



STUDENT & PARENT  
HANDBOOK

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2025 - 2026



*Connecting Your Child to a Prosperous Future*

Dear Students, Parents and Guardians:

It is my pleasure to welcome you to the 2025-2026 school year. Our administrators, teachers and staff join me in saying that we are happy to have you as part of the Lenoir County Public Schools family. We hope this year will be successful and fulfilling for you.

This handbook is to be used as a means of communication between the home and the school. There are many policies, regulations, and procedures discussed in these pages. I encourage you to read the handbook carefully as well as the other student policies posted on the Lenoir County Public Schools website at [www.lcpsnc.org](http://www.lcpsnc.org).

Close cooperation between the home and school is essential to promote the best interests of the student. Parents are encouraged to visit the school and attend scheduled meetings of parents and teachers. Mutual benefits are gained when there is a meaningful exchange of information between home and school.

It is our hope that this student-parent handbook will be helpful to you and that it will promote understanding. After reading this handbook, please sign, date and return the following forms to your child's school by **September 22, 2025**.

- Family Educational Rights and Privacy Act (FERPA)
- Parent and Student Handbook Acknowledgement Form 25-26 School Year

We appreciate very much our partnership with you in this important job of educating our children. We welcome your suggestions and ask for your continued support. Have a great school year!

Sincerely,

M. Brent Williams  
Superintendent

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*Additional student policies are located under the School Board tab on the Lenoir County Public Schools website at [www.lcpsnc.org](http://www.lcpsnc.org)*

<b>6521</b> Administering Medicines to Students	<b>4362</b> Request for Readmission of Expelled Students
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<b>3225/4312/7320</b> Technology Responsible	<b>5026/7250</b> Smoking and Tobacco Products
<b>4235/6135</b> Pediculosis (Head Lice)	<b>1740/4010</b> Student and Parent Grievance Procedure
<b>4352</b> Removal of Student During the Day	<b>4352</b> Student Searches
<b>4353</b> Long-Term Suspension, 365-Day Suspension, Expulsion	

*Additional information regarding our district policies and procedures can be found in our LCPS Parents Guide to Student Achievement. Scan the QR code to below view:*



# STUDENT CODE OF CONDUCT

## POLICY 4300

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Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Lenoir County Board of Education requires the maintenance of good order in the schools.

Responsibilities for the development and maintenance of disciplined behavior are shared by the parents, guardians, students, teachers, principals, administrative and support personnel, superintendent and board of education. In the commitment to the responsibility there is also the firm belief that no one has the right to disrupt the climate for learning or jeopardize the learning opportunities of any other student.

All students shall comply with the Student Code of Conduct, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This policy applies to any student who is on school property, including school bus stops, who is in attendance at any school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. This policy also applies to regular school buses, school activity buses, other school vehicles or any private vehicle located on property owned or managed by the board.

It should be understood that this policy is not intended to restrict in any way the authority of principals to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of their respective schools or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for their respective classes. Principals shall inform students of any school rules which may result in out of school suspension.

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

### **DEFINITIONS**

*Alternative Education Services* – part or full-time programs, wherever situated, providing direct or computer-based instruction that allows a student to progress in one or more core courses.

*Board* – the Lenoir County Board of Education.

*Day or Days* – school days excluding teacher workdays, holidays, vacation days and weekends, unless otherwise specified.

*Expulsion* – permanent exclusion of a student from registering, enrolling or attending any Lenoir County Public school. This exclusion also includes riding in a school-owned or operated vehicle

and prohibits the student from participating in school activities or entering any school property.

*Long-Term Suspension* – exclusion from the school to which the student was assigned at the time of the disciplinary action and from participation in school activities or events for a period in excess of ten days but not to exceed the remainder of the school year, except that if the offense leading to the long-term suspension occurs in the final quarter of the school year, the exclusion may extend to the end of the first semester of the following school year.

*Parent* – includes the natural parent, legal guardian, legal custodian or other caregiver adult who is acting in the place of a parent and is entitled under state law to enroll the student in school.

*Principal* – the principal or the principal's designee.

*School Personnel* – includes the following:

- a. Any board employee;
- b. Any person working on school grounds or at a school function under a contract or written agreement with the school system to provide educational or related services to students;
- c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.

*Short-Term Suspension* – exclusion from school and participation in school activities or events for up to ten days.

*Superintendent* – the superintendent or the superintendent's designee.

## **INTERVENTIONS AND CONSEQUENCES**

Administrators and teachers may utilize a variety of intervention strategies for violations to the Student Code of Conduct, other board policies, regulations issued by the individual school or the North Carolina General Statutes. These interventions may include conferences, detentions, removal from the classroom, in-school suspensions, behavior contracts, restrictions on activity, referral to Peer Mediation Program and any other intervention strategy that is available and is not contrary to board policy or state or federal law. In addition, disciplinary action may include out of school suspension for a short term suspension, long term suspension, 365 day suspension, and/or expulsion.

