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VISION STATEMENT

Kannapolis Intermediate School: a place we want to be, a place to learn and grow, a place of value and respect.

BELIEFS

The KIS school community believes that:

- All students can learn when they:
  - Feel safe
  - Are given appropriately designed instruction
  - Have and feel supported
- Students learn best when they are actively engaged in the learning process and apply their learning in a meaningful context.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Sharing the responsibility with parents, teachers, and the community makes all of us stakeholders in the education of our students.

SCHOOL COLORS

Green and White

SCHOOL MASCOT

Tiger

EXPECTATIONS OF KIS STUDENTS

Kannapolis Intermediate students are expected to:

- Come prepared and ready to learn every school day
- Put forth their best effort at all times
- Follow directions the first time given
- Adhere to all safety procedures and rules
- Respect themselves, their peers, and school property
- Represent KIS positively in the community

CHARACTER EDUCATION / EARLY ACT FIRST KNIGHT

Character education includes and complements a broad range of educational approaches such as whole child education, service learning, social-emotional learning, and civic education. All share a commitment to helping young people become responsible, caring, and contributing citizens.

Because students spend so much time in school, our schools offer a critically important opportunity to ensure that all students get the support and help they need to reach their full potential. By embracing character education, Kannapolis Intermediate becomes a place people want to be because it brings out the best in everyone.

To be effective in schools, character education must involve everyone—school staff, parents, students, and community members—and be part of every school day. It must be integrated into the curriculum as well as school culture. When this happens and school communities unite around developing character, schools see amazing results!
At KIS, we use the Early Act First Knight (EAFK) program of the Knights of the Guild to help teach our students character education skills/trait. Sponsored by the local Rotary Club, EAFK motivates and teaches elementary and middle school children to become civil, service-oriented people during their most formative years. Lessons are provided to classroom teachers and character education is woven into daily lessons. Teachers help students understand good character, model characteristics and integrate character education throughout the day. Students vote on peers in their homeroom that have exemplified the focused character traits and students will be knighted by the rotary club in a school wide ceremony. (http://www.eafk.org/EAFK/EarlyAct_FirstKnight.html)

ARRIVING TO SCHOOL

School Hours: 7:15 AM – 2:05 PM

Students should not arrive at school prior to 6:50 AM. There will be NO supervision for students before 6:50 AM. Car riders will remain in the front foyer until 6:55 AM. Students arriving by bus who choose to not eat breakfast will report directly to the gym.

Students arriving AFTER 7:15 AM will be considered tardy, and they must check in at the front office with an adult.

The instructional day will begin promptly at 7:15 AM. It is important for all students who take advantage of our free breakfast program to be at school no later than 7:00 AM so that they have time to eat and return to class in time for the start of the instructional day.

Breakfast will be served to students in the cafeteria from 6:55 AM – 7:15 AM each morning.

ABSENCES

We expect every student to be in attendance at school every day. We strongly believe a correlation exists between attendance and academic performance. We also believe good attendance is the responsibility of the student and the parent/guardian. Furthermore, North Carolina state law mandates daily attendance for all school age children currently enrolled.

We do understand that some absences are unavoidable, but every effort should be made to keep absences to a minimum. There are two kinds of absences – lawful (excused) and unlawful (unexcused). Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Unexcused absences include any reason other than those listed under “excused absences”. Examples of unexcused absences include (but are not limited to): car trouble, oversleeping, hair appointments, skipping school without parental knowledge, etc.

When students arrive late, leave early, or miss school altogether, they are missing important instructional time. Missed class time cannot be recaptured. Students are required to complete any work missed due to an absence. Even though an absence may be excused, it does not excuse your child from being responsible for the learning of that day.

It is the parents’/guardians’ responsibility to inform the school about the circumstances surrounding their student’s absence. Parents are required by law to notify the school of reasons for each known absence. This notification must be sent as soon as the child returns to school or within 3 days of the student’s return to school. If your child is absent excessively, the school may require a doctor’s excuse for a lawful absence to be counted. Until a note is sent in, all absences are coded unexcused. It is the principal’s responsibility to determine if an absence is excused or unexcused using parental input and teacher input as part of the criteria in this determination.

It is district policy that parents be notified when the child reaches 3 unexcused absences, 6 total absences, and 10 total absences. Parents will also be notified of the Compulsory Attendance Law {G.S. 115C-379} and may be prosecuted.
through Truancy Court for excessive absences that cannot be justified under the established attendance policies of NC (excused, unexcused, and those due to out-of-school suspension).

Please see the full Attendance policy at the end of this handbook.

ADDRESS AND TELEPHONE CHANGES

Please notify your child’s teacher and the school office immediately if there is a change in your address, home telephone number, cell number, work number or a person to contact in case of an emergency. This information is very important if your child becomes ill or injured or if school is closed early because of inclement weather or other emergencies.

BUS TRANSPORTATION

**Students and parents/guardians should be aware that bus transportation is a privilege.** Students who ride the bus must demonstrate proper behavior or this privilege may be modified or withdrawn (taken away) and the student will have to provide his/her own transportation to school. Students are expected to abide by the following rules:

A. **Students are expected to behave at bus stops and on the buses as they do in the classroom.** Due to misbehavior, a child may be denied the privilege of riding the bus.

B. Bus drivers have a great responsibility in driving the bus, so we **expect complete cooperation from students and parents/guardians.** If a student misses his/her bus at school, every effort will be made by the school to help the student get home safely. If the student misses the bus at home, the parent/guardian should make every effort to get the child to school as soon as possible.

C. Students are expected to ride their assigned buses and remain seated in assigned seat.

D. **School bus transportation is provided for students ONLY.** No persons other than students or district employees in the performance of their jobs shall ride (or board) school buses without prior approval.

E. Students must follow the rules of the bus while riding. This includes no eating or drinking, no “jumping” seats, and respecting those around you with your words and actions (hitting/kicking).

F. Students caught damaging school bus property (seats) will be required to pay restitution to fix/replace what has been damaged.

CAFETERIA

The KIS cafeteria offers a nutritious breakfast and lunch for students that aligns with National and State guidelines. Breakfast is served to all students in the cafeteria from 6:55-7:15 AM each morning.

Lunch is provided to all KCS students free of charge. We strongly encourage all of our families to take advantage of this opportunity. However, students may bring lunch from home if they choose to. Healthy snacks will be available for optional purchasing. In order to purchase snacks, students must have money in their lunch account. Students are NOT allowed to charge for snacks. Students or parents may deposit money in to the child’s lunch account. When sending money for snacks with your child, we encourage you to put it in a sealed envelope with their name on it to avoid mistakes in handling/depositing or the accidental loss by your child.

Visitors are always invited to come for lunch in the cafeteria. Please make a reservation with your child’s teacher on the morning that you plan to come for lunch. **To promote healthy living, lunch time visitors are strongly discouraged from bringing soft drinks or fast foods to the cafeteria.**
BREAKFAST PRICES               LUNCH PRICES:

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CANDY & GUM

Candy and gum should not be brought to school – unless it is for a classroom celebration or a classroom donation. Students are prohibited from eating candy and chewing gum on the school bus as well as in the classroom. Gum can ruin many surfaces when stuck to it, and it has the tendency to get stuck in clothing or hair when played with or not disposed of properly.

There are times where classroom teachers use candy/gum as an incentive for participation or to reward students. In those instances, students are allowed to eat the candy/gum in their homeroom class only if their teacher permits. Students must dispose of any gum prior to leaving the classroom as gum is NOT allowed in Encore classes, hallways, the cafeteria, or on buses. Students caught with gum will be asked to politely remove and discard it. Students acting in a defiant manner by choosing to hide the gum under their tongue, pretending to swallow it, or getting caught repetitively could face more severe consequences such as silent lunch, walking the thinking trail at recess, in-school suspension or out of school suspension.

CLASS PREPARATION

Students are responsible to come to school prepared for each day. This includes having paper, pencils, assignments, agendas, and other necessary materials for learning. Please assist your child in being prepared for each school day!

CODE OF CONDUCT

Minor offenses may result in classroom consequences determined by the teacher. Repeated minor offenses could result in office referral and time-out in the office. Severe offenses may result in immediate office referral. Student misconduct not covered by the Code of Conduct shall be dealt with by the appropriate school personnel. Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. The school principal or designee has the authority to modify the discipline guidelines. The full KIS Student Code of Conduct can be found in the latter pages of this document.

I. SCHOOL PROPERTY:

School and student property must be protected from careless, as well as intentional, abuse or damage. Any behavior that results in abuse or damage to property is prohibited and students will be expected to make restitution. (Reference KCS Rule 8)

OFFENSES

A. The littering of the building or grounds with discarded papers, bottles, or other materials.
B. Eating of food or drinking in places other than the designated times and areas is prohibited.
C. Damage of any school property. This shall include the building, grounds, furnishings, materials, or equipment.
D. Damage of property owned by another student or staff member.
E. Theft of any property owned by the school, school personnel, or students. Theft can be defined as intentionally acquiring another's property, without their knowledge or permission.

II. DISRUPTIVE BEHAVIORS:
Our goal is to provide an educational environment that is conducive to learning. Behaviors that disrupt the learning process will be addressed. (Reference KCS Rule 2)

OFFENSES
A. Dress: All students must comply with KCS Uniform Dress Code as stated earlier in the Student Handbook.
B. Toys: Students should not bring toys or any personal items that distract from the learning environment. Such items can be taken by the teacher and kept until the end of the year or parent conference. (A teacher may give permission for a child to bring a special item to school for a project or "show and tell.")
C. Trading/Selling Items Among Students: Students shall not engage in selling, buying, or trading items at school.
D. Inappropriate Literature and Illustrations: The possession of literature, illustrations, drawings, and written expressions by students, which disrupt the learning process, are prohibited.
E. Distracting Behaviors: Intentionally or continuously making distracting noises or gestures that interfere with the school staff conducting the normal operation of the school is prohibited.
F. Non-Educational Electronic Devices: The Board of Education discourages the use of all communication devices which have limited or no educational value or the use of which creates learner distraction or disruption. Cellular telephones, digital cameras, laser pens, fire radios, and other personal electronic devices are prohibited in grades K-12 during the school day. The use or possession of cell phones and other portable audio players (iPods included) are permissible before and after the school day. Devices may be confiscated if found or in use during the instructional day. All devices should be placed in a student’s locker where they can be locked and out of sight during the school day. Kannapolis City Schools will not be responsible for items that are lost, broken, or stolen if they are brought to school. All students will have access to a telephone before and after school in the school office, if necessary. Parents who need to reach their child during the instructional day due to an emergency should call the main office or come to the school to pick-up their child rather than attempting to contact their child on his/her cell phone.
G. Prohibition of Gangs and Gang Activity: No student shall commit any act that furthers gangs or gang-related activities. A gang is 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 sign, color, or symbols. (Reference KCS Rule 18)
H. Toy guns and toy weapons are not allowed.

