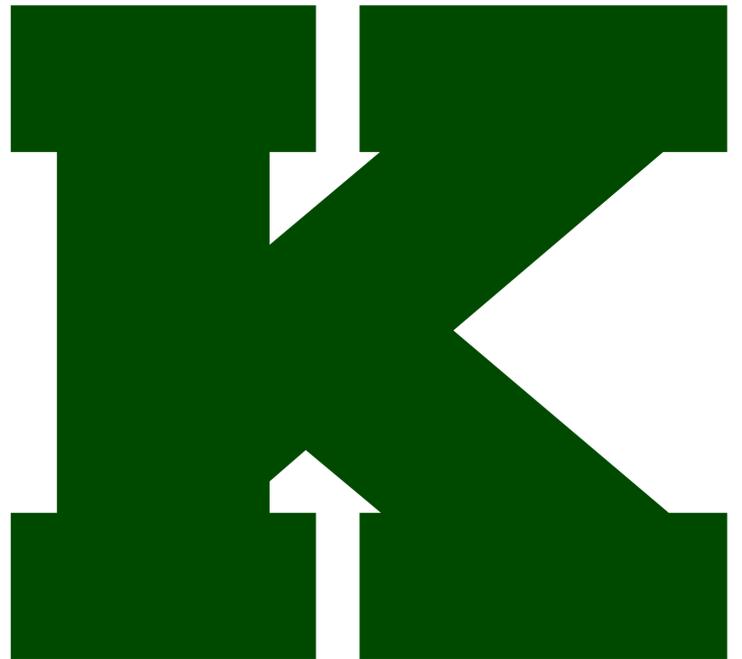


**A. L.  
BROWN  
HIGH SCHOOL**

**STUDENT  
HANDBOOK**

**2019  
2020**



***HOME OF THE  
WONDERS***

# TABLE OF CONTENTS

<b>CONTENT</b>	<b>PAGE</b>
Welcome Letter	1
Introduction	2
Kannapolis City Schools Information	3
Key Personnel	5
Student Information <i>Information in Alphabetical Order</i>	6
Release of Student Directory Info.	22
Internet Access and Use	43
Appendix: Dress Code and BYOD	47

# WELCOME LETTER

August 2019

Wonders,

One of our nation's most revered Presidents, Abraham Lincoln, said, "The best way to predict your future is to create it."

The path your life will take is now a question mark. Some of you, especially Seniors, might know what you want to do with it. For others, the road map of your life is still a blank canvas. Regardless of where you fall on this continuum, President Lincoln's words apply to each one of you equally.

What you do now matters. The decisions you make now matter. The studying you do (or don't do) this year matters. How you spend your time matters. Ultimately, everything matters when considering your future. My goal - our collective goal - is to ensure we give you the opportunity to achieve the brightest future possible.

The guidelines and rules set forth in this handbook and in the Kannapolis City Schools' BOE policies are some of the ways we are going to help you attain that brilliant future. As your Principal, I want you to know that we are going to do everything possible to provide you with an extraordinary educational experience.

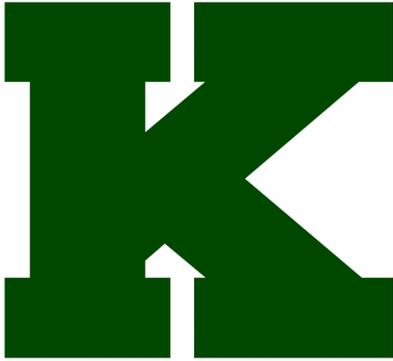
However, we cannot do it for you. We need you to be an active participant in the learning process. I am asking that you commit to that process wholeheartedly, and so fulfill your potential.

I wish you all the best for this year and for all the years to come!

A handwritten signature in black ink that reads "Angelo DelliSanti". The signature is written in a cursive style with a horizontal line underlining the name.

Principal

# INTRODUCTION



## MISSION

**EMPOWERING WONDERS TO FULFILL THEIR POTENTIAL**

## CORE VALUES

**TRADITION**  
**BUILDING UPON OUR LEGACIES**

**GROWTH**  
**COMMITTING TO PROGRESS**

**INCLUSIVITY**  
**UNITING OUR COMMUNITY BY CELEBRATING OUR DIVERSITY**

**INTEGRITY**  
**FOSTERING A CULTURE OF TRUST**

**FAMILY**  
**SUPPORTING AND CHALLENGING EACH OTHER**

## SCHOOL COLORS

Kelly Green and White

## MASCOT

The Wonders

## ADDRESS

A. L. Brown High School  
415 E. 1st Street  
Kannapolis, NC 28083

## CONTACT INFORMATION

Main Office Phone: 704-932-6125  
Fax Machine: 704-934-2185  
Student Services Fax: 704-932-0442

## SCHOOL WEBSITE

## SCHOOL FACEBOOK

## SCHOOL TWITTER

# KANNAPOLIS CITY SCHOOLS INFORMATION

## VISION

Kannapolis City Schools will inspire our learners to graduate and become successful citizens.

## MISSION

To **TEACH!** To **LEARN!** To **GRADUATE!** To **INSPIRE!**

## BELIEFS

- We believe in EXCELLENCE.
- We believe in INTEGRITY.
- We believe in CHARACTER.
- We believe in EQUITY.
- We believe in ACCOUNTABILITY.

With these beliefs, we will strive to be superior in academics, customer service, financial responsibility, and all aspects of serving our community (Excellence). We pledge to adhere to the highest moral and ethical principles and to model these principles for our students and community (Integrity and Character). We promise to promote fairness, justice, and equal opportunity for everyone connected with Kannapolis City Schools (Equity). We commit to being responsible and answerable to our stakeholders and to be measured against the goals outlined in this plan (Accountability).

## STRATEGIC PLAN

## DISTRICT LEADERSHIP

## BOARD OF EDUCATION

## ADDRESS

100 Denver Street  
Kannapolis, NC 28083

## CONTACT INFORMATION

Main Office Phone: 704-938-1131  
Fax Machine: 704-938-1137

## DISTRICT WEBSITE

## DISTRICT FACEBOOK

## **DISTRICT TWITTER**

## **DISTRICT INSTAGRAM**

### **KCS EQUAL EDUCATIONAL OPPORTUNITIES STATEMENT**

Kannapolis City Schools is committed to providing equal educational opportunities to all students and does not discriminate against any person regardless of race, creed, national origin, sex, handicapping condition, or family circumstance.

Grievances may be submitted in writing to the Assistant Superintendent for Kannapolis City Schools and Title IX Coordinator.

# KEY PERSONNEL

## ADMINISTRATION

Angelo DelliSanti	Principal
Alexandria Elliott	Assistant Principal
Garrett Cooperman	Assistant Principal
Sara Newell	Assistant Principal
Mauricio Restrepo	Assistant Principal

## ADMINISTRATIVE SUPPORT

Scott Rodgers	Lead Teacher
Empsy Thompson	Athletic Director
Lemar Harper	SRO

## STUDENT SUPPORT

Barry Lipscomb	School Counselor
Crystal Alexander	School Counselor
Garrett Deal	School Counselor
Michele Pitts	AIG/AP Coord.
<b>Vacant</b>	Intervention Specialist
Mallory Harris	IMC
Ashley Almond	CDC
Patricia Bettis	School Nurse

## SECRETARIAL STAFF

Victoria Giraldo	Office Manager
Helen Stroud	Receptionist
Susan Smith	Data Manager
Jessica Ramsey	Finance Secretary
Julie David	Registrar

# STUDENT INFORMATION

## BELL SCHEDULE

Students will follow these bell schedules throughout the school year:

### Daily Bell Schedule

Warning Bell: 7:40  
1st Block: 7:45 - 9:14  
Wonder Time: 9:14 - 9:29  
2nd Block: 9:35 - 11:04  
3rd Block: 11:10 - 1:09  
4th Block: 1:15 - 2:45

### 2-Hour Delay Schedule

1st Block: 9:45 - 10:46  
2nd Block: 10:52 - 11:53  
3rd Block: 11:59 - 1:41  
4th Block: 1:46 - 2:45

### Lunch Schedule

1st Lunch: 11:10 - 11:36  
2nd Lunch: 11:41 - 12:07  
3rd Lunch: 12:12 - 12:38  
4th Lunch: 12:43 - 1:09

### 2-Hour Delay Lunch Schedule

1st Lunch: 11:59 - 12:26  
2nd Lunch: 12:26 - 12:51  
3rd Lunch: 12:51 - 1:16  
4th Lunch: 1:16 - 1:41

### Early Release Schedule

1st Block: 7:45 - 8:40  
2nd Block: 8:46 - 9:42  
3rd Block: 9:48 - 10:44  
4th Block: 10:50 - 11:45

## **ADMISSIONS**

Qualification for admission to the Kannapolis City Public School System shall be considered complete upon satisfaction of the criteria listed under the respective types of entrants.

Domiciliary Students  
Homeless Students  
Transfer Students.

For students who have been suspended from school, the Superintendent may deny admission until the suspension period expires, or place reasonable conditions on admission if the student has been suspended for conduct which could have resulted in suspension from Kannapolis City Schools. The Superintendent may deny admission or place reasonable conditions on admission to a student convicted of a felony or expelled. If admission is denied to a student who has been expelled or convicted of a felony, the student may request the Board of Education to reconsider that decision.

The Superintendent's decision to deny admission to a transfer student under this policy may be appealed to the Board of Education. (KCS Board Policy 6020)

## **ANNOUNCEMENTS**

An ALBHS Student Announcements page will be created in Canvas. Every student will be expected to join this page and check it every day (during Wonder Time) for routine announcements and information from their athletic teams and/or other extracurricular organizations.