Rules in the Code of Conduct are divided into levels, and each level is assigned a default range of appropriate disciplinary consequences. Principals may impose or recommend a consequence outside of the default range if appropriate based on the circumstances and the presence of aggravating and mitigating factors. Examples of aggravating or mitigating circumstances that may be considered include but are not limited to:



- The student's age;
- The student's intent;
- The student's disciplinary history, including number of infractions and prior discipline for the same violation;
- The student's academic history;

- Whether the conduct caused a threat to safety;
- Whether school property or personal property was damaged;
- Whether the conduct caused a substantial disruption of the educational environment;
- Whether a weapon was involved and whether any injury resulted.

Long-term suspensions and expulsion are reserved for serious violations of the Code of Student Conduct that either threaten the safety of students, staff, or school visitors or threaten to substantially disrupt the educational environment. Suspensions for 365 calendar days are reserved for violations involving firearms or destructive devices, as required by law. Students also may be assigned to an alternative program approved by the board for disciplinary reasons. (See policy 3470/4305, Alternative Learning Programs/Schools.)

Any student who is 14 years of age or older and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law and described in policy 4353.

Principals and other school officials are authorized to involve law enforcement in serious violations in any category and are required to involve law enforcement in cases of certain alleged criminal acts as set forth in G.S. 115C-288(g) and described in policy 4335, Criminal Behavior. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.



This Student Code of Conduct describes the various types of violations and the resulting penalties for those violations. Symbols are used to indicate other consequences of particular rule violations. A badge symbol, , identifies a rule violation that shall result in notification of the police. A car symbol, , identifies a rule violation that shall cause a student's permit or license to be suspended for one year. Items denoted with one asterisk, \*, shall be confiscated and shall not be returned until a parent or guardian reclaims such items from the respective schools. Items denoted with two asterisks, \*\*, shall be confiscated and turned over to law enforcement officials.

## **A. LEVEL ONE VIOLATIONS**

Level One rule violations should generally result in in-school interventions or short-term suspension. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level One rule, or other aggravating factors are present, the principal may impose a more severe consequence. Any short term suspension for truancy or tardiness shall not exceed two school days.

Level One violations include the following offenses.

1. Boycotts - participating in any boycott or walk-out of any lawful school function at which attendance is required.
2. Misconduct on the School Bus - failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.
3. Disruptive or Obscene Literature, Images or Illustrations - possessing or distributing literature, images or illustrations that are obscene or that significantly disrupt the educational process (see board policy 5210, Distribution and Display of Non-School Material).
4. Damage to Property - intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction. This applies to damage or vandalism not exceeding \$1,000, including cost of replacement, repair or restoration of property.
5. Disruption - using passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.
6. Fighting - hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight. See Level Three for consequences for assault on a student.
7. Gambling - participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.
8. Integrity - engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action as outlined in this policy and/or academic penalty.
9. Laser Pointers \* - possessing or using a laser pointer device or a watch, key chain, pen, or other device equipped with a laser beam.
10. Medication - knowingly possessing, using, distributing, selling, or sharing with another student any prescription or non-prescription medication except as authorized under board policy 6125, Administering Medicines to Students.
11. Peer Relations - engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in a school setting.

12. Personal Property \* - possessing on school property any toy, game, radio, CD player, Walkman, tape recorder, pager, personal communication device, personal security alarm, or any other similar object that has no educational purpose or has the potential of disrupting the normal order of school unless the student receives prior authorization from the principal or designee; any violation of policy 4318.
- a. Elementary and middle students may bring cell phones to school, but they must be turned off during the entire school day.
  - b. High school students may bring cell phones to school, but they must be turned off during instructional periods. The first rule violation shall result in a warning and the confiscation of the cell phone, which will be returned at the end of the day. A second violation shall result in a warning and the confiscation of the cell phone, which will be given to a parent or guardian. A third violation shall result with the confiscation of the cell phone for two weeks and disciplinary action. The cell phone will be returned to a parent or guardian at the end of the two-week confiscation.
13. Protests -  engaging in any protest, march, picket, sit-in, or similar activity, either on or off any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school or which in fact creates such a disturbance.
14. Sales - selling to another student or purchasing from another student any item without the prior authorization of the principal.
15. Skipping School - leaving school grounds or being in an unauthorized area of the school during the instructional day without prior approval from a site administrator.
16. Theft  - stealing, attempting to steal, or knowingly being in possession of stolen property. Theft includes:
- a. unlawfully taking and/or carrying away property belonging to the school system, a staff member or another student;
  - b. removing any property from a locker other than the one assigned; and
  - c. having in one's possession property obtained without permission of the owner.

17. Tobacco Products \* - using or possessing any tobacco product or paraphernalia, including matches and lighters, (1) in any school building, on the school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. (See policy 5026/7250, Smoking and Tobacco Products.)
18. Trespassing - being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended or expelled from school is trespassing if he or she appears on the property of any school or at any school-sponsored activity during the suspension or expulsion period without the express permission of the principal.
19. Verbal Abuse or Disrespect - participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. This includes cursing; using vulgar, obscene, or abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability; or using sexually offensive or degrading language are specifically prohibited.
20. Failure to Comply with a Directive – failing to follow a directive from any school personnel.