III. SOCIAL BEHAVIORS:
All students are entitled to a school environment that is sensitive to their emotional and social needs. Students are expected to respect the rights of others, and actions that demean or degrade another person will be addressed. (Reference KCS Rule 2, Rule 11, Rule 12, Rule 13)

OFFENSES
A. Derogatory, defamatory, or teasing statements about another person's race, religion, nationality, family or physical appearance.
B. Cheating: The actual giving or receiving of any unauthorized aid or assistance on any form of academic work.
C. Plagiarism: Plagiarism is defined as a piece of writing that has been copied from someone else and is presented as your own work. Plagiarism is a form of stealing and considered against the law and unethical. Examples of Plagiarism can include:
   - Copying another student’s work.
   - Copying directly from a book.
   - Copying directly from the internet. (It is acceptable to use someone else’s ideas in your work, as long as you cite the source and/or sources appropriately.)
D. Falsification: The verbal or written statement of any untruth. This includes falsification of a document, such as signing your parent's name.
E. Profanity, whether directed toward people, objects, or as a simple exclamation.
F. Speaking in any manner that shows blatant disrespect to any faculty member or to another student.
G. Insulting another student in a manner that is sexually harassing. (Reference KCS Rule 13)
H. Engaging in hazing another student by playing abusive or ridiculous tricks; by frightening, scolding, beating, or harassing; by subjecting to personal indignity, such as name calling.
I. Bullying another student through verbal or physical conduct that is intended to intimidate or threaten another.

IV. STUDENT AND STAFF HEALTH AND SAFETY:
Any behavior that either threatens or is an actual detriment to the health and safety of the person engaged in the behavior or others is prohibited. (Reference KCS Rule 5)

OFFENSES
A. Physical Aggression: Intentionally hitting, shoving, scratching, biting, or throwing objects. Repeated acts of physical aggression will be considered a severe offense.
B. Incitement or Instigation of Fighting: Actions, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight. This includes threats.
C. Fighting: Intentionally striking a person with the purpose of causing harm or injury. This action may extend to mutual shoving, wrestling, or other aggressive actions, which could result in harm or injury to party, bystanders, or property.
D. Assault on a Student:
   (1) the willful use of physical violence which is intended to result in serious bodily injury;
   (2) the use of a dangerous object in an effort to cause serious bodily injury.
E. Assault on a Staff Member: Intentional physical violence directed toward a staff member with intent to cause bodily harm.
F. Weapons, Dangerous Instruments: No student shall possess, handle, or transmit any weapon or dangerous instrument, including but not limited to a loaded or unloaded firearm, fireworks, matches, lighter, knife, razor blade, or any sharp pointed instrument or a facsimile of a gun or other weapon that can reasonably be considered a weapon or dangerous instrument.
G. Harassment by Use of Electronic Devices or Computers: Intentionally hurting, humiliating, or threatening another person is bullying. Use of electronic communication technology to hurt, humiliate, or threaten other students or staff members is a form of bullying called “cyber bullying”. Examples include, but not limited to, email or instant messages, blogs, chat rooms or social networking web sites, text or photo messages, or any other form of electronic communication. Students who communicate threats or use threatening language via any form of electronic messaging against any staff member or student may be subject to disciplinary measures at school. Harassment by use of electronic devices or computer need not occur on campus as long as the harassment relates to activities on school property or otherwise could have a material impact or disruption at school.

State law requires any student (K-12) who brings a gun onto school property be suspended for 365 calendar days.

DISCIPLINE PHILOSOPHY
The administrative team at KIS believes that the school’s primary goal is to educate, not to discipline. However, education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. Per state and federal law, teachers in a public school have the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function.

Each student shall be treated in a fair and equitable manner. It is important to understand that what some consider fair may not seem equal. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
• The manifestation of a disability;
• Any other circumstances which may be appropriately considered

Every child deserves a learning environment free of distractions and one where they feel safe and comfortable. As an administrative team, we will protect the integrity of the learning environment from actions and behaviors that impede the ability for students to learn.

INTERVENTIONS/CONSEQUENCES:
Parents and school personnel share responsibility for helping students behave appropriately at school. Each teacher has a classroom management plan with expectations, consequences, and rewards.

OUT OF SCHOOL SUSPENSION:
The school has authority to suspend for a period of 10 days or less any student who willfully violates policies of conduct established by the school and by the local board of education. When a student is suspended, the school shall attempt to reach the student's parents or legal guardian to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, the school shall provide transportation to the home, if an adult is there to care for the child. If the parent can not be reached at home, attempts will be made to contact them at work. If no one is at home to receive the child, the student may be taken to the parent's workplace or held in in-school suspension until the end of the school day. At the time of the suspension, the parent will receive a statement fully describing the misconduct, stating the rules violated, and stating the reasons for the actions taken.

*Additional information regarding specific Kannapolis City Schools disciplinary procedures can be found towards the end of this handbook under Student Code of Conduct, as well as on our district website – www.kannapolis.k12.nc.us.

DISMISSAL FROM SCHOOL

Early Dismissal from School

If a student must leave school for a part of the day, an authorized adult must come to the office to sign the students out of school. If checking out before 10:30 AM and not returning, the student will be marked absent for the day. Students must be in school until 10:30 AM (or the equivalent of half of a school day) to be counted present for the day.

Early dismissals from school are discouraged because they interrupt important instructional time for your child and the class. Parents must come to the school office to pick up their children before 1:30 PM if a child is being released early. Students will not be released after 1:30 PM except in the case of an emergency and only if the parent has called and received approval from the front office. The student must be signed out in the office. Do not go to your child’s classroom…a teacher cannot release a child without approval from the front office.

All visitors must report to the office upon their arrival at school. If you need to speak to a teacher, however, please schedule an appointment after 2:05 PM on a school day.

Afternoon Dismissal Procedures

Parents or family members who pick up car riders must wait in their cars.

Car riders are dismissed from school when the 2:05 PM bell sounds. A staff member will announce each car rider’s name over the intercom to be dismissed from the front entrance. This will be done in order as cars are lined up in the front drive of the school. Do not park on the street and get out of your car. This causes chaos with the system we have in place. With your cooperation the line will move quickly and all children will be loaded in cars safely. All car riders should be picked up by 2:25 PM each day.
Children riding day care vans will be dismissed from the front entrance with the car riders.

**If your child is to change their normal transportation routine, please send a note to the classroom teacher. Students will not be allowed to change their transportation routine without this note.**

**Early Dismissal Due to Inclement Weather**

It would be helpful and would avoid confusion if parents would make plans in advance as to what their child should do in the event of early dismissal from school due to bad weather. Because our buses may have to leave with little notice, it will not be possible for children to make telephone calls prior to leaving school. Listen to area radio and T.V. stations for announcements regarding school closings. Please make sure your child’s teacher knows what your child should do in the event of early dismissal. Remember to listen for announcements regarding KANNAPOLIS CITY SCHOOLS not Cabarrus or Rowan County Schools!

KCS will send out a School Messenger phone message to notify all parents/guardians of early school closings. Phone numbers in the School Messenger system are monitored and updated by each school’s office staff. **It is imperative that current contact numbers are accurate and on file with our front office staff to ensure notification is received.**

**School Closings Due to Inclement Weather**

Please listen to local television and radio stations each morning when inclement weather is threatening the area. It will be announced that KANNAPOLIS CITY SCHOOLS are closed; disregard any announcements regarding Cabarrus or Rowan County Schools.

KCS will send out a School Messenger phone message to notify all parents/guardians of school cancelations. Phone numbers in the School Messenger system are monitored and updated by each school’s office staff. **It is imperative that current contact numbers are accurate and on file with our front office staff to ensure notification is received.**

**DRESS CODE**

Kannapolis City Schools has a regular dress code policy (6050) that is to be adhered to every day. The administrative team at KIS believes dress code serves numerous advantages. Research has demonstrated that school uniforms increase school safety by minimizing disruptive behavior, decreasing violence, helping prevent gang activity, instilling and improving discipline, and helping maintain the focus on learning. It is expected that a school uniform dress code will promote respect for teachers, build school spirit, decrease unhealthy competition involving fashion trends and dress, ease the strain on parental clothing budgets, and allow for easy identification of intruders on campus.

The KCS Board of Education recently adopted changes to the dress code, and we will be enforcing these expectations from Day 1. We encourage you to visit the KCS webpage for more details regarding the full dress code policy, or check out the full policy towards the end of this handbook. Here are the highlights as they pertain to KIS students:

- Students must wear **collared shirts** (polo, blouse, dress shirt) – these can be **ANY solid color**.
- Shirts and blouses may bear a thumb size or smaller brand logo; school logo shirts may be worn, or shirts with the Kannapolis “K” may be worn.
- Boys may wear shorts, cargo shorts, or pants. Girls may wear shorts, cargo shorts, pants, capri pants, skirts, or jumpers. (Yoga, Leggings, Jeggins, or other form fitting attire are not allowed).
- Anything with a hood may be worn to school. However, the **hooded garment must be taken off after entering the building prior to the start of school. At no time shall the hood be worn while on the bus or inside the school.**
- School Spirit t-shirts can be worn on Fridays and for field trips.
- Dresses or skirts must be knee length or longer.
- Shoulders should be completely covered all times.
- The chest area, back, and midriff (torso) must be completely covered.
- Ties and bow ties may be worn.

It is a district wide expectation that the dress code is enforced as it is written. We encourage you to be proactive in what you purchase for your child to wear to school (no tight fitting pants or hooded sweatshirts) to alleviate issues during the school year. Students who arrive to school in violation of the dress code will be made to call home for replacement clothing in the event we cannot address it within the school. If meeting the dress code requirements is an issue for your family, please reach out to our guidance counselors so they can assist as needed.

**GRADING SYSTEM**

In order for report cards to provide more accurate, meaningful information to parents, students, and teachers, KCS is adjusting the report card to reflect the standards students are expected to learn. We recognize that traditional report card grades are a time-honored tradition and what most parents experienced throughout their schooling. Research shows that traditional approaches to grading are inconsistent and often incorporate factors other than attainment of knowledge and skills. Our goal was to create a common grading system that is aligned to the North Carolina Standard Course of Study (which includes the Common Core and Essential Standards) and is based on students’ level of mastery rather than percentages or traditional letter grades.

A standards-based report card gives more information about student learning than traditional letter grades. It measures student performance in relation to expected grade level standards. Traditional report cards show a single percentage or letter generated by averaging many scores across the duration and content of a class. In contrast, standards-based report cards communicate the students’ most recent and consistent level of performance on grade level content.

Traditional report card grades and standards-based report card levels cannot be compared. Standards-based grading philosophy defines a standard and asks whether or not a student is meeting the standard. Traditional grading averages performance over time and may include other non-academic factors. Below are the quarterly measures of progress as used on the standards-based report card:

- **E** = Exceeds quarterly grade level expectations on concepts and skills consistently.
- **M** = Meets quarterly grade level expectations on concepts and skills consistently.
- **P** = Progressing towards grade level understanding of quarterly concepts and skills with assistance.
- **L** = Limited progress on quarterly concepts and skills.

