clothing, shorts, dresses, and skirts which are excessively tight or shorter than **1 inch below the longest finger tip (front, back, and side of clothing). Leggings and/or yoga pants are permitted with shirt/blouse/sweater covering groin and buttocks when standing.**
- Clothing which is suggestive or revealing

- Clothing with any holes of any size above the knee, see-through materials, strapless or spaghetti tops, **tank tops less than 2 inches on the shoulder seam**
- Clothing exposing cleavage, midriff, and undergarments (the neckline cannot be any lower than the crease of the armpit).
- Clothing worn inappropriately such as unbuckled belts, inside out or backward, unfastened, pants and skirts not at waistline, rolled up pants and shoes not tied or secured
- Bedroom slippers. All students must wear shoes.
- Blankets, pillows, towels, and all other domestic linens are not allowed to be worn or carried outside of bags while in the school building.
- Face paint

Consequences for Dress Code Violations

Before any disciplinary action is taken, students will be offered the opportunity to fix the issue or change clothes. The student may request permission to use a school phone to contact a parent or guardian if needed. The dress code violation must be fixed before the end of class or the following disciplinary action(s) should take place:

- 1st offense = student will contact parent for a change of clothes and will wait in ISS until issue is resolved; ISS teacher will document incident
- 2nd offense = referral to ISS Coordinator; ISS coordinator will contact parent and document
- 3rd offense = referral to administration; 1 full day of ISS
- Habitual offenses may result in administratively assigned discipline up to and including OSS

Level I Disciplinary Issues: Cellular Phones and Other Electronic Devices

Acceptable Use of Wireless Communication and Other Electronic Devices

Students are permitted to possess cellular phones and other wireless communication devices and use them as directed by local school rules or school personnel. Wireless communication and other electronic devices include, but are not limited to cellular phones, earbuds, headphones, electronic games, laser pointers, cameras, video cameras, drones, and similar devices. Rules concerning electronic usage will follow the Cell Phone Zone policy below:

Cell Phone Zones

Southern Lee High School will designate areas for cell phone/earbud use as follows:

- Green Zone—students may use their cell phones and/or 1 earbud
- Yellow Zone—students may use their cell phones and/or 1 earbud according to specific directions of an adult staff member
- Red Zone—students may not use their cell phone or their earbuds

Common areas such as the cafeteria, gyms, and hallways will have colored signs posted to make you aware of the zone you are in. Teachers have the right to establish their own cell phone zones within their classroom. At any time, if it is determined that a student is in violation of the cell phone zone, teachers/staff reserve the right to confiscate electronics and turn them in to the office for parent pick-up at the end of the day according to rules and consequences regarding authorized and unauthorized use stated below:

Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Upon administrator's approval, teachers may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use.

Though generally use is permitted during non-instructional hours, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, students participating in after-school instructional programs are prohibited from using wireless communication devices for the duration of such programming.

Unauthorized Use

Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. Examples of such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to take or share illicit photographs or other content; and (3) video recordings.

Liability

Students are personally and solely responsible for the security of their wireless communication devices. SLHS is not responsible for the theft, loss, or damage of a cellular phone or any other personal wireless communication device.

Consequences for Unauthorized Use

- Offense 1---confiscation of item; parents only may pick up item no earlier than the end of the school day
- Offense 2---confiscation of item; parents only may pick up item no earlier than the end of the school day; student receives 1 day of ISS
- Offense 3 --- refer to rule 21 Habitual Violation of School Rules, Lee County Schools Code of Student Conduct or other disciplinary action as determined by the site administrator or designee – up to 10 days OSS

****Any refusal to comply with confiscation of item WILL result in automatic 3 days OSS****

Level I Disciplinary Issues: Cheating and Plagiarism

Students found plagiarizing, violating copyright law, or engaging in other types of cheating as outlined below will face severe consequences.