## **B. LEVEL TWO VIOLATIONS**

Level Two rule violations involve more serious misconduct that generally warrants short-term suspension. Principals may recommend a long-term suspension based upon the presence of aggravating factors.

Level Two violations include the following offenses.






1. Damage to Property and Vandalism ☒ - intentionally damaging or vandalizing or attempting to damage or vandalize, or deface school property or private property, while located on any properties owned by the Lenoir County Board of Education. This applies to damages or vandalism exceeding \$1,000, including costs of replacement, repair or restoration of property.
2. Fire Alarms ☒ - setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.
3. Fireworks \* or Ammunition ☒\*\* - possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.
4. Gangs and Gang-Related Activities - engaging in one of the activities listed below. A gang is defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors or symbols.
  - a. wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items that show affiliation with a gang or is evidence of membership or affiliation in any gang or that promotes gang affiliation (see policy 4316, Student Dress Code);
  - b. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
  - c. tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
  - d. requiring payment of protection money or insurance or otherwise intimidating or threatening any person;
  - e. inciting other students to intimidate or to act with physical violence upon any other person;
  - f. soliciting others for gang membership;
  - g. conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school system policies that relate to gang activity.

5. Reckless Vehicle Use/Car Theft ☒- operating any motorized or self-propelled vehicle on school grounds or at a school-sponsored activity in a manner that threatens the health and safety of any other person or risks disrupting the educational process or being in the possession of a stolen vehicle.
6. Sexual Acts ☒- engaging in any consensual sexual act while on school property or at a school-sponsored activity or event.
7. Sexual Harassment or Harassment including Bullying (Non-physical) - engaging, verbally or through other non-physical means, in sexual harassment or other harassment including bullying as defined in policies 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, 1735/4025/7235, Harassment Defined, and 1736/4026/7236, Sexual Harassment Defined.
8. Threat/False Threat ☒- Making any threat through written or verbal language, sign or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.  
A student shall not use electronic threatening such as posting information that can be disrupting, causing damage, or endanger students or staff.
9. Hazing – subjecting a fellow student to physical injury as a part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, or other similar group.
10. Coercion or Extortion – no student may use force or violence or threat of force or violence to obtain money, property, or personal services from another student.


### **C. LEVEL THREE VIOLATIONS**









Level Three rule violations are more severe in nature and generally warrant long-term suspension. The principal may impose a short-term suspension based on mitigating factors.

Any student who is 14 years or older who commits a Level Three violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law and described in policy 4353.

1. Assault on Another Student  - causing or attempting to cause serious physical injury to another student or intentionally behaving in such a manner that could reasonably cause serious physical injury to any student, or physical aggression against another student involving the use of a weapon.
2. Attempted Assault on a School Employee  - attempting to cause physical injury to a school employee or school volunteer, or behaving in such a manner that could reasonably cause physical injury to any school employee or school volunteer.
3. Arson  - burning or attempting to burn any school building or property. Possessing incendiary material, (i.e., gasoline, kerosene, or other flammable liquid), for the purpose of burning or the attempted burning of school property.
4. Drugs or Alcohol   - knowingly possessing, using, distributing, selling, possessing with intent to distribute or sell, or conspiring or attempting to distribute or sell, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. Possession or use of prescription and over the counter drugs is not in violation of this policy if possessed and used in accordance with policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

When a first violation does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension shall be offered. This alternative shall be offered only one time to students during their school career unless an exception is made by the superintendent. The alternative shall consist of a 5-10 day suspension and shall also require participation in an approved corrective education and/or counseling program. The program shall be determined by the superintendent and agreed to in writing by the parent and/or guardian, student, and school principal. Parents or guardians and students shall be provided information by school authorities concerning approved alternative programs. Failure to meet any requirements of the alternative program reactivates the long-term suspension.

5. Sexual Harassment or Harassment Including Bullying (Physical) or Sexual Assault  - engaging in physical sexual harassment or harassment including bullying as defined in policies 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, 1735/4025/7235, Harassment Defined, and 1736/4026/7236, Sexual Harassment Defined.

6. Weapons Other Than Firearms   - possessing, handling, transferring, or bringing on to school property any items including, but not limited to, knife, razor, BB gun, stun gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded can, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument, brass knuckles, mace, paper spray, a weapon or dangerous instrument. This policy does not apply to instructional supplies, unaltered nail files and clips, or tools used solely for preparation of food, instruction, or maintenance.
7. Use of a Weapon Other than a Firearm   - using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.
8. Assault and Serious Injuries on any Teacher or Other School Personnel   - assaulting a teacher or school personnel or volunteer or other adult who is not a student.
9. Bomb Threat or Hoax  - communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting or burning; or with intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.
10. Terrorist Threat or Hoax  - engaging in any of the following actions:
  - a. communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off education property any device, substance or material designed to cause harmful or life-threatening illness or injury to another person;
  - b. with intent to perpetrate a hoax, concealing, placing or displaying a device, machine, instrument, artifact, letter, package, material or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
  - c. threatening to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of

terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.