A student who has traditionally received all A’s may not necessarily have an “E” in every standard. Standards-based grading and reporting is based on the belief that learning is a process. The report card does communicate to what extent a student has mastered the expected level at that point in the year, not compared to the end of the year. A score of “P” while learning a new skill or concept is appropriate, and a student may not progress to a level “M” until later in the school year.

**HOMEWORK**

Homework is routinely assigned to all KIS students. Homework assignments should be purposeful, with directions that are readily understood by students, and realistic in terms of student time and resources. Homework should support what has been taught in the classroom. Homework will be consistent throughout each grade level. While we do not believe in enormous amounts of homework, the faculty of KIS believes that some work outside of classroom activities enhance and reinforce the concepts taught during the day. We encourage students to read and review basic math facts every day. We encourage our parents to help make homework completion a priority. The following is a list of suggestions that could provide help in this effort:

- Ask each day if he/she has any homework;
- Check in the morning to make sure your child brings it to school;
- Feel free to help your child, BUT do not do the work for him/her;
• Check book bags for daily notes or directions.

All students are expected to record their homework assignments daily in their student agenda/planner. Teachers are responsible for training students to use their agendas/planners effectively. Parent signatures are required to indicate homework completion. The agendas/planners are our daily communication tool with parents for homework and behavior.

LOCKS & LOCKERS

Each student will be assigned a locker, which is the property of Kannapolis Intermediate School. Students must provide a combination (not key) lock and give the combination to his/her homeroom teacher. Students may only visit lockers when approved and designated by teachers. Students should not swap lockers, assume ownership of a locker that has been vacated, or use their locker without a lock.

LOST AND FOUND

Please remember to write student names inside jackets, winter hats, gloves, book bags, books, etc. Students who find lost articles are asked to take them to the office. The lost articles will then be placed in the front office. Lost articles which are not claimed within a reasonable time will be given to charitable organizations.

MEDIA CENTER

Each class will have several opportunities to visit the media center each week. Open circulation is available on a daily basis. Students will be required to check out books within their reading level. Students are responsible for any materials checked out from the Media Center. Any lost or damaged library books must be paid for before your child is allowed to check out additional books.

MEDICATIONS / NURSE

Our school has a registered nurse, Mrs. Georgevich, on campus each day from 7:15 AM until 2:15 PM. She will contact you immediately if your child is sick, if there is an emergency, or if she needs additional information regarding completed paperwork or missing medical documents. The nurse is required to follow a number of safety and health guidelines while serving children in school, and we ask that you are proactive in your response to her needs.

In order for students to receive medicine at school the procedures below must be followed. The school cannot provide any medications.

1. Daily medicines require the following before school staff can give the medicine:
   a. Signed, dated doctor’s orders that gives complete administration instructions.
   (Medication Consent forms are available in the school office.)
   b. The parent’s signature requesting medication administration.
   c. A fresh supply of medicine delivered in its original packaging, labeled with child’s name.
   d. Any change in medicine, dosage or administration time requires a new Medication Consent Form be given to the school.

2. As needed medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:
   a. A completed Medication Consent Form signed by both the parent and doctor if the medicine would need to be available at the school for the entire year (i.e. more than 10 days allowed with short-term medicines).
   b. A fresh supply of medicine in the original package, labeled with the child’s name.
   c. If the medication will need to be carried by the student, be sure to note that on the Medication Consent Form and get the doctor’s approval. It is the parents’ responsibility to make sure that students carry these medications daily.
3. **Short-term medicines** are needed infrequently and require the following:
   a. They may be given with the written permission of the parent only.
   b. Please send with complete information that gives student name, name of medicine, amount to be given, and time to be given.
   c. Send a fresh supply of medicine, in its original package, labeled with your child’s name.
   d. These medicines may be given for **up to 10 calendar days** without the signature of a physician.

**THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR STUDENTS WHO SELF-MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE DISCIPLINARY ACTION.**

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**PERSONAL ITEMS**

Every effort will be made to teach honesty at KIS and protect your property, but the school will not be responsible for any lost or stolen items.

In order to help KIS to focus on student learning, students should keep distracting items at home. Under Kannapolis City School’s policy, non-educational electronic devices should be left at home. This includes cell phones, gaming devices, iPods, etc. If these items are seen or heard, they will be confiscated, and a parent/guardian will need to come to school to retrieve it. In addition, all sales not connected in any way with Kannapolis Intermediate School are prohibited. Items illegally placed on sale will be confiscated.

Please, we ask that there be no student deliveries at KIS. This includes Valentine, birthday, and other occasional gifts.

**PHONE CALLS**

Phones calls will **NOT** be sent to classroom teachers during the instructional day. Our office staff will take a message and place it in the teacher’s mailbox. KIS staff is held to a 24 hour response time frame. In most cases, teachers will return calls during their planning periods or immediately after school. Please be patient as you await a return phone call. Only in cases of emergency should parents call to give students messages – which will be relayed to the student by an office staff member. Relaying messages interrupts the instructional day. Student phone calls will be allowed on an as-needed basis as determined by staff.

Parents may make appointments for conferences with teachers, the counselor, or an administrator by calling the school office at 704-932-4161. You may also find staff emails located on our school website.

**STANDARDS BASED PROGRESS REPORTS and REPORT CARDS**

Report cards will be sent home at the end of each nine weeks grading period. Parents will need to pick up the first report card at a conference with the teacher. During the year teachers are available for conferences at your request. Please contact the teacher to set up a convenient time for a conference. **Teachers should not be interrupted during class time for conferences or telephone calls. Please call between the hours of 2:05 PM and 2:30 PM if you would like to speak directly with a teacher – we are happy to take a message and pass it along to the teacher if you call at any other time.**

KIS uses a standards-based report card to more accurately and consistently report student learning. The new report cards will use the following scale for both academic standards and the Character and Career Readiness Skills.

**A. Quarterly Measures of Progress**

13
E = Exceeds quarterly grade level expectations on concepts and skills consistently.
M = Meets quarterly grade level expectations on concepts and skills consistently.
P = Progressing towards grade level understanding of quarterly concepts and skills with assistance.
L = Limited Progress on quarterly concepts and skills.

B. Character and Career Readiness Skills

Self-Directed Learner
• Stays on task by following through with directions.
• Works independently.
• Monitors own learning.

Community Contributor
• Accepts responsibility.
• Cooperates with and encourages others in group situations.
• Demonstrates the school character traits.
• Transition effectively.

Effective Communicator
• Appropriately and effectively interacts with peers and adults in all settings.
• Respectfully listens and responds to the ideas and opinions of others.

Quality Producer
• Is prepared and organized for class.
• Works to potential.

C. Communication

Report Cards will be issued every nine weeks. Progress Reports will be issued every four and a half weeks. Parent conferences will be held after the first nine week report card and available throughout the year whenever needed.

D. Fines and Report Cards

Fines owed to the school or media center need to be paid prior to final report cards being issued. Report cards will be held in the office and not sent home with the student on the last day for those with overdue fines.

E. Celebrations

Quarterly celebrations will take place to recognize student achievements. Early Act First Knight (EAFK) character education knighting ceremonies will be held three times a year.

PTSO

KIS has an active PTSO, and all parents and guardians are encouraged to participate. A successful PTSO needs the support of all stakeholders in the school community. As a school, KIS utilizes PTSO funding to help purchase new technology equipment for our students to benefit from. Volunteering your time/services to the PTSO shows your child that you are vested in their educational future. Please contact a school administrator if you would like more information pertaining to the PTO.

TESTING

In order to make educational decisions for the students’ best interests, it is important that a variety of data is collected across all content areas throughout the year. Aside from ongoing informal assessing, students will be assessed quarterly with a district wide formative assessment for reading and math. Students in grades 5 and 6 are also required to take the North Carolina End of Grade Tests. These tests will be administered during the first two weeks of June, and will require us to modify some of our day-to-day policies. Parents will be notified of the dates of each EOG assessment as well as the changes we will need to implement prior to the administration of each.

VISITORS
We welcome visitors! However, in order to ensure the safety of our students and teachers, ALL VISITORS MUST REPORT TO THE OFFICE. Parents and other visitors must sign in to Lobby Guard and receive a visitor’s sticker that must be worn while on campus. Prior to exiting the building, parents/visitors need to sign out in the office again at Lobby Guard. Any visitors that disrupt the learning environment of the school will be asked to leave.

VOLUNTEERS

At KIS, we would like to encourage parents and friends to volunteer their time to help our teachers and students in our classrooms. Volunteering your time emphasizes the importance of education to our students. Please talk to your child’s teacher or a member of the administrative team about different opportunities for volunteering. We ask that all volunteers sign in to the front office before heading to the classrooms.

WEBSITE

Kannapolis Intermediate School’s website can be accessed through the Kannapolis City Schools’ homepage by clicking on link that says “School Websites” and then by selecting KIS. Kannapolis City Schools’ website address is www.kannapolis.k12.nc.us. Staff members of KIS are required to update their class webpage monthly in an effort to facilitate communications with families. Helpful resources and suggestions for working with your child at home, administrative messages, the school lunch calendar, and a calendar of events are a handful of items you can access here.

The next section of this handbook detail specific KCS Board of Education policies. These policies align with North Carolina public education statutes when applicable. It is the expectation of the KCS Board of Education that administration, staff, students, and parents/guardians understand and follow the guidelines established within each policy. For a complete listing and breakdown of the KCS Board policies, please visit the district website at www.kannapolis.k12.nc.us.
5450 INTERNET AND SOCIAL MEDIA USE

The Kannapolis City Board of Education provides Internet access with the belief that the Internet offers vast, diverse, and unique educational resources. Using the Internet in a responsible manner is a skill that students will use throughout their lives. Although the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material which many people would disapprove of and keep away from children. The Children’s Internet Protection Act (CIPA) requires schools and libraries to have an Internet safety policy in place. The Internet Use Agreement is a component of the KCS Internet Safety Policy. The Kannapolis City Schools will make every effort to restrict student access to inappropriate materials on the Internet through the use of active monitoring of student activity, the use of filtering devices, software, and directing students toward sites that support current curriculum objectives. We cannot guarantee that students will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, students should immediately report the website’s URL (address) to the supervising staff member so that the URL can be added to the list of blocked Internet sites maintained on our Internet filtering device.

CIPA also mandates that minor students shall be instructed about correct online behavior. These behaviors include but are not limited to:

• Having an awareness of cyber bullying;
• Knowing how to respond correctly to a cyber bullying incident;
• Interacting appropriately with other individuals on social networking sites;
• Responding appropriately in chat rooms; and
• Communicating responsibly during other direct electronic communications such as email.

Each school will decide how to provide online safety instruction to minor students, using strategies that are age appropriate. The principal or his/her designee will keep a record of the location, date, and number of students participating in the online safety instruction.

The smooth operation of the network depends on the proper conduct of the end users. Accordingly, all users must adhere to strict guidelines. In general, these guidelines require efficient, ethical, and legal utilization of the network resources to support the curriculum. If a user violates any of these provisions, his or her Internet access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. If in using the school’s Internet a student uses any service for which a cost is involved, he or she will be responsible for any costs incurred.