Cheating includes:

- copying, faxing, emailing, texting or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to find answers or to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes, Spark Notes, etc.*) in lieu of reading the assigned materials

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own

Consequences for Cheating and Plagiarism

1st offense: student will receive a zero on the assignment; teacher will contact parent and document

2nd offense: student will receive a zero on the assignment, up to 3 days suspension and a teacher initiated parent conference

3rd offense: student will receive a zero on the assignment, resulting in up to 10 days suspension and possible recommendation for long-term suspension

Level I Disciplinary Issues: Other

Policy	Description	Consequences
Bus Area	The bus parking lot is for bus riders only. Any student found in this area before and after school will be subject to disciplinary action. Bus riders are expected to move to and from the bus area in an orderly and consistent manner. There will be no loitering in the bus area or in areas to and from the bus lot before and after school. Failure to comply may result in appropriate disciplinary action.	
Disrespect/Failure to Comply with Directions	Students should exhibit proper respect for school personnel and comply with the directives of all school personnel in the fulfillment of assigned responsibilities.	Students who show disrespect to a staff member or who fail to follow directions of a staff member will be subject to up to 10 days suspension or disciplinary action as determined by an administrator.
Disturbances and Disruptions	Any type of conduct which interrupts the normal classroom routine or the normal flow of hallway traffic is a disturbance.	Students who commit minor disturbances are subject to lesser disciplinary action. Students engaging in more severe disturbances, as described in the <i>Lee County Code of Student Conduct</i> , may be subject to long-term suspension and/or criminal prosecution.
Elevators	Students must obtain permission and check out a key from an administrator or school nurse prior to using the elevator.	Unauthorized use of an elevator or the false activation of an elevator alarm may result in disciplinary action.
Food and Drinks	Students must eat in the cafeteria, whether eating cafeteria food or a lunch brought from home. Students who bring their lunches may store the lunches in their lockers; all such food and drink must be kept in sealed containers. All students are expected to dispose of trash in the proper containers. During lunch, students are to remain in the cafeteria and designated areas. All instructional halls are off limits during lunch periods, as is the sidewalk in front of the school. Absolutely no food or drink is allowed in classrooms except clear water in a clear bottled container. Delivery of food of any type will not be accepted. Students may not enter undesignated areas to use vending machines until after school.	
Gambling- Games of Chance	The possession and/or use of dice, any cards or other gambling devices accompanied by the betting of money or goods is considered to be gambling.	Students who violate this rule are subject to disciplinary action and items will be confiscated.

Misrepresentation to School Employees	No student shall lie or intentionally misrepresent information to any school employee. Students who give false information to school employees or who present forged notes to the Attendance Office will be subject to disciplinary action. Misrepresentation and/or making false reports to the School Resource Officer may result in criminal prosecution.	1 st offense up to 5 days ISS and parent conference 2 nd offense up to 10 days ISS or possible OSS 3 rd offense resulting in up to 10 days OSS and possible recommendation for long-term suspension
Out of Area	Students must remain in designated areas throughout the day.	Habitually being out of area may result in a disciplinary action including ISS, OSS, or long term suspension.
Permanent Marking Materials	Permanent marking materials are prohibited except when being used for educational purposes.	
Pornographic Material	Pornographic materials are not permitted on campus. Students guilty of possessing, obtaining, distributing (paper or electronically), or selling such materials are subject to disciplinary action and potential law enforcement involvement.	
Posters	No poster, sign, pennant, sticker, advertisement, notice, or picture may be placed on school property without prior approval from a teacher or administrator. The teacher's signature should be in the lower right-hand corner of the item. The teacher who approved the item is responsible for making sure that it is removed within twenty-four hours following the related activity. All tape should be removed and any residue left should be cleaned off the walls or partitions when the items are taken down.	
Profane Language	Vulgar and/or profane language (verbally or written) while at school, on the school bus, at a school bus stop, or at any school sponsored activity is not allowed. Violators will be subject to disciplinary action.	
Selling or Soliciting on School Grounds	No student is allowed to sell any item or to solicit business for any individual or group for any reason without the expressed written consent of the Principal. This is against county policy and will be subject to disciplinary action.	
Skipping School or Unauthorized Leaving of Campus	A student who misses school without parental permission, who does not meet the class schedule, who leaves the bus, or who leaves the campus without permission will be considered truant. Parents will be notified when any of the above occurs. All such absences will be counted as unexcused.	Students who violate this rule are subject to disciplinary action and may lose parking privileges. Any student who drives a car off campus or allows their car to be driven off campus will lose their parking privileges for the remainder of the school year.