## **ARRIVAL TO SCHOOL**

Students may enter the building after 7:15 AM but are reminded not to congregate in doorways, hallways, stairwells, courtyard. You may report directly to the cafeteria for breakfast. You will only be allowed to go to a classroom if there is a teacher present.

Students who arrive to school late must check-in through the main office of the school. Their tardiness will be appropriately marked during that time.

## **ATTENDANCE**

Students who attend A.L. Brown High School must comply with the North Carolina Compulsory Attendance Law (GS 115C-379). (KCS Board Policy 6000).

The Kannapolis City Schools' Board of Education believes that every day in the classroom is important. Thus, the following policy will be in effect:

- Students should not exceed eight absences in a course per term. On the ninth absence a student may lose credit for the class.

- Absences due to participation in school-sponsored and approved events will not count toward the allowable days absent.
- Suspensions from school will count as an absence from class but are not to be included in the count for potential credit loss due to attendance.
- Upon the 9<sup>th</sup> absence, it is the student's responsibility to appeal directly to each teacher with regards to earning credit for the course.

The principal shall have authority to waive the no-credit or retention provisions of the policy.

## **BULLYING AND HARASSMENT POLICY**

Bullying and harassment are prohibited within Kannapolis City Schools. The Kannapolis City Schools and staff shall not tolerate any bullying or harassment on school property and grounds or at any school activity on or off campus. A student shall not bully or harass another student, a staff member, a volunteer, or any other person.

Bullying and harassing behavior are defined in [Harassment and Bullying Policy 6414-1.pdf](#) . Students who have been subjected to bullying or harassment should report it to the school principal or other person designated by that policy. Retaliation against any person for reporting bullying or harassment is prohibited.

Consequences for students who bully or harass others, or who retaliate against others for reporting bullying or harassment, shall depend on the results of the investigation. Depending on the severity of the incident, the principal also may take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

*Cross Reference: Policy 6414, Harassment and Bullying*

## **BRING YOUR OWN DEVICE POLICY (BYOD)**

The primary function to our Bring Your Own Device (BYOD) is to support the educational program at A.L. Brown High School (ALBHS). The wireless access provided to student devices is designed to enhance the students' educational experience and increase authentic student engagement to academic activities. Connecting personal devices to the wireless network of Kannapolis City Schools (KCS) is a privilege, not a right. *See appendix for more information.*

(KCS Board Policy 5455).

## **BUS CONDUCT**

Kannapolis City Schools feels that bus safety is of the highest priority. The privilege of all students to ride the school bus is conditional on their behavior and observance of all rules and regulations. Violation of the following regulations may result in a suspension from the school bus as well as other penalties:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, or refusing to obey instruction of school authorities or a school bus driver while riding a school bus.
- Tampering with or doing damage to the bus.
- Refusing to meet the bus at the designated time.
- Unauthorized leaving the bus when en route from home to school or vice-versa.
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failure to observe the established safety rules and regulations required by law.

## **CAFETERIA GUIDELINES**

All AL Brown students are provided breakfast and lunch at no cost and are encouraged to eat in the cafeteria. Please, observe basic rules of etiquette. **No food or drink should be taken out of the cafeteria.**

Students arriving after 8:00am will be given the opportunity to attend our school's second chance breakfast. They must decide whether they want to participate upon their arrival to school and let the front office staff know so that they can be given a pass.

At the end of first block, students participating in the second chance breakfast will report to the front office of the school with the pass they were given and will have the opportunity to get their breakfast. Students who do not have a pass will not be served.

## **CHECK-IN, CHECK-OUT, AND EARLY DISMISSAL**

Anytime a student checks into school, they must enter through the front office and obtain a pass to class. Similarly, anytime a student checks-out of school, they will be required to check-out through the main office. This is to ensure that we know which students are on-campus at all times.

Students with early dismissal (ie: the student does not have third or fourth block classes) may proceed directly to their vehicle or transportation without going through the front office, as they are not scheduled to be in school any longer.

## **CLASSROOM INTERRUPTIONS**

The Board encourages classroom activities that will maximize the learning experience for students. Therefore, insofar as possible, parents, and visitors should attempt to schedule conferences/ appointments with teachers at times that will not interfere with instructional time. Except for emergencies, parents or legal guardians must make prior arrangements with the principal or designee for early dismissal of their children based on limited and valid reasons. The BYOD policy does not exclude students from complying with this request for protecting instructional time. (KCS Board Policy).

## **COMPREHENSIVE HEALTH EDUCATION PROGRAM**

The Kannapolis City Board of Education is committed to a sound, thorough school health education program that provided students with accurate information and encourages them to be responsible for their own health and behavior. The Board recognizes the primary role of parents/guardians in providing for the health and well-being of their children and seeks to involve parents/guardians in the schools as provided in this policy.

(KCS Board Policy 5060)

## **DISMISSAL**

All students must leave campus when their last class ends unless they have a legitimate reason to remain on campus. Students who remain must be supervised. The first wave of buses will leave five minutes after the dismissal bell; students should proceed directly to their buses and board them as quickly as possible.

## **DRIVER'S LICENSE/DROPOUT PREVENTION:**

It is the policy of the Kannapolis City Board of Education to support those measures designed to enhance student performance and to encourage all students to satisfactorily complete their high school program. Those students not making satisfactory progress in school and have not reached the age of 18 are subject to the loss of driving privileges. More details on this state policy are listed at the end of the official AL Brown Student Handbook. (KCS Board Policy 6040)

## **EXAM EXEMPTIONS**

Students cannot exempt state mandated exams including, but not limited to, End of Course Exams, North Carolina Final Exams, and CTE Post Assessments. Students in the 12th grade may be exempt from teacher-made semester exams if the student meets the following criteria:

- "A" or "B" final average
- Three or fewer unexcused absences in that course
- No Out of School Suspensions
- Students may choose not to exempt an exam.

## **EXTRACURRICULAR POLICY**

Extracurricular activity is a privilege, not a right. It is the policy of the Kannapolis City Schools Board of Education that student behavior, including conduct that constitutes a violation of criminal law, board policy and/or school rules, shall be considered in determining eligibility to participate in extracurricular activities by students at A.L. Brown High School. Examples of extracurricular activities include (but are not limited to): student government, interscholastic athletics, service clubs, language clubs, debate teams, field trips, music department activities outside the regular school day, prom, and other activities.

Hazing by any athlete or team member will not be tolerated. All incidents will be handled according to the student code of conduct and/or administrative decision.

A student at A.L. Brown High School shall be ineligible from participation in extracurricular activities in the following circumstances:

**Felony Charges** - Any student criminally charged with a felony offense shall be ineligible from participation in extracurricular activities until final adjudication of the felony charge. If the student is found guilty of a felony (or pleads no contest or is given prayer for judgment continued), the student will be permanently suspended from participation in extracurricular activities, and no appeal or application for reinstatement will be considered. Students found not guilty or whose felony charges are completely dismissed may submit a written application to the school principal for reinstatement of eligibility.

**In-School and Out-of-School Suspensions** - Any student who incurs a total of 6 days of suspension (ISS counts as a half day for this purpose) during a school year shall be ineligible from participation in the current extracurricular season, or eight (8) weeks from the date of the 6<sup>th</sup> day of suspension (whichever is longer). A student may appeal the length of his or her ineligibility by filing a written appeal within the ten (10) school days after the date of the out-of-school suspension, and such appeal shall be heard by the school-level committee as set forth within this policy.

Ineligibility from extracurricular activities is effective immediately upon notification to the principal and verification by the principal of the felony or misdemeanor charges. Suspension from extracurricular activities is effective immediately upon the applicable criminal conviction or accumulation of out- of-school suspension. A suspension from extracurricular activities remains in effect while any appeal filed under this policy is pending.

**Other Misconduct** - A student whose conduct constitutes a violation of criminal law, board policy, or school rules may be suspended from extracurricular activities by the superintendent or principal. Suspension of eligibility under this paragraph may be permanent for misconduct that constitutes a felony and may extend up to 365 days for other misconduct.

## **EXTRACURRICULAR POLICY APPEALS**

There are no appeals for Felony convictions. Students falling under any of the other items above may submit a written appeal to the principal or Athletics Director for reinstatement of eligibility. A written appeal needs to be filed within 10 school days of the incident in question. Students may appeal at the end of a playing season for participation in other sports. The appeal will consist of Athletic Director or designee, Principal or designee, Assistant Principal, member of student services, and Teacher of student's choice.

## FEES

To reduce the total number of fees, we are asking that **all students** pay the \$10.00 Instructional Supply Fee at the beginning of the semester. We request family assistance to offset the costs of providing a high-quality education, especially in hard to fund areas such as the sciences. Students that need assistance should see the principal. A record is kept on all delinquent fees. All fees must be cleared prior to graduation.

- To ease the collection process, we have added an online pay function. This system is linked on the AL Brown website.
- We also ask that WonderTime teachers collect fees and write receipts for fees collected. These teacher should also collect all beginning of year (BOY) forms.