The students and staff will sign forms acknowledging that they have read and understand the applicable Board policies, that they will comply with these policies, and that they understand the consequences for violation of these policies. Before obtaining an Internet user ID and password to gain access to the Internet, all students under the age of 18 must have parental permission and must sign and return a form to the designated personnel at each school site. Students 18 and over may sign their own forms.

Legal Reference: Children’s Internet Protection Act, 47 U.S.C. Sec.254; G.S. 14-190.1; 115C -36, -47, -391.1 et seq.

5451 APPROPRIATE INTERNET AND SOCIAL MEDIA USE

All Kannapolis City Schools’ Internet users will observe the following guidelines:

5451.1 Acceptable Use – Use of the Internet must be in support of education, research and be consistent with the educational objectives and business of the Kannapolis City Schools. Transmission of any material in violation of any law or regulation, including any Board policy, is prohibited. Use of the Internet for commercial activities, political lobbying, personal shopping, viewing social networking sites for personal reasons during the workday, web surfing, and gaming is prohibited.

5451.2 Restricted Material – Users shall not intentionally access or download any text file, picture (including video), graphic, or sound clip or engage in any conference, that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd, or which advertises any product or service not permitted to minors by law. These materials are filtered per CIPA guidelines.

5451.3 Copyright Infringement – Users shall respect all copyright, trademark, and licensing agreements and laws, including seeking permission for use when required. When using information obtained via the Internet, the user will provide proper citations for all quotes, references, and sources. It is unethical to plagiarize Internet resources, just as it is unethical to plagiarize print resources.

5451.4 Use of Email - Use of electronic mail (email) will be up to the discretion of the Superintendent and/or designee.
   a. Email generated on the Kannapolis City Schools’ network is the property of the Kannapolis City Schools.
b. The Superintendent and/or their designee have access to the KCS mailboxes at all times.
c. Messages relating to or in support of illegal activities will be reported to the authorities.
d. Student email accounts are limited to collaborative projects through teacher monitored email services such as Gaggle.net.

5451.5 Etiquette for internet, email, and social networking – Users are expected to abide by the following rules of on-line etiquette:
   a. Use of language which is vulgar, profane, or lewd is prohibited. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
   b. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, sexual orientation, age, or disability.
   c. While the Board of Education respects the right of employees and students to use social networking sites (i.e. MySpace, Facebook) to communicate with others, any postings referencing Kannapolis City Schools shall always be professional and respectful of the school system, KCS employees, parents, and students.
   d. Personal information about employees or others such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

5451.6 Access Protocol - To ensure accessibility of the on-line infrastructure to all who wish to use it
   a. Do not use the network in such a way as to disrupt its use by other users.
   b. Unauthorized access, including “hacking” is prohibited.
   c. All communications and information located on the network shall be assumed to be the property of the Kannapolis City Schools.
   d. Real-time conference features such as talk, chat, instant messaging, and Skype are not to be used without prior approval of the principal.
   e. Routinely perform a virus check on all downloaded files to avoid the spreading of viruses.
   f. Personal laptops shall not be attached to the network.
   g. The ‘guest’ wireless is available for Internet access by non-school devices.
   h. Users are prohibited from intentionally bypassing internet filters for any reason.
   i. Users are responsible for any and all transactions that take place under their username and password. Users should not share their password with other staff members or students for any reason. When a student or staff member is finished working on a public computer such as one located in a lab or media center, they must log-off the network before physically leaving the computer.

5451.7 Quality of Information – The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Kannapolis City Schools will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data, whether caused by the School System’s or the user’s negligence, errors, or omissions. Use of any information obtained via the Internet is at the risk of the user. The Kannapolis City Schools specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

5451.8 Vandalism – Vandalism will result in immediate cancellation of user privileges and will require restitution. Vandalism is defined as any deliberate attempt to harm or destroy data of another user including, but not limited to, the uploading or creation of computer viruses.

5451.9 Privileges – The use of the Internet is a privilege, not a right. This privilege will be revoked for violation of Board policy. Inappropriate or illegal use of the Internet may also result in disciplinary or legal action.

Legal Reference: Children’s Internet Protection Act, 47 U.S.C. Sec.254; G.S. 14-190.1; 115C -36, -47, -391

6050.2 UNIFORM DRESS CODE

A. Shirts and Blouses – K-12
   a. Shirts and blouses must be collared. Pullover shirts, known as golf or polo shirts, turtlenecks, and button-down shirts, or “oxford” shirts, are acceptable. Shirts may be long or short sleeved.
   b. The colors:
      a. For grades K-6 - any solid color
b. In grade 7 – any solid color green shirt  
   c. In grade 8 – any solid color blue shirt  
   d. In grades 9-12 – Students must wear collared golf, polo, or oxford shirts of one solid color of white, gray, navy blue, or green  
   e. Shirts and blouses with more than one color will not be permitted.  
   f. Shirts and blouses may bear a thumb size or smaller brand logo; school logo shirts may be worn, or shirts with the “Kannapolis K” may be worn.  
   g. Shirts and blouses are to be tucked in neatly at all times.  
   h. All shirts worn must cover the chest area and be buttoned as such.  
   i. Undergarments are not to be worn as outer garments.

B. Bottom Wear  
   a. Boys may wear shorts, cargo shorts, or pants. Girls may wear shorts, cargo shorts, pants, capri pants, skirts, or jumpers. (Yoga, Leggings, Jeggins, or other form fitting attire are not considered pants for the purpose of this policy).  
   b. The colors permitted for bottom wear at each school and grade level shall be navy, black, or khaki. Bottom wear with more than one color will not be permitted. Schools may use any of these color choices in their school-level Student Code of Conduct.  
   c. Bottom wear shall be made of a twill-like material, corduroy, or dress slacks.  
   d. Jeans and baggy pants are not permitted. Pants with holes or chains, spandex, or sweatpants are unacceptable.  
   e. All bottom wear must be worn at waist-level. In grades 7-12, a belt should be worn with bottom wear that has belt loops. In grades K-6, belts will be encouraged as appropriate.  
   f. The length of shorts and skirts shall comply with the fingertip rule for grades Kindergarten through eight and should come to the knees for grades nine through twelve.  
   g. Students shall not roll up one or both legs of shorts or pants.  
   h. Tights or other form fitting attire may be worn under approved bottom wear, but must be solid in color.

C. Sweaters, Sweatshirts, and Undershirts  
   a. Sweaters, sweatshirts, and visible undershirts must be the color(s) designated for each school and/or grade level. White undershirts are permissible.  
   b. Sweaters and sweatshirts may not bear any emblems, insignias, logos, or slogans, other than that of the student’s individual school, a small thumb-sized brand logo, or the “Kannapolis K”.  
   c. Sweaters and sweatshirts must be waist-banded and worn at the waist.  
   d. Any type shirt may be worn as undershirt as long as the polo/oxford shirt is worn as the outer shirt and is one of the solid colors above for that grade span or gray, black, or white. (The undershirt may not have a hood on it.)

D. Jackets/Hoodies  
   a. Hoodies may not be worn as the outer or under shirt. Anything with a hood is considered a hoodie.  
   b. Jackets must be appropriately sized and may not be baggy or oversized.  
   c. Jackets may not be worn in class unless the student’s teacher approves such use.  
   d. Anything with a hood may be worn to school. The hooded jacket must be taken off after entering the building prior to the start of school. At no time shall the hood of the jacket be worn on the head while on the bus or in a school building. Rules for wearing hooded jackets out to recess or other outside events will be handled at the school level.

E. Shoes  
   a. Students are not allowed to wear any form of shoe that rolls or has a rolling mechanism.  
   b. Bedroom shoes, flip-flops and sandals are prohibited.  
   c. Shoes must be tied or properly fastened at all times.  
   d. K-8 shoes may not have open toes or open heels.  
   e. 9-12 only dress shoes with heels may be of the open toe or open heel variety.

F. Headwear  
   a. Headwear may not be worn on campus. This includes, but is not limited to, bandanas, rags, headbands, scarves, hats, and combs. This section does not apply to weather-related headgear. Weather related headgear may not be worn inside. Hair rollers with or without scarves are also not to be worn.

G. Jewelry  
   a. Excessive jewelry is not acceptable. Students should refrain from wearing large rings and/or expensive jewelry. No dental grills (jewelry worn as “fronts” on teeth) are allowed. Pierced earrings may be worn in the ears only. No other body piercings jewelry may be worn.
H. Athletic and Club Clothing
   a. Clubs and teams may not sell or give as prizes attire that does not meet the dress code, but is expected to be worn at school. If attire is sold or won that does not meet the dress code, such attire may NOT be worn at school.
   b. Policy H. should at no time be in conflict with any ROTC program requirements or other program that requires formal dress.

I. Exceptions to the Dress Code
   1. Spirit Days
      a. Principals may allow spirit days. However, hoodies at no time will be allowed for spirit days.
   2. Exceptions to the dress code: May be approved by the principal on special days
      a. Dresses or skirts should be knee length or longer.
      b. Shoulders should be covered completely if not by the top of the dress, then by a sweater that is worn at all times.
      c. The chest area, back and midriff (torso) must be completely covered.
      d. Ties and bow ties may be worn.

The faculty of Kannapolis Intermediate School believes that good discipline is essential to student success. Every student will receive positive, nurturing interactions with faculty, staff, and the school administration. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Each student has a right to be free from the distractions caused by the inappropriate behavior of others. The teacher is the recognized authority in the classroom. We believe that one role of the school is to teach responsible behavior. The discipline policy for Kannapolis Intermediate School is one strategy to achieve this goal. Responsibilities for the positive development and maintenance of appropriate behavior are shared by the students and their families, and everyone who works for the school and school system: teachers, principals, counselors, and all support personnel; the Kannapolis City Schools Superintendent and her staff, and the KCS Board of Education. This Code of Student Conduct is your first notice of due process for student and parent rights.

Most infractions of the Code of Student Conduct shall be addressed through classroom teacher interventions. Repeated infractions serious misbehavior involving weapons, drugs, and assault shall result in administrative disciplinary action, such as suspension from school and reports to law enforcement. Classroom interventions used to correct misbehavior may include, but are not limited to, the following:
   a. Short-term isolation from peers; “recovery”;
   b. Restriction of privileges (silent lunch, restricted play period, etc.);
   c. Notes to parents;
   d. Phone calls to parents;
   e. Home visits or visits to parents’ place of employment;
   f. Writing assignments;
   g. Work detail as appropriate to the infraction;
   h. After school detention, after notification to parent;
   i. Payment for careless and willful damage to property;
   j. Behavior contract with student.

After-School Detention may be used at the discretion of the classroom teacher. Failure to comply with detention assignments by the teacher will result in the student’s assignment by school administration to the Alternative Learning Center (ALC) or Out-Of-School Suspension (OSS), depending on the level and severity of the offense. Continuing inappropriate behavior, or demonstration of an unwillingness to modify that behavior, will result in the student being referred to the Child Study Team as another means of intervention.