<p>Student Relationships/ Unacceptable Physical Contact</p>	<p>Public display of affection is not allowed on campus, the school bus, or any other school sponsored event. Such behaviors include invasion of personal space, kissing, and inappropriate touching. Students who exhibit these behaviors are subject to disciplinary action.</p>	<p>1st offense- Up to 10 days suspension and possible recommendation for long term suspension for serious violations. 2nd offense- Up to 10 days suspension, and possible recommendations for long term suspension, with the possible expulsion for physical sexual harassment if the student is 14 years of age or older.</p>
<p>Tobacco/Smoking/ Vaping Policy</p>	<p>In support of the Board’s commitments and state and federal law, use or possession of tobacco, tobacco products, vaping devices, and/or vaping products on campus, on school or activity buses/vans, or at any school sponsored or school approved activity are not allowed.</p>	<p>Violations of this policy will result in the following disciplinary actions: 1st Offense: The product will be confiscated. The parents or guardians will be notified. 2nd Offense: Up to 3 days suspension and/or parent conference. 3rd Offense: Up to 5 days suspension and/or parent conference Subsequent offenses: Refer to Rule 21 Habitual Violation of School Rules</p>

Level II Disciplinary Issues

Certain types of infractions are so severe that they warrant suspension of students who have violated the rules.

Students who engage in any of the following behaviors will be suspended with the length of the suspension at the discretion of the Principal. Any student whose behavior violates laws of the State of North Carolina is also subject to legal prosecution in addition to any action taken by school officials.

During suspension from school, students will not be allowed on the campus of any Lee County school. They may not attend any school function such as athletic contest, dance, etc. Students who violate this rule may be charged with trespassing.

Alcohol and Drugs

No student shall sell, transmit, or exchange narcotics, alcoholic beverages, stimulant drugs, controlled substances, intoxicants of any kind or any item that is represented as such while in any school facility or while at any school-related function. Violation of this rule can result in criminal prosecution in addition to long-term suspension.

Selling and Distribution: Any student who distributes, sells, possesses with intent to sell or conspires to distribute any drug, alcohol, or counterfeit drug will receive 1-10 days OSS and may be long term suspended or expelled. Possession, use, or being under the influence of narcotics, alcohol, or stimulant drugs on school property, on school buses, or at any school function is a severe violation of the *Student Code of Conduct*. Items that are not illegal drugs but are represented as drugs will be dealt with by school authorities in the same way as illegal drugs.

Possession or use of drug paraphernalia on school property or buses or at any school function may result in a 10-day suspension and possible long term suspension. Violators may be subject to legal prosecution in addition to any action taken by school officials.

If the student who has violated the alcohol and drug rules agrees to participate in an alternative drug/alcohol education program, with the concurrence of the student's parents or guardian, the Principal may modify the disciplinary action.

Satisfactory completion of an administratively approved education program will result in a 10-day suspension for the first offense, and a subsequent offense will result in long term suspension.

Assault on or Physical Injury to Others

No student shall assault, cause or attempt to cause injury to another student, or intentionally behave in such a manner as could reasonably cause serious physical injury to another student while in a school facility or at a school related function.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person shall be considered an intentional act under this rule.

Violation of this rule will result in up to 10 days suspension for all involved students, possible recommendation for long term suspension, with possible expulsion for serious violations, including serious assaults, if the student is 14 or older. 2nd offense will result in up to 10 days suspension and

recommendation for long term suspension with possible expulsion for serious violations, including serious assaults. The Board shall remove to an alternative school setting any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If there is no alternative setting available, the Board shall suspend the student for no less than 300 days but no more than 365. In all cases of sexual assault, law enforcement officials will be notified.