Fee	Amount	Who	When	Notes
<b>Instructional Supply</b>	\$10.00	Online/Teacher	Each semester	All students
<b>Parking</b>	\$25.00	SRO	Yearly	
<b>Transcript</b>	\$10.00	Link insert	Per request	
<b>Driver's Education</b>	\$65.00	Driver's Ed. Director	Per course	
<b>Art</b>	\$10.00	Online/Teacher	Per course	
<b>Theatre</b>	\$10.00	Online/Teacher	Per course	
<b>Dance</b>	\$10.00	Online/Teacher	Per course	
<b>Band</b>	\$10.00	Online/Teacher	Per course	

## FIRE/SEVERE WEATHER/LOCKDOWN DRILLS

Fire drills will be conducted on a monthly basis. Everyone should exit the building promptly, orderly and quietly. Severe weather drills will be conducted annually. Lockdown drills will also be conducted throughout the year. All exercises should be taken seriously.

## FLAG DISPLAY AND PLEDGE OF ALLEGIANCE

The Board of Education believes that patriotism is an essential element of citizenship; therefore, display of the United States and North Carolina flags is required in each classroom. Each school principal should take steps to achieve the goal of displaying the United States and North Carolina flags in all classrooms. In addition, each principal shall schedule, on a daily basis, an opportunity for students to recite the Pledge or Oath of Allegiance. (This policy shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance.)

(KCS Board Policy 5022)

## GRADING SCALE

Percentage grades will be shown at report periods. As part of a new state law, grades convert to letter grades on a ten-point scale as follows:

A (4 Quality Points)	90-100
B (3 Quality Points)	80-89
C (2 Quality Points)	70-79
D (1 Quality Point)	60-69
F (0 Quality Points)	59 and below

For the purpose of determining grade point averages, honors and advanced placement courses (AP) are given additional weight.

+1.0 - AP Courses

+0.5 - Honors, Foreign Language Years III and IV, college transfer courses, and level 5 math courses.

## GRADUATION PROJECT

All students will be required to complete a graduation project during their senior year in order to graduate from Kannapolis City Schools.

As seniors, students will be expected to choose a topic about which they know little or nothing. This "learning stretch" will culminate in a final Graduation Project consisting of two components described below. The Graduation Project is designed to be a valuable tool that will demonstrate student mastery in the areas of knowledge, communication, problem solving, and responsibility as well as benefit students as they move beyond high school.

### Graduation Project Components:

- Paper: 7-10 page research paper on topic of student choice with 7-10 cited sources. This part of the project will be completed during your Junior year.
- Presentation: 7-10 minute presentation on Graduation Project process to a panel made up of school staff and community members

Both parts of the Graduation Project must be completed and passed in order for students to graduate.

## HALL PASSES

All students must have an official visible pass in order to be out of class at all times, other than change of class time. It is the student's responsibility to obtain a pass from the teacher.

## **HIGH SCHOOL EXIT STANDARDS**

### **Future-Ready Core Course of Study**

- All Freshman entering high school in fall 2013 will participate in the required Core Course of study, known as Future-Ready Core (21 units).
- Two courses of study: Future-Ready and Occupational course of Study (OCS).
- SBE policy HSP-N-004 (approved Sept. 2008)

The Core (21 units)

4 credits of English

4 credits of Mathematics

4 credits of Social Studies

3 credits of Science

1 credit of Health/Physical Education

6 Elective credits (required)

2 credits from CTE, Arts, or Second Language

4 credits Concentration (recommend)

CPR Certification

(KCS Board Policy 5540)

### **HONORS DESIGNATION:**

All graduates of A.L. Brown have an opportunity to earn honors designation. This distinction is determined through individual Final Cumulative Weighted Grade Point Average. Variables such as the grade earned in a class, quality points associated with the classes taken and total number of classes that a student completes determines total Final Cumulative Weighted Grade Point Average. Honor stoles are based on the following Final Cumulative Weighted GPA levels:

Cum laude	3.700 - 4.099
Magna cum laude	4.1 - 4.499
Summa cum laude	4.5 and above

### **INTERNET ACCESS**

The Kannapolis City Board of Education provides Internet access with the belief that the Internet offers vast, diverse, and unique educational resources. It provides access to many tools and resources that are only available on the Internet such as primary documents and artifacts, up-to-date information, virtual field trips, and scientific simulations. Using the Internet in a responsible manner is a skill that students will use throughout their lives.

(KCS Board Policy 5450 & 5451)

### **INTERNET USE**

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 and Media/Web Publication Release forms are two components 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 he or she will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, the student 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. More information regarding this policy is listed at the end of the official AL Brown Student Handbook.

(KCS Board Policy 5450)

## **INTERSCHOLASTIC ATHLETICS**

The Board of Education supports the concept of interscholastic athletics for students in grades 7-12. All activities will be conducted in accordance with State Board of Education policies and the North Carolina High School Athletic Association rules and regulations.

(KCS Board Policy 5204)

## **ATHLETIC ELIGIBILITY**

### Eligibility Guidelines

- Students must be eligible under the guidelines of the Kannapolis City Schools Extracurricular Policy.
- Students must pass three of the four block classes per term.
- Starting 2016-2017, all athletes entering the ninth grade must maintain a 2.0 overall grade point average (GPA). At the end of quarter, if a student-athlete does not have a 2.0, he/she is put on probation. During probation, the student may be required to bring weekly progress reports to the coach and should take responsibility for finding a tutor to help with academic progress. If at the end of the semester a student-athlete does not have a 2.0 overall GPA or higher, he/she is no longer eligible until the following semester and only then if the GPA requirement has been met.
- Students must be assigned to their present school in accordance with the provision of the North Carolina Pupil Assignment Act (GS 115-176). A student must live with their parents or guardian inside the Kannapolis attendance zone (exceptions must be approved by the principal and the North Carolina High School Athletic Association).
- Students cannot be in their ninth semester in school or reach their 19<sup>th</sup> birthday before August 31<sup>st</sup> of the present school year.
- A student must have received a medical examination by a physician.

## **JOINT ENROLLMENT OF STUDENTS**

The primary purpose of this policy is to allow carefully selected high school students to enroll concurrently in the high school and a community college or technical institute. It is designed to make available to students on an individual basis instructional programs which are not available to them in their respective school.

(KCS Board Policy 5800 & 5810)

## **MEDIA CENTER**

Media specialists are available to assist students with the use of materials in the center. Students must obey library etiquette and display a respect for fellow students. Failure to observe library rules will result in the loss of library privileges.

Overdue books are assessed fines of \$.05 per day.

## **LAPTOPS**

Kannapolis City Schools provides all students' access to the Internet, network resources as well as computers, as a means to promote achievement and prepare students to be literate, responsible citizens in a global economy. This policy provides guidelines and information about the limitations that the school imposes on the use of these resources. In addition to this policy, the use of any school computer, including netbook computers, also requires students to abide by the KCS Technology Use Guidelines as stated in the Student Netbook Handbook. Additional rules may be added as necessary and will become a part of this policy.

(KCS School Board Policy 5453)

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society represents the highest academic honor and trust that can be bestowed upon a student in high school. The National Honor Society recognizes students with outstanding Scholarship, Leadership, Citizenship, Service and Character. Membership in the society indicates the student has attained and is demonstrating and promoting all of these qualities, and is exerting an effort to improve conditions in the school and community.

In order for a student to be considered for induction into the National Honor Society he/she must:

- Be a junior or senior, and been in attendance at A.L. Brown for at least one semester prior to the beginning of the selection process.
- Have a weighted cumulative grade point average of 3.5 or above.
- Must meet the qualifications of leadership, citizenship, service and character to be eligible for membership. School and community involvement is a key factor in eligibility.

- Have a clean disciplinary record from the beginning of 9<sup>th</sup> grade. Any out-of-school suspension for any reason will render a student ineligible for consideration. ISS assignments will not mean automatic refusal, but the Faculty Council will take it into consideration when assessing character.

All students who meet the weighted GPA of 3.5 or above will receive a letter informing them they have met the necessary grade requirement to be officially invited to apply for membership into the A.L. Brown Athenian Chapter of the NHS. Instructions and deadlines must be followed to the letter in order for the Faculty Council to consider a candidate. Teacher input is solicited so the Faculty Council can get a clear picture of the candidate's character.

Once inducted, all members are expected to maintain the standards upon which they were inducted. Poor attendance at meetings, failure to participate in NHS activities and service projects, or any type of disciplinary action can result in action by the Faculty Council that may include warnings, probation or dismissal. Likewise, any student whose GPA drops below the required 3.5 level is placed on probation for one semester. If the GPA does not recover in value after the semester's probation, the member will be dismissed. Once dismissed, a person may not be reinstated.

The goal of the A.L. Brown Athenian Chapter of the National Honor Society is to provide our members with the opportunity to display the highest quality of scholarship, leadership, service, and character.

## **NATIONAL TECHNICAL HONOR SOCIETY**

National Technical Honor Society is to reward student achievement and leadership and provide business and industry with a continuous stream of talented, highly skilled future employees.

Student standards are as follows:

- Overall GPA of 3.0 unweighted
- Overall GPA of 3.25 unweighted in Career-Technical courses
- Completed a minimum of 3 Career-Technical courses in a career pathway
- One recommendation from Career-Technical teacher
- No current 365 rule violation

## **NURSE**

The school nurse is located on the 2<sup>nd</sup> floor of the main building. Students who have ongoing health concerns or need to take medications during the school day need to make arrangements with the nurse. Students who need to see the nurse during the school day must get a pass from their classroom teacher in order to do so.

## PARKING LOTS

Parking on school property is a privilege. A student who intends to drive a vehicle to school must obtain a permit (\$25.00) from the resource officer. The permit is to be placed on the back window on the driver's side of your car. Students must observe the 10 mph speed limit while on campus.