Students attending a school-sponsored event are to be held accountable according to the discipline code of Kannapolis Intermediate School. A suspension from school for disciplinary reasons will result in the forfeiture of the right to participate in any school-sponsored activity for the remainder of the school year.

Rules do not replace the administrator’s judgment in the review of discipline incidents. Violation of the laws of North Carolina will be handled pursuant to normal arrest procedures. In order for schools to be safe and orderly places for learning, rules and procedures must be obeyed. Incidents not covered by this code, or incidents made more severe by their intensity or frequency, will be dealt with by the administration in the manner deemed appropriate.
The following rules apply to:

1. Any student in any school building or on any school premises before, during, or after school hours;
2. Any student on any bus or other vehicle on which the student is being transported as a part of any school activity as well as at any bus stop;
3. Any student at any school function, activity, or event;
4. Any student at any time when he/she is subject to the authority of school personnel; or
5. Any student whose conduct at any time or place 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. The following are acronyms for types of consequences used at the school site:

   - ALC: Recovery Center and/or Alternative Learning Center
   - OSS: Out-of-School Suspension
   - SAT: Student Assistance Team

We believe that teachers will, in many instances, use warnings, telephone calls, and conferences as part of the Code of Conduct consequences. We also will emphasize at Kannapolis Intermediate School the use of rewards for good behavior.

THREATS/ACTS OF SCHOOL VIOLENCE N.C.G.S. 14-69.1, 14-69.2, 1-583.3, 20-17
These laws make it a serious felony; a class H offense, for any person who makes a school-related bomb threat or hoax. They include making or communicating a false bomb threat in any form, including computer messages. Parents or legal guardians will be held liable for up to $25,000 for hoaxes and up to $50,000 if a firearm, bomb, or other explosive device is discharged and it is determined that their supervision of the minor was negligent.

ATTENDANCE VIOLATIONS
Rule 1 - Attendance: A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to classes on time. A student of compulsory school age who does not attend school is in violation of the law (G.S. 115C-379), and the student and his / her parent(s) / guardian are subject to its penalties. A student tardy to school or class will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students. (A student who has absences from class of more than 20 days shall not pass for the school year. It should be remembered that not passing language arts, math and one other core subject will result in not meeting the local gateway requirements. Parents have an opportunity to file for a waiver within a thirty-day period to determine the legitimacy of the absences).

   A. Tardiness: A tardy is failure to be in a place of instruction at the assigned time without a valid excuse. Students must be in the classroom before the time for class to begin.
   B. Cutting Class: Failure to report to class without prior permission, knowledge, or excuse by the school or teacher.

Consequences for Violations:
   • First two offenses—Parent Notification and ALC/Recovery
   • Each additional offense—up to 2 days OSS

C. Cutting School: Failure to report to school without prior permission, knowledge, or excuse by the school or parent.

Consequences for Violations:
   • First offense—Parent Notification and ALC/Recovery
   • Each additional offense—up to 2 days OSS

D. Excessive Absence (Truancy): Excused or unexcused absences that are felt to adversely affect the student’s education.

Consequences for Repeated Violations:
   • Referral to the Child Study Team and appropriate community agencies
   • Possible court involvement

LEVEL I OFFENSES—ALC/Recovery
These infractions do not normally cause serious disruptions to the educational process. The majority of the time they will be considered minor (unless the problem is not corrected immediately and daily reminders become necessary). Administrators will use ALC/Recovery for these infractions; second offense = the ALC/Recovery; third offense = OSS. Any student who disrupts or is dismissed from ALC/Recovery will be suspended out of school.

Rule 2 Public Display of Affection: A student will not engage in hugging and kissing in buildings or on campus.

Rule 3 Hall Without a Pass: A student will not be in the hall without a signed planner from the teacher, administrator, or another authorized person.

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Rule 4 **Food/Beverages:** A student will not eat in unauthorized areas of the school.

Rule 5 **Hats/Head Coverings/Shades in Classrooms or Buildings:** A student will not wear hats, any other types of head coverings, or shades in the classroom or buildings. Refusal to remove when asked by any staff member or repeated offenses will result in a form of reprimand.

Rule 6 **Littering:** A student will use the trashcans to discard unwanted items. A student is responsible for keeping his / her area in the classroom, cafeteria, and locker room clean.

Rule 7 **Failure to Comply with Dress Code:** While a student’s dress is primarily the responsibility of the student and his/her parents, attire or appearance which is provocative or inappropriate and which distracts or disrupts the attention of students from the instructional program cannot be allowed. The school administration will determine what is detrimental to the instructional program or to the educational process. Further, both student dress and grooming must be in accordance with health and safety standards.

Many times the enforcement of the dress code becomes a more severe discipline issue because a student feels differently than school personnel about the appropriateness of an item of clothing. The student and parents are responsible for appropriate dress. There will be no argument about the disruptiveness of a piece of clothing. It will be removed or changed if deemed inappropriate.

Rule 8 **Non-Educational Electronic Devices (6401.19):** The Board of Education discourages the use of all communication devices which have limited or no educational value or their use creates learner distraction or disruption. Cellular telephones, pagers, beepers, digital cameras, laser pens, fire radios, and other personal electronic devices are prohibited K-12 during the school day. The use of possession of cellular telephones and other portable CD players (iPods included) are admissible before and after the school day. Devices could be confiscated if found out or in use during the instructional day. All devices should be placed in a student’s locker or left in the student’s vehicle where it can be locked and out of sight during the school day. Kannapolis City Schools will not be responsible for items that are lost, broken, or stolen if they are brought to school. All students will have access to a telephone before and after school in the school office, if necessary. Parents who need to reach their child during the instructional day due to an emergency should call the main office or come to the school to pick–up their child rather than attempting to contact their child on his/her cell phone. Refusal to give any of the following items to any staff member will result in ALC/Recovery.

Rule 9 **Class Disruptions:** No student may disrupt the class, school, or bus activity. Students will maintain appropriate behavior.  
   A. Chronic Talking: Repeated talking in the classroom without permission.  
   B. Throwing Objects: Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes or willfully throwing anything that could serve to harass or harm another.  
   C. Harassing/Teasing: Pester or tormenting other students.  
   D. Leaving Without Permission: Leaving the classroom or assigned area without obtaining approval of the teacher and/or administrator.  
   E. Other: Any other action that disrupts or interferes with educational activities or the school environment.

Rule 10 **Horseplay:** Students will not engage in rough, noisy play or pranks (wrestling, boxing, etc.) Horseplay often escalates into fighting or aggressive acts (Rule 29).

Rule 11 **Misbehavior on School Bus:** Students will comply with bus safety rules and regulations while riding the school bus. School bus service is a privilege, not a right. All violations of bus conduct rules will be subject to disciplinary action by the student’s principal, up to and including loss of riding privileges and suspension from school.

Rule 12 **Failure to Report to Staff Member Before or After School:** Students will report to before-or after-school assignments as authorized by teachers or administrators for tutoring, makeup class work, tests, or detention.

**LEVEL II OFFENSES—ALC/Recovery**

These infractions are more serious than the Level I offenses and interfere with the learning process of students. These infractions will result in an automatic period in ALC/Recovery. Repeated infractions could result in Out-Of-School Suspension and referral to the school assistance team. *Any student who disrupts or is dismissed from ALC/Recovery will be suspended out of school:*

- 2nd Offense = ALC/Recovery;  
- 3rd Offense = OSS.  

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Rule 13 **Failure to Serve a Level One Punishment**: Students will serve two detentions for failing to serve level one assignments.

Rule 14 **Repeat of the Same Level One Offense**: Students will refrain from repeating the same offense.

Rule 15 **Skipping a Class or Leaving Campus Unauthorized**: Students will not leave class or campus without authorization from the administration or designee.

Rule 16 **Insubordination**: A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.

   A. **Failure to Comply with Proper and Authorized Direction of a Staff Member**: Failure to follow any authorized direction given by a staff member
   B. **Refusal to Work in Class**: Failing to do assigned work during class
   C. **Repeated Refusal of Detention**: Failure to report to after school detention as directed by a staff member

Rule 17 **Continual Class Disruptions**: Students will refrain from repeated class disruptions.

Rule 18 **Use of Profane/Abusive Language**: Students will not use profane and abusive language.

Rule 19 **Smoking/Tobacco Products**: Student will not possess or use tobacco products on school premises.

**LEVEL III OFFENSES—ALC/Recovery**

These infractions are considered to be an unwillingness of the student to cooperate with the school staff and the last possible intervention before suspension. The administration will assign students to ALC/Recovery. Any student who disrupts or is dismissed from ALC/Recovery will be suspended out of school.

Rule 20 **Repeat of Same Level Two Offense**: Students will refrain from repeated violations of regulations.

Rule 21 **Trespassing At Any School**: Students will not make unauthorized visits to other schools.

Rule 22 **Second Offense Of Student Insubordination**: A student will not repeatedly disobey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.

**LEVEL IV SUSPENSION:**

Level IV infractions under the Kannapolis City Schools policy, listed below, or of criminal law while in the jurisdiction of the Kannapolis City Schools will result in automatic Out-of-School Suspension, possible long-term suspension, expulsion, or criminal prosecution, depending on the circumstances and the judgment of the administration.

The following infractions may also be violations of the state criminal laws and may result in criminal prosecution, punishable by criminal fines and imprisonment. (Following each infraction will be the state criminal law reference.)

Students illegally on school campus or attending school-related activities while under suspension will face additional day(s) of suspension. Upon the accumulation of five (5) days of suspension, a behavior contract will be entered into among the student, parents, and school.

**NOTE**: A recommendation for long-term suspension of more than ten days may be made by the principal to the superintendent for the following offenses.

Rule 23A **BULLYING**: Students shall not bully. Bullying is prohibited in the Kannapolis City Schools. A student shall not bully another student, a staff member, a volunteer, or another person. Bullying means verbal or physical conduct that is intended to intimidate, injure, degrade, or disgrace another student or person, or that has such an effect. It can include a variety of behaviors, such as, but not limited to, the following:

   - Physical attacks and violence;
   - Derogatory comments (e.g., name-calling, hostile teasing, taunts, put-downs, epithets, slurs, and mean-spirited jokes);
   - Threats of force or violence against a person or possessions;
   - Extortion and stealing money or possessions;
   - Shunning and exclusion from peer group.

Rule 23B **Aiding and Abetting a Fight**: (G. S.14-33, 14-288.4) Students will not participate in, or assist in, causing a fight verbally or physically.
Rule 24 Harassment by Use of Electronic Devices or Computers: Intentionally hurting, humiliating, or threatening another person is bullying. Technology used to hurt, humiliate, or threaten other students or staff members on the internet or cell phones are a form of bullying called “cyber-bullying.” Examples are (but not limited to) email or instant messages, blogs, chat rooms, or social networking, websites, text or photo messages, or any other form of electronic communication. Students who communicate threats or use threatening language via any form or electronic messaging against any staff member or student that can reasonably be carried out at school may be eligible for disciplinary measures at school. Harassment by use of electronic devices or computer need not occur on campus as long as the harassment relates to activities on school property or otherwise could have a material impact or disruption at school.

