

A. L. BROWN HIGH SCHOOL

STUDENT HANDBOOK

2023-2024



***HOME OF THE
WONDERS***

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**Updated policies will be colored in red for the new year.*

WELCOME LETTER

August 9, 2023

Wonders-

As we start a new year, I want to remind you that we are a **team** and in order for all of us to grow, we need to work **together**. We also need to embody the core values of A. L. Brown High School; **family, growth, inclusivity, integrity, and tradition** at all times. Life is not always easy and there are many ups and downs that each of us will go through this year. It is essential that we encourage each other to be the best version of ourselves, even in the toughest moments. If you need to talk through or need help navigating the rocky waters of life, remember that myself, the administrative team, and all of your Wonders staff are here to support you.

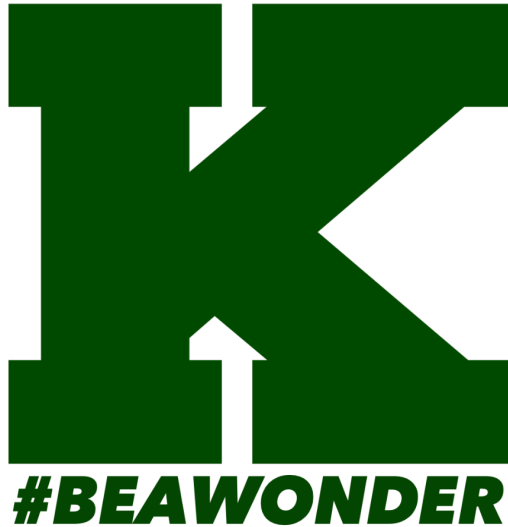
As you review the guidelines and rules set forth in this handbook and in the Kannapolis City Schools' BOE policies, keep in mind the words of Johann Wolfgang von Goethe; "Behavior is the mirror in which everyone shows their image." With each decision you make and each action you take, consider the image you are projecting. Play a positive role in your educational experience, take advantage of the opportunities provided for you and allow yourself to fulfill your potential. Adherence to the policies in this manual will make your high school years better in many ways!

I believe in each and every one of you. I wish you all the best for this year and for all the years to come! Go forth and #beaWonder!

Sara Newell

Dr. Sara Newell
Principal

INTRODUCTION



VISION

**TO CREATE A COMMUNITY WHERE ALL WONDERS VALUE THE
LIMITLESS IMPACT WE WILL HAVE ON OUR WORLD**

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 Martin Luther King Jr. Avenue
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

SCHOOL INSTAGRAM

KANNAPOLIS CITY SCHOOLS INFORMATION

VISION

Valuing, inspiring, and supporting all students.

MISSION

To promote an environment that ensures safety, community, equity, and growth.

STRATEGIES

- Culture
- Core Instruction
- Support and Interventions
- Multiple Measures of Student Success

[DISTRICT LEADERSHIP](#)

[BOARD OF EDUCATION AND POLICIES](#)

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.

[BOARD OF EDUCATION AND POLICIES](#)

Board Chair: Todd Adams
Board Vice Chair: Kevin Clark
Board Members: Kristina Cook, Brenda McCombs, Anita Parker

ADMINISTRATION

Dr. Sara Newell
Bret Butch
Johan Freeland
Mauricio Restrepo
Jessica Hannah
Belinda Rojo

Principal
9th Grade Assistant Principal
10th Grade Assistant Principal
11th Grade Assistant Principal
12th Grade Assistant Principal
Dean of Students

ADMINISTRATIVE SUPPORT

Empsy Thompson
Adrian Attaway
TBD
Jaxson Hale

Athletic Director
School Resource Officer
School Resource Officer
School Probation Officer

STUDENT SUPPORT

Brittany Dudley
Garrett Deal
Erin Messmer
Karen Raboin
Breena Ledbetter
Mallory Harris
Ashley Almond
Miranda Farmer
Allison Nicholson

School Counselor (9th Grade)
School Counselor (10th Grade)
School Counselor (11th Grade)
School Counselor (12th Grade)
Intervention Specialist
Instructional Management Coordinator
Special Populations Coordinator
Career Development Coordinator
School Nurse

MEDIA AND TECHNOLOGY STAFF

Katie Bogle
Susan Monteith
Stacy Giaccone
Ashley Credle

Media Coordinator
Media and Testing Coordinator
Technology Facilitator
Instructional Technology Assistant

CYBER CAMPUS

Tamara Moody
Gail Funderburke
William Jordan

Digital Learning Coordinator
Credit Recovery Support
Cyber Campus Teaching Assistant

SECRETARIAL STAFF

Victoria Giraldo
Helen Stroud
Kira Marlowe
Krista Shepherd
Julie David

Office Manager
Receptionist
PowerSchool Data Manager
Financial Secretary
Registrar

CUSTODIAL STAFF

Steve Belk
Alan Reid
John Barr
Frances Brown
Michael Garver
Larrin Granderson
Ernesto Gray
Mitchell Myers
Mitchell Hinson
Lisa Simmons
Timmy Teague
Terence White

Head Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian
Custodian

CAFETERIA MANAGER

Pam Hatfield
Jane Boulware
Susan Hudgens
Terri Lamb
Melissa Lynch
Katrina Moss
Beverly Williams

Cafeteria Manager
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff

STUDENT INFORMATION

BELL SCHEDULES

We will utilize the following schedules throughout the school year. Other schedules will be developed as needed and shared out in a timely manner so staff and students can prepare effectively for changes. **NOTE Wonder Time and Early Release schedule change.**