Cars should not be parked on a curb, unmarked space, horseshoe in center of campus, visitor's space, or a space reserved for staff. Parking lots are off limits during the school day unless written permission is obtained from the administration. Students must leave cars immediately upon arrival to school. Students who fail to comply with these policies will serve the following:

First offense: ASD

Second offense: ISS

Third offense: Parking privileges revoked

## PROM EXPECTATIONS

All A. L. Brown students attending prom must be approved by the administration. Any student suspended for three or more days (365 list) will not be permitted to attend prom. A. L. Brown students may bring a guest not enrolled at A. L. Brown High School. All outside guests must be approved by the administration, be high-school aged but not exceeding 20 years of age, and abide by the same rules of conduct as A. L. Brown students. All rules, policies, and dress codes apply to prom attendance in addition to the following:

- Dresses with sheer panels are prohibited.
- Dresses with any cutout sections are prohibited.
- Two piece dresses are prohibited.
- Gowns revealing midriffs are prohibited.
- Slits for dresses must be **below** mid-thigh, close to the knee.
- Plunging backs or backless dresses are prohibited. Open back dresses are acceptable provided that bodice (top portion of the dress back) meets the middle of the back.
- Strapless dresses are permitted. The bodice (top portion of the dress front) needs to cover the chest area. Plunging necklines are prohibited.
- Tuxedo shirts must be buttoned.
- Any head coverings other than top hats are prohibited.
- Flip-flops are prohibited.

Prom is a formal, elegant event that should be treated with respect and dignity. All attire must be appropriate and in good taste. If in doubt, see the administration or one of the Prom Committee staff members.

## PROMOTION STANDARDS AND GRADE-LEVEL CLASSIFICATION

- Students entering grade 9 must have completed middle school requirements.
- Students entering grade 10 must have completed a minimum of 6 credits.
- Students entering grade 11 must have completed a minimum of 12 credits.
- Students entering grade 12 must have completed a minimum of 19 credits.

## **REPORT CARDS AND PROGRESS REPORTS**

- Report cards will be issued every 9 weeks.
- Staff will send progress reports every 3 weeks.
- Grades for each grading period count 40%.
- Final Exams count 20% per N.C. Policy.
- Incomplete grades ("INC") must be corrected no later than 10 school days from the end of each term.

## **SALE OF PRODUCTS OF VOCATIONAL EDUCATION PROGRAMS**

All services, properties and products generated through vocational education programs, including project houses, may be sold or disposed of through policy

(KCS Board Policy 7600)

## **SCHEDULE CHANGES/REVISIONS**

Schedule changes are discouraged once a term begins with the exception of the following:.

- Any student-initiated request for a schedule change after the first day of class must have administrative approval. Decisions will be made on a case-by-case basis.
- Students will not receive schedule changes and cannot drop a course after the 10th day without medical documentation, per the NC Department of Public Instruction.

## **SUMMER SCHOOL**

Students are encouraged to remain focused on their academic responsibilities and progress toward graduation. Summer School may be offered as needed by Kannapolis City Schools.

## **TESTING**

### **NORTH CAROLINA END-OF-COURSE TESTS**

(EOC) are administered in Math I, English II, and Biology. State mandated Final Exams are also given in most of the other core classes, as well as many Career-Technical Education (CTE) courses. These test results enable students, parents, and teachers to know the extent to which students have mastered expected knowledge and skills. These final exams comprise 20 percent of the final grade.

All students enrolled in these courses are required to take the state mandated final exam regardless of attendance status.

ALL Students enrolled in a Credit Recovery EOC course MUST take the EOC within 30 days of completion of the course.

## **PRELIMINARY SCHOLASTIC APTITUDE TEST - PSAT**

The PSAT is administered nationally one school day in October of each year. All juniors who are potentially 4-year college bound and who have math background through at least Geometry will be automatically scheduled to take this exam. Scores are placed in competition for National Merit Scholarships and are used locally to help students determine their college placement test selection.

## **ARMED SERVICES VOCATIONAL APTITUDE BATTERY - ASVAB**

The ASVAB is a well-constructed aptitude test that has been developed by the military. It is not, however, used as a recruitment tool, nor is it targeted specifically at students considering military service. Interpretation materials are provided for students when scores arrive.

## **ADVANCED PLACEMENT TESTING - AP**

Advanced Placement (AP) exams are offered in the spring of each year. Students who attain a designated score on these exams have the possibility of acquiring college credit for the course. All students who register for AP courses are encouraged to pay for and take the AP exam in the spring. The cost for the test is \$86.00 (subject to change by College Board). Parents are encouraged to attend an AP Night during registration.

## **TRANSCRIPTS**

Students who are currently enrolled may request transcripts in guidance for no charge.

- Former students have to request a transcript online as of June 1, 2012.

## **TRIPS**

School trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom. To the extent that a trip provides an effective means for accomplishing the objectives of the curriculum and that disruption of other classes is kept to a minimum, it may be approved. Criteria for assessing the advisability of a proposed trip should include the extent to which other instructional programs are disrupted, the amount of school time lost, the appropriateness of the trip for the grade level and subject, and what additional demands are placed upon student time in order to raise funds to finance the trip.

(KCS Board Policy 4530)

## **UNIFORM DRESS CODE**

A safe and disciplined learning environment is essential to maximize student achievement and to ensure that students reach their full potential.

*The Kannapolis City Board of Education believes that a school uniform dress code is a positive and cost-effective way to create a more unified, positive, and safe school climate focused more strongly*

*on the learning process. 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. It is the responsibility of the school principal to communicate the information contained in this policy so that students and parents are able to comply with the school uniform dress code requirements. (KCS Board Policy 6050).*

\* A Wonder Friendly Version of the Dress Code is found in the Appendix. The full details of KCS Board Policy 6050 can be found on the KCS website.

## **WONDER CAREER CENTER COURSES**

Certain students taking specific Career and Technical Education courses will need to travel to the Wonder Career Center across the street. Bus transportation will be provided for these students every day and they are expected to use the transportation to get back-and-forth to these classes.

The only exception to this are students who have an early dismissal or late arrival immediately after or before, respectively, their Wonder Career Center courses. These students may transport themselves to the Wonder Career Center.

## **VISITORS**

All visitors must report to the office to sign in through the Lobby Guard Station at the front desk and be directed to an appropriate place. Students are reminded that small children should not be brought to campus during school hours.

# RELEASE OF STUDENT DIRECTORY INFO.

6321 R&P  
R & P

Release of Student Directory Information

6 3 2 1

## Concerning Students RELEASE OF STUDENT DIRECTORY INFORMATION

Letter to Parents:

We like to brag on our students in Kannapolis City Schools. If your child makes the honor roll, participates in a great event at school, or earns important recognition, we like to share that information with local media, on our website, or on Kannapolis City Schools' social media pages. We also like to publish students' pictures in our yearbooks.

Our school board policy says that we may publish basic information about each student. While the definition of Directory Information includes: student's name, photograph, degrees and awards received, address, parents' / guardians' names, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and the most recent previous educational agency or institution attended by the student, we typically only use pictures and names in our yearbooks, athletic programs, website, and social media pages as a way to share the wonderful activities that happen in our schools.

As a parent or guardian, you may notify Kannapolis City Schools if you do not want your child's directory information released without your permission. You must send a written notification to the Superintendent's office within ten (10) days of receiving this document. Please tell us which parts of your child's directory information you do not want released without your permission.

Thank you, and have a great school year!

Legal Reference for Board Policy 6321 (Release of Directory Information Concerning Students):  
Family Education Rights and Privacy Act, 20 U.S.C. §

1232g

Adopted: August 25, 1993

Revised: November 23, 1998

6321 R&P  
& P

Liberación de Información Del Directorio Estudiantil

6321 R

Con Respecto a Los Estudiantes  
LIBERACIÓN DE INFORMACIÓN DEL DIRECTORIO ESTUDIANTIL

Carta A Los Padres Nos gusta presumir de nuestros estudiantes en Las Escuelas de Kannapolis. Si su niño/a hace la lista de honor, participa en un gran evento en la escuela, o gana un importante reconocimiento, nos gusta compartir esa información con los medios de comunicaciones locales, en nuestro sitio web, o en las páginas de medios sociales de las Escuelas de Kannapolis City. También nos gusta publicar fotos de alumnos en nuestros anuarios escolares.

Nuestra Junta Educativa dice que se puede publicar información básica acerca de cada alumno. Mientras que la definición de la información del directorio incluye: nombre del alumno, fotografías, grados y premios recibidos, dirección, nombres de padres / tutores, fecha y lugar de nacimiento, campo principal de estudio, participación en actividades y deportes reconocidos oficialmente, peso y altura de los miembros de los equipos atléticos, fechas de asistencia y la más reciente agencia o institución educativa que asistió el estudiante , por lo general utilizamos solamente fotos y nombres en nuestros anuarios escolares, programas atléticos, sitio web y páginas de redes sociales como una forma de compartir las maravillosas actividades que suceden en nuestras escuelas.

Como un padre o tutor, usted puede notificar a escuelas de la ciudad de Kannapolis si usted no desea que el directorio de información de su niño/a sea liberado sin su permiso. Usted debe enviar una notificación por escrito a la oficina del Superintendente diez (10) días después de recibir este documento. Por favor díganos qué partes de la información del directorio de su niño/a no desea publicado sin su permiso. ! Muchas gracias y esperamos que tengan un gran año escolar!

Legal Reference for Board Policy 6321 (Release of Directory Information Concerning Students):  
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g Adopted: August 25, 1993 Revised:  
November 23, 1998

# STUDENT CODE OF CONDUCT

## **KCS BOE POLICY 6401 READS, IN PART:**

All students in the Kannapolis City Schools shall comply with this policy and all other rules and regulations governing behavior and conduct. These Rules of Student Conduct shall 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 part of any school activity as well as at any bus stop;
- (3) Any student during any school function, activity, or event;
- (4) Any student at any time when he 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.