All students who believe they have been victims of bullying shall report it to an administrator or teacher. All students who witness bullying by another student or students shall report it to an administrator or teacher. Staff members shall report any allegation or incident of bullying to the school principal. Any student who retaliates against another for reporting bullying may be subject to the consequences described below.

Consequences
Consequences for students who bully others shall depend on the results of the investigation and may include a warning or directive to the student(s) involved, counseling, a parent conference, in-school suspension (ALC/Recovery), suspension and/or expulsion, as may be allowed by law. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

Rule 25 Prohibition of Gangs and Gang Activity: No student shall commit any act that furthers gangs or gang-related activities. A gang is 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 sign, color, or symbols. Conduct prohibited includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry emblems, badges, symbols, signs or other items which may reasonably be understood as intent to convey membership or affiliation in any gang;
- Communicating either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation with a gang;
- Requiring payment or protection, insurance, or otherwise intimidating, or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Conspiring to commit any violation of the policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any kind or altercation), a student may receive a warning and be allowed to immediately change or remove the attire if the school administrator determines that the student did not intend the attire to show gang affiliation.

Rule 26 Disrespect to a Staff Member: (G. S. 14-288.4) Students will behave in a respectful manner. Examples of disrespectful behavior are:

- A. Walking Away: Leaving while a staff member is talking to you.
- B. Talking Back: Responding orally in a rude manner to a staff member.
- C. Profanity: Talking about or to a staff member in a rude manner.

Rule 27 Threatening Students or Adults Other Than Staff Members: A student will not threaten another student, adult, or staff member.

Rule 28 Inappropriate Use of the Internet: Students must refrain from utilizing the Internet without proper authority. This includes unauthorized use of sign-on codes, communication of threats, or implied threats.

Rule 29 Misrepresentation/Integrity: A student will not lie or cheat.

- A. Failure/Refusal to Correctly Identify Self to Any Staff Member: A student will correctly identify himself or herself to any staff member when asked.
- B. Altering Report Cards or Notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.
- C. False Information: Making false statements, written or oral, to anyone in authority.
D. Cheating: Violating rules of honesty, such as plagiarism, copying another student’s test, assignment, etc. (At the discretion of the principal)

Rule 30 Abusive, Obscene, and Offensive Language Directed Towards A Staff Member: (G.S. 14-288.4): A student will not repeatedly use profane or obscene language or make obscene gestures or threaten a staff member.
   A. Offensive Language: Cursing, or saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.
   B. Obscene or Offensive Gestures: Making any sign or gesture that conveys an offensive, racial, or obscene, or sexually suggestive message.
   C. Derogatory Written Material: Having any written material or pictures that convey an offensive racial, obscene, or sexually suggestive message.

Rule 31 Fighting / Aggressive Behavior Towards Another Student: (G.S.14-33, 14-288.4): The exchange of mutual physical contact between students by pushing, shoving, or hitting, with or without injury is prohibited. Hitting, biting, and/or spitting at another student for the purpose of harassment or which could cause harm is also prohibited. A warrant may be taken out by the school on both parties involved. (Simple Affray; G.S. 14-33, 14-288.4)

Rule 32 Theft: (G. S. Chapter 14, Article 16): A student will not steal or possess stolen property, or participate in a plan with others to do so. When a student receives property from another individual, the receiving student is responsible for assuring who is the owner of the property.
   A. School Property: Unlawfully taking and/or carrying away property belonging to Kannapolis City Schools.
   B. Staff Property: Unlawfully taking and or carrying away property belonging to a staff member.
   C. Student Property: Unlawfully taking and/or carrying away property belonging to another student.
   D. Student Locker: Removing any property from a locker other than the locker assigned.
   E. Possession of Stolen Property: Having in one’s possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

Rule 33 Extortion: A student will not take, or threaten to take, the property of others through intimidation.

Rule 34 Gambling: A student will not play games of skill or chance for money or property.

Rule 35 Severe Disruption of the School Day: (G. S. Chapter 14, Articles 8 and 16, 14-288.4,14-132, 14-273, 14-269, 14-69.1, 14-69.2, 14-49, 14-49.1, 14-50, 14-50.1)  
   A. Fireworks/Small Explosives: Possession of firecrackers or small explosive devices including caps, and snapper pops.
   B. Student Demonstrations: Organizing and/or participating in unauthorized gatherings and marches.
   C. Falsifying Emergency Situations: Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or emergency that does not exist. This includes making statements/phone calls.
   D. Third Offense of Student Insubordination: Willfully and repeatedly disregarding the regulations specified in the explanation of what constitutes insubordination.

Rule 36 Knife/Weapons: Any type of knife, toy knife, camouflaged weapon (knife blades, or other sharp devices, camouflaged as tubes of lipstick, ink pens, hair combs, etc.), razor blade, box cutter, possession of chemical (such as Mace or pepper sprays, or anything the administration deems a weapon is prohibited. Material will be confiscated and charges filed as deemed appropriate by the administration.

Rule 37 Substance Abuse Violation: No student shall possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or any alcoholic beverage, or other intoxicating liquor, or possess, use, or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior while in any school building, on the premises, on any school bus, or off the school grounds at any school activity, function or event before, during, or after school hours, or during any period of time when he/she is subject to the authority of school personnel, unless such possession, use, or transmission is authorized by the law and by school regulations, or unless prescribed by and taken in accordance with the prescription of a physician and registered with the school office as to the date, name, substance, dosage, and times to be administered. (G.S. Ch. 90. Articles 5, 5A, and 5B).

All substance abuse violations must be referred to the Student Assistance Program. The student involved in the violation is subject to a mandatory five day out-of-school suspension and mandatory assessment by a certified substance abuse agency at th student’s/parent’s expense. During the five-day out-of-school suspension, the student must schedule and complete the initial assessment. Failure to
follow through with the mandatory assessment and recommendations from the assessment will result in recommendation of long-term suspension of the student unless the principal finds sufficient mitigating factors.

**Rule 38 Refusal to Comply with a Reasonable Individual Search:** In an effort to comply with the Safe Schools Mandate, the school administration has the right to conduct a search—reasonable in scope—of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, stolen property, or other items prohibited by law or the Code of Conduct.

A. Search of an Individual or His/Her Possessions: A student must cooperate with and may not obstruct or interfere with reasonable search of the student, his/her book bag, purse, or other possessions, which are present on school property or at a school activity.

B. Students Lockers and Desks: Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers shall be used only for storage of those items which are reasonably necessary for the student’s school activities, such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

**Rule 38 Incendiary Devices/Arson:** (G.S. 14-288.4, 14-269.2, 14-269, 14-69.1, 1469.2, 14-273, 14-49, 14-49.1, 14-50, 14-50.1)

A student will not possess any incendiary devices on school grounds or at any school function. Neither will a student set fire or attempt to set fire to school property, or participate in a plan with others to damage or destroy school property.

**Rule 40 Vandalism:** A student will not willfully or maliciously damage or destroy property belonging to another, or participate in a plan with others to damage or destroy property, i.e. school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

A. Defacing Walls, Mirrors, Desks, Lockers, Computers, or Any Other School Equipment

B. Damaging Another Person’s Property: Including, but not limited to, clothing, class projects, automobiles, etc.

C. Graffiti: Willful or malicious defacing of public or private property.

**Rule 41 Sexual Offenses:** A student will not engage in sexual behaviors.

A. Offensive Touching: Improper touching of an offensive or sexual nature.

B. Sexual Harassment: Verbal or physical conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive, including but not limited to, sexual advances or propositions, and/or unwelcome hugs, kisses, massages, or other physical contact.

C. Consensual Sex: Sexual activity involving willing participants.

D. Indecent Exposure: Intentional exposure of private parts of one’s body (including “Mooning”).

E. Sexual Assault/Rape or Attempted Rape: Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear.

**Rule 41 Burglary:** A student will not break into school property for the purpose of stealing.

**Rule 42 Robbery:** A student will not take another person’s property by force or violence.

**Rule 43 Assault of a Staff Member:** (G.S. 14-33 (b)(8), 14-288.4): A student will not physically attack a staff member. Student misconduct, not covered by the previous levels or rules, shall be dealt with by the principal or his/her designee as appropriate. Principals are authorized to interpret individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered by the previous stated levels.

Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. The school principal has the authority to modify the discipline recommended in this Code for each offense when, in the exercise of his or her reasonable discretion, the facts, and circumstances justify a less or more severe penalty. Any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than recommended in the Code for violations of a single Code section. Students must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.

The regulations referenced in the Code specify some of the types of conduct for which students may be punished, suspended, or expelled. These regulations are not intended to be exclusive, but rather illustrative of conduct inconsistent with orderly and efficient operation of schools. Students shall comply with the Board of Education’s Rules of Student Conduct, Board Policy No. 6401. A copy of this and related student discipline policies is available at the school office.

**365 Day Suspensions and Expulsions**

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Criminal Prosecution

(Kannapolis City School Board Policy)

To comply with laws passed by the North Carolina General Assembly, any student bringing or possessing a gun, rifle, pistol, or device other firearm of any kind; or any dynamite cartridge, bomb, grenade, mine, or other destructive device, will be suspended from school for 365 days. This rule affects all students in kindergarten through grade 12. Any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or staff members may be expelled permanently from the Kannapolis City Schools.

6401.7 Rule 7: Students Shall Not Possess, Handle, Transmit, or Use Weapons or Dangerous Instruments:

A. Weapons Prohibited: No student shall possess, handle, or transmit any weapon or dangerous instrument, including but not limited to a loaded or unloaded firearm, including a gun, pistol, or rifle; fireworks, incendiary device, or explosives, including a bomb, grenade, or mine; knife, including a bowie knife, switchblade, dirk, or dagger; or other weapon, including a slingshot, slungshot, loaded cane, blackjack, metal knuckles, BB gun, pellet gun, air rifle, air pistol, stun gun or other electric shock weapon, ice pick, mace, pepper gas, razor or razor blade (except solely for personal shaving), or any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance; or a facsimile of a gun or other weapon or any object that can reasonably be considered a weapon or other dangerous instrument.

1. Students who in any way encourage another student to bring weapons to school also endanger the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.

2. This section shall not apply to pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in school-approved instruction or ceremonies.

B. Records Maintained: A record of any violation of Rule 7 shall be maintained in the student’s cumulative folder until the completion of the student’s school career.

C. Disciplinary Sanctions:

Long-Term Suspension

Any student in grades 5-12 who is found to have possessed, handled, or transmitted any type of weapon or facsimile of a weapon in violation of this rule shall receive a long-term suspension from the school system, unless the principal and superintendent find sufficient mitigating circumstances. If a sanction less severe than long-term suspension for the remainder of the year is chosen, the principal shall document which criteria were used and the basis for the decision on sanctions.