DAY 1 (TYPICALLY MONDAY)	DAY 2 (TYPICALLY TUESDAY)	DAY 3 (TYPICALLY WEDNESDAY)	DAY 4 (TYPICALLY THURSDAY)	DAY 5 (TYPICALLY FRIDAY)
1st BLOCK 7:45-9:08 SUPPORT BLOCK 9:14-9:44 2nd BLOCK 9:50-11:12 3rd BLOCK 11:18-1:16 1 st LUNCH 11:18-11:38 2 nd LUNCH 11:43-12:11 3 rd LUNCH 12:16-12:44 4 th LUNCH 12:49-1:16 4th BLOCK 1:22-2:45	1st BLOCK 7:45-9:08 2nd BLOCK 9:14-10:37 3rd BLOCK 10:43-12:41 1 st LUNCH 10:43 - 11:03 2 nd LUNCH 11:08 - 11:35 3 rd LUNCH 11:40 - 12:07 4 th LUNCH 12:12 - 12:41 4th BLOCK 12:47-2:10 SUPPORT BLOCK 2:15-2:45	1st BLOCK 7:45-9:08 2nd BLOCK 9:14-10:37 3rd BLOCK 10:43-12:41 1 st LUNCH 10:43 - 11:03 2 nd LUNCH 11:08 - 11:35 3 rd LUNCH 11:40 - 12:07 4 th LUNCH 12:12 - 12:41 SUPPORT BLOCK 12:46-1:16 4th BLOCK 1:22-2:45	1st BLOCK 7:45-9:08 2nd BLOCK 9:14-10:37 SUPPORT BLOCK 10:42-11:12 3rd BLOCK 11:18-1:16 1 st LUNCH 11:18-11:38 2 nd LUNCH 11:43-12:11 3 rd LUNCH 12:16-12:44 4 th LUNCH 12:49-1:16 4th BLOCK 1:22-2:45	1st BLOCK 7:45-9:08 WONDER TIME 9:14-9:44 2nd BLOCK 9:50-11:12 3rd BLOCK 11:18-1:16 1 st LUNCH 11:18-11:38 2 nd LUNCH 11:43-12:11 3 rd LUNCH 12:16-12:44 4 th LUNCH 12:49-1:16 4th BLOCK 1:22-2:45
EARLY RELEASE BELL SCHEDULE 1st BLOCK 7:45-8:35 2nd BLOCK 8:41-9:31 3rd BLOCK 9:37-10:27 4th BLOCK 10:33-11:45 ***NO SUPPORT BLOCK ON ER DAYS; LUNCH SERVED DURING 4TH BLOCK; DISMISSAL @ 11:45am***		WONDER TIME & SUPPORT BLOCK INFORMATION DURING WONDER TIME STUDENTS WILL COMPLETE ADVISORY ACTIVITIES AND RECEIVE IMPORTANT SCHOOL INFORMATION. DURING SUPPORT BLOCKS, SOME STUDENTS WILL BE PULLED BY TEACHERS ON PLANNING TO PROVIDE INTERVENTION IN THEIR DESIGNATED AREAS IN A SMALL GROUP SETTING. STUDENTS WHO ARE NOT PULLED BY THESE TEACHERS WILL REMAIN IN THEIR CLASSES AND WILL RECEIVE SUPPLEMENTAL INSTRUCTION AND/OR ENRICHMENT.		

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 who has been expelled or convicted of a felony. 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 1740/4010](#))

ANNOUNCEMENTS

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

Additionally, each morning we will have announcements about events for the week, shout-outs for the previous day, and other essential information. During all announcements, students are expected to listen carefully, as important, school-wide information is being shared during these times. We will also announce a moment of silence and recite the Pledge of Allegiance. Students are encouraged to join in the Pledge.

Students will be able to complete [this form](#) if they are interested in helping with the morning announcements. Dr. Newell will create a schedule of students helping with announcements and communicate with students about their assigned day.

ARRIVAL TO SCHOOL

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

All students arriving after 7:45 AM will be marked tardy. Students arriving after 7:45 AM but before 8:00 AM should go directly to class. Students who arrive to school after 8:00 AM must check-in through the main office of the school.

ATTENDANCE

Students who attend A.L. Brown High School must comply with the North Carolina Compulsory Attendance Law (GS 115C-379). (KCS Board Policy 1200).

The Kannapolis City Schools' Board of Education and staff at A. L. Brown High School believes that every day in the classroom is important. Thus, the following policy will be in effect:

- Students should not exceed eighteen absences in a course per term. On the nineteenth absence a student may lose credit for the class.
- Absences due to participation in school-sponsored and approved events are not to be included in the count for potential credit loss due to attendance.
- 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 19th absence, a student may force fail (FF) a course. It is the student's responsibility to appeal directly to the teacher of the course they are in jeopardy of force-failing if there are extenuating circumstances that should be considered regarding the student earning credit for the course.
- Parents will be notified prior to the initiation of the FF policy and steps will be followed to ensure all stakeholders are aware of the circumstances. An adequate plan for success for the student will be created, or an attempt to create such a plan will be made, with the help of the Intervention Specialist. This may include, but not be limited to, a referral to District Truancy Court.

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 1710/4021/7230](#). 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 may also take appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

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.

Please review the [Bus Discipline Matrix](#) [here](#).

CAFETERIA GUIDELINES

All A. L. Brown students are provided breakfast and lunch at no cost and are encouraged to eat in the cafeteria. Please, observe basic rules of etiquette.

Breakfast Details: Students will have the opportunity to get breakfast in the cafeteria from 7:15am to 7:45am. They will not remain in the cafeteria, but will be able to walk through the line to get food. All students will be allowed to eat breakfast in the classrooms. **Students who go to the cafeteria to get breakfast will have the opportunity to get an iced coffee with their breakfast. This year the iced coffee option will be a ready to drink cold brew product from Java House. Java House coffee will have a charge as the previous grant has concluded. Students and staff will be able to purchase Java House iced coffee for **TBD**.** Additionally, a breakfast cart will open at the columns between 7:35am and 7:45am for students who would like to get breakfast but arrive on campus closer to the start of first block time. Iced coffee will not be available at the breakfast cart. Second Chance Breakfast will be available for students that are tardy to school in the main hallway by the columns between first and second block.

Lunch Details Students will be assigned a lunch block based on their third block teacher. Students will be able to eat lunch in the cafeteria or the Media Center. Students are required to have a pass in order to eat lunch in the Media Center. If teachers choose to invite students into their classroom for lunch, students must 1. Have a pass signed by the teacher and 2. Throw their lunch trash away in the hallway trash can as those bags are stronger.

CHECK-IN, CHECK-OUT, LATE ARRIVAL AND EARLY DISMISSAL

Anytime a student checks into school (after 8:00am), 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 procedure is to ensure that we know which students are on-campus at all times.

Students with late arrival (i.e. the student does not have a first and/or second block class) or early dismissal (i.e. the student does not have a third and/or fourth block class) may proceed directly to their vehicle or form of transportation without going through the front office, as they are not scheduled to be in school during these hours. Students with late arrival or early dismissal will be given a pass from a counselor that will serve as their "check-in" or "check-out" documentation.

Please note, students with late arrival or early dismissal should not be on campus during hours they do not have class. Students with late arrival or early dismissal should not remain or wait in another teachers' room or office during non-course hours. For safety, accountability, and protection of students, students who are coming to school prior to course hours or remaining on campus after their courses have ended will be given a course for that block.