Violation of Board policies, rules or regulations, these Rules of Student Conduct, codes or regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspension or expulsion of the student from the Kannapolis City Public School System pursuant to Board policies. During the period of time that a student is suspended or expelled, he or she is prohibited from entering the grounds of any school in the Kannapolis City School System and from attending any school-related functions without express permission of the school principal. During any expulsion, the expelled student is not considered a student of the local board of education.

Student misconduct not covered by the Rules of Student Conduct shall be dealt with by the principals or their designee as appropriate. Principals are authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered in the following sections. Student shall be informed by local school rules or local school officials of any infractions not listed in these Rules of Student Conduct that might result in out-of-school suspension or expulsion.

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 contained in each school Code for each offense when, in their 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 is recommended in the Code for violations of a single Code section.

## A. L. BROWN HIGH SCHOOL DISCIPLINARY CONSEQUENCES MATRIX - 6501R

**ASD = AFTER SCHOOL DETENTION**

**ISS = IN-SCHOOL SUSPENSION**

**OSS = OUT OF SCHOOL SUSPENSION**

**LTS = LONG-TERM SUSPENSION**

### LEVEL I: MINOR OFFENSES

<b>BUS MISBEHAVIOR</b>	<p>Disruption to the safe environment of the school bus, distracting the driver, or failing to adhere to a driver or school official's reasonable request.</p> <p>Major infractions, such as a fight on the bus, will not be coded and treated as bus misbehavior; it will be treated as the actual offense, such as a fight.</p>
<b>BEING IN AN UNAUTHORIZED AREA</b>	Not the same as walking out - this is for students being encountered in areas they are not permitted without express permission or accompaniment by school officials.
<b>CUTTING CLASS</b>	Missing unexcused for more than 15 consecutive minutes of any given class period, including ISS.
<b>DISRUPTIVE BEHAVIOR</b>	Verbal, written, or physical behavior that interferes with the teaching, learning, or safety of the classroom environment.
<b>DRESS CODE VIOLATION</b>	Student attire does not conform to student dress code.
<b>EXCESSIVE DISPLAY OF AFFECTION</b>	Excessive hugging/kissing.
<b>EXCESSIVE TARDINESS</b>	Document the 3rd tardy and beyond in Educators Handbook. Number accordingly.
<b>FALSIFICATION OF INFORMATION</b>	Intentionally providing false phone numbers for home contact; intentionally deceiving school officials; intentionally providing inaccurate information on school documents.
<b>FOOD AND BEVERAGES</b>	A student will not eat in unauthorized areas of the school.
<b>HONOR CODE VIOLATION</b>	Plagiarism, cheating, and other violations of the A. L. Brown honor code.
<b>HORSEPLAY</b>	Students will not engage in rough, noisy play or pranks (Wrestling, boxing, etc.)
<b>INAPPROPRIATE LANGUAGE/ DISRESPECT</b>	<p><b>NOT for student-to-staff behavior.</b> Use "disrespect to faculty/staff" for student to staff behavior.</p> <p>Minor: continued/repeated inappropriate language and comments that causes a disruption to the learning environment. Not profanity.</p> <p>Major: profanity directed at another student, name calling based on gender, race, sexuality, ethnicity that causes a disruption to the learning environment.</p>

<b>LATE TO CLASS - MINOR INCIDENT ONLY</b>	<b>DO NOT use this item for referrals.</b> This item is to be used for documenting 1st, 2nd , and 3rd tardies. A student is tardy when arriving to class after the bell but before the first 15 minutes have concluded.
<b>LEAVING SCHOOL WITHOUT PERMISSION</b>	Walking off school property without permission during the school day, including if they return during the same school day.
<b>LITTERING</b>	A student will use the trashcan to discard unwanted items.
<b>MISUSE OF TECHNOLOGY (MINOR)</b>	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the Internet.
<b>OTHER: FAILURE TO REPORT TO ASD</b>	Missing after-school detention without permission to reschedule.
<b>SKIPPING SCHOOL</b>	Failure to report to school for an entire school day without an approved excuse.

## **LEVEL II: INTERMEDIATE OFFENSES**

<b>AGGRESSIVE BEHAVIOR</b>	Any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school sponsored function, or on a school bus, and 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 environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. --The School Violence Prevention Act passed in 2009 (Session Law 212) See Board Policies 6401 & 6414
<b>DISRESPECT TO FACULTY/STAFF</b>	Use of derogatory or offensive language towards a KCS staff or faculty member. Use of profane or inappropriate gestures.
<b>DISRUPTIONS WHILE ASSIGNED TO ISS</b>	Students will behave in a positive manner while assigned to ISS.
<b>GAMBLING</b>	A student will not play games of skill or chance for money or property.
<b>HARRASSMENT - VERBAL (NOT PREJUDICED)</b>	Behavior that demeans, humiliates or embarrasses a person.
<b>INSUBORDINATION</b>	Not following the directives of a staff member or not following school policies that have been specifically outlined.
<b>LEAVING CLASS WITHOUT PERMISSION</b>	Walking out of class without permission and not returning.
<b>OTHER SCHOOL-DEFINED OFFENSE</b>	Aiding a fight; filming a fight and publishing it to social media; filming a fight with intent to publish on social media

<b>PROPERTY DAMAGE</b>	<p>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.</p> <p>Defacing Walls, Mirrors, Desks, Lockers, Computers or Any Other School Items</p> <p>Damaging Another Person’s Property: Including but not limited to clothing, class projects, automobiles, etc.</p> <p>Graffiti: Willful or malicious defacing of public or private property.</p>
<b>THREATENING STATEMENTS</b>	<p>Any threat to do physical harm to another person. Threats may be communicated verbally or in writing, including on social media.</p>
<b>TRESPASSING AT ANY SCHOOL</b>	<p>Students will not make unauthorized visits to other schools. This could also result in a criminal charge.</p>

**LEVEL III: MAJOR OFFENSES**

<b>AIDING AND ABETTING A FIGHT</b>	<p>Students will not participate in or assist in causing a fight verbally or physically. Students who have knowledge that a fight has been planned have a responsibility to report that information to a staff member.</p>
<b>ASSAULT ON A STUDENT</b>	<p>Committing an act of physical violence against another person.</p>
<b>BULLYING</b>	<p><a href="#">See Board Policy 6414</a></p>
<b>CONTROLLED SUBSTANCE (POSSESSION/ UNDER THE INFLUENCE)</b>	<p>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.</p> <p>All substance abuse violations must be referred to the Student Assistance Program. The student involved in the violation is subject to a 10-day Out-of-School Suspension and mandatory assessment by a certified substance abuse agency at the student’s/parent’s expense.</p> <p>During the 10-day Out-of-School Suspension, the student must schedule and complete the initial assessment. Failure to follow through with the mandatory assessment and recommendation(s) from the assessment may result in a recommendation to the Alternative Program for student.</p>

<b>CONTROLLED SUBSTANCE (SALE, DISTRIBUTION, OR EVIDENCE OF INTENT)</b>	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.
<b>CYBER-BULLYING</b>	Behavior fitting the above pattern of bullying abuse committed through the use of technology/ social media.
<b>DISCRIMINATION</b>	<a href="#">See Board Policy 6414</a>
<b>EXTORTION</b>	Taking others' property through coercion, threats, or intimidation.
<b>FALSE FIRE ALARM</b>	
<b>FIGHTING</b>	Participating in reciprocal physical violence. *For filming/ aiding a fight, use "other school-defined offense"
<b>GANG ACTIVITY</b>	<a href="#">See Board Policy 6401</a>
<b>HARASSMENT - DISABILITY HARASSMENT - RACIAL HARASSMENT - RELIGIOUS AFFILIATION HARASSMENT - SEXUAL HARASSMENT - SEXUAL ORIENTATION HARASSMENT</b>	<a href="#">See Board Policy 6414</a>
<b>HAZING</b>	<a href="#">See Board Policy 6401</a>
<b>INAPPROPRIATE ITEMS ON SCHOOL PROPERTY</b>	Any inappropriate item not considered a weapon or drug but potentially distracting, disruptive, or dangerous to the learning environment as designated by school administration.
<b>MISUSE OF TECHNOLOGY (MAJOR)</b>	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the Internet.
<b>MUTUAL SEXUAL CONTACT BETWEEN TWO STUDENTS</b>	Sex, oral sex, or any sexual act that would not simply be covered under the "excessive display of affection" offense.

**POSSESSION OF  
DRUG  
PARAPHERNALIA**

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.

All substance abuse violations must be referred to the Student Assistance Program. The student involved in the violation is subject to a 10-day Out-of-School Suspension and mandatory assessment by a certified substance abuse agency at the student's/parent's expense.

During the 10-day Out-of-School Suspension, the student must schedule and complete the initial assessment. Failure to follow through with the mandatory assessment and recommendation(s) from the assessment may result in a recommendation to the Alternative Program for student.

**REFUSAL TO COMPLY  
WITH A REASONABLE  
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 Student Code of Conduct.

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

Search of a Vehicle: A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege in addition to other applicable disciplinary action.

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.