Disrespect to Staff

Disrespect to staff will not be tolerated and will result in up to 10 days OSS.

Extortion or Blackmail

Any student who takes money or any other item from another student under threat of violence will be suspended for up to ten school days. Students who repeat such actions may be recommended for long-term suspension from school. Violation of the rule may result in criminal prosecution.

Fighting

Any student who engages in a fight on school property or at a school sponsored event by hitting, threatening, or intimidating another student will be subject to OSS. The student who participates in a fight in any degree other than self-defense or who is a party to any affray (pushing, holding, grabbing, jeering, threatening, etc.) will receive punishment commensurate with the degree of involvement. Violation of the rule may result in criminal prosecution.

1st Offense	Up to 10 days OSS with possible recommendation for long term suspension, with possible expulsion for serious violations.
2nd Offense	Minimum of ten days OSS with a possible recommendation for long-term suspension or expulsion.
3 rd Offense	Possible long term, expulsion, or assignment to alternative setting.

Law Enforcement will be notified in all cases immediately.

Firearms and Explosive Devices

No student shall knowingly possess, handle or transmit any firearm, pistol, rifle, shotgun, pellet gun, incendiary device, or other object that can reasonably be considered a firearm or explosive device, or items that are not firearms or explosive devices but are represented as such or by design have the appearance of a firearm or explosive device:

Students who violate this rule may receive criminal prosecution in those cases involving an actual firearm or explosive device and is subject to disciplinary action.

Fire crackers and similar devices are dangerous and can be construed as weapons. Any student bringing and/or throwing such a device will be subject to a minimum of three days of OSS.

Principal will notify superintendent and all other applicable agencies immediately.

Fire Alarms

Any student who falsely activates a fire alarm will be suspended from school for ten days and may be subject to criminal prosecution. A second offense may result in suspension for the remainder of the school year.

Gang Activity

Any student that engages in any gang type activity such as fighting, creating a disturbance, graffiti, intimidation of other students, harassment, wearing gang attire of any type, etc., will be subject to up to 10 days OSS and possible long-term suspension, as well as possible criminal prosecution.

Indecent Exposure or Sexual Misconduct

Students guilty of indecent exposure or sexual misconduct on the school campus, school bus, or at any school activity may be suspended from school for up to 10 days and may be subject to criminal prosecution. A second offense may result in long term suspension and/or criminal prosecution.

Obstructing a School Official

Any student who intentionally prohibits/obstructs a school official in performing his or her duty in any manner will be subject to school disciplinary action. Violation of the rule may result in criminal prosecution.

Off Campus Conduct

Students may be disciplined for off campus conduct which has a direct and immediate impact on discipline or the safety and welfare of students and staff.

Theft

Any student who is involved in a theft on school property or any school function will be assigned to up to 10 days OSS and will be required to pay restitution and possible long term suspension. A second offense may result in ten days of OSS with a recommendation for long-term suspension. Violation of the rule may result in criminal prosecution.

Vandalism/Destruction of School Property

Students who engage in vandalism, graffiti on school property, or the destruction of school property may be suspended from school for up to 10 days with a possible long term suspension. The students and their parents are held responsible for the cost of repair or replacement of damaged property. Violation of this rule may result in criminal prosecution.

Verbal or Physical Abuse of Staff Members and/or students

Any form of profanity or verbal abuse directed at a staff member by a student may result in up to 10 days of OSS and possible long term suspension. Any student who physically abuses a staff member may receive long-term suspension and may be charged with a criminal offense. Abusive language to other students will result in up to 3 days OSS on the 1st offense. 5 days OSS for the 2nd and up to 10 days OSS and possible recommendation for long term suspension upon the 3rd offense.