Additionally, no athlete will be permitted to accept an early release while in season. Students who take an early release will not be permitted to play a sport that semester.

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.

Please note: the KCS BYOD policy, allowing students to have technology in the classroom, does not exclude students from complying with this request for protecting instructional time. (KCS Board Policy 1200).

COMPREHENSIVE HEALTH EDUCATION PROGRAM

The Kannapolis City Board of Education is committed to a sound, thorough school health education program that provides 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 1300](#))

DISMISSAL

All students must leave campus when their last class ends unless they have a legitimate reason to remain on campus. Students who remain on campus must be supervised. The first wave of buses will leave six minutes after the dismissal bell; students should proceed directly to their buses and board them as quickly as possible. **Buses will NOT be held for students who are not paying attention to the bus board and announcements.**

DRESS CODE ([KCS Board Policy 4316-R](#)).

The Kannapolis City Board of Education believes that a safe and supportive learning environment is essential to operating successful schools. To this end, the Board has adopted a student dress code to assist administrators, teachers, students and parents in fulfilling a mission of Kannapolis City Schools to provide all students quality educational opportunities that enable them to become successful and responsible citizens. This dress code is designed to encourage learning, promote positive behavior and support safety.

Policy 4316, Student Dress Code and this regulation applies to clothing, jewelry, book bags, and other personal articles. The dress code shall embody and be consistent with board requirements, including:

- Clothing that is see-through, cut, torn, excessively tight, or that advertises drugs/alcohol, display offensive, profane, obscene or pornographic words or images, displays weapons and/or gang affiliated, or is otherwise disruptive to the school day is not permissible.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline).

TOPS

- Any shirt, blouse, or top may be worn, collared or collarless, as long as it meets the following criteria:
 - Shirts and blouses that are longer than mid-thigh are tucked in
 - All tops cover shoulders, chest, back and midriff and must cover the waistline
 - Undergarments are not visible

BOTTOMS

- Any style pant, except pajama pants, may be worn as long as they meet the remaining criteria:
 - Pants are worn at waist level
 - Shorts reach mid-thigh or longer
 - Undergarments are not visible

Note: Excessive cuts and/or cuts above mid-thigh are prohibited.

DRESSES & SKIRTS

- Any dress may be worn, collared or collarless, as long as it meets the following criteria:
 - All dresses cover shoulders, chest, back, and midriff
 - All dress reach mid-thigh or longer
 - Excessive cuts and/or cut-outs are prohibited
 - Undergarments are not visible
- Any skirt may be worn as long as it meets the following criteria:
 - All skirts reach mid-thigh or longer
 - Undergarments are not visible

OUTERWEAR - JACKETS, COATS, SWEATERS, PULLOVERS, SWEATSHIRTS, HOODIES, and VESTS

- Hoods must be removed from the head while inside the school building or on the school bus
- If outerwear is removed, approved top must be worn

SHOES

- Worn at all times
 - As applicable, tied or properly fastened

Note: Bedroom slippers and flip-flops are not appropriate footwear

HEADWEAR

- Headwear, with the exception of scarves and headbands, is not permitted in school buildings or buses
- Headwear exceptions may be made for religious or healthcare reasons, with school level administrative approval

Notes: Hats, caps, toboggans, stocking caps, do-rags, bonnets, bandanas, skull cap, full head wraps, and hoods are not permitted headwear; sunglasses are prohibited both as headwear and as worn correctly inside the building

OTHER

- Spirit Days and other special occasions established by the principal will still require dress code to be maintained
- Chains, spikes or other accessories that could be perceived as and/or used as a weapon are prohibited

COMPLIANCE

The school principal or designee shall have authority to make all reasonable decisions and interpretations regarding the implementation of this student dress code. If a student, parent, or guardian has questions about whether a particular item of clothing meets the student dress code, they are encouraged to ask the school principal or designee before the item is worn to school.

Students transferring from other districts will be expected to be in compliance with the dress code.

DISCIPLINE

For initial or minor violations, the student and parent or guardian would be given the opportunity to immediately correct the issue. For repeated or patently offensive violations that demonstrate a conscious decision not to adhere to the dress code, the student may be subject to more severe measures, up to and including in-school or out-of-school suspension.

RELIGIOUS EXEMPTIONS

A student, parent or guardian wishing to seek an exemption to this dress code based on religious beliefs and practices should submit a written statement to the school principal. The statement should explain the adverse effect complying with the dress code would have on the practice of the student's religious beliefs. If the principal denies the request, the principal shall notify the superintendent for a review. The superintendent shall seek the advice of the attorney for the Board of Education. After consultation with the attorney, the superintendent shall make a determination to allow or deny the request. Should the superintendent deny the request, the requester may seek review by the Board of Education. During this review process, the student requesting an exemption would be permitted to remain in school and not be required to comply with the portion of the dress code in question.

FINANCIAL HARDSHIP

Kannapolis City Schools partners with several community organizations to assist families suffering financial hardships in complying with the dress code. Families in need of assistance should share this information, preferably in writing, with the school principal.

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 NonPublic Schools, and the Community College System. All these agencies report student progress to the Department of Motor Vehicles.

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 who have not reached the age of 18 are subject to the loss of driving privileges.

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, G.E.D., or adult high school diploma from 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 (d) 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 8th 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.

EXAM EXEMPTION POLICY

All students who meet the following criteria will be exempt from local exams (this does not include EOC or CTE Exams):

- A and 8 or fewer absences = Exempt
- B and 4 or fewer absences = Exempt

Students may elect to take their exams and take the better of the two outcomes. If there are extenuating circumstances with respect to absences that cause the student to go over the limits above, students may petition the Principal to review their individual absences. **The petition must be submitted in writing one week prior to their first scheduled exam. Teachers should not determine if the absences should be excused. Students must email the Principal for approval. For consistency purposes, all students should be informed of their exemption status NO LATER than December 1st for 1st semester and May 9th for 2nd semester.**

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 may be ineligible from participation in extracurricular activities until final adjudication of the felony charge. "Any student who is subject to the NCHSAA eight semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law; or (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program" (North Carolina High School Athletic Association Handbook, 2021 p.25).