**ROBBERY WITHOUT A  
WEAPON**

[See Board Policy 6401](#)

<b>THEFT</b>	<p>"A student will not steal or possess stolen property or participate in a plan with others to do so.</p> <p>School Property: Unlawful taking and/or carrying away property belonging to Kannapolis City Schools.</p> <p>Staff Property: Unlawfully taking and/or carrying away property belonging to a staff member.</p> <p>Student Property: Unlawfully taking and/or carrying away property belonging to another student.</p> <p>Student Locker: Removing any property from a locker other than the locker assigned.</p> <p>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."</p>
<b>THREAT OF PHYSICAL ATTACK WITH A WEAPON/FIREARM</b>	<p>Any threat to do physical harm to another person. Threats that include the use of weapons must be documented as such. Threats may be communicated verbally or in writing, including on social media.</p>
<b>THREATENING A STAFF MEMBER</b>	<p>A student will not threaten another student, adult, or staff member.</p>
<b>TOBACCO USE AND/OR POSSESSION</b>	<p>A student will not possess or use tobacco products on school premises. This rule will also apply to vapes and vape juice. The school will test vape juice found in vapes or other packaging to determine whether any "controlled substances" are present. If so, administration will follow the "under the influence of a controlled substance" policy.</p>
<b>UNLAWFULLY SETTING A FIRE (GS 14-277)</b>	<p>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.</p>
<b>USE OF COUNTERFEIT ITEMS</b>	<p>Use of counterfeit money or other attempts at fraud.</p>

**LEVEL IV: REPORTABLE OFFENSES**

<b>ASSAULT RESULTING IN SERIOUS PERSONAL INJURY</b>	<p>An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results in prolonged hospitalization.</p> <p>If an offender used a weapon in an assault resulting in serious injury, report both Assault Resulting in Serious Injury and Assault Involving Use of a Weapon.</p>
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**ASSAULT INVOLVING THE USE OF A WEAPON**

An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm through the use of one of the following: (1) any gun, rifle, pistol, or other firearm, (2) BB gun, (3) stun gun, (4) air rifle, (5) air pistol, (6) bowie knife, (7) dirk, (8) dagger, (9) slingshot, (10) leaded cane, (11) switchblade knife, (12) blackjack, (13) metallic knuckles, (14) razors and razor blades, (15) fireworks, or (16) any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

If a firearm or other weapon is used in the commission of any offense, the type of weapon must be identified in the Weapon Used/Possessed column of the Date Collection Form.

**ASSAULT ON SCHOOL OFFICIALS, EMPLOYEES, AND VOLUNTEERS**

An intentional offer or attempt by force or violence to do injury to a school official, employee, or volunteer that causes reasonable apprehension of immediate bodily harm while the school official, employee, or volunteer is discharging or attempting to discharge his/her duties.

The "duties" of a school official, employee, or volunteer include the following: (1) all activities on school property, (2) all activities during a school authorized event or the accompanying of students to or from that event, and (3) all activities relating to the operation of school transportation.

An "employee" includes (1) one who is employed by a local board of education, (2) one who is employed by a charter school, (3) one who is employed by a nonpublic school that operates under Part 1 or Part 2 of Article 39 of Chapter 115C of the General Statutes, or (4) an independent contractor if the independent contractor or employee of the independent contractor carries out duties customarily performed by employees of the school.

A "volunteer" is one who volunteers his/her services or presence at any school activity and is under the supervision of an employee.

This offense includes assaults on school personnel that do not involve the use of a weapon and do not result in apparent serious injury.

**MAKING BOMB THREATS, OR ENGAGING IN BOMB HOAXES**

A person who, with intent to perpetrate a hoax, conceals, places, or displays in or at a public building any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

A "public building" encompasses all educational property, as defined in G.S. 14-269.2, including: (1) any school building or bus, and (2) school campus, grounds, recreational area, athletic field, or other property owned, used, or operated, by any board of education or school board of trustees or directors for the administration of any school.

"Public buildings" also include: (1) hospitals, and (2) buildings that house only State, federal, or local government offices, or the offices of the State, federal, or local government located in a building that is not exclusively occupied by the State, federal, or local government.

This offense includes when a person communicates a bomb threat by any means.

<b>WILLFULLY BURNING A SCHOOL BUILDING</b>	A person who wantonly and willfully sets fire to, burns, causes to be burned, or aids, counsels, or procures the burning of any schoolhouse or building owned, leased, or used by any public school, private school, college, or educational institution.
<b>HOMICIDE</b>	A murder which is perpetrated by one of the following means: (1) nuclear, biological, or chemical weapon of mass destruction, (2) poison, (3) lying in wait, (4) imprisonment, (5) starving, (6) torture, (7) any other kind of willful, deliberate, and premeditated murder, (8) during the perpetration or attempted perpetration of an arson, rape, sex offense, robbery, kidnapping, burglary, or other felony committed or attempted with the use of a deadly weapon, (9) the unlawful distribution and ingestion by someone of opium or any other synthetic or natural salt, compound, derivative, or preparation of opium, cocaine, or methamphetamine resulting in death, or (10) all other types of murder.
<b>KIDNAPPING</b>	A person who unlawfully confines, restrains, or removes from one place to another, any other person 16 years of age or over without the consent of such person, or any other person under the age of 16 years old without the consent of a parent or legal guardian of such person, shall be guilty of kidnapping if such confinement, restraint, or removal is for the purposes of one of the following: (1) holding such other person for a ransom, as a hostage, or using such other person as a shield, (2) facilitating the commission of any felony or facilitating the flight of any person following the commission of a felony, (3) doing serious bodily harm to or terrorizing the person so confined, restrained, or removed by any other person, (4) holding such other person in involuntary servitude, (5) trafficking another person with the intent that the person be held in involuntary servitude or sexual servitude, or (6) subjecting or maintaining such other person for sexual servitude.
<b>UNLAWFUL, UNDERAGE SALES, PURCHASE, PROVISION, POSSESSION, OR CONSUMPTION OF ALCOHOLIC BEVERAGES</b>	<p>It shall be unlawful for a person younger than 21 years of age to possess, sell, give, or purchase any alcoholic beverages. It is also unlawful for any person to aid and abet a person under the age of 21 years old in his/her attempt to obtain an alcoholic beverage.</p> <p>An "alcoholic beverage" includes the following: (1) malt beverage, (2) fortified wine, (3) unfortified wine, (4) spirituous liquor, (5) mixed beverages, or (6) beer.</p>
<b>POSSESSION OF A CONTROLLED SUBSTANCE IN VIOLATION OF THE LAW</b>	<p>It is unlawful for a person to possess or have in his/her immediate control any of the following: Marijuana, Heroin, LSD, Methamphetamine, Cocaine, or any other drug listed in Schedules I - VI of the North Carolina Controlled Substances Act. (G.S. §90-89 through 90-94.)</p> <p>The unauthorized possession of a prescription drug is included under this offense. The principal should confer with law enforcement personnel if there is doubt as to whether or not a certain drug is considered a controlled substance.</p>

<p><b>POSSESSION OF A FIREARM</b></p>	<p>It is unlawful for any person to possess or carry any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school.</p> <p>This offense does not apply to a BB gun, stun gun, air rifle, or air pistol.</p> <p>Persons authorized to carry weapons on school property are individuals carrying a concealed handgun with a permit as authorized by Chapter 14, Article 54B of the NC General Statutes as amended by Session Law 2013-369, and law enforcement officers, firefighters, and emergency service personnel when discharging their official duties.</p>
<p><b>POSSESSION OF A WEAPON</b></p>	<p>It is unlawful for any person to possess or carry, whether openly or concealed, any of the following weapons on campus or other educational property: (1) any BB gun, (2) stun gun, (3) air rifle, (4) air pistol, (5) bowie knife, (6) dirk, (7) dagger, (8) slingshot, (9) leaded cane, (10) switchblade knife, (11) blackjack, (12) metallic knuckles, (13) razors and razor blades, (14) fireworks, or (15) any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, maintenance.</p> <p>"Educational Property" refers to any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.</p> <p>Persons authorized to carry weapons on school property are law enforcement officers, firefighters, and emergency service personnel when discharging their official duties.</p>
<p><b>RAPE</b></p>	<p>A person is guilty of rape if that person engages in vaginal intercourse with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.</p> <p>Statutory rape is vaginal intercourse committed on a child under the age of 16 by a person who is at least 12 years old and at least 4 years older than the victim, regardless of whether the victim consented.</p>
<p><b>ROBBERY WITH A DANGEROUS WEAPON</b></p>	<p>Any person or persons who, having in possession or with the use or threatened use of any firearms or other dangerous weapon, implement or means, whereby the life of a person is endangered or threatened, unlawfully takes or attempts to take personal property from another or from any place of business, residence, or banking institution or any other place where there is a person or persons in attendance, at any time, either day or night, or who aids or abets any such person or persons in the commission of such crime.</p>

**SEXUAL ASSAULT  
(NOT INVOLVING  
RAPE OR SEXUAL  
OFFENSE)**

A person is guilty of sexual battery if he/she, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

NCGS 14-27.1 defines "sexual contact" as touching the sexual organ, anus, breast, groin or buttocks of any person or a person touching another person with their own sexual organ, anus, breast, groin, or buttocks.

The difference between a sexual assault and a sexual offense is that the sexual assault involves forcible and intentional touching without penetration, and a sexual offense involves penetration of a sex organ or anus by any object, or touching another's mouth or anus by the male sex organ.

**SEXUAL OFFENSE**

First-degree sexual offense: A person is guilty of a sexual offense in the first degree if the person engages in a sexual act with (1) a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim, or (2) with another person by force and against the will of the other person, and (a) employs or displays a dangerous or deadly weapon or an article which the person reasonably believes to be a dangerous or deadly weapon, (b) inflicts serious personal injury upon the victim or another person, or (c) the person commits the offense aided and abetted by one or more other persons.