Weapons and Dangerous Instruments

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, leaded cane, sword cane, machete, metal knuckles, or other object which can reasonably be considered a weapon or

dangerous instrument. Items that are not weapons or dangerous instruments but are represented as such shall be dealt with by school authorities in the same manner as a weapon or dangerous instrument. Violation of this rule will result in up to 10 days OSS and possible recommendation for long term suspension and may result in criminal prosecution. A second violation may result in long term suspension with possible expulsion if the student is 14 years of age or older and/or criminal prosecution. *See rule 5 Student Code of Conduct*

Bus Discipline Policy

Riding a school bus is a privilege, not a right. Students shall comply with all appropriate rules in this code of conduct while riding, boarding, or leaving the bus. In addition, students shall adhere to any additional school, county, or state rules developed specifically to govern their conduct while riding, boarding or leaving the bus.

No student may be picked up or dropped off at another location unless prior approval has been granted. Students are required to provide the front office with a parent/guardian written request to change bus route or drop-off location by 10:00am each day.

No student shall fail to observe established safety rules, standards and regulations on the bus and in bus aisle ways. No student shall interfere with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

To provide maximum safety for students to and from school, students must remain seated at all times facing forward. Students are not permitted to sit with feet and legs in aisle. Also all other objects such as book bags etc. should not be placed in aisle. Book bags should be placed in the student's lap or underneath the seat in front of them.

The principal will take such action with reference to any misconduct on a school bus, or at a bus stop, or any violation of the instructions of the driver, as he might take if such misconduct or violation has occurred upon the grounds of the school.

In addition, the principal has the authority to remove any student from the bus for minor misconduct.

1st offense: Counsel with student, parent notification and maximum 3 days off bus.

2nd offense- 5 days off bus

3rd offense- 10 days off bus and may be suspended from bus for remainder of school year.

4th offense- Student will be suspended from the bus for the remainder of the school year.

Lee County Schools Procedures for Suspensions and Expulsions

The Lee County Board of Education believes that every student has a right to an educational opportunity in an atmosphere conducive to the orderly pursuit of this right. The Board accepts this responsibility to assure the existence of a school atmosphere conducive to learning, to require and promote individual responsibility, and to protect and respect the individual rights of all students. The Board has adopted the following procedures to be administered in those cases where a student's misconduct results or might result in material and/or substantial disruption of normal school functions, infringes on the rights of other students, or might result in harm to students or school staff. The procedural guide provided herein meets due process standards required by law, policy, and accepted fairness standards. The procedure provides for:

- Written notice stating the charge against the student containing the facts needed to describe the nature of the offense.
- An opportunity for a hearing
- If a hearing is requested, a decision based solely upon the evidence presented at said hearing.
- For the purpose of this policy the term parent includes legal guardians and those legally serving in "loco parentis".

Application

The principal or his designee has the authority to deal with instances of alleged misconduct:

- Whenever a teacher appropriately refers a problem of classroom discipline to the principal
- Whenever the misconduct violates the rules and regulations adopted by the Board of Education
- Whenever the cumulative acts of misconduct of a student warrant a more serious consideration of disciplinary actions
- Whenever the alleged misconduct occurring under school supervisory circumstances violates the public school law and/or General Statutes of the State of North Carolina
- Whenever in the opinion of the Principal it is deemed advisable that he or his designee deal personally with the alleged misconduct.

Investigation

The Principal has the authority to investigate any incident of alleged misconduct and attempt within reason to hear every side of the controversy. Students may raise any defense felt to be available, and the Principal will attempt to question witnesses requested by the student.

Power to Suspend

After a proper investigation, should the principal determine that a short term suspension, not exceeding ten days, is appropriate he may impose this penalty by following procedures set forth below.

Should the principal determine that a more severe penalty is appropriate, the procedures provided for long term suspension or expulsion must be followed.

A suspended student or his parents may appeal to the Superintendent's designee, the Board, and finally the Court as provided in G.S. 115-45(c).