In-School and Out-of-School Suspensions – Any student who incurs a total of **8 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 six (6) weeks from the date of the 8th day of suspension (whichever is longer).** A student may appeal the length of his or her ineligibility by filing a written appeal within ten (10) school days after the date of the out-of-school suspension. Any such appeal shall be heard by the school level committee as set forth within this policy.

Ineligibility of Extracurricular Activities– 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 suspension days. 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 team 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 and \$15 Technology Fee at the beginning of each 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 **complete the [Fee Waiver request form](#)**. 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 and can be accessed at <https://albhs.square.site/>.
- We also ask that First Block teachers collect fees and write receipts for fees collected. These teachers should also collect all beginning of year (BOY) forms.

Fee	Amount	Who	When	Notes
Instructional Supply	\$10.00	Online/Teacher	Each Semester	All students
Technology Fee	\$15.00	Online/Teacher	Each Semester	All students
Transcript	\$10.00	Order Form	Per request	Former students
Parking	\$25.00	SRO	Yearly	Students will be assigned parking spots.
Driver's Education	\$65.00	Driver's Education Director	Per course	Monthly eye-checks are completed
Art	\$10.00	Online/Teacher	Per course	Course teacher will collect fees
Theater	\$10.00	Online/Teacher	Per course	Course teacher will collect fees
Dance	\$10.00	Online/Teacher	Per course	Course teacher will collect fees
Band	\$10.00	Online/Teacher	Per course	Course teacher will collect fees

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 3530](#))

FULL DISTRIBUTION POLICY (CHROMEBOOKS) ([KCS Board Policy 3220 R&P](#))

OVERVIEW

Beginning in 2021 - 2022, each student at Kannapolis Middle School and A. L. Brown High School will be issued a Chromebook to bring home with them each day for the entirety of the academic year. Issuing Chromebooks will help ensure equal access to curriculum and instruction even when students cannot be in school while also helping students prepare for the technology-driven world that awaits them post graduation. This initiative completely replaces the "Bring Your Own Device" policy that previously existed at both schools.

Kannapolis City Schools (KCS) provides electronic devices for all students (1:1 Program) and students are **not required** to bring their own technology. The wireless access provided to electronic devices is designed to enhance the students' educational experience and increase authentic student engagement in academic activities.

The use of personal devices will only be granted in accordance with 3220-R&P, Bring Your Own Device (BYOD), and on an as needed basis. Permission to use personal devices may be revoked at any time. Permission for students to use personal electronic devices is required by the building level principal and is contingent upon adherence to this policy and other KCS policies including: Technology in the Educational Program (Policy 3220), Technology Responsible Use (Policy 3225/4312/7320), Internet Safety (Policy 3226), Prohibition Against Discrimination, Harassment and Bullying (Policy 1710/4021/7230) and Use of Wireless Communication Devices (Policy 4318).

Authorized BYOD Technology

Students with written permission from the building principal or who need specific assistive devices are allowed to bring said devices required for instructional use.

Unauthorized BYOD Technology

Personal electronic devices not authorized under this policy include, **but are not limited to**, the following: hot spots, pagers, laser pointers, radios, gaming devices, and any other similar devices. Such devices are subject to the Rules of Student Conduct, Rule 19 (6401.19).

Loss, Theft, or Damage of Personal Electronic Devices

Portable electronic devices are vulnerable to loss, theft, or damage. Students and parents are strongly encouraged to engrave or permanently mark their devices with owner information. Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for theft, loss or damage of a personal electronic device or wireless communication device. If a personal electronic device or wireless communication device is stolen, the victim must immediately report the incident to a school administrator and/or our school resource officer. Faculty and staff will not attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal electronic device.

Student Rules for BYOD

Students are allowed to use their authorized personal electronic devices:

- Within the classroom or a school-sanctioned activity as governed by the teacher, coach, or staff member in charge with permission of the principal.
- Inside the school building before the morning bell and after the dismissal bell.
- During class changes and during their assigned lunch period.
- Within the authorized times, to text, access the Internet, use school-appropriate applications/software, or work on an assignment.
- Silently or with earbuds, such that audio cannot be heard by others. School officials may request that earbuds be used in only one ear, rather than both ears and students must comply with any such request.

NOTE: Students are only permitted to have ONE earbud in while in the hallway to allow students to hear when they are being spoken to by staff.

Students are **NOT** allowed to:

- Make or receive phone calls on their phones during the school day unless there is a reasonable need for such communication (See Policy 4318 Use of Wireless Communication Devices). Device sounds must be on "silent mode".
- Use headphones that cover the ears.
- Play music or sound at a level that can be heard by others (even if earbuds are being used).
- Do anything with their electronic devices at school that may cause a disturbance, or create a distraction to the instructional environment.
- Take pictures, videos, or audio recordings of others (staff, students, visitors, and all other people) **without permission** of the person who is being recorded or photographed.
- Engage in any malicious or irresponsible use of the electronic device.

Student Cell Phone Use

A. L. Brown High School will implement a student use Cell Phone Policy for the 2023-2024 school year. The Cell Phone Policy will be printed for all classrooms and can be accessed [here](#). As noted in the Cell Phone Policy, teachers will have three levels of electronics use in their classroom at any given time (Red- no cell phones OR earbuds, Yellow- Earbuds allowed but no cell phone use, Green- both cell phones and earbuds are allowed). Staff will indicate which level of use is acceptable at any given time. Teachers are also encouraged to implement their own cell phone incentives or expectations within the classroom. When students do not adhere to electronic use expectations, parents should be contacted and a minor referral will be documented. Additional refusal to adhere to policy will result in a major referral under the code of insubordination.

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 to the KCS network using a hard-wire connection.
- Students may NOT attempt to use any software, utilities, or other means to access Internet sites or content blocked by KCS Internet filters.
- Students may NOT use hotspots to create their own network which bypasses filtering software for KCS students.
- Student shall not share connections or BYOD devices with other students.

Consequences

Violation of district and/or school policies, local, state and/or federal laws while using a personal electronic device on the KCS wireless network or on school grounds will result in appropriate consequences. In accordance with KCS policy, legal action may also be pursued when appropriate. School-level consequences include, but are not limited to, the following: *(Consequences are in no particular order of priority.)*

- 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

TECHNOLOGY FEES

A technology fee of \$15.00 per academic semester will be required from each student.

RESPONSIBLE USE

Kannapolis City Schools expects each student to adhere to the following responsible use guidelines. The student will...