Sexual offense with a child (adult offender): A person is guilty of sexual offense with a child if the person is at least 18 years of age and engages in a sexual act with a victim who is a child and under the age of 13 years.

Second-degree sexual offense: A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person (1) by force and against the will of the other person, or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

Statutory rape or sexual offense of person who is 13, 14, or 15 years old: A person is guilty if he/she engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the person committing the act is at least six years older than the person, except when the person committing the act is lawfully married to the other person.

**TAKING INDECENT  
LIBERTIES WITH A  
MINOR**

A person is guilty of taking indecent liberties with a child if, being 16 years of age or more and at least five years older than the child in question, he/she either: (1) willfully takes or attempts to take any immoral, improper, or indecent liberties with any child of either sex under the age of 16 years for the purpose of arousing or gratifying sexual desire, or (2) willfully commits or attempts to commit any lewd or lascivious act upon or with the body or any part or member of the body of any child of either sex under the age of 16 years.

A "lewd and lascivious act" is defined as an act that is obscene, lustful, or indecent, or tending to deprave the morals with respect to sexual relations.

## **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 indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board's decision to expel such a student shall be based on clear and convincing evidence and shall be made in accordance with State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student. The Board has no duty to continue to provide special education or related services to a child with special needs who has been expelled pursuant to this policy. The decision of the Board under this policy is final, subject only to judicial review in accordance with Article 4 of Chapter 150b of the General Statutes.

Any student who has been expelled may request that the Board reconsider its decision at any time after the first July 1 that is at least six months after the expulsion decision. If the student demonstrates to the Board's satisfaction that his presence in school no longer constitutes a threat to the safety of other students or employees, the Board shall readmit the student and assign him to a school on a date the Board deems appropriate.

Legal Reference: GS 115C-47, -391

Date: June 17, 2002

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

## **STUDENT RESTRAINT / SECLUSION / ISOLATION**

Kannapolis City Schools believes that ensuring student safety for students 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 Public 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)

Notwithstanding any Board of Public Education policy, school personnel may use reasonable force, including corporal punishment, to control behavior or to remove a person from the scene in those situations when necessary:

- 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 of school property, in the classroom, or at a school related activity on or off school property (G.S. 115C-391(a))

Notwithstanding any other law, no officer or employee of the Board of Education shall be held liable for using reasonable force, including corporal punishment, 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's person's property (G.S. 115C-391.1(c)(1))

Physical restraint shall not be considered a 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 of 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. 115C-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 the 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 alone in an enclosed space from which the student is:

- Physically prevented from leaving by locking hardware or 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:
    - the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
    - 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
    - the confining space has been approved for such use by the local education agency;
    - the space is appropriately lighted, ventilated, and heater or cooled; and
    - the space is free of objects that unreasonably expose the student or others to harm.
- (G.S. 155C-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 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. 155C-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 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 restraint, 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 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 (Ref. F.S. 155C-105.47(b)(9))

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

- 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 or modifies the rules and procedures governing discipline under G.S. 115C-391(a). 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 of action against a local board of education, its agents or employees or to create a criminal offense.

# ANNUAL NOTICES

## **PARENT RIGHTS REGARDING STUDENT RECORDS**

An accurate cumulative record is maintained for every student enrolled in Kannapolis City Schools.

Access to student records and challenges thereto shall be allowed, in compliance with the Family Educational Rights and Privacy Act of 1974, as amended.

6311.1 Access to Records: Official North Carolina cumulative student folders containing records, files and data directly related to the student are accessible to all school officials who have a legitimate educational interest in seeing the records. A parent or guardian shall be allowed access to all records of his child upon proper request. A student who has attained his eighteenth birthday shall have access to his records upon proper request. This access will be provided at a time mutually agreeable to the parent/guardian or student and school official(s) and in no case longer than forty-five (45) days after the written request. For the purposes of interpreting and protecting the information in the records, the school principal or his designee must be present during the examination. The parent/guardian or student may receive a copy of the student's record upon written request and payment of a copy fee.

6311.2 Challenge of Records: A parent or guardian or student who has attained age eighteen shall have the right to challenge an item contained in the student record that is believed to be inaccurate or inappropriate. The principal shall examine a formal challenge of a student record item and make the initial response. Subsequently, if necessary, the parent/guardian or student who has attained age 18 may receive a hearing before a Student Records Committee appointed by the Superintendent, within 5 days of submitting a written request. The decision of the Student Records Committee may be appealed to the Superintendent.

Legal Reference: 20 U.S.C. 123g; G.S. 115C-47. -402

Adopted: August 25, 1993

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Federal law allows a school system to identify certain information as "directory information" which may be publicly released without permission of the parents. Kannapolis City Schools identifies this information as the following: name, address, parents or guardian's names, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended.

Any parent or eligible student who does not want this information released without consent must notify, in writing, the principal of the school where the records are kept within 15 days of the opening day of school in the fall semester. The objection must state what information the parent or

student does not want to be classified as directory information. If we do not receive your notice by that date, we will assume that you have no objection to release of such information.

We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. Therefore, most parents do not restrict the release of directory information.

We thank you for your cooperation.

## **DRIVER'S LICENSE REQUIREMENTS**

North Carolina has laws that encourage students to complete their high school education. If a student does not pass a sufficient number of courses or drops out of school before the age of 18, their driving permit or driver's license will be revoked. This law went into effect in 1988.

The law requires the following state agencies to work together to enforce this law: Department of Public Instruction, Division of Motor Vehicles (which controls driver licenses), the Division of Non-Public Schools, and the Community College System. All these agencies report student progress to the Department of Motor Vehicles.

### **Who Is Affected by These Laws?**

These laws cover all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes all students in public schools, private schools, federal schools, home schools and community colleges.

### **Are Any Students Not Affected by These Laws?**

Students who have received a high school diploma, a G.E.D., or an adult high school diploma issued by a community college are not affected.

### **What Is Required to Get a Driving Permit or License for the First Time?**

The Division of Motor Vehicles will NOT issue a driver's permit or license without a Driving Eligibility Certificate. To get this certificate, a student MUST bring the following: a certified copy of their birth certificate, the Driver Education class certificate, their Social Security card, and a parent to sign the Eligibility Certificate. Please note: Personnel at A.L. Brown High School do not have the authority to approve the Eligibility Certificate unless all of this information is present and correct, and there is a parent/guardian to sign the form.

### **How Many Courses Does a Student Have to Pass?**

Adequate academic progress is evaluated at the end of every semester. Students must pass 3 out of 4 courses each semester to be eligible to receive a Driving Eligibility Certificate or to keep the driving permit or license they already have. A.L. Brown High School is required by law to report to the DMV the names of students who do not pass 3 out of 4 courses or who drop out which will result in the revocation of the permit or license.

### **Lose Control Lose Your License Legislation**

Active July 1, 2000, students given an expulsion/suspension for more than 10 consecutive days for one of the three reasons listed below are subject of having their permit/license suspended for up to one calendar year: 1) The possession or sale of an alcoholic beverage or an illegal controlled substance on school property. 2) The possession or use on school property of a weapon or firearm that resulted in disciplinary action under O.S. 115C-392 (dl) or that could have resulted in that disciplinary action if the conduct had occurred in a public school. 3) The physical assault on a teacher or other personnel on school property. Students who are at least 14 years old or who are rising 8<sup>th</sup> graders are subject to this law. This law applies to all students, even those exempted under Dropout Prevention/Driver's License Legislation law that ends when a student turns 18 years old, the "Lose Control" law does not stop at age 18 years old nor does it stop when the student graduates. Students who may lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative educational setting or having successfully completed a school district approved drug or alcohol treatment counseling program.

# INTERNET ACCESS AND USE

## INTERNET ACCESS POLICY

5450

### INTERNET ACCESS

5450

The Kannapolis City Board of Education provides Internet access with the belief that the Internet offers vast, diverse, and unique educational resources. It provides access to many tools and resources that are only available on the Internet such as primary documents and artifacts, up-to-date information, virtual field trips, and scientific simulations. Using the Internet in a responsible manner is a skill that students will use throughout their lives.

The smooth operation of the network depends on the proper conduct of the end users. Accordingly, all users **must** adhere to strict guidelines. These guidelines are mandated by the Children's Internet Protection Act and are contained in Board policies 5451 Appropriate Internet Use, 5452 Student Internet Use, and 5453 Internet Use - Staff Responsibility. 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.

Kannapolis City Schools users will take full responsibility for their use of the Internet. However, the Kannapolis City Schools will take precautions to restrict access to questionable materials. All students will be provided a user ID and password to gain access to the Internet unless you send a written notification to the Superintendent's office, within 10 days of receipt of this letter, stating that you do not want your child to use the internet for educational purposes. Absent such written notification, it will be considered that you have granted permission for your child to use the internet, and that you and your child have consented to abide by all applicable internet use policies.

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

**Adopted: March 10, 1997**

**Revised: July 10, 2006**

## APPROPRIATE INTERNET USE

5451

### APPROPRIATE INTERNET USE

5451

All Kannapolis City Schools' users will observe the following guidelines regarding Internet use:

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 is prohibited, as is its use for political lobbying.

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.

Copyright Infringement - Users shall respect all copyright, trademark, and licensing agreements and laws, including seeking permission for use when required.

Use of email - Use of electronic mail (email) will be up to the discretion of the Superintendent and/or designee. Student email accounts are limited to collaborative projects through teacher-monitored email services such as gaggle.net.