365-Day Suspension for Firearms or Destructive Devices

Notwithstanding any other sanction, and as required by G.S. 115C-390.10, any student in grades K-12 shall be suspended for 365 calendar days for bringing or possessing a firearm or destructive device onto or on any bus, building, property or grounds owned, used or operated by the Board. For purposes of this rule “firearm” is defined as:

1. A 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;

2. The frame or receiver of any such weapon; or

3. Any firearm muffler or firearm silencer.

The term “firearm” shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle or air pistol and shall not include a weapon used solely for educational or school-sanctioned ceremonial purposes, or in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent.

For purposes of this rule, “destructive device” is defined as an explosive incendiary, or poison gas:

1. Bomb.

2. Grenade.

3. Rocket having a propellant charge of more than four ounces.

4. Missile having an explosive or incendiary charge of more than one-quarter ounce.

5. Mine.

6. Similar device

The Superintendent shall impose the 365-day suspension required under this policy. The Superintendent may modify the 365-day suspension on a case-by-case basis. A modification made in accordance with this policy may include the provision of educational services in an alternative school setting or by any other means.

Criminal Prosecution

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Any weapon found on campus shall be confiscated and turned over to law enforcement officials.

The school shall seek prosecution, under relevant statutes, of any student who is sanctioned by long-term suspension (more than ten days) for violating this policy prohibiting weapons and dangerous instruments.

Parents cannot abdicate responsibility for a child’s actions when the parents have in any way encouraged or permitted the child to violate this policy. When a student has been found to violate Rule 7, the school may seek prosecution of the parents, guardian, or responsible adult under all relevant statutes, including G.S. §1-583.3, “Negligent supervision of minor,” §14-269.7, “Prohibitions on handguns for minors,” §14-315, “Selling or giving weapons to minors,” §14-315.1, “Storage of firearms to protect minors,” §14-316, “Permitting young children to use dangerous firearms,” and §14-316.1, “Contributing to delinquency and neglect by parents and others.” The school shall seek prosecution of any person who violates state or federal law prohibiting weapons on or near school property.

The school also shall seek prosecution of others, including students, who furnished weapons or otherwise encouraged or aided student or any other person in violating either this policy or any state or federal law prohibiting weapons on or near school property.

Legal Reference: G.S. 14-269.2; 115C-390.7, -390.10

**6401.16 Rule 16: Students Shall Not Commit Bomb Hoaxes or Commit Acts of Terror:** Students shall not make any threat of action likely to cause serious injury or death, or commit any act likely to cause serious injury or death, or likely to be perceived as a terrorist act or threat, whether or not such act is intended as a hoax or a jest. Prohibited acts include, but are not necessarily limited to:

1. Making a report, knowing or with reason to know the report is false, that there is any device, substance or material on school property or at a school-sponsored activity that is designed to cause harmful or life-threatening illness or injury to another person;
2. Concealing, placing or displaying such a device, substance or material on school property or at a school-sponsored activity, whether with intent to harm or with an intent to perpetrate a hoax;
3. Threatening to commit on school property or at a school-sponsored activity, an act of terror likely to cause serious injury or death, when that threat is intended to cause or is likely to cause significant disruption to the instructional day or school-sponsored activity;
4. Making a false report that such an act of terror is occurring or is about to occur on school property or at a school-sponsored activity;
5. Conspiring to commit any of these acts.
6. Making a report, knowing or having a reason to know the report is false, that there is located on school property or at any school-sponsored activity a bomb or any other device designed to destroy or damage property by explosion, blasting or burning;
7. Concealing, placing, or displaying with intent to perpetrate a hoax, any device or machine or artifact on school property or at a school-sponsored activity, so as to cause any person reasonably to believe the item is a bomb or other device capable of causing injury to persons or property;

The Board of Education or Superintendent may impose a long-term suspension for violation of this rule.

Legal Reference: G.S. 115C-391(d3) and (d4).

1. **Expulsion:** Upon recommendation of the principal and superintendent, the Board may permanently expel a student who is fourteen years of age or older and whose behavior indicated that the students continued presence in school constitutes a clear threat to the safety of other students or school staff. The Board’s decision to expel such a student shall be based on clear and convincing evidence. The Board also may expel a student who is subject to G.S. 14-208.18 as a registered sex offender. In such case, the board will make a finding of whether there is clear and convincing evidence that the student is a registered sex offender. Prior to ordering the expulsion of a student, the Board shall consider whether there are appropriate alternative educational services that may be offered to the student. The decision of the Board under this policy is final, subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. Students expelled under this policy may petition the Board for readmission any time after the 180th calendar day of the expulsion. The petition for readmission will be reviewed pursuant to policy 6510.

**Students Restraint / Seclusion / Isolation**

Kannapolis City School believes that ensuring student safety for student and staff is essential. Securing order in the school environment sometimes requires that students be subject to greater controls than those appropriate for adults. Except as restricted or prohibited by rules adopted by the Board of Education, principals, teachers, substitute teachers, voluntary teachers, teacher assistants, and student teachers may use reasonable force in the exercising of lawful authority to restrain or correct students and maintain order. (G.S. 115C-390.3)
Notwithstanding any Board of Public Education policy, school personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

- To correct students;
- To quell a disturbance threatening injury to others;
- To obtain possession of weapons or other dangerous objects on their person, or within the control, of a student;
- For self-defense;
- For the protection of persons or property; or
- To maintain order on educational property, in the classroom, or at a school related activity on or off school property.

(G.S. 115C-390.3)

Notwithstanding any other law, no officer or employee of the Board of Education shall be held liable for using reasonable force in conformity with State law.

**Physical/Mechanical Restraint**

Physical Restraint is defined as the use of physical force to restrict the free movement of all or a portion of a student’s body. Physical restraint shall be allowed as a reasonable use of force under the following circumstances in accordance with North Carolina General Statute (115C-391.1)

- As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person;
- As reasonably needed to maintain order or prevent or break up a fight;
- As reasonably needed for self-defense;
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present;
- To teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- As reasonably needed to escort a student safely from one area to another. (Students should only be physically escorted when it is deemed safe or if the current setting conditions pose hazards for the student or staff. Escorts should only be conducted in accordance with training procedures adopted by the system);
- If used as provided for in a student’s IEP or Section 504 plan or Behavior Intervention Plan as a brief intervention strategy to assist the student in regaining self-control or
- As reasonably needed to prevent imminent destruction to school or another person’s property.

(G.S. 115C-391.1(c)(1))

Physical restrain shall not be considered reasonable use of force if used solely as a disciplinary consequence. Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

Mechanical Restraint is defined as the use of any device or material attached or adjacent to a student’s body that restricts freedom of movement or normal access to any portion of the student’s body and that the student cannot easily remove. Mechanical restraint shall be allowed only in the following circumstances:

- When properly used as an assistive technology device included in the student’s IEP or as otherwise prescribed for the student by a medical or related service provider;
- When using seat belts or other safety restraints to secure student during transportation;
- As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control or a person;
- As reasonably needed for self-defense;
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person.

(G.S. 155C-391.1(d)(1))

If used for the purpose of preventing self-injurious behavior, the use of mechanical restraints should be included in the IEP as part of the Behavior Intervention Plan.

Nothing in the policy prevents the use of physical or mechanical restraint by School Resource Officer or other sworn law enforcement officers in the lawful exercise of their law enforcement duties.

**Seclusion**

Seclusion is defined as the confinement of a student along in an enclosed space from which the student is:

- Physically prevented from leaving by locking hardware of other means; or
- Not capable of leaving due to physical or intellectual capacity.

Seclusion of students by school personnel may be used in the following circumstances:

- As reasonably needed to respond to a person in control of a weapon or other dangerous object;
• As reasonably needed to maintain order or prevent or break up a fight;
• As reasonably needed for self-defense;
• As reasonably needed when a student’s behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person’s property; or
• When used as specified in the student’s IEP, Section 504, or behavior intervention plan; and
  1. The student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
  2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student’s IEP, 504 or behavior intervention plan;
  3. The confining space is appropriately lighted, ventilated, and heated or cooled; and
  4. The space is free of objects that unreasonably expose the student or others to harm. (G.S. 115C-391.1(e)(1)

Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

**Isolation**

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation may be used provided that:

- The space used for isolation is appropriately lighted, ventilated, and heated or cooled;
- The duration of the isolation is reasonable in the light of the purpose of the isolation;
- The student is reasonably monitored while in isolation; and
- The isolation space is free of objects that unreasonably expose the student or others to harm (G.S. 115C-391.1(f)(1)

**Aversive Procedures**

Aversive procedures are defined as the systematic physical or sensory intervention for modifying behavior of students with disabilities that causes or reasonably may be expected to cause significant physical harm, serious, foreseeable long-term psychological impairment to the student, or obvious repulsion to observers of the intervention due to procedures which do not follow acceptable standard practice. Kannapolis City Schools prohibits the use of aversive procedures as defined above by its employees, volunteers, or personnel permitted in schools. (G.S. 115C-391.1(b)(2)

**Notice, Reporting, and Notification**

Kannapolis City Schools’ personnel shall follow the following notification procedures when physical restraint or seclusion is implemented. This section will serve as our notification to parents concerning this statute. (G.S. 115C-391.1(j)(1)

School personnel shall promptly notify the Principal or designee of any use of aversive procedures, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of mechanical restrain, or any prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student’s Behavior Intervention Plan. When a principal or designee has personal knowledge or actual notice of these incidents, they shall promptly notify the parent / guardian and provide the name of a school employee they can contact regarding the incident. Prompt notification means by the end of the workday during which the incident occurred, but in no event later than the end of the following workday. In addition, the parent / guardian of the student shall be provided with a written incident report of any incident reported under this section within a reasonable period of time, but in no event later than 30 days, after the incident. The written documentation shall include:

- The date, time of day, location, duration, and description of the incident and interventions used;
- The event or events that led up to the incident;
- The nature and extent of any injury to the student; and
- The name of a school employee they can contact regarding the incident.

In the case of seclusion incidents, the school personnel supervising the seclusion shall maintain a log of observations of the student which shall be available for inspection upon request by the parent / guardian. All schools shall maintain a record of incidents reported to the principal and parents under G.S. 115C-391.1(j)(4) and provide this information annually to the State Board of Education.

**Training of Personnel**

Kannapolis City Schools personnel who are most likely to be called upon to prevent or address disruptive or dangerous student behavior, shall receive appropriate training in the management of such behavior. Training shall include instruction in:

- Positive management of student behavior
- Effective communication for defusing and de-escalating disruptive or dangerous behavior, and
- Safe and appropriate use of seclusion and restraint.
Kannapolis City Schools will provide pre-service training for all lateral entry employees in:

- The identification and education of children with disabilities;
- Positive management of student behavior;
- Effective communication for defusing and de-escalating disruptive or dangerous student behavior; and
- Safe and appropriate use of seclusion and restraint (G.S. 115C-296(c))

Legal Notice - Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through - 390.11. Nothing in this policy is intended to prohibit or regulate the use of “time-out” as a behavior management technique where a student is separated from other students for a limited period of time in a monitored setting. Nothing in this policy shall be construed to create a private cause against a local board of education, its agents or employees or to create a criminal offense.