- d. making a report, knowing or having reasons to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property, an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.
- e. Conspiring to make a terrorist threat or hoax within the meaning of this policy.

#### **D. LEVEL FOUR VIOLATIONS**

Level Four rule violations compromise the safety and welfare of students and staff and require a recommendation for a 365-day suspension under the North Carolina General Statutes.

Firearms or Destructive Devices – Students shall not bring onto school property or possess a firearm or destructive device. A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receive of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device. Violations of this rule will result in recommendation for a 365 calendar day suspension. This required suspension may be modified by the superintendent on a case-by-case basis. The superintendent shall not impose a 365 day suspension if the superintendent determines that the student took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use such firearm or destructive device in a harmful or threatening way.

*Legal References:* [U.S. Const. amend. I](#); [N.C. Const. art. I, § 14](#); [17 U.S.C. 101, 102, 106, 108, 110, 117](#); [20 U.S.C. 6081-6084](#); Gun-Free Schools Act, [20 U.S.C. 7151](#); [G.S. 14-17, -18, -27.2 to -27.5, -32, -33, -34 to -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.1, -269.2, 277.5, -288.2, -288.4](#); [18B-301](#); [20-11\(n1\)](#); [ch. 90, art. 5](#); [115C-47, -207, -276\(r\), -288, -307, 313, -390, 390.1, -390.12, -407](#); State Board of Education Policy HRS-A-002

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Goals and Objectives of the Educational Program (policy [3000](#)), Copyright Compliance (policy [3230/7330](#)), Alternative Learning Programs/Schools (policy [3470/4305](#)), School Plan for Management of Student Behavior (policy [4302](#)), Student Dress Code (policy [4316](#)); Criminal Behavior (policy [4335](#)), School-Level Investigations (policy [4340](#)), Student Discipline Records (policy [4345](#)), Short-Term Suspension (policy [4351](#)), Long-Term Suspension, 365 Day Suspension, Expulsion (policy [4353](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Distribution and Display of Non-School Material (policy [5210](#)), Administering Medicines to Students (policy [6125](#))

Adopted: 7/1/09

Revised: 8/1/11, 12/3/12, 4/16/14

## **STUDENT DRESS CODE POLICY 4316**

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The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following: (1) violates the guidelines in this policy or a reasonable, nondiscriminatory dress code adopted and publicized by the school; (2) is substantially disruptive (for information on gang-related attire, see policy 4328, Gang-Related Activity); (3) is provocative or obscene; or (4) endangers the health or safety of the student or others.

All students must observe the following guidelines:

1. Shorts, skirts, and dresses must be at least knee length for middle and high school students. Elementary students may wear shorts, skirts, and dresses no higher than three inches above the knee.
2. Shirts and tops should be high enough to cover the chest. No sleeveless shirts or tops are allowed at the middle and high schools. Tank tops, spaghetti straps, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that expose the midriff or chest are not appropriate nor allowed. Shirts and tops should be without non-functional holes. Undergarments should not be seen.
3. Clinging or form-fitting clothing (pajamas, leggings, jeggings, yoga pants, etc.) are not permitted.
4. Pants and shorts must be properly fitting and fastened at the waist. Pants, shorts, skirts, and dresses must be without non-functional holes above the knee. No sagging pants are allowed. Undergarments must not be seen.

5. Clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items that are vulgar or obscene, encourage illegal drug use, or depict gang affiliation are prohibited. Each principal shall, in consultation with the local police department, compile a list of current gang symbols. The items on this list shall be considered to depict gang affiliation and shall be prohibited. This list shall be frequently updated and publicized to the students whenever changes are made.
6. Appropriate footwear must be worn at all times. Footwear must be properly laced, tied, buckled, and fastened at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Bedroom shoes are not allowed.
7. No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.
8. No hats or caps are allowed. Hoodies/hooded coats are allowed but hoods cannot be worn inside the building. No headgear (bandannas, kerchiefs, curlers, doo-rags, hair wraps, etc.) is to be worn unless required for religious or medical reasons. Toboggans are allowed outside.
9. Schools may exceed or clarify this dress code policy with approval of the superintendent and board notification.

Principals may use their discretion to approve attire outside the prescribed dress code policy for special school functions, such as Spirit Week, etc.

Principals or the superintendent can make exceptions to this policy based on medical or religious reasons.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code shall be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with policy 4300, Student Code of Conduct. The superintendent or designee shall list the specific range of consequences that may be imposed on a student for violation of the dress code.

*Legal References:* G.S. 115C-47, -390.2

*Cross References:* Student Code of Conduct (policy 4300), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315), Gang-Related Activity (policy 4328)

*Adopted:* 7/1/09

*Revised:* 10/3/11, 6/4/12, 6/27/13, 7/30/18, 3/28/22

# **DISCRIMINATION AND HARASSMENT PROHIBITED BY FEDERAL LAW**

## **POLICY 1710/4020/7230**

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The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, sex, color, national origin, religion, disability, or age (over 40), and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination or harassment in any of its education activities or programs. All forms of prohibited discrimination and harassment are subject to this policy except the following, for which the board has established more specific policies.

