

# KANNAPOLIS MIDDLE SCHOOL



The Eagle Way

Be Responsible  
Be Respectful  
Be Ready

1000 Virginia Dare St  
1445 Oakwood Avenue  
Kannapolis, NC 28081

Phone: (704)932-4102  
Fax: (704)932-4104

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Phone: (704)932-4102

Fax: (704)932-4104

Principal  
Nick Carlascio

Assistant Principal  
Ms. Gwen Love

Assistant Principal  
Mr. Allen Long

Assistant Principal  
Mrs. Cynthia Mills

We have read through this handbook and understand the policies of conduct at  
Kannapolis Middle School.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Please tear out this page and return it to your homeroom teacher. Receive an Eagle Talon upon turning this document in, completed and signed.

**Kannapolis Middle School Student Handbook**  
**Phone 704-932-4102**

*Caring, Preparing, Inspiring*

This handbook is for the purpose of informing parents and students of daily procedures, as well as establishing expectations for student accountability and behavior. Kannapolis Middle School has an open-door policy. The staff encourages parent(s) / guardian(s) to voice concerns or suggestions for improvement. Please call 704-932-4102 to schedule an appointment.

## **KMS Mission Statement**

### **Caring, Preparing, Inspiring**

#### **A Philosophy of Mutual Respect**

KMS's mission statement and pledge are based upon mutual respect and a safe environment according to Kannapolis City School Board Policy 6401.15. North Carolina law supports safety for all students. Any student who "bullies" another student, staff member, or person by any means that affects a sense of well-being at school is subject to suspension. Refer to rules Rule 23, Rule 24, Rule 25, Rule 26, Rule 27, Rule 28, Rule 29, Rule 30, Rule 31, Rule 33, Rule 40, and Rule 45.

#### **Kannapolis Middle School Pledge**

"I have a right to learn; my teacher has a right to teach; I will not keep my teacher from teaching or my classmates from learning."

#### **School Hours: 7:15am-2:00pm**

### **Kannapolis Middle School Procedures**

#### **Morning Arrival**

Kannapolis Middle School students' school day is from 7:15 A.M. to 2 P.M. Students should arrive at school and be in their 1st period class seat no later than 7:15 A.M. Staff will be present on campus beginning at 6:50 AM to monitor students. Cell phones should not be seen or heard. Students should not loiter in hallways causing congestion or safety issues. Students can use Cinch bags to carry needed items during the day, but cannot use a backpack to move from class to class.

#### **Attendance and Promptness**

Regular attendance is necessary if a student is to do well. It should be the aim of every student to be present in class each day. Good attendance improves grades and understanding of material being covered. Consistent attendance and promptness are also important employability skills for students to learn. When working it is vital that employees attend daily and arrive on time; the same is true for students. Students should become familiar with the following guidelines:

1. It is a student's responsibility to ask for make-up work. Students are required to make up any work and/or other obligations missed due to absences within 1 week of missed day
2. A student is considered absent if he/she misses more than half the school day. To be counted present, students must be in school by 10:45 A.M. In addition, if a student must leave for the rest of the day due to sickness, the student will be counted absent if he/she must leave before 10:45 A.M.
3. For an absence to be considered EXCUSED, the school needs to be notified. Phone calls are appreciated; however, we require a note to be on file should there be any questions at a future date. All notes should be given to the homeroom/1<sup>st</sup> period teacher to kept on file in the main office. You may check your child's attendance and progress using the Parent Portal of PowerSchool.
4. If a student is absent from school, he/she is not eligible to participate in any extracurricular activities on the day that he/she is absent.
5. If a student reaches 3 UNEXCUSED absences, the parents will be notified. Students are required by law to attend school. If a student has excessive absences, he/she may be considered for retention. In addition, the

school may take further legal action. Specifically, students who accrue more than 10 unexcused absences are subject to investigation which may result in a truancy petition being filed with the courts.

6. Students who arrive late or leave early from school interrupt the instructional day. Students who arrive at school after 7:15A.M., must sign-in at the front office desk, accompanied by parent/guardian. Students will receive a note that will allow them to enter class. KMS realizes that there are times when a parent may deem it necessary for a student to leave for a medical appointment; however, these appointments should be kept to a minimum. (See Rule 1A for details about tardiness.)

**\*Note: Any student who will be taking an extended, educational trip during the school year needs prior approval by the principal.**

## COMMUNICATION

### Parent-Teacher Communication

It is very important to keep the lines of communication open between home and school. Kannapolis Middle School staff encourages parent involvement. We are currently using phone calls, School Messenger voicemail, e-mails to parents, planners, and parent conferences as tools for communication. Please let us know how we can better serve you and ensure that good communication is taking place!

If you would like to request a conference, please feel free to do so at any time during the year.

Procedures for scheduling a conference are as follows:

Please call the office (704-932-4102) and request to speak with one of your child's teachers or email the teacher(s) directly. All teacher email addresses can be found on the KMS website.

This teacher will then arrange a time that is convenient for the entire team to meet with you and your child.

1. If the teacher is in class, please leave a message with the office secretary. A conference will be arranged as quickly as possible. If you do not receive a response from the teacher, please call again.
2. If a conference is scheduled and you are unable to attend due to an emergency or other circumstances, please be courteous and contact the office to give advance notice. Leave an alternate date when you can reschedule the meeting. A message will be given to teachers.
3. Take-Home Tuesday Folders are used to facilitate communication about events and student progress. A special folder will be sent home each Tuesday with assignments to review and other important documents that support the success of your child. Some items will require signing and returning the following day, and some items will remain home for your information.
4. PowerSchool Parent Portal Last year all North Carolina public schools began using PowerSchool, a web-based student information system. This system houses the Parent Portal which gives you up-to-date information about your child's academic progress. By logging into this system you can view grades, attendance, and assignments. Your login information will be sent home in the first Take Home Tuesday folder of the year. Please contact the main office if you do not receive (or if you misplace) this information.

### Progress Reports and Report Cards

The academic progress of your child is very important to us at Kannapolis Middle School. If you would like to talk with your child's teachers at any time during the school year, do not hesitate to call and schedule an appointment. In addition to conferences and phone calls, we also send home progress reports and reports cards to notify parents of their child's academic progress.

### Student Withdrawals

Students who need to withdraw or transfer to another school must notify their homeroom teacher and also obtain a withdrawal form from the school registrar. All books must be returned and fees paid prior to withdrawing. Records and/or report cards may be held if fees are not paid. Parents should accompany students to the office to complete the withdrawal process.

### Phone Messages for Students

To have limited interruptions during class instruction, we ask that personal matters be taken care of before and after school. For example, be sure that students have athletic clothes ready for practice the day before. In addition, check your child's planner each night, and make sure they have lunch money for the following day. Although we know that students sometimes forget items that they need at school, we must make every effort to diminish interruptions.

If a parent needs to deliver something to a student during the day, it may be left in the office. The student will be called to the office at the end of class. Also, there will be no calls to the classroom. Messages that need to get to students will be delivered to them at the end of the class period or in accordance to the situation. In order to maintain school policy, we allow students to use the office and classroom phones when needed with the teacher's permission.

## **EMERGENCY PROCEDURES**

\*Note: Teachers will take roll books with them to account for each student during evacuation procedures.

Students must follow procedures and directions of the teacher to ensure student safety during an emergency.

### **Early Dismissal Due to Bad Weather**

Bad weather may cause school to be dismissed early. Please listen to the local radio or television stations on days when the weather appears to be threatening. The Superintendent, Dr. Buckwell, will make a decision as quickly as possible and notify the radio and television stations. The Central Office will also issue a recorded phone message that will be sent to every household for which we have an up to date contact number.

### **Tornado Drills**

State law mandates that we have at least one tornado drill during the school year. Please note the following important information concerning tornado drills:

1. Tornado Watch: This means that weather conditions are favorable for a tornado to form. Teachers will be notified if this situation occurs. Classes will proceed as usual.
2. Tornado Warning: This means that a tornado is occurring or is imminent based on Doppler radar information. The principal will ring a continuous bell. ALL STUDENTS WILL PROCEED TO THE DESIGNATED AREAS SHOWN ON THE TORNADO DRILL MAP. It is crucial that students be prepared for severe weather.
3. Students will adhere to the following guidelines:
  - a. If in the classroom, everyone must move to the assigned area as directed by your teacher.
  - b. Use a VOICE LEVEL ZERO.
  - c. Sit with your back to the wall, legs drawn up, and head tucked down on knees.
  - d. Go back into the classroom single file and at a VOICE LEVEL ZERO.

### **Fire Drills**

State law also mandates that we have a fire drill once a month. It is crucial that students be prepared in the event of a fire. Teachers will take roll books with them to account for each student during evacuation procedures. Please note the following important information concerning fire drills.

Students must adhere to the following guidelines:

1. Leave the classroom in a single file line—left side of hall on left, right side on right –first person should be asked to hold door.
2. Use a VOICE LEVEL ZERO.
3. Shut the classroom door.
4. Follow the teacher out the school and away from the building. Use the route designated on the Fire Drill Map.
5. Come back in the building single file and at a VOICE LEVEL ZERO.

## **Early Dismissal/Check-Outs**

All students who leave early from school must follow proper procedures. To allow a child to leave campus, we need the parent or designated person to sign the appropriate documentation located in the main office. Phone calls shall not be accepted. This is to protect all students and to ensure a safe school. If a student becomes ill at school, he/she should tell the teacher and report to the nurse located in the main office. The nurse will call home and determine if early dismissal is warranted.

**NO CHECK OUTS WILL BE ALLOWED AFTER 1:30 PM**

## **Bus Riders**

Student transportation is a privilege, not a right; student misbehavior will not be tolerated. We are happy to be able to provide busing as a form of transportation for all our students. Those students who ride a bus will load and unload at the rear. Bus routes are created during the summer. If a student is not assigned a bus at the beginning of the school year, the secretary will complete a bus form to arrange this transportation. The Central Office will be called in an effort to determine the appropriate bus. To allow the child to be admitted on the bus, he/she must have the bus form. If a student or parent has a concern about discipline or bus routes, he/she should call the Kannapolis Middle School Administration.

\*Note: When we release school, bus riders will be dismissed first. Students should WALK to their loading areas as quickly as possible. Drinks, food, aerosol sprays, or lotions are not allowed on the bus. Anyone who will be using transportation other than the usual, must get written approval from an administrator prior to 9:00 A.M., signature, and telephone number to reach a parent/guardian must be on the authorized note.

**FOR SAFETY REASONS, WE WILL NOT DISMISS OTHER STUDENTS UNTIL BUSES ARE RELEASED.**

## **Car Riders/Walkers /Athletes/Bike Riders**

In an effort to create a safe school, we ask that all car riders and walkers adhere to the procedures that have been developed for arrival and dismissal at school (enter and depart from the main front entrance only). Students loitering without permission will be subject to administrative discipline.

AM car riders- Student will get dropped off at their current school.

PM car riders-6th Grade students will be picked up at the 6th grade “Eagles Nest” campus, 7th and 8th grade students will be picked up at the main KMS building. Students will be loaded under the coverage sidewalk only. Please do not have student walk down to load into cars.

Parents should be courteous to other individuals dropping off children by pulling as close to the vehicle in front of them as possible before unloading students. Staff will be in front of the school in the morning and afternoon to direct traffic and assist students. Car riders will be released after the buses are loaded and dismissed. All car riders must be picked up by 2:30 P.M.

Students who walk to school should always use the front entrance. Walkers / Athletes will be released after bus and car riders. This is to ensure the safety of our students. Students must leave campus or go to practice / study hall immediately upon dismissal.

Bike riders will be dismissed with walkers and athletes.

## **MEDICAL PROCEDURES**

### **School Nurse**

Kannapolis Middle School is pleased to have a full-time nurse available to students. The nurse is responsible for giving medication to students and will also help with making sure the needs of all our students are met. Students cannot go to the nurse without written permission from a teacher. Students who are ill must be cleared through the nurse who will notify the parent/guardian to check-out.

### **Procedures for Administering Medication**

School personnel are not allowed to administer any medicine to students. This applies to all medications including aspirin, Tylenol, cold tablets, etc. Students who take a prescribed medicine must have a note from their parents and physician giving the school permission to administer the medicine. All medicine must be brought to the office in the original container with the doctor’s instructions to be locked-up and administered under supervision. If the nurse is absent, another person will be appointed to give the medication on that day. Appropriate forms for dispensing medicine may be obtained at local doctors’ offices or at KMS. There are medications that can be held by the student for self-medication, but they must be accompanied by a note from a physician. Medications given to students and accepted by other students will make both students subject to administrative discipline –Rule 37. Substance Abuse Violation.

## **Additional Information**

### **Breakfast & Lunch Programs**

Kannapolis Middle School students have the opportunity to choose from a variety of healthy lunch combinations and snacks.

Hot breakfast or cereal with fruit and lunch is free for all KMS students. Students are allowed to purchase a second lunch along with extra snacks and juices during their lunch in the cafeteria.

## **EDUCATIONAL EXPECTATIONS AND TOOLS**

### **The Curriculum**

Our goal at Kannapolis Middle School is to have all of our students at or above grade level on the End-of-Grade tests. We believe that this can be achieved if all participants work as a team to attain a common goal. The staff encourages parents to get involved at the middle school and be a part of your child's education. All teachers at Kannapolis Middle School teach the North Carolina Standard Course of Study for their subject matter. The North Carolina Standard Course of Study is described at [NCDPI.org](http://NCDPI.org).

### **Curriculum materials**

In many instances textbooks today are not designed to cover all aspects of the curriculum. Thus textbooks are not assigned to students. Students may check out a text from their teachers. Supplementary materials and internet resources are used in all core subject areas. Where textbooks are assigned, it is the responsibility of the student to take care of his/her textbooks. Textbooks are the property of Kannapolis City Schools and are on loan to students. Students should respect these textbooks regardless of the age.

All classrooms are supplied with a set of Chromebooks for student use. Students must adhere to the acceptable use policy and digital citizenship policies and procedures. Students will be responsible for intentional destruction or damage to technology in the classroom. Students who use the devices or the internet inappropriately will lose their device and internet privileges.

### **Student Fees**

At Kannapolis Middle School we have one fee. Please pay the fee to your child's homeroom teacher. The teacher will issue a receipt for your payment.

1. Supply Fee, Planner Fee, and Art Council Fee: Total Fees \$10.00

If you are financially unable to pay these fees please contact our financial secretary as soon as possible at (704) 932-4102.

### **Lockers**

Students will be assigned a hall locker for books and supplies. Combination locks will be issued by the student's homeroom teacher. Students will be provided the lock and will be expected to return it to the school at the end of the year. If the lock is not returned, there will be a \$5.00 charge for the missing lock. The locks and the lockers are property of Kannapolis Middle School and are to be available for inspection at all times.

6<sup>th</sup> grade will continue to use lockers without locks.

## Media Center

The Media Center is a location for reading and research. Students are welcome in the Media Center during the school day with a teacher's pass (signed planner) and before and after school. Also, classes have scheduled times to utilize the Media Center for research and projects. A staff member will be available to help you choose a book or to assist in finding the information needed.

Students may check out two (2) books at a time. If students are not finished with a book within two weeks, they are responsible for returning and/or renewing the book for another two weeks.

Students with an overdue or lost book cannot check out another book until the overdue book is returned or paid for by the student.

Reserve and reference books may be checked out overnight only and returned the following school day.

## Homework

The Kannapolis Middle School homework policy is designed to help prevent our students from falling behind in their work and, thus, making poor grades. Students who choose not to do homework as assigned will receive a 50 for each missed assignment. Students who are absent will be allowed 1 week per absence to turn in work missed. In the case of prolonged absences, the student and parent will meet with the teachers to schedule a time for make-up work. Students will be expected to follow the procedures set up by the team for handling homework.

## Scheduling

Students will attend up to 2 encore classes in an A day B Day schedule (i.e. A day PE, B day Band). All Encore classes will be semester length and 60 minutes daily. Students will attend a 40 minute Reach class daily. This class will provide the teachers the opportunity to re teach materials students are struggling in, provide enrichment, or revisit content areas from earlier in the year.

## Sample Schedule

A student's schedule will look similar to the following:

A Day	B Day
Period 1- Language Arts	Period 1 Language Arts
Period 2- Math	Period 2- Math
Period 3- Social Studies	Period 3- Social Studies
Period 4- Science	Period 4- Science
Reach-40 Minutes	Reach-40 Minutes
Lunch -25 Minutes	Lunch- 25 minutes
Encore-PE	Encore-Agriculture

All students are required to take English/Language Arts, Math, Social Studies, Science, and PE for the full year each year of middle school. In addition to core classes, students will also take an *Encore* class. We have various *ENCORE* classes including Art, Band, Dance, Automation and Robotics, Family and Consumer Science, and Health Science, Technology Design and Innovations, Exploring Agriculture, Speech and Debate, Odyssey of the Mind, Bible.

## ATHLETICS AND EXTRACURRICULAR ACTIVITIES

KMS offers several sports and activities for students to participate in such as:

Football  
Softball  
Basketball  
Wrestling  
Cheerleading  
Track  
Volleyball  
Soccer  
Baseball  
Cross Country  
Battle of the Books  
Quiz Bowl  
Student Council  
Athletic Crew  
Running Club  
Chess club  
YCI  
Junior National Honor Society  
Juniorettes  
Art Clubs  
Drama Club

### **Athletics**

Students participating in afterschool activities must report to their designated areas at dismissal. Most athletic events will begin at 4:30. Students attending an athletic event are not allowed to stay after-school unless they are supervised by an adult staff member. Students need to make sure they have transportation home following all afterschool activities. On game days, students are to still dress in uniform. “Dressing up” for game days are not allowed. Students can wear their uniform over a polo shirt if they would like.

### **Eligibility**

To be eligible for athletics, **students must have a valid physical on file at KMS**. Physicals are valid for one calendar year with a valid stamp from an authorized physician. Also on file must be an updated concussion form, emergency contact medical information, and permission form signed for the current year. There is a required parent meeting at the beginning of each sport. Each athlete must have a parent or guardian present to review policies and procedures before the athlete can participate. This coaches meeting will provide you with the opportunity to meet with our coaches and discuss any concerns about policies or transportation.

Students must pass 3 out of 4 classes per semester in order to stay eligible in accordance with the South Piedmont Middle School Conference bylaws. The previous semester average deems a student athlete eligible for the current athletic season. Any day a student is absent, they are not eligible to practice or compete in athletics for that day (see attendance policy). We expect students to be students first and athletes second. Student athletes are leaders in the school and should set the example in academics and behavior. For rising 7th grade students, they must have passed 3 out of 4 core classes in their last semester of 6th grade to try out for a fall sport.

It is important that your child is provided with safe and adequate transportation. Dismissal from the team could result if your child does not have transportation home at a reasonable time. If you foresee any issues with picking your child up on time please make arrangements with another parent or talk with the coach about other arrangements. You must maintain clear and consistent communication with your athletic coach.

## **Uniforms**

### **Acceptable bottom wear:**

1. Boys may wear shorts or pants. Girls may wear shorts, pants, skirts, jumpers, skorts, and capri's.
2. The color(s) permitted for bottom wear at each grade level are Navy Blue, Khaki (beige), or Black.
3. Bottom wear shall be made of a twill-like material. (corduroy or wool are permitted)
4. All bottom wear must be worn at waist-level. A belt shall be worn with bottom wear that has belt loops.
5. The length of shorts must be passed the longest fingertip.
6. The length of skirts must be knee length.
7. Dickie's-style pants are allowable. (Shorts or long pants)

### **Acceptable top wear:**

1. Shirts and blouses must be collared. Pullover shirts, known as golf or polo shirts (3 or 4 buttons), and button-down shirts, or "oxford" shirts, are acceptable.
2. The color(s) permitted for shirts and blouses at each grade level are:  
Green, Blue, White, Grey, Black
3. Undershirts must be a solid color. No visible logos are allowed on undershirts.
4. Shirts and blouses with more than one color will not be permitted (nor under shirts of different colors)
5. Shirts and blouses may not bear any large emblems, insignias, logos, or slogans, other than that of the student's individual school. Allowable emblems include a single "K" (Kentucky "K" no larger than 2") and worn on the chest area of the article of clothing..
6. Shirts and blouses are to be tucked in neatly at all times.

### **Sweaters and Sweatshirts**

1. Sweaters and sweatshirts must be black, white, gray, blue, green. Logos are allowed but should not be all over the sleeves or back of the shirt.
2. Sweaters and sweatshirts may not bear any emblems, insignias, logos, or slogans, other than that of the student's individual school. (As stated above)
3. Sweaters and sweatshirts must be waist length and not be oversized. They may not have hoods or kangaroo pockets. Sweatshirts must be waist banded and may not be multi-colored. If a hood is on the jacket, the jacket must be removed in the building.

### **Jackets**

Jackets must be appropriately sized and may not be baggy or oversized. Jackets worn inside must be solid black, white, gray, blue or green.



YES



NO

1. No hooded jackets are to be worn in the building.
2. Winter hats may be worn during outside activities.

**Shoes:**

Shoes may not have open toes or open heels. Shoestrings must be tied at all times or Velcro straps must be fastened on the outside of shoes.

1. Heels higher than one-inch (1”) are not allowed.
2. Because students exercise daily, tennis shoes/sneakers are recommended for middle school students.
3. Students are not allowed to wear any form of shoe that rolls or has a rolling mechanism.
4. Flip flop style or slide style shoes are not allowed. **No Crocs or Slides are aloud in the building.**

**Unacceptable Clothing and/or Items:**

- Head coverings are prohibited.
- Jeans and baggy pants are not permitted. Bottom wear with more than one color or that has decorated pockets or legs will not be permitted.
- Tight (skinny pants), leggings, tights or revealing clothing shall not be worn at school as bottom wear.
- Excessive jewelry is not acceptable. (Students should refrain from wearing large rings, expensive gold and jewelry.)
- **Body piercing, other than the ear, is not allowed to be seen. Body art must be covered.**
- Oversized clothes of any type is not allowed.
- Sunglasses are not allowed at school.
- Backpacks only are allowed during arrival and dismissal. Students cannot carry backpacks throughout the day, but can use drawstring bags.

**Initially, individuals who wear clothing of an unacceptable nature will be sent to the office, and a call will be made to the parent or guardian to bring a change of clothes up or the students will be placed in ISS until they are in correct uniform or sent home. This will be at administration discretion pending repeat violations of the dress code. Repeat violations can result in Out of School Suspension.**

## **Physical Education**

Students will not dress out this year for Physical Education. Students will stay in uniform for PE classes to prevent locker room issues and addressing inappropriate PE attire.

## Rules and Procedures

### Kannapolis Middle School Code of Student Conduct

Expectation Location	Hallway	Restroom	Cafeteria	Classroom (core and encore, library)	School Grounds (outside spaces, and common areas)
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Use Professional Language &amp; Tone</li> <li>3. Walk on the right side</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Use Professional Language &amp; Tone</li> <li>3. Allow the privacy of others</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Use Professional Language &amp; Tone</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Use Professional Language &amp; Tone</li> <li>3. Be cooperative when working with others</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Use Professional Language &amp; Tone</li> <li>3. Be cooperative when working with others</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Go directly to assigned destination</li> <li>3. Be in dress code</li> <li>4. Be prepared with all necessary materials</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up after yourself and dispose of trash responsibly</li> <li>2. Have permission</li> <li>3. Be in dress code</li> <li>4. Return to class promptly</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Be in dress code</li> <li>3. Be prepared with all necessary materials</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Be in the appropriate location with permission</li> <li>3. Be in dress code</li> <li>4. Be prepared with all materials</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Be in the appropriate location with permission</li> <li>3. Be in dress code</li> <li>4. Be prepared with all materials</li> </ol>
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Keep your hands, feet, and objects to yourself</li> <li>2. Report problems to an adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your hands, feet and objects to yourself</li> <li>2. Report problems to an adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your hands, feet and objects to yourself</li> <li>2. Stay in your seat</li> <li>3. Report problems to an adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your hands, feet and objects to yourself</li> <li>2. Stay in assigned area</li> <li>3. Report problems to an adult</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your hands, feet and objects to yourself</li> <li>2. Stay in assigned area</li> <li>3. Report problems to an adult</li> </ol>

The staff at Kannapolis Middle School believes that good discipline is essential to student success. Every student will receive positive, nurturing interactions with faculty, staff, and administration. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Each student has a right to be free from the distractions caused by inappropriate behavior of others. The teacher is the recognized authority in the classroom.

We believe that one role of the school is to teach responsible behavior. The discipline plan at Kannapolis Middle School is one strategy to achieve this goal.

Responsibilities for the positive development and maintenance of appropriate behavior are shared by the students, their families, and school personnel: teachers, principals, counselors, administrative, and support

personnel, Superintendent, and Board of Education. This **Code of Student Conduct is your first notice of due process** for student and parent rights.

**Students attending a school-sponsored event, at any school, are to be held accountable according to the discipline code of Kannapolis Middle School.**

**A suspension from school for disciplinary reasons will result in ineligibility to participate in any school-sponsored activity for the remainder of the school year (Athletics, Dances, ect.)** If the suspension was for a violation of a non-aggressive nature, the student may appeal for restoration of eligibility, and the principal or designee, for good cause, may reinstate eligibility to participate in school-sponsored activities, on such terms and conditions as the principal or designee determines.

A continuation of inappropriate behavior, or demonstration of an unwillingness to modify that behavior, will result in the student being referred to the MTSS team and administration will review their current schedule and possibly shorten the students instructional day.

After-School Detention may be used at the discretion of the classroom teacher. Failure to comply with detention assignments by the teacher may result in Out-Of-School Suspension (OSS) or In School Suspension (ISS) being assigned by the administration depending on the level and severity of the offense.

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

**Students, while on suspension, are not allowed on the campus of any Kannapolis City School or at any school-sponsored event involving Kannapolis City Schools staff and students. Violation of this rule will constitute trespass and will result in additional suspension and notification to law enforcement.**

Upon the accumulation of five (10) days of suspension, the student will be referred to the MTSS team and a shorten instructional day will be implemented. Upon the accumulation of (15) days of suspension, the principal may recommend long-term suspension. NOTE: A recommendation for long term suspension of more than ten days may be made by the principal to the superintendent without the prior accumulation of 10 days of suspension.

**Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious.** The school principal has the authority to modify the discipline recommended in this Code for each offense when the facts and circumstances justify a less or more severe penalty. A violation of multiple sections of the Code may result in more severe disciplinary action than recommended in the Code for individual violations.

***Students must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.***

The following rules apply to:

1. Any student in any school building or on any school premises before, during, or after school hours;
2. Any student on any bus or other vehicle on which the student is being transported as a part of any school activity as well as at any bus stop;
3. Any student at any school function, activity, or event either at KMS or another school campus;
4. Any student at any time when he/she is subject to the authority of school personnel; or
5. Any student whose conduct at any time or place has a direct or substantial effect on students or school personnel, or on maintaining order and discipline in the schools.

The following are acronyms or names for types of consequences used at the school site:

*Caring, Preparing, Inspiring*

1. Bounce — Move student to another classroom
2. OSS — Out-of-School Suspension
3. ASD — After-School Detention
4. ISS — In-School Suspension

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

### **LOSE CONTROL - LOSE YOUR LICENSE N.C.G.S-20-11**

Any student enrolled in grades 8-12 or any student who is 14 years old or older and whose behavior on school property results in an expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days, (for violations listed below) will lose his/her driver's license.

The following violations are included:

- Possession or sale of alcohol or illegal drugs
- Possession or use of a firearm or other weapon
- Physical assault on a teacher or other school personnel

NOTE: Students who are 18 years old cannot be charged under this law. However, the year's suspension of the license can go beyond a student's 18<sup>th</sup> birthday.

School property is defined as the physical premises of the school, all vehicles under the school's control, and all school-sponsored curricular or extra-curricular activities, on or off the physical campus.

### **THREATS / ACTS OF SCHOOL VIOLENCE**

#### **N.C.G.S. 14-69.1, 14-69. 2, 1-583.3, 20-17, and 115C-391**

These laws make it a serious felony (a class H offense) for any person to make a school-related bomb threat or hoax. This includes making or communicating a false bomb threat in any form, including computer messages. They also require an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. Parents or legal guardians will be held liable for up to \$25,000 for hoaxes and up to \$50,000 if a firearm, bomb, or other explosive device is discharged and it is determined that their supervision of the minor was negligent. This law also requires that the Division of Motor Vehicles revoke the permit or the license of a person convicted of making a false threat.

### **ATTENDANCE VIOLATIONS**

**Rule 1 ATTENDANCE:** A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to classes on time. A student of compulsory school age who does not attend school is in violation of the law (G.S. 115C-379), and the student and his / her parent(s) / guardian are subject to its penalties. A student tardy to school or class will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students.

**A. Tardiness:** A tardy is failure to be in a place of instruction at the assigned time without a valid excuse. Students must be in the classroom before the time for class to begin. Students have three minutes between each class.

Rule 01-Late to class

### **LEVEL I OFFENSES—Administrator's Discretion**

**1A. Class Cutting:** Failure to report to class without prior permission, knowledge, or excuse by the school or teacher. Five minutes tardy to a class without prior permission from a staff member will be considered cutting of class.

Rule 01 – Leaving class without permission

Rule 01 – Out of place  
rule 01 – Skipping class

***Consequences for Violations***

- First two offenses—ISS, as assigned by an administrator and a call home
- Each additional offense—OSS

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

Rule 01 – Leaving school without permission  
Rule 01 – Skipping school

**Consequences for Violations**

- First offense— ISS, as assigned by an administrator
- Each additional offense—OSS

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

Consequences for Repeated Violations

- Referral to the School Student Assistance Team and appropriate community agencies
- Possible court involvement

UNIFORM DRESS CODE-

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

These infractions do not normally cause serious disruptions to the educational process. The majority of the time they will be considered minor (unless the problem is not corrected immediately and daily reminders become necessary). Administrators will use one day of ISS for these infractions; second offense = 2 days of ISS; third offense = OSS. Any student who disrupts or is dismissed from / or does not attend ISS will be suspended out of school.

**Rule 2 PUBLIC DISPLAY OF AFFECTION:** A student will not engage in hugging and kissing in buildings or on campus.

**Rule 3 HALL WITHOUT A PASS:** A student will not be in the hall without a signed planner from the teacher, administrator, or another authorized person.

**Rule 4 FOOD/BEVERAGES:** A student will not eat in unauthorized areas of the school. A student will not possess food or beverages in any area of the school not authorized to accommodate food or drink.

**Rule 5 LITTERING:** A student will use the trash cans to discard unwanted items. A student is responsible for keeping his / her area in the classroom, cafeteria, and locker room clean.

**Rule 6 REPEATED CLASSROOM DRESS CODE VIOLATIONS**

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

**Rule 7 POSSESSION OF NON-EDUCATIONAL MATERIAL:** A student will not bring or possess any object that has no educational purpose and that may distract from teaching and learning. Refusal to give any of the following items to any staff member will result in disciplinary action in accordance with the code of conduct.

Rule 07 Inappropriate items on school property

- A. Toys: Possession of any toys, games, cards, etc. without permission of the administration.
- B. Significant Amount of Money: Students need only enough money to meet school obligations (lunch, fees, special purchases).
- C. Unauthorized Sales: Students are not to sell any objects on campus that are not authorized through the school as an organized, approved school activity.
- D. Other: Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, laser beam toys, etc.

**The first violation will result in confiscation with the item returned to the parent at the discretion of the principal or designee. The second and succeeding violation(s) will result in confiscation and the item need not be returned until the end of the school year. Note: Money and items of significant value will be secured and returned to the parent.**

**Rule 8 POSSESSION OF ELECTRONIC EQUIPMENT USED FOR NON-EDUCATIONAL PURPOSES:**

Any electronic item that can be used for the purpose of communication, listening to music, watching video or other electronic medium used to play games that disrupts the school day for the child or others is prohibited. Such items include but are NOT limited to: Storage or replay devices for music or video, cell-phones or any communicative device, any device capable of receiving messages, any picture taking device or other item that can be used for any of the above stated functions.

Cell phones need to be put away and not visible at 7:15am. We recommend to place in lockers. If a cell phone is out, it will be confiscated and stored in the front office. Kannapolis Middle School is not responsible for any damage or loss/theft of cell phones. Bringing them on campus is at your own risk.

Electronic equipment used in the day to day functioning of a student in class will be assessed by the staff on an individual basis and based on the needs of the child.

**The first violation will result in confiscation with the item returned to student at the end of the current school day. The second and succeeding violation(s) will result in confiscation and parent must pick up item in the front office.**

**Ear buds need to be out and away (not visible) from when students enter the building, until dismissal. If teachers allow them to be out in the classroom, that is at the teacher discretion.**

**Rule 9 CLASS DISRUPTIONS:** No student may disrupt the class, school (includes hallways and areas for Walk-Lunch-Read), or bus activity. Students will maintain appropriate behavior.

- A. Chronic Talking: Repeated talking in the classroom without permission.
- B. Throwing Objects: Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes or willfully throwing anything that could serve to harass or harm another.
- C. Harassing/Teasing: Pestering or tormenting other students.
- D. Leaving Without Permission: Leaving the classroom or assigned area without obtaining approval of the teacher and /or administrator.
- E. Other: Any other action that disrupts or interferes with educational activities or the school environment.

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

**Rule 11 MISBEHAVIOR ON SCHOOL BUS:** Students will comply with bus safety rules and regulations while riding the school bus. School bus service is a privilege and not a right.

**Rule 12** FAILURE TO REPORT TO STAFF MEMBER BEFORE OR AFTER SCHOOL: Students will report to before- or after-school assignments as authorized by teachers or administrators for tutoring, makeup class work, tests, or detention.

### **LEVEL II OFFENSES—Minimum 2 Days ISS**

These infractions are more serious than the Level I offenses and interfere with the learning process of students. These infractions will result in an automatic two days of ASD. Repeated infractions could result in Out-Of-School-Suspension, and referral to the Child Study Team. Any student who disrupts or is dismissed from ASD will be suspended out of school for 1 day; 2nd Offense = 3 days of OSS; 3<sup>rd</sup> offense =5 days OSS.

**Rule 13** FAILURE TO SERVE A LEVEL ONE PUNISHMENT: Students will serve two detentions for failing to serve level one assignments.

**Rule 14** REPEAT OF THE SAME LEVEL ONE OFFENSE: Students will refrain from repeating the same offense.

**Rule 15** LEAVING CAMPUS UNAUTHORIZED: Students will not leave class or campus without authorization from the administration or designee.

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

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

**Rule 17** CONTINUAL CLASS DISRUPTIONS: Students will refrain from repeated class disruptions.

**Rule 18** USE OF PROFANE/ABUSIVE LANGUAGE: Students will not use profane and abusive language.

### **LEVEL III OFFENSES—Minimum 3 Days ISS**

These infractions are considered to be an unwillingness of the student to cooperate with the school staff and the last possible intervention before suspension: The administration will assign students to 3 days of ISS. Any student who disrupts or is dismissed from ISS will be suspended out of school.

**Rule 19** REPEAT OF SAME LEVEL TWO OFFENSE: Students will refrain from repeated violations of regulations.

**Rule 20** TRESPASSING AT ANY SCHOOL: Students will not make unauthorized visits to other schools.

**Rule 21** SECOND OFFENSE OF STUDENT INSUBORDINATION: A student will not repeatedly disobey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.

**Rule 22** INAPPROPRIATE USE OF THE INTERNET: Can also lose Technology privileges. Students must refrain from utilizing the Internet without proper authority. This includes unauthorized use of sign-on codes

**Rule 23** MISREPRESENTATION/INTEGRITY: A student will not lie or cheat

- A. Failure/Refusal to Correctly Identify Self to Any Staff Member: A student will correctly identify himself or herself to any staff member when asked.

- B. Altering Report Cards or Notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.
- C. False Information: Making false statements, written or oral, to anyone in authority.
- D. Cheating: Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc.

### ***LEVEL IV OFFENSES—Suspension***

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

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

NOTE: A recommendation for long-term suspension of more than ten days may be made by the principal to the superintendent for any of the following offenses. Degrees of involvement and severity of the offense will determine the length of the suspension.

**Rule 24 BULLYING:** Bullying is prohibited in the Kannapolis City Schools. A student shall not bully another student, a staff member, a volunteer, or another person. Bullying means verbal (orally or in writing) or physical conduct that is intended to intimidate, injure, degrade, or disgrace another student or person, or that has such an effect. It can include a variety of behaviors, such as, but not limited to, the following:

- Physical attacks and violence;
- Derogatory comments
- Threats of force or violence against a person or possessions
- Extortion and stealing money or possessions
- Shunning and exclusion from peer group
- Internet or phone threats that become associated with school

All students who believe they have been victims of bullying shall report it to an administrator or teacher. All students who witness bullying by another student or students shall report it to an administrator or teacher. Staff members shall report any allegation or incident of bullying to the school principal.

Guidance will be involved in addressing issues of bullying along with parent involvement and completion of character education requirements.

**Rule 25 IMPROPER ELECTRONIC MESSAGES:** Electronic messages of any manner used to bully, intimidate, communicate threats or implied threats, or that disrupts the school day or are vulgar in nature, are prohibited. This type of message shows forethought and planning on the part of the sender and will not be tolerated. Examples of inappropriate use of electronic messages include: any type of inappropriate use of the internet, phone messaging, text messaging, and other electronic media not described within this policy.

Electronic messages sent to staff members that are meant to demean or intimidate, or are vulgar in nature, are prohibited.

All students who believe they have been victims of electronic bullying shall report it to an administrator or teacher. All students who witness electronic bullying by another student or students shall report it to an administrator or teacher. Staff members shall report any allegation or incident of electronic bullying to the school principal.

Improper electronic messages created off campus are subject to this Code if they are accessed on school property, relate to activities on school property, or otherwise have a material impact at school.

**Rule 26 AIDING AND ABETTING A FIGHT:**

(G. S. 14-33, 14-288.4) Students will not participate in, or assist in, causing a fight verbally or physically. Students will not record a fight and/or distribute a recording of a fight.

**Rule 27 DISRESPECT TO A STAFF MEMBER:** (G. S. 14-288.4) Students will behave in a respectful manner.

Examples of disrespectful behavior are:

- A. Walking Away: Leaving while a staff member is talking to you.
- B. Talking Back: Responding orally (including eye-rolling and teeth-sucking) in a rude manner to a staff member.
- C. Profanity: Talking about or to a staff member and using profanity.

**Rule 28 THREATENING STUDENTS OR ADULTS OTHER THAN STAFF MEMBERS:** A student will not threaten another student, adult, or staff member.

**A Minimum Three Day Out-of-School Suspension applies to the following rule violations**

**Rule 29 ABUSIVE, OBSCENE, AND OFFENSIVE LANGUAGE DIRECTED TOWARDS A STAFF MEMBER (G. S. 14-288); THREATENING A STAFF MEMBER ( G.S. 14-288.4):** A student will not repeatedly use profane or obscene language or make obscene gestures or threaten a staff member. Repeated offense of this rule will result in a shortened instructional day.

- A. Offensive Language: Cursing, or saying anything that conveys an offensive, racial, obscene, or sexually-suggestive message.
- B. Obscene or Offensive Gestures: Making any sign or gesture that conveys an offensive, racial, or obscene, or sexually-suggestive message.
- C. Derogatory Written Material: Having any written material or pictures that convey an offensive racial, obscene, or sexually-suggestive message.

**Rule 30 FIGHTING/AGGRESSIVE BEHAVIOR TOWARDS ANOTHER STUDENT (G.S.14-33, 14-288.4):**

The exchange of mutual physical contact between students by pushing, shoving, or hitting, with or without injury is prohibited. Hitting, biting, and /or spitting at another student for the purpose of harassment or which could cause harm is also prohibited. Fighting at school will be a 10 day out of school suspension the first time and a repeat offense will be a recommendation of long term suspension for the remainder of the school year. Charges will also be pressed through the police department if a student participates in a fight (first offense) or starts a physical altercation.

(Simple Affray; G.S. 14-33, 14-288.4)

**NOTE: A SECOND FIGHTING OFFENSE WILL CARRY A LONG TERM SUSPENSION FOR THE REMAINDER OF THE YEAR OR 365 DAYS.**

**Rule 31 THEFT ( G. S. Chapter 14 Article 16):** A student will not steal or possess stolen property, or participate in a plan with others to do so. When a student receives property from another individual, the receiving student is responsible for assuring who is the owner of the property.

- A. School Property: Unlawfully taking and /or carrying away property belonging to Kannapolis City Schools.
- B. Staff Property: Unlawfully taking and or carrying away property belonging to a staff member.
- C. Student Property: Unlawfully taking and/or carrying away property belonging to another student.
- D. Student Locker: Removing any property from a locker other than the locker assigned.
- E. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

**Rule 32 EXTORTION:** A student will not take, or threaten to take, the property of others through intimidation.

**Rule 33 GAMBLING:** A student will not play games of skill or chance for money or property.

**Rule 34 SEVERE DISRUPTION OF THE SCHOOL DAY/Disorderly Conduct:** (G. S. Chapter 14, Articles 8 and 16, 14-288.4, 14-132, 14-273, 14-269, 14-69.