6000 ATTENDANCE

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the principal or his/her designee a note signed by the parent or guardian citing the reason for such absence or tardiness. After accumulating ten absences due to illness or injury, a physician’s statement will be required to deem an absence excused. A principal may require any additional documentation deemed necessary to verify an absence or tardiness. Such notes shall be presented within two days of the student’s return to school. Failure to comply will result in the absence or tardiness being recorded as unexcused.

6000.1 Every parent or guardian residing within the school system and having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school daily for a period equal to the time that the public schools are in session.

6000.2 It shall be the responsibility of the principal to be familiar with current rules and regulations relative to attendance and absences and to monitor regularly:
   A. Teacher compliance
   B. Decisions relative to classifications of absences as excused or unexcused
   C. Absence cases needing further review or action

6000.3 Teachers shall maintain accurate attendance records, both daily and by class where appropriate.

6000.4 To be counted present, a student shall be in attendance at least one-half of the student school day. A student shall be considered present for that portion of the day that he/she is present to attend an official school activity at a place other than the school with the approval of the principal. In grades 7-12 a student must be in attendance one half of the school day to participate in extracurricular activities on that day.

6000.5 Valid conditions for excused absences are:
   A. Illness or injury which makes the student physically unable to attend school;
   B. Isolation order by the State Board of Health;
   C. Death in the immediate family;
   D. Medical or dental appointment or such an appointment;
   E. Participation as a party, or under subpoena as a witness, in a court proceeding;
   F. 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;
   G. Participation in a valid educational opportunity, with prior approval by the principal and meeting conditions set by the principal or designee;
   H. Medical condition due to student pregnancy or medical condition related to dependent child.
   I. Absence resulting from out-of-school suspension

In the event of an excused absence, a student shall be required to make up work without receiving penalties to their marks or grades. The responsibility for securing and arranging for make-up work rests with the student in grades 7-12. Students in grades K-6 will have
make-up work arranged at the direction of the teacher. Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment nature.

6000.6 Any absence not meeting the requirements of an excused absence shall be an unexcused absence. This includes any absence for which proper and timely notification is not furnished.

6000.7 The principal or his/her designee shall notify parents or guardians of the absences when a student accumulates three unexcused absences in a school year, or grades 9-12 in a semester. After six unexcused absences, the principal or his/her designee shall notify the parent or guardian in writing that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified by the established attendance policies. The notice to parents or guardians shall include a warning of the possible consequences of additional absences and/or a copy of this policy. Once parents are notified, school personnel shall work with the student and the student’s family to analyze the causes of the absences and determine steps to eliminate the problem. School personnel may request that a law enforcement officer accompany him or her if a home visit is necessary.

If, after ten accumulated unexcused absences in a school year, or in grades 9-12 a semester, the principal or his/her designee determines that the parent/guardian has not made a good faith effort to comply with the law, school personnel may file a truancy petition in the county where the student resides. If the principal or his/her designee determines that the parent/guardian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid cause. Documentation that demonstrates that the parents/guardians were notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies shall constitute parent responsibility for absences.

6000.8 Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention.

6000.9 Although classroom activities are important, the activities outlined below shall not be counted as absences from either class or school. Assignments missed for these reasons, however, shall be completed by students.

a. Field trips sponsored by the school
b. School-initiated and scheduled activities
c. Athletic events requiring early dismissal from school
d. Governor or legislative pages
e. In-school suspension
f. The student is participating in a job-shadow, Career and Technical Education student organization, or other work-based opportunity, as described in G.S. 115C-47(34a).

6000.10 In grades K-8, students who have unexcused absences from a class more than ten (10) days during a semester or twenty (20) days during a year may not receive credit for the semester or year where applicable. For students in grades 9-12, who have accumulated more than eight (8) absences in a semester may not receive credit for the semester where applicable. Upon the ninth absence in any course, the student has the option of appealing to each teacher in which course credit may be lost. The following procedures must be met before an appeal will be considered.

a. An appeal is made in writing to each teacher in whose class course credit may be lost. The student must include any medical documentation or other evidence of extenuating circumstances to be considered.
b. All previous make-up work should be completed before the appeal is made.
c. The student may be required to make up time for all absences exceeding eight with each teacher.
d. The student’s attendance will be monitored for the remainder of the course.

Absences due to participation in school-sponsored and approved events will not count toward the allowable days absent. Suspensions from school will not count towards credit loss; however, work missed due to class absences must be made up promptly.

6000.11 The principal shall have authority to waive the no-credit or retention provisions of the policy. Any review involving a child with disabilities recognized by Section 504 of The Rehabilitation Act of 173 29 U.S.C. 702 et seq., or the Individuals with Disabilities Act (IDEA), 20 U.S.C. 1400 et seq., shall be conducted in accordance with applicable laws or regulations, including review by the school-based committee, if appropriate.

6000.12 A student shall be physically in the classroom at the time appointed for the school day or class to begin, or be recorded as tardy for the day or class. Teachers may require additional work or give assignments to students who habitually are tardy. Principals may establish procedures in each school to enforce this policy.
The Board is committed to providing a learning and working environment that is safe and orderly. The Board expects students, school employees, volunteers, and visitors to behave in a manner that shows respect for others. Bullying and harassing behavior will not be tolerated. To this end, the Board specifically prohibits harassing or bullying behavior on school property, at any school-sponsored function or activity, on a school bus or at a bus stop. Harassment or bullying behavior is prohibited at all levels: between students, between employees and students, between peers or co-workers, between supervisors and subordinates, and between nonemployees/volunteers and employees/students. This policy is in addition to board policy 3035/4035/8306, Sexual Harassment.

Students are expected to comply with the behavior standards established by board policy and the Rules of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures. The Board prohibits reprisal or retaliation against any individual who reports harassing or bullying behavior or who participates in an investigation initiated under this policy. Such reprisal or retaliation may result in disciplinary action being taken, up to and including dismissal in the case of employees, and up to and including long-term suspension or expulsion for students.

A. Definition of Harassment and Bullying
As used in this policy, harassing or bullying behavior refers to any pattern of gestures or written, electronic or verbal communications, or any physical act or threatening communication, that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2. Creates or is certain to create a hostile learning or working environment. A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that is bullying or harassing behavior. Harassing or bullying behavior includes verbal or physical conduct that is intended to intimidate, injure, degrade, or disgrace another student or person, or that has such an effect. It may include a pattern of abuse over time and may involve a student’s being “picked on.” It can include a variety of behaviors, such as but not limited to the following:

   - Physical intimidation or assault
   - Derogatory verbal comments (e.g., name-calling, hostile teasing, cruel rumors, taunts, put-downs, epithets, false accusations, harassment or discriminatory acts, slurs and mean-spirited jokes)
   - Threatening gestures or actions; oral, cyber, or written threats
   - Extortion or stealing money and possessions
   - Shunning and exclusion from peer group
   - Hazing

Harassing or bullying behavior includes, but is not limited to, behavior described above that is reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

B. Reporting Harassing and Bullying Behavior

1. Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his or her school. In the case of alleged harassment or bullying of a student by a school employee, a report also may be made to the Director of Human Resources or designee.

2. Any employee who believes that he or she has been harassed or bullied in violation of this policy should report such behavior promptly to his/her immediate supervisor and/or the Director of Human Resources or designee.

3. Any school employee who observes or becomes aware of alleged harassing or bullying behavior shall promptly report the incident as follows:
a. If the alleged perpetrator is a student, the report shall be made to the principal;
b. If the alleged perpetrator is a school employee, the report shall be made to the alleged perpetrator’s immediate supervisor and/or the Director of Human Resources;
c. If the alleged perpetrator is some other person, the report may be made to the principal and/or the Director of Human Resources;
d. Failure to make such a report required by this section may subject the employee to disciplinary action.

4. Any person may report an act of harassment or bullying anonymously. However, formal disciplinary action may not be taken solely on the basis of an anonymous report.

5. If the person to whom a report should be made under this section is the alleged perpetrator, or in circumstances not otherwise provided above, a report of harassing or bullying behavior may be made to the Director of Human Resources, the Superintendent, or the Board attorney.

C. Investigation of Harassment and Bullying Reports

1. All reports of alleged harassment or bullying behavior shall be promptly and thoroughly investigated.
2. Investigation of alleged harassing or bullying behavior by a student shall be conducted by the principal or designee.
3. Investigation of alleged harassing or bullying behavior by an employee shall be conducted by the Director of Human Resources or designee.
4. Investigation of alleged harassing or bullying behavior by a volunteer or visitor shall be conducted by the principal or designee if the behavior occurred on school grounds or at a school activity, and otherwise by the Director of Human Resources or designee.

5. If the individual designated as investigator under this policy is the alleged perpetrator, the investigation shall be conducted by an appropriate person designated by the Superintendent. If the alleged perpetrator is the Superintendent or a member of the Board, the Board attorney shall be the investigator.

6. If at any time the investigator receives information alleging that the harassment or bullying was based on sex or gender, the investigator shall notify the school system’s Title IX Coordinator. In such case, the procedures outlined in Board Policy 3035/4035/8306 (Sexual Harassment) shall be followed.

7. The school system shall notify law enforcement and other appropriate external agency if required by law or board policy.

D. Intervention and Disciplinary Action

1. The actions taken in response to harassing or bullying behavior should be reasonably calculated to end any harassment or bullying, eliminate a hostile environment if one has been created, and prevent harassment or bullying from occurring again. In addition to taking disciplinary action as necessary, the principal or other school official shall take appropriate remedial action to address the conduct fully.

2. Violations of this policy shall be considered misconduct and will result in disciplinary action up to and including long-term suspension or expulsion in the case of students and disciplinary action up to and including dismissal in the case of employees.

3. This policy shall not be construed or applied so as to discipline students or other persons for expression protected by the First Amendment, or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

4. Nothing in this policy precludes the school system from taking appropriate disciplinary action against a student or employee where the evidence does not establish harassment or bullying behavior but the conduct fails to satisfy the school system’s high expectations for appropriate conduct.

E. Employee Training Program

The Superintendent shall ensure that information about this policy and reporting procedure is included in the school system’s employee training program. To the extent funding is made available, the Superintendent shall provide training on the policy to school employees and volunteers who have significant contact with students.

F. Notice
The Superintendent is responsible for providing effective notice of this policy to students, parents and employees. This policy shall be posted on the school system website, and copies of the policy should be readily available in the principal’s office, the media center at each school and the Superintendent’s office. Notice of this policy shall appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. Records and Reporting
The Superintendent or designee shall maintain confidential records of all reports of harassment or bullying. The records shall 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 or other steps taken by the school system to provide an environment free of harassment and bullying. The Superintendent shall report to the State Board of Education all verified cases of harassment or bullying, as required by the State Board.