- Discrimination and harassment on the basis of sex is addressed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.
- Discrimination and harassment in employment is addressed in policy 7232, Discrimination and Harassment in the Workplace.

In addition, the process set out in this policy for bringing complaints does not apply to the following:

- Complaints of sexual harassment will be brought in accordance with the processes established in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.
- Employee allegations of discrimination or harassment will be addressed using the process established in policy 7232, Discrimination and Harassment in the Workplace.
- Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, (for Section 504 complaints) or in accordance with the procedures described in Parents Rights & Responsibilities in Special Education, published by the NC Department of Public Instruction (for IDEA complaints).

The board takes seriously all reports of unlawful discrimination and harassment and directs school officials to take prompt action to investigate and remedy violations of this policy. The superintendent is responsible for providing effective notice of this policy to students, parents, and employees.

The board encourages students, visitors, and other non-employee individuals who believe that they may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of

Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy. Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports.

## **A. PROHIBITED BEHAVIOR**

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. "Visitors" includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

### **1. DISCRIMINATION**

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a legally-protected class so as to interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

### **2. HARASSMENT**

Prohibited harassment is deliberate unwelcome conduct directed at another person or group of persons based on their membership in a legally protected class that creates a hostile environment. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school system.

Examples of behavior that may constitute harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, or text

message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

### 3. APPLICATION OF THE POLICY

This policy applies to behavior that takes place: (1) in any school building or on any school premises before, during, or after school hours; (2) on any bus or other vehicle as part of any school activity; (3) at any bus stop; (4) during any school-sponsored activity or extracurricular activity; (5) at any time or place when the individual is subject to the authority of school personnel; or (6) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

## **B. REPORTING DISCRIMINATION OR HARASSMENT**

1. Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination or harassment should inform a school official designated in Section C below. Reports also may be made anonymously through the anonymous tip line.

### 2. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against or harassed in violation of this policy must report the offense immediately to an appropriate individual designated in Section C below. Any doubt about whether particular conduct is possible discrimination or harassment under this policy or any other policy of the board must be resolved in favor of reporting the conduct.

Employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

### 3. Preliminary Inquiry

School officials may make a preliminary inquiry when a report is received to understand what occurred and to determine whether further action under this policy or otherwise is necessary.

## **C. COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

1. A student, visitor, or other non-employee individual who believes he or she is the victim of unlawful discrimination or harassment in violation of this policy, or any person who has witnessed or who has reliable information that another person has been subject to unlawful discrimination or harassment under this policy, may make a formal written complaint to any of the following persons:
  - a. the principal or assistant principal of the school at which either the alleged victim or alleged perpetrator attends or is employed;
  - b. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
  - c. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.

If a written complaint alleges that the perpetrator is an employee, the school official receiving the complaint shall notify the senior human resources official without delay.

2. A written complaint alleging that a student has been discriminated against or harassed will be addressed in accordance with this policy.

A written complaint alleging that an employee has been discriminated against or harassed will be addressed in accordance with policy 7232, Discrimination and Harassment in the Workplace.

A written complaint alleging that person who is not a student or employee has been discriminated against or harassed will be addressed in accordance with the general process for resolving complaints provided in policy 1742/5060, Responding to Complaints, not this policy.

3. Time Period for Making a Complaint

Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

## **D. SCHOOL OFFICIALS' RESPONSE TO REPORTS AND COMPLAINTS OF DISCRIMINATION OR HARASSMENT**

1. Investigation

School officials shall investigate all formal written complaints received. Reports of discrimination or harassment that are not followed by a formal written complaint may

be investigated at the discretion of school officials and may be investigated even if the alleged victim does not seek action by school officials.

- a. The principal or designee or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator.

Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate, unless the board chair determines that outside counsel should be engaged to investigate.

- b. As applicable, the investigator shall immediately notify the Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may request assistance from the coordinator in conducting the investigation.
- c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complaining party.
- d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations.

The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances, and shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

- e. The complaint and investigation will be kept confidential to the extent possible and consistent with law. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information.

## 2. Investigator's Findings

- a. If the investigator finds that discrimination occurred, the investigator shall take or recommend steps to address the discrimination.

- b. If the investigator finds that harassment occurred and created a hostile environment, the investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the hostile environment and prevent its recurrence.
- c. If the investigator finds that the conduct did not violate this policy but violated policy 4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.
- d. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.
- e. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

### 3. Steps to Reasonably End Discrimination or Harassment

- a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:
  - i. reasonable, timely, age-appropriate corrective action intended to end the discrimination or harassment and prevent it from recurring;
  - ii. as needed, reasonable steps to address the effects of the discrimination or harassment on the victim; and
  - iii. as needed, reasonable steps to protect the victim from retaliation as a result of the complaint.
- b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.
- c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

## **E. APPEALS**

1. If the alleged victim is dissatisfied with the outcome of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next paragraph). The appeal must be submitted in writing within three school business days of receiving the notice of the outcome of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
2. Student victims may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Employees may appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.
3. Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

## **F. RETALIATION PROHIBITED**

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

## **G. TRAINING AND PROGRAMS**

The board directs the superintendent to establish training and other programs that are designed to prevent discrimination and harassment and to foster an environment of understanding and respect for all members of the school community. Information about the prohibited conduct and complaint procedure in this policy and those in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process, must be included in the training plan.