Short Term Suspension

A short term suspension is a denial to a student of the opportunity to attend school and to take part in any school function for any period of time up to and including ten school days. A short term suspension may be an out-of-school or in-school suspension. The decision as to whether the suspension is out-of-school or in-school is within the discretion of the principal. The principal may invoke a short term suspension only after investigating the misconduct and providing the student due process. The principal may invoke a short term suspension for the following reasons only:

- A violation of the Student Code of Conduct
- A violation of School Board Policy or Procedure

When a short term suspension is invoked the Principal shall:

- Send a written notice to the parent stating the charge against the student including the facts needed to describe the nature of the offense.
- Make a reasonable effort to hold a conference with the parents before or at the time the student returns to school.
- Keep on file all documents and relevant information related to the misconduct.

When a student is suspended during the school day, the Principal shall make a reasonable effort to reach the parents to inform them of the action and request that they come to school and make arrangements for the student to leave school. If the principal cannot reach the parents, the student must remain on school property until the close of the school day, or if circumstances warrant, the police may be contacted to remove the student from campus.

The Principal may, if circumstances warrant, order students to leave the school premises immediately if it is deemed impossible by the principal to keep the student on school grounds and restore and/or maintain order or if necessary to protect school property, students or staff.

Emergency Suspensions

When in the opinion of the Principal, the misconduct of a student makes it necessary to remove that student to restore order or to protect school property or protect persons on school grounds; the Principal may suspend the student immediately for not more than three school days.

The Principal is not required to conduct an investigation before such an emergency suspension is invoked. The Principal shall carry out an investigation after the student is suspended and shall decide if further disciplinary action is needed. If after such an investigation is complete and the Principal determines that an additional suspension is necessary, he/she may suspend up to a total of ten school days.

Once a Principal has decided to invoke an emergency suspension, he/she shall follow appropriate due process procedures including a written notice to the student and the parents stating the charge against the student and containing the facts needed to describe the nature of the offense. The Principal shall attempt to hold a conference with the parents and shall keep all relevant information on file. When an emergency suspension occurs during the school day, the Principal shall attempt to reach the student's parents and inform them of the action and request that they come to the school or make arrangements for the student to leave school.

If the parents cannot be reached or are unable to make the appropriate arrangements, the school may seek assistance from the police or may provide transportation for the student. Should the results of the Principal's investigation convince the Principal that the student suspended is not guilty of misconduct as alleged; the student shall have the right to make up all missed work and to receive credit for that work.

Long Term Suspension and Expulsion

After an appropriate investigation, should the Principal determine that a long term suspension or expulsion is appropriate, a short term suspension of ten school days shall be invoked and the student, the parent, and the Superintendent shall be informed of the Principal's recommendation of a long term suspension or expulsion. The Principal shall specify the charges against the student and give the information necessary to describe the nature of the offense. A copy of the Lee County Procedures for Student Suspensions and Expulsions shall be included in this information.

The Superintendent must act upon the Principal's recommendation within three school days after the receipt of the notice. During these three days, the Superintendent will discuss the issue with the Principal and other individuals who might have information relevant to the alleged infraction. Within the three day period, the Superintendent will either accept the Principal's recommendation, deny the Principal's recommendation, or the recommendation may be modified. The decision of the Superintendent will be in writing and mailed to the Principal.

The Superintendent or designee shall inform the parents and the student of the Superintendent's decision by certified mail or by hand delivered notification. If the intended action is a long term suspension, the student or his parents shall have three work days following the hand delivered notification or five work days following the mailing of the certified letter to the student's parents' actual or last known address to request an administrative hearing or a formal hearing before the Board of Education. If an administrative hearing is requested, the Superintendent shall facilitate such a hearing within five work days. If the decision is to request a hearing before the Board of Education the Superintendent shall immediately notify the Chairman of the Board who shall arrange a hearing within five work days.