Network Etiquette - Users are expected to abide by the following rules of network etiquette:

- Use appropriate language: Use of language which is vulgar, profane, or lewd is prohibited.
- Do not send messages which include insulting words or expressions which intend to injure or harass others.
- Do not give out personal information about yourself or others such as a home address, home phone number or a name.
- Do not use the network in such a way as to disrupt its use by other users.
- Note that email generated on the Kannapolis City Schools' network is the property of the Kannapolis City Schools. The Superintendent and/or designee have access to the KCS mailboxes at any time. Messages relating to or in support of illegal activities will be reported to the authorities.
- All communications and information located on the network should be assumed to be the property of the Kannapolis City Schools.

Access Protocol - To ensure accessibility of the system to all who wish to use it:

- KCS Internet services should be used primarily in support of educational purposes and conducting business for the Kannapolis City Schools. Using the Internet for personal shopping, web surfing, and gaming are not acceptable uses of the Internet at school and work.
- Real-time conference features such as talk, chat, and Internet Relay chat are not to be used without prior approval of the principal.

- Users are responsible for any and all transactions that take place under their user name 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 should log-off the network before physically leaving the computer.
- Perform a virus check on all downloaded files to avoid the spreading of viruses.
- Before attaching a laptop to the network that does not belong to the Kannapolis City Schools, the laptop must be scanned for viruses. A written request for approval must be made to the KCS Technology Department and the school technology specialist's signature must be obtained on the request.
- Intentionally bypassing filters to access inappropriate or high bandwidth sites that affect the overall network performance is strictly prohibited.

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.

Proper Citation - 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.

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

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

Adopted: March 10, 1997

Revised: July 10, 2006

## **MEDIA/WEB RELEASE**

The Media/Web Publication Release form gives parents the choice to decide whether student names and photos will be published on the school's website and on the local educational cable TV channel. When student work was traditionally displayed within the school building, it was viewable by a limited audience. Our web site offers an "open window" to events that are happening within the school walls and presents a unique opportunity for student activities to be showcased worldwide. Anything published locally on the school's web site can be viewed from anywhere on the Internet. Because of the worldwide audience and the increased local audience via the educational cable channel, we require parental permission to allow students name(s) or photo(s) to be published on the school web site and on the local educational cable channel. Student names will be listed in the format of first name, last initial only. No photo will be displayed with an identifying student name underneath the photo.

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

Adopted: March 10, 1997

Revised: July 10, 2006

# APPENDIX: DRESS CODE AND BYOD

## WONDER DRESS CODE

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.

### How do we dress for success?

Shirts and Blouses...

- Have collars, like polo shirts, turtlenecks, and button-down (oxford) shirts.
- Are of one solid color of white, gray, navy blue, or green.
- Should have long or short-sleeves
- May have a thumb size or smaller brand logo; school logo shirts may be worn, or shirts with the "Kannapolis K" may be worn.
- Are tucked in neatly or are no longer than the waistline.
- Cover the chest area and are buttoned

Pants, shorts, and skirts...

- May be shorts, cargo shorts, or pants, capri pants, skirts, or jumpers (Yoga, Leggings, Jeggings, or other form fitting attire are acceptable for outside of school activities but are NOT considered professional attire for A.L. Brown students.)
- Are one solid color (navy, black, or khaki) and made of a twill-like material, corduroy, or dress slacks (must have pockets or the fashion equivalent and no rivets)
- Should fit appropriately (Jeans, baggy pants, pants with holes or chains, spandex, and sweatpants are acceptable for activities outside of school but are not considered professional attire for A.L. Brown students.)
- Are worn at waist-level and are knee-length or longer
- Tights or other form fitting attire may be worn under approved bottom wear, but must be solid in color. Knee length rule of outer garments continues to apply.

Sweaters, Sweatshirts, and Undershirts...

- Should be a solid color limited to white, gray, navy blue, or green.
- That have any emblems, insignias, logos, or slogans, should only have a small thumb-sized brand logo or the "Kannapolis K".
- Should be waist-banded and worn at the waist
- \*Any type of shirt may be worn as undershirts as long as the collar/polo shirt is worn as the outer shirt and is one of the solid colors span or gray, black, or white. (The undershirt may not have a hood on it.)

Jackets/Hoodies

- Hooded jackets/sweatshirts should be taken off immediately after entering the building prior to the start of school.

- Hoods and hats are only to be worn outside the building and bus, and should be removed when entering the bus or school building.
- Non-hooded sweatshirts that have any emblems, insignias, logos, or slogans, should only have a small thumb-sized brand logo or the “Kannapolis K”.

#### Shoes

- Shoes should be professional and form fitting to the individual. Flip-flops and sandals are acceptable for activities outside of school but are not considered professional attire for A.L. Brown students.

#### Headwear

- Headwear, such as bandanas, rags, headbands, scarves, hats, and combs are not considered part of the A.L. Brown professional attire for A.L. Brown students.
- Weather related headgear and personal grooming devices may not be worn inside. Hair rollers with or without scarves are also not to be worn.

#### Jewelry

- Students should refrain from wearing large rings and/or expensive jewelry. No dental grills (jewelry worn as “fronts” on teeth) are allowed.
- Piercings may be worn in the ears only. No other body piercings jewelry may be worn.

## **KCS BYOD POLICY**

We trust that everyone will act appropriately with the privilege of BYOD.

The **B**ring **Y**our **O**wn **D**evice (BYOD) policy’s primary function is to support the educational program at ALBHS. The wireless access provided to student devices is designed to enhance the students’ educational experience and increase authentic student engagement in academic activities. Connecting personal devices to the wireless network of Kannapolis City Schools is a privilege, not a right.

ALBHS Wireless connection for students- “KCS\_BYOD”, using student login and password.

*ALBHS students are not required to bring their own technology.* Permission to bring and use privately owned technology is contingent upon adherence to this ALBHS BYOD Policy, the Kannapolis City Schools Technology Acceptable Use Policy (5451), and the KCS Harassment and Bullying Policy (3038, 4038, and 6414).

### **Acceptable Technology**

Students are allowed to bring the following electronic devices for use at school: laptops, netbooks, tablets (e.g., iPad, Google Nexus), e-readers (e.g., Kindle, Nook), smartphones (e.g., iPhone, Android), and audio players (e.g., iPod, SanDisk Sansa) for instructional purposes.

## **Unacceptable Technology**

Unacceptable electronic devices include, but are not limited to, the following: gaming devices (e.g., Nintendo 3DS, Handheld Playstation) radios, pagers, laser pointers, or any other similar devices.

## **Loss, Theft, or Damage of Privately Owned Technology**

Portable electronic devices are vulnerable to loss, theft, and damage. We highly encourage students and parents to engrave or permanently mark their devices with owner information. Students and parents must assume total responsibility for any privately owned technology they bring on campus. If a privately owned device is stolen, the victim must immediately report the incident to a school administrator and/or our school resource officer. Neither Kannapolis City Schools nor A. L. Brown High School will accept responsibility for any loss or stolen privately owned electronic device. ALBHS faculty and staff will not attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately owned technology.

## **The Role of ALBHS Faculty and Staff with BYOD**

- Teachers are solely in charge of students' use of technology within their classrooms. Student use of any technology within a 90-minute class or a school-sanctioned activity is governed by the teacher, coach, or staff member in charge.
- Administration, faculty, and staff at ALBHS may request at any time that students turn off their privately owned technology. Failure to do so will result in disciplinary action and possible revocation of BYOD privileges.
- The administration at A. L. Brown High School reserves the right to search a privately owned electronic device in accordance with the applicable laws and policies if there is reasonable suspicion that the student has violated any ALBHS or Kannapolis City Schools policy or procedure or engaged in any other misconduct while using the device.

## **The Role of Parents/Families with BYOD**

- To maintain quality instructional time, parents/families should not call students during the school day.
- Please call the main office to communicate with students.

## **Student Rules for BYOD**

Students ARE allowed to:

- Connect to ALB wireless access "KCS\_BYOD" using school username and password.
- Use their electronic devices inside the school building before the 7:45 bell and after the 2:45 bell.
- Use their electronic devices during class changes and during their assigned lunch period.
- Text, access the Internet, use school-appropriate applications/software, or work on an assignment.
- Use one earbud with audio that cannot be heard by others.

Students are NOT allowed to:

- Make or receive phone calls on their phones during the instructional day, including calls to or from family. Device sounds must be on "silent mode."

- Use headphones that cover the ears (e.g., Beats).
- Play music or sound at a level that can be heard by others (even if using an earbud).
- Do anything with their electronic devices at school that may cause a disturbance.
- Take pictures, videos, or audio recordings of others (staff, students, visitors, any other people) without permission of the person who is being recorded or photographed.
- Engage in any malicious or irresponsible use of the electronic device.

### **Additional Information**

- Streaming content from the Internet using personal technology is discouraged due to the bandwidth congestion it may cause. Be considerate of others.
- Students may NOT connect hard-wired to the KCS network.
- Students may NOT attempt to use any software, utilities, or other means to access Internet sites or content blocked by Kannapolis City Schools Internet filters.

### **Consequences**

Violation of district/school policies and/or local, state, or federal laws while using a privately owned electronic device on the Kannapolis City Schools wireless network or on school grounds will result in appropriate consequences. In accordance with Kannapolis City Schools Policy, legal action may be pursued when appropriate. School-level consequences include, but are not limited to, the following:

- In-school Suspension
- After-school Detention
- Confiscation of the electronic device
- Temporary loss of technology privileges
- Out-of-school suspension
- Permanent loss of technology privileges