As funds are available, the board will provide students, employees, and volunteers who have significant contact with students with additional training regarding the board's efforts to address discrimination and harassment and will create programs to address these issues. The training or programs should (1) provide

examples of behavior that constitutes discrimination or harassment; (2) teach employees to identify groups that may be the target of discrimination or harassment; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

## **H. RECORDS**

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination or harassment. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination and harassment.

## **I. CONTACTS FOR INQUIRIES**

The superintendent has appointed individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal nondiscrimination laws, including investigating any complaints communicated to school officials alleging noncompliance with those laws. Inquiries about the application of the nondiscrimination laws addressed in this policy may be referred to the designated civil rights coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the designated civil rights coordinators is as follows:

- a. The Section 504 Coordinator is: Nancy Gilmore  
Office Address: 2017 West Vernon Avenue Kinston, NC 28504  
Email Address: [ngilmore@lenoir.k12.nc.us](mailto:ngilmore@lenoir.k12.nc.us)  
Phone Number: 252.527.1109
  
- b. The ADA Coordinator is: Georgia Maready  
Office Address: 2017 West Vernon Avenue Kinston, NC 28504  
Email Address: [gmaready@lenoir.k12.nc.us](mailto:gmaready@lenoir.k12.nc.us)  
Phone Number: 252.527.1109
  
- c. The Age Discrimination Coordinator is: Pam Heath  
Office Address: 2017 West Vernon Avenue Kinston, NC 28504  
Email Address: [pheath@lenoir.k12.nc.us](mailto:pheath@lenoir.k12.nc.us)  
Phone Number: 252.527.1109
  
- d. The Coordinator for Other Non-discrimination Laws is: Pam Heath  
Office Address: 2017 West Vernon Avenue Kinston, NC 28504

Email Address: pheath@lenoir.k12.nc.us

Phone Number: 252.527.1109

The contact information for the U.S. Department of Education Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW

Washington, DC 20202-1475

Telephone: 202-453-6020

TDD: 800-877-8339

FAX: 202-453-6021

Email: OCR.DC@ed.gov

*Legal References:* Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994), available at <https://www2.ed.gov/about/offices/list/ocr/docs/race394.html>; Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Dear Colleague Letter (Harassment and Bullying), U.S. Department of Education, Office for Civil Rights (2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; G.S. 115C-407.15 through -407.18; 126-16; State Board of Education Policy SSCH-000; Parent Rights & Responsibilities in Special Education, (N.C. Dept. of Public Instruction, Exceptional Children Division), available at <https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

*Cross References:* Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Discrimination and Harassment in the Workplace (policy 7232)

*Adopted:* 7/1/09

*Revised:* 1/12/10, 6/30/11, 4/2/12, 10/7/13, 4/16/14, 3/2/15, 12/7/15, 6/5/17, 7/2/18, 8/5/24

# **TITLE I PARENT INVOLVEMENT POLICY 1320/3560**

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The board of education recognizes the value of family engagement in a child's academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by the Title I schools. The board encourages parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

## **A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT**

For the purposes of this policy, the term "parent and family engagement" means the participation of parents, guardians, and other family members in regular, two-way, and meaningful communication involving student learning and other school activities, including ensuring the following:

1. that parents and family members play an integral role in assisting their child's learning;
2. that parents and family members are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and parents and family members are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system utilizes activities to support parent and family engagement in the Title I programs.

## **B. PURPOSE AND OPERATION OF TITLE I PROGRAM**

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

Qualified Title I schools shall operate as school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will provide comprehensive support to offer improved opportunities for all students in the school to

meet the school system's academic standards. Targeted assistance programs will provide services to eligible students most in need of assistance in the school, as determined by objective criteria established by the superintendent or designee. Eligibility criteria may include, for example, standardized test scores, teacher judgment, and results of preschool screening and home-school surveys.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include evidence-based strategies to support parent and family engagement.

### **C. ANNUAL MEETING AND PROGRAM EVALUATION**

Each year, school officials must invite parents of students participating in Title I programs to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and this policy. In addition, school officials must provide parents and family members a meaningful opportunity annually to evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. Information collected from these proceedings will be used to revise Title I programs and parent and family engagement plans.

### **D. PARENT AND FAMILY ENGAGEMENT EFFORTS**

The board believes that the involvement of Title I parents and family members in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school system personnel shall strive to conduct outreach to parents and family members and involve them in activities throughout the school year.

The superintendent shall ensure that this system-level parent and family engagement policy and plan is developed with, agreed upon with, and annually distributed to parents and family members of participating students. In addition to the system-level parent and family engagement plan, each school participating in the Title I program shall jointly develop and annually distribute to parents and family members a school-level written parent and family engagement plan that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating in the Title I programs, including parents and family members who have limited English proficiency, who have disabilities, or who are migratory. School-level plans shall involve parents in the planning and improvement of Title I activities and shall provide for the distribution to parents of information on expected student achievement levels and the school's academic performance.