If the Superintendent's recommendation is expulsion, a formal hearing will be held before the Board of Education to determine if the expulsion is appropriate. The Board will convene within five work days of receiving the Superintendent's recommendation to decide if the student shall be expelled. If the period of the short term suspension should end before any of the above hearings are held, the Superintendent may, in his discretion, extend the short term suspension until such time as the board or the administrative hearing panel resolves the matter. The following rules shall apply to either an administrative hearing or a hearing before the Board of Education:

- The student or his representative and the Principal or representative must present the Chairman of the Administrative Hearing Panel or the Chairman of the Board of Education with a reasonable list of witnesses they plan to call at least one day prior to the scheduled date of the hearing. The student or representative shall be presented a reasonable list of witnesses that may be called by the school system's representative at least one day prior to the scheduled date of the hearing.
- The Chairman of the Board of Education or the Chairman of the Administrative Hearing Panel shall chair the hearing.

Administrative Hearing Panel

- The Administrative Hearing Panel shall consist of three school officials who have no direct knowledge of the incident in question. The Panel will select a Chairman.
- At the hearing, the Principal shall present the reasons for his recommendation. The Principal may call witnesses from the list submitted.
- The student shall present the reason for the appeal and may call witnesses from the list submitted.
- The recommendation of the Panel shall be based solely upon the evidence presented before them at the hearing and shall be forwarded to the Superintendent who shall inform the student and his parents of the decision within two working days. This notification shall be by certified mail or shall be a hand delivered notification. Should the Administrative Hearing Panel decide that the recommended punishment is inappropriate; the panel may recommend other penalties that it deems more appropriate based on the information presented at the hearing.
- The decision of the Administrative Hearing Panel may be appealed to the Board of Education. The decision of the Board of Education shall be final. The student or his parents may appeal the decision of the board to the court system as provided in G. S. 115C-45(c).

Board of Education Hearing

- At least two board members will be present. The members present shall select a Chairman in the absence of the Board Chairman or Vice Chairman who shall then conduct the hearing.
- At the hearing, the Principal shall present the reasons for his recommendation. The Principal may call witnesses from the list submitted.
- The student shall present the reason for the appeal and may call witnesses from the list submitted.
- The recommendation of the Panel shall be based solely upon the evidence presented before them at the hearing and shall be forwarded to the Superintendent who shall inform the student and his parents of the decision within two working days. This notification shall be by certified mail or shall be a hand delivered notification. Should the Administrative Hearing Panel decide that the recommended punishment is inappropriate; the panel may recommend other penalties that it deems more appropriate based on the information presented at the hearing.
- The decision of the Board of Education shall be final. The student or his parents may appeal the decision of the board to the court system as provided in G.S. 115C-45(c).

School Lockers: Property Searches by School Authorities

In consideration of the privilege of using a school locker, the student and parent/guardian acknowledge and consent to the right of school authorities to open and search the assigned locker at any time. During the search, designated authorities may remove unauthorized articles as described elsewhere in the *Student Code of Conduct*, or any other item which may endanger the health, welfare or safety of students or school personnel.

Motor Vehicles: Property Searches by School Authorities

The student acknowledges that the student parking of motor vehicles on school grounds is a privilege granted to the student. The student and the parent/guardian acknowledge that it may become necessary for school authorities to open, to enter, and to search the vehicle. During the search, designated authorities may remove from the vehicle any unauthorized articles as described elsewhere in

the *Student Code of Conduct*, or any other articles which may endanger the health, safety, or welfare of students or school personnel.

Articles seized during the search of lockers or motor vehicles may be retained and used as evidence in disciplinary proceedings by school officials or delivered to appropriate law enforcement officials at the sole discretion of the school authorities.

Grievance Procedure Title IX

Students who believe that they have been mistreated because of discrimination in the public school may appeal to the principal for hearing said complaints. If after appealing, the student is dissatisfied, he or she may submit a request in writing to the superintendent for a review of the case. The superintendent or designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the superintendent and request a review by the Lee County Board of Education. The Board of Education shall render its decision within 30 days of the receipt of the grievance.

A complete and updated text of Lee County Schools' Code of Conduct and policies and regulations may be obtained online at www.lee.k12.nc.us, at the Lee County Schools Central Office (106 Gordon Street, Sanford, N.C.), and at each individual school site.