- Have the device with them and fully charged when they come to campus each day.
- Use the device as a learning tool at all times.
- Utilize the device only as directed.
- Be responsible for the device assigned (checked-out) to them both at school and at home.
- Use only the device assigned to them by the school; students will not share devices.
- Keep the device protected and use it respectfully.
- Not leave the device unattended.
- Immediately report any damage to or issues with the device to a teacher or the ALB Instructional Technology Staff.
- Not download unauthorized applications, music, etc.
- Keep the device clean by using it with clean hands and wiping the screen with a soft cloth.
- Not eat or drink while utilizing the device.

FILTERING SOFTWARE

KCS utilizes various software programs to monitor both computer usage and student accounts in an effort to keep students as safe as possible. This means that each student's online activity is monitored - all their browsing can be viewed by KCS Staff and items saved to their devices can be seen. Students must not attempt to bypass this software in any way, as doing so will result in disciplinary action, including but not limited to the loss of access to the Chromebook and access to their school-based technology account.

FAMILY'S RESPONSIBILITY

Certain safety features (example: content filters) are not available on the computer when it is not on our school's network; therefore, it is the responsibility of the family to ensure that the computer is being used appropriately while in the home.

DEVICE HEALTH CHECKS

Each student will be responsible for their Chromebooks throughout the school year. There will be two (2) device health checks throughout the year. All devices will be checked at this time. Devices will be checked for the following:

- Missing keys
- Properly functioning screens
- Charger present
- General damage to device
- The student is utilizing the device that is assigned to them.
- If the student is not using their assigned device, it will be taken from them at that time.

Any problems present during Health Checks will be addressed and students/parents will be notified.

RETURNING CHROMEBOOKS

- **A. L. BROWN (GRADES 9-11):** Students at A. L. Brown High School will turn in their devices after their last exam of the year. If a student does not have exams, they will turn it in on the last day they are required to come to school.
- **A. L. BROWN (SENIORS):** Seniors graduating from A. L. Brown High School will turn in their devices upon completion of their final assignments. Students who do not turn in their device prior to the start of graduation practice will not participate in the graduation ceremony.

GRADING SCALE

Numeric 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 Point	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, PLTW, and college transfer courses

+0.5 – Honors courses

HALL PASSES

A. L. Brown will continue to utilize a digital E-Hall Pass system for the 2023-2024 school year. Students can utilize E-Hall Pass on the classroom Chromebook, their Chromebook, or their own phone. Students should also take the classroom pass that has the teacher's name on it for identification of approval when they leave the classroom. Students who will not be returning to class should sign-out through E-Hall Pass prior to being sent to the front office.

It is the student's responsibility to produce a pass for any staff member that may ask for it during the student's time outside of the classroom. Other than class change, it is the responsibility of the student to obtain a pass from the teacher before leaving the classroom.

Students should be using the closest restroom to their classroom. The use of other restrooms could result in disciplinary action. When in the restroom, students should have no more than one person (themselves) in the stall.

Bathroom passes should NOT be issued in the first 15 minutes or last 15 minutes of class in order to allow for hallway sweeping to occur effectively.

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.
- Graduation requirements can be found in the [KCS Board of Education Policy 3460](#) but include the following plus a CPR certification:

Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2019-2020

Courses Required*	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	4
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	4
Science	3 (a physical science course, Biology, and earth/environmental science)	3
Social Studies	4 (including Founding Principles of the United States of America and North Carolina: Civic Literacy;† Economics and Personal Finance;‡ American History; and World History)	4
Health/P.E.	1	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)‡	6
Total Credits	22 plus any local requirements	22

Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2020-2021 and later

Courses Required*	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	4
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	4
Science	3 (a physical science course, Biology, and earth/environmental science)	3

Social Studies	4 (including Founding Principles of the United States of America and North Carolina: Civic Literacy; Economics and Personal Finance; American History; and World History)	4
Health/P.E.	1	1
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)†‡	9
Total Credits	22 plus any local requirements (3)	25

All students will be provided with a [Graduation Audit](#) to help with their course planning.

HOMEROOM

We will continue to have a homeroom block in our schedule this school year. Each teacher with a permanent classroom will have a homeroom class. Homeroom blocks will not occur every day, but will be utilized when information needs to be given to students, paperwork and/or fees need to be collected, Chromebooks need to be handed out, etc. When needed, homeroom will occur during that day's support block. Students will remain with their homeroom teacher throughout their high school career as much as possible.

HONORS DESIGNATIONS

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 their 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 (KCS Board Policy 3225/4312/7320)

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.

INTERNET USE (KCS Board Policy 3225/4312/7320)

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.

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.

INTERSCHOLASTIC ATHLETICS ([KCS Board Policy 3620](#))

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.

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.

- No athlete will be permitted to accept an early release while in season. Students who take an early release will not be permitted to play a sport that semester.
- 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 19th birthday before August 31st of the present school year.
- A student must have received a medical examination by a physician.
- Every athlete at A. L. Brown, as well as a parent/guardian, is required to attend a session on NCAA Athletic Eligibility each year.

JOINT ENROLLMENT OF STUDENTS ([KCS Board Policy 3101](#))

The primary purpose of the dual enrollment policy is to allow high school students to enroll concurrently in 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. The RCCC/CCP Agreement can be accessed [here](#).

MEDIA CENTER

Media specialists are available to assist students with the use of materials in the Media 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.

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.

- Students are considered for induction into the National Honor Society beginning the second semester of sophomore year. Students must also have been in attendance at A.L. Brown for at least one semester prior to the beginning of the selection process.
- Students must have a weighted cumulative grade point average of 3.5 or above.
- Students must meet the qualifications of leadership, citizenship, service and character to be eligible for membership. Please note: school and community involvement is a key factor in eligibility.
- Students must have a clean disciplinary record from the beginning of 9th grade. Any out-of-school suspension for any reason could render a student ineligible for consideration. ISS assignments will be taken 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 2nd 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.

Students are not permitted to take or carry over the counter medication or prescription medication at school without the prior approval of the school nurse and a medical professional. The medical professional will need to fill out a form and the form turned into the school nurse prior to any medication being taken or carried on school grounds. **Disciplinary action and confiscation of medication will occur if students do not have proper documentation for medication on their person.**

A. L. Brown High School is partnering with Atrium Health to provide Tele-health and Tele-therapy services to informed consenting families. Information about these services will be sent home at the beginning of the year and no student will receive services without parental consent. If you have questions about Tele-Health services, please contact your child's grade level counselor.

PARKING LOTS ([KCS Board Policy 6325](#))

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. Students are required to have a parking pass to park on campus. 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.

Once students pay for a parking pass, Officer Attaway will issue the student an assigned parking spot in either the Junior or Senior Lot. Students cannot park in any of the other parking lots except for before or after the school day. 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 must have permission from an administrator/the front office to go to the parking lot during the regular school day (unless they have early dismissal and have an early dismissal pass).

Students who fail to comply with these policies will serve the following:

- First offense: Warning and moving of vehicle
- Second offense: ASD
- Third offense: ISS
- Final Offense: Loss of parking privileges for the remainder of the school year

PROM EXPECTATIONS

Prom is an event offered to juniors and seniors at A. L. Brown High School. Sophomores may only attend prom if they are invited to attend by a junior or senior. Sophomores from A. L. Brown are still considered guests to prom and guest forms (see below) must be completed for approval. Freshmen are not permitted to attend prom.

All A. L. Brown students attending prom must be approved by the administration. Any student currently on an extracurricular ban will not be allowed to attend prom. A. L. Brown students who are eligible to attend prom may bring a guest not enrolled at A. L. Brown High School as long as proper documentation is received and approved.

Early graduates will be allowed to attend prom. All early graduates will be required to fill out an Early Graduate Prom Form. Early graduates will not be allowed to bring any guests that are not an A. L. Brown student.

Students on an Attendance Contract (more than 12 absences), who are not adhering to agreements of the contract, will not be allowed to attend prom. Appeals can be submitted in writing to the Principal up until the Guest Form due date to be reviewed by the Prom Committee.

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 or skin-toned fabric that gives the illusion of bare skin in areas that should not be bare are prohibited.
- Two-piece dresses may only reveal two inches of skin or less in the midriff area.
- Dresses should not be shorter than fingertip length. This includes the slits in dresses.
- Plunging backs or backless dresses are prohibited. The back opening must not be lower than the navel (belly-button).
- Strapless dresses are permitted. Dress necklines may not be cut more than one inch below the bustline. The bustline is the line between the top of your armpits.
- Tuxedo shirts must be buttoned.
- Pants must be worn at the waist.
- Any head coverings other than top hats are prohibited.
- Flip-flops are prohibited.
- Denim will not be allowed.

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. ([See High School Exit Standards](#))

REPORT CARDS AND PROGRESS REPORTS

- Report cards will be issued every 9 weeks.
- Staff will send progress reports every 3 weeks.
- Students should login to Canvas regularly to check their grades.

[Note: All teachers will be using Canvas.]

- Overall classwork will count for 80% of the final grade.
- 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 in accordance with board policy.

SCHEDULE CHANGES/REVISIONS

Each year, the master schedule is built based upon student preferences; therefore, the school's administrative and counseling team will not honor schedule changes that are not academically needed. Students should think carefully about the classes they sign-up for each year.

Counselors will address scheduling issues that involve graduation requirements, repeated courses, previously requested courses, and course overlap concerns only. Schedule change requests will not be honored if they are merely based on student preference. If schedule change needs meet the above requirements students should complete the schedule change form provided by guidance ([provided at Open House and only open until the 10th day of school](#)). .

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 schedules 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. Summer school is a privilege, not a right, and can be considered on a student by student basis by the principal or their designee. Students who do not sit for the EOC exam (see TESTING) will not be permitted to attend summer school.

SUPPORT BLOCK

A. L. Brown High School has a MTSS Support Block in the schedule **Monday-Thursday** each week. A. L. Brown's Support Block is intended to provide intervention and enrichment for students. Please reference the schedule on page 6 for more clarity. If students are pulled from their class for Support Block by one of their teachers, they **must** report directly to their designated support block. All other students will remain in their class. Students and parents are encouraged to request Support Block services by emailing their teachers.

TESTING

NORTH CAROLINA END-OF-COURSE TESTS

End-of-Course (EOC) tests 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. Students enrolled in a Credit Recovery EOC course may be required to take the EOC for the course within 30 days of completion of the Credit Recovery course.

PRELIMINARY SCHOLASTIC APTITUDE TEST - PSAT

The PSAT is administered nationally one school day in October of each year. All sophomores 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.

ACT

The ACT is administered nationally to juniors and seniors. The ACT assesses student skills in reading, writing, math, and science. All juniors at A. L. Brown High School are given the ACT in March of the school year. The school-wide ACT test is administered for free. If students would like to take the ACT in addition to the time it is offered at A. L. Brown, they would be responsible for the fee.

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. Juniors who are interested in the Armed Services are provided the opportunity to take the ASVAB exam. 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 will be scheduled for the AP Exam in the spring. The original charge for the AP test is waived for students enrolled in the AP course. Additional tests or missed tests will be charged to the student's account. The cost for the test is \$86.00 (subject to change by College Board). Students are encouraged to keep up with information provided through their College Board account throughout the school year.

WORKKEYS

The Workkeys assessment is given to A. L. Brown seniors between November and March. The Workkeys assessment measures skills required for success in the workplace, and helps measure workplace skills that can affect job performance. Unlike other assessments, they don't simply give an indication of reading and writing competency, but solve actual workplace problems to measure a range of hard and soft skills relevant to any occupation, at any level, and across industries.

Successful completion of WorkKeys tests can lead to earning an ACT WorkKeys® National Career Readiness Certificate—a credential that verifies the skills found to be most essential across industries and occupations. Employers recognize the value of the NCRC and individuals who successfully complete the three WorkKeys assessments will earn the WorkKeys National Career Readiness Certificate, a valuable credential for students and job seekers seeking to verify foundational workplace skills.

TRANSCRIPTS

Former and current students of A.L. Brown High School have the opportunity to request transcripts when needed. Current and former students may request transcripts using the [online portal](#).

Seniors will have the opportunity to designate where their final transcripts will be sent. These transcripts will not cost anything for the student.

TRIPS ([KCS Board Policy 3320](#))

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, trips 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. All trips out of state and all overnight trips must be approved by the District Office.

WONDER CAREER CENTER COURSES

Certain students taking specific Career and Technical Education courses will need to travel to the Wonder Career Center located next to G.W. Carver Elementary School. 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. Students should communicate with their Wonder Career Center teachers for bus schedules and locations.

The only exception to this policy 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.

WONDER TIME

Wonder Time is a Social-Emotional Learning time during Support Block on **Friday**. During Wonder Time, teachers are expected to stop instruction and follow the instructions that have been set forth for them by members of the school administration for that day's Wonder Time lesson.

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. **Visitors are not permitted to enter the building anywhere other than the front office unless accompanied by school personnel.**

Students should not open locked exterior doors for any individual, including current students, as this poses a safety concern. Students who arrive to campus after 7:45 must check-in the front office. Students not adhering to this expectation can be met with disciplinary action, not limited to but including ISS and OSS.

RELEASE OF DIRECTORY INFO.

6321 R&P

Release of Student Directory Information

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

Liberación de Información Del Directorio Estudiantil
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

STUDENT CODE OF CONDUCT

KCS BOE POLICY 4300 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:

- Any student in any school building or on any school premises before, during, or after school hours;
- 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;
- Any student during any school function, activity, or event;
- Any student at any time when they are subject to the authority of school personnel; or
- 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. Students 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.

ALBHS DISCIPLINE MATRIX

Consequences include:

- **ASD = AFTER SCHOOL DETENTION**
- **ISS = IN-SCHOOL SUSPENSION**
- **OSS = OUT OF SCHOOL SUSPENSION**
- **LTS = LONG-TERM SUSPENSION**

LEVEL I: MINOR OFFENSES

BUS MISBEHAVIOR <u>(see full matrix below)</u>	<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>
BEING IN AN UNAUTHORIZED AREA	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.
CUTTING CLASS	Missing unexcused for more than 15 consecutive minutes of any given class period, including ISS.
DISRUPTIVE BEHAVIOR	Verbal, written, or physical behavior that interferes with the teaching, learning, or safety of the classroom environment.
DISRUPTION DUE TO ODOR	<p>Student causes a disruption to the school environment due to the strong presence of an odor, such as tobacco and nicotine, marijuana, alcohol, on their person, their clothing, or their belongings. NOTE: If it is determined that the student is not using or possessing any illegal substance in violation of KCS Policy and/or following a search of the student that conforms with Policy 4342, Student Searches, the student will be asked to address the odor by changing clothing or removing from the school environment the items causing the disruption.</p>
DRESS CODE VIOLATION	Student attire does not conform to student dress code.
EXCESSIVE DISPLAY OF AFFECTION	Excessive hugging/kissing.
EXCESSIVE TARDINESS	Document the 4th tardy and beyond in Educators Handbook. Number accordingly.
FALSIFICATION OF INFORMATION	Intentionally providing false phone numbers for home contact; intentionally deceiving school officials; intentionally providing inaccurate information on school documents.
FOOD AND BEVERAGES	A student will not eat in unauthorized areas of the school.
HONOR CODE VIOLATION	Plagiarism, cheating, and other violations of the A. L. Brown honor code.
HORSEPLAY	Students will not engage in rough, noisy play or pranks (Wrestling, boxing, etc.)
INAPPROPRIATE LANGUAGE/ DISRESPECT	<p>NOT for student-to-staff behavior. 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>
LATE TO CLASS - MINOR INCIDENT ONLY	<p>DO NOT use this item for referrals. This item is to be used for documenting 1st, 2nd, and 3rd tardies.</p> <p>A student is tardy when arriving to class after the bell but before the first 15 minutes have concluded.</p>
LEAVING SCHOOL WITHOUT PERMISSION	Walking off school property without permission during the school day, including if they return during the same school day.
LITTERING	A student will use the trashcan to discard unwanted items.
MISUSE OF TECHNOLOGY (MINOR)	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the Internet.

OTHER: FAILURE TO REPORT TO ASD	Missing after-school detention without permission to reschedule.
SKIPPING SCHOOL	Failure to report to school for an entire school day without an approved excuse.

LEVEL II: INTERMEDIATE OFFENSES

AGGRESSIVE BEHAVIOR	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 4300
DISRESPECT TO FACULTY/STAFF	Use of derogatory or offensive language towards a KCS staff or faculty member. Use of profane or inappropriate gestures.
DISRUPTIONS WHILE ASSIGNED TO ISS	Students will behave in a positive manner while assigned to ISS.
GAMBLING	A student will not play games of skill or chance for money or property.
HARASSMENT - VERBAL (NOT PREJUDICED)	Behavior that demeans, humiliates or embarrasses a person.
INSUBORDINATION	Not following the directives of a staff member or not following school policies that have been specifically outlined.
LEAVING CLASS WITHOUT PERMISSION	Walking out of class without permission and not returning.
OTHER SCHOOL-DEFINED OFFENSE	Aiding a fight; filming a fight and publishing it to social media; filming a fight with intent to publish on social media
PROPERTY DAMAGE	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. Defacing Walls, Mirrors, Desks, Lockers, Computers or Any Other School Items Damaging Another Person's Property: Including but not limited to clothing, class projects, automobiles, etc. Graffiti: Willful or malicious defacing of public or private property.
THREATENING STATEMENTS	Any threat to do physical harm to another person. Threats may be communicated verbally or in writing, including on social media.
TRESPASSING AT ANY SCHOOL	Students will not make unauthorized visits to other schools. This could also result in a criminal charge.

LEVEL III: MAJOR OFFENSES (MINIMUM OUT-OF-SCHOOL SUSPENSION)

AIDING AND ABETTING A FIGHT	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.
ASSAULT ON A STUDENT	Committing an act of physical violence against another person.

BULLYING	Policy Code: 1710/4021/7230 Prohibition against Discrimination, Harassment, and Bullying
CONTROLLED SUBSTANCE (POSSESSION/ UNDER THE INFLUENCE)	<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>
CONTROLLED SUBSTANCE (SALE, DISTRIBUTION, OR EVIDENCE OF INTENT)	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.
CYBER-BULLYING	Behavior fitting the above pattern of bullying abuse committed through the use of technology/ social media.
DISCRIMINATION	Policy Code: 1710/4021/7230 Prohibition against Discrimination, Harassment, and Bullying
EXTORTION	Taking others' property through coercion, threats, or intimidation.
FALSE FIRE ALARM	
FIGHTING	Participating in reciprocal physical violence. *For filming/ aiding a fight, use "other school-defined offense"
GANG ACTIVITY	See BOE Policy 4328
HARASSMENT - DISABILITY HARASSMENT - RACIAL HARASSMENT - RELIGIOUS AFFILIATION HARASSMENT - SEXUAL HARASSMENT - SEXUAL ORIENTATION HARASSMENT	Policy Code: 1710/4021/7230 Prohibition against Discrimination, Harassment, and Bullying
HAZING	See BOE Policy 4300
INAPPROPRIATE ITEMS ON SCHOOL PROPERTY	Any inappropriate item not considered a weapon or drug but potentially distracting, disruptive, or dangerous to the learning environment as designated by school administration. For possession of vapes, utilize "possession of tobacco product."

MISUSE OF TECHNOLOGY (MAJOR)	Unauthorized, prohibited, or unsafe use of school technology hardware, software, and/or the Internet.
MUTUAL SEXUAL CONTACT BETWEEN TWO STUDENTS	Sex, oral sex, or any sexual act that would not simply be covered under the "excessive display of affection" offense.
POSSESSION OF DRUG PARAPHERNALIA	<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>
REFUSAL TO COMPLY WITH A REASONABLE SEARCH	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
ROBBERY WITHOUT A WEAPON	See BOE Policy 4300
THEFT	<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 Knapolls 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>

THREAT OF PHYSICAL ATTACK WITH A WEAPON/FIREARM	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.
THREATENING A STAFF MEMBER	A student will not threaten another student, adult, or staff member.
TOBACCO USE AND/OR POSSESSION	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.
UNLAWFULLY SETTING A FIRE (GS 14-277)	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.
USE OF COUNTERFEIT ITEMS	Use of counterfeit money or other attempts at fraud.

LEVEL IV: REPORTABLE OFFENSES (IMMEDIATE RECOMMENDATION FOR LONG-TERM SUSPENSION)

ASSAULT RESULTING IN SERIOUS PERSONAL INJURY	<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>
ASSAULT INVOLVING THE USE OF A WEAPON	<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 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.</p> <p>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.</p>
ASSAULT ON SCHOOL OFFICIALS, EMPLOYEES, AND VOLUNTEERS	<p>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.</p> <p>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.</p> <p>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.</p> <p>A "volunteer" is one who volunteers his/her services or presence at any school activity and is under the supervision of an employee.</p> <p>This offense includes assaults on school personnel that do not involve the use of a weapon and do not result in apparent serious injury.</p>

MAKING BOMB THREATS, OR ENGAGING IN BOMB HOAXES	<p>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.</p> <p>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.</p> <p>"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.</p> <p>This offense includes when a person communicates a bomb threat by any means.</p>
WILLFULLY BURNING A SCHOOL BUILDING	<p>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.</p>
HOMICIDE	<p>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.</p>
KIDNAPPING	<p>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.</p>
UNLAWFUL, UNDERAGE SALES, PURCHASE, PROVISION, POSSESSION, OR CONSUMPTION OF ALCOHOLIC BEVERAGES	<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>
POSSESSION OF A CONTROLLED SUBSTANCE IN VIOLATION OF THE LAW	<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.</p> <p>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>

POSSESSION OF A FIREARM	<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>
POSSESSION OF A WEAPON	<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>
RAPE	<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>
ROBBERY WITH A DANGEROUS WEAPON	<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)	<p>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.</p> <p>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.</p> <p>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.</p>

SEXUAL OFFENSE	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
TAKING INDECENT LIBERTIES WITH A MINOR	<p>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.</p> <p>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.</p>

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 their presence in school no longer constitutes a threat to the safety of other students or employees, the Board shall readmit the student and assign them 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)

KCS BUS DISCIPLINE MATRIX

BUS DISCIPLINE MATRIX

Kannapolis City School Strategic Plan 2020-2025 Mission: To promote an environment that ensures safety, community, equity, and growth. Kannapolis City School BOE Policy 4300, reads:

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior on the bus. Student ridership is a privilege and can be revoked when the safety of self and others are at risk.

LEVEL I: MINOR OFFENSES (Please note - these incidents may also result in ISS and OSS during the school day in accordance with the school's discipline matrix. This matrix defines only bus ridership consequences.)

EXCESSIVE DISPLAY OF AFFECTION	Excessive hugging/kissing.
CONSUMPTION OF FOOD AND BEVERAGES	A student will not eat or drink on the school bus. Water is permitted and must remain in an appropriate container.
HORSEPLAY	Students will not engage in rough, noisy play or pranks and will keep hands and feet to themselves so as to not initiate more aggressive behavior.
INAPPROPRIATE LANGUAGE/ DISRESPECT	NOT for student-to-staff behavior. Use "disrespect to faculty/staff" for student to staff behavior. Use of inappropriate language including profanity. Profanity directed at another student or name calling will be deemed a level II offense.
LITTERING	Trash shall not be left on floor or seats of the bus.
FAILURE TO REPORT TO THE BUS STOP ON TIME	Student fails to arrive at bus stop and board on time, causing a delay to the route.
GETTING ON OR OFF AT THE WRONG STOP	Students purposely gets on or off the bus at a stop not assigned to them.
FAILURE TO REMAIN IN ASSIGNED SEAT	Student is leaving their assigned seat while the bus is in motion or stopped. This includes standing up at their seat when the bus is in motion.
PURPOSEFULLY ACTIVATING EMERGENCY HANDLES	The student is purposely pulling emergency handles.
INAPPROPRIATE ITEMS ON SCHOOL BUS	Any inappropriate item not considered a weapon or drug but potentially distracting, disruptive, or dangerous as designated by school administration.

LEVEL II: INTERMEDIATE OFFENSES (Please note - these incidents may also result in ISS and OSS during the school day in accordance with the school's discipline matrix. This matrix defines only bus ridership consequences.)

AGGRESSIVE BEHAVIOR	Any physical act or any threatening communication, that takes place on the school bus 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
DISRESPECT TO FACULTY/STAFF	Use of derogatory or offensive language towards a KCS staff/bus driver or monitor.
GAMBLING	A student will not play games of skill or chance for money or property.
HARRASSMENT - VERBAL (NOT PREJUDICED)	Behavior that demeans, humiliates or embarrasses a person.

PROPERTY DAMAGE	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 on the school bus. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property. This includes destruction of bus seats or seatbelts, damage to another person's property and graffiti.
THROWING ITEMS OUT OF THE WINDOW	A student will not throw any items out of a bus window when the bus is either stationary or moving. If damages occur due to item being thrown out the window, offense will fall under "Property Damage".
LEVEL III and IV: MAJOR OFFENSES: Refer to KCS BOE Policy for all Level III and IV Offenses	

RESTRAINT REQUIREMENTS

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 heated 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. 1550C-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.

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.
- 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 Knapolis 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 Knapolis 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 expressed or implied, for the service it is providing. The Knapolis 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 Knapolis 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