School officials shall invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee shall establish any additional procedures necessary to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve parents and family members in the joint development of the Title I program and school support and improvement plan and the process of school review and improvement by including parents on the school advisory committee and any committees that review the Title I program;
2. provide coordination, technical assistance and other support from various central office departments necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
3. coordinate and integrate parent and family engagement strategies in the Title I program to the extent feasible and appropriate with parental engagement strategies established in other federal, state, and local laws and programs;
4. with the meaningful involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parent and family engagement policies and program in improving the academic quality of the school and assisting students to meet the school system's academics standards;
5. strive to eliminate barriers of parental participation by assisting parents with disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
6. provide outreach and assistance to parents and family members of children who are participating in Title I programs in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through such efforts as community-based meetings, posting information on school websites, sending information home, newsletters, workshops and newspaper articles;
7. design a parent–student–school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership shall be developed and maintained;
8. with the assistance of parents, ensure that teachers, specialized instructional support personnel, principals, and other staff are educated in the value of parents as partners in the educational process and

- understand how to work with, communicate with and reach out to parents as equal partners in education;
9. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement through such methods as literacy training or using technology, which may include education about the harms of copyright piracy;
  10. coordinate and integrate, to the extent feasible and appropriate, parental involvement programs and activities with federal, state, and local programs, including public pre-school programs, and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;
  11. strengthen the partnership with agencies, businesses, and programs that operate in the community, especially those with expertise in effectively engaging parents and family members in education;
  12. ensure that parents are involved in the school's Title I activities; and
  13. provide such other reasonable support for Title I parental involvement activities as requested by parents.

## **E. NOTICE REQUIREMENTS**

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

### **1. Program for English Learners**

Each year the principal or designee shall provide notice of the following to parents of English learners identified for participation in a Title I, Part A or Title III funded language-instruction educational program:

- a. the reasons for the child's identification;
- b. the child's level of English proficiency and how such level was assessed;
- c. methods of instruction;
- d. how the program will help the child;
- e. the exit requirements for the program;
- f. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP);
- g. any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal, and selection of a program for English learners; and

- h. notice or regular meetings for the purpose of formulating and responding to recommendations from parents.

## 2. System Report Card

Each year, school system officials shall disseminate to all parents, schools and the public a school system report card containing information about the school system and each school, including, but not limited to:

- a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
- b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
- c. the percentage and number of students who are:
  - i. assessed,
  - ii. assessed using alternate assessments,
  - iii. involved in preschool and accelerated coursework programs, and
  - iv. English learners achieving proficiency;
- d. the per pupil expenditures of federal, state, and local funds; and
- e. teacher qualifications.

## 3. Teacher Qualifications

- a. At the beginning of each year, school system officials shall notify parents of students who are participating in Title I programs (1) of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child and (2) that such information will be provided in a timely manner (see policy [7820](#), Personnel Files).
- b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

## 4. Student's Academic Growth and Achievement

School officials shall provide to each parent of a student who is participating in a Title I program information on the level of achievement and academic growth, if

applicable and available, of the student on each of the state's academic assessments.

5. Parental Rights and Opportunities for Involvement

- a. Each year, the principal or designee of a Title I school shall provide notice to parents of the school's written parental policy, parents' right to be involved in their child's school and opportunities for parents to be involved in the school.
- b. At the beginning of each school year, the principal or designee of a Title I school shall provide notice to parents of (1) their right to request information regarding student participation in state-required assessments and (2) that such information will be provided in a timely manner.

**F. WEBSITE DISTRIBUTION OF INFORMATION**

Each year, school system officials shall publicize on the school system website and, where practicable, on the website of each school:

1. the report card described in subsection E.2, above; and
2. information on each assessment required by the state and, where feasible, by the school system, organized by grade level. The information must include:
  - a. the subject matter assessed;
  - b. the purpose for which the assessment is designed and used;
  - c. the source of the requirement for the assessment;
  - d. if available, the amount of time students will spend taking the assessments and the schedule of the assessments; and
  - e. if available, the time and format for distributing results.

The superintendent shall develop any administrative procedures necessary to implement the requirements of this policy.

*Legal References:* Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301](#) et seq., [34 C.F.R. pt. 200](#)

*Cross References:* Parental Involvement (policy [1310/4002](#)), Goals and Objectives of the Educational Program (policy [3000](#)), Curriculum Development (policy [3100](#)), Personnel Files ([7820](#))

*Adopted:* 7/1/09

*Revised:* 4/2/12, 12/3/12, 4/16/14, 8/11/14, 3/2/15, 12/7/15, 2/6/17, 6/29/17, 6/1/20

# GRADING PRACTICES & PROCEDURES

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## **A. NOTICE TO PARENTS AND STUDENTS**

At the beginning of each school year and/or semester for semester-long courses, the teacher must notify all students and parents in writing of the procedure for assessing students. In grades 6-12, the notice must describe how any final letter grade that is based on numerical averages will be calculated. Teachers are required to provide students with grading rubrics specifically for but not limited to papers, essays, projects, performances, and demonstrations. All evaluation procedures must be clear before the assignment is completed.

All high school exams must count 20% of the final grade per NCDPI State Policy. If a student is exempt from a non-EOC exam, then their final grade will be replicated for their exam grade and will count 20% of the final grade for the class ( i.e. If a student has a 98 average in a non-EOC class then a 98 will be substituted as the final exam grade and will count 20% of the final average).

## **B. REPORT CARD AND PROGRESS REPORTS**

The principal shall ensure that formal grading reports using official report cards are issued for every student on a regular basis as indicated on the school calendar. In addition, each principal shall establish a schedule for distribution of informal progress reports in between the issuance of official report cards. Lenoir County Public Schools require progress reports to go home according to the approved district school calendar, approximately halfway through each nine-week grading period.

Teachers may issue progress reports more frequently than required by the district. Each teacher is responsible for notifying parents of unusual or unsatisfactory student progress or other problems in a timely manner with the goal of implementing intervention strategies to improve student performance.

## **C. PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are a valuable method of reporting student progress to parents. If the district school calendar does not indicate it, principals shall designate times on the school calendar for teachers to hold conferences during designated times. Teachers must conduct additional conferences as necessary to keep parents informed of their children's progress.

In addition, parents are encouraged to contact individual teachers to schedule conferences to address any questions or concerns parents have about their children's academic performance. The principal shall provide information to all parents at the

beginning of each school year about how to schedule conferences and shall publish this information in the student handbook.

## **D. GRADING SCALES**

### **1. ELEMENTARY SCHOOL**

Grades in elementary school courses will be awarded using the following grading system:

REPORT CARDS:

#### **a. KINDERGARTEN**

Report Card Grades in K are standards based and marking codes:

- S (satisfactory)
- N (needs Improvement/Skill not mastered)

#### **b. FIRST GRADE**

Report Card Grades in 1st grade are standards based and marking codes:

- O (indicates that the student consistently and independently demonstrates mastery of proficiency of the grade level standard)
- S (indicates that the student is progressing toward consistent and independent mastery of / proficiency of the grade level standard)
- N (indicates that the students is beginning to progress towards the grade level standard)
- U (indicates that the student is not yet demonstrating progress toward the grade level standard.

#### **c. SECOND, THIRD, FOURTH & FIFTH GRADES**

Report Card Grades in 2nd – 5th grades are located inside Infinite Campus. Grades are based on the following scale:

- A → 90 TO 100
- B → 89 TO 80
- C → 79 TO 70
- D → 69 TO 60
- F → 59 and below

### **2. MIDDLE SCHOOL**

Grades in middles school courses will be awarded using the following grading scale:

- A → 90 TO 100
- B → 89 TO 80
- C → 79 TO 70
- D → 69 TO 60
- F → 59 and below

### 3. HIGH SCHOOL

Grades in high school courses will be awarded using the following grading scale:

- A → 90 TO 100
- B → 89 TO 80
- C → 79 TO 70
- D → 69 TO 60
- F → 59 and below

Percentage grades and the corresponding number of quality points are shown below:

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

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Annual Notification of Rights

The superintendent or designee is responsible for providing eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

- *The right to inspect and review the student's educational records and the procedure for exercising this right;*
- *The right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;*
- *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;*
- *That the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;*
- *A specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;*
- *Notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself;*
- *The right to file complaints with the Family Policy Compliance Office in the US Department of Education.*
- **The type of information designated as directory information and the right to opt out of release of directory information; and**
- **The right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information.**

If you **do not** want LCPS to disclose directory information from your child's education records without your prior written consent, please complete the information below and return to your child's school.

STUDENT'S FIRST & LAST NAME	GRADE
PARENT/ GUARDIAN SIGNATURE	DATE

If you **do not** want LCPS to release student name, address and phone number to military recruiters or institutions of higher education that request such information, please complete the information below and return to your child's school.

STUDENT'S FIRST & LAST NAME	GRADE
PARENT/ GUARDIAN SIGNATURE	DATE

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**STUDENT AND PARENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
FOR THE 2025-2026 SCHOOL YEAR**

**Please Complete And Return Form To Your Child's School No Later Than  
September 22, 2025.**

*I acknowledge receipt of this student/parent handbook and understand that it is the responsibility of my child to adhere to these policies and guidelines, in addition to the student policies listed on the Lenoir County Public Schools website found at:*

- [www.boardocs.com/nc/lenoir/Board.nsf/vpublic?open](http://www.boardocs.com/nc/lenoir/Board.nsf/vpublic?open) **OR**
- By scanning the QR code here:



STUDENT'S FIRST & LAST NAME

NAME OF SCHOOL

GRADE

PARENT/ GUARDIAN SIGNATURE

DATE

STUDENT'S SIGNATURE (STUDENTS GRADE 6-12 ONLY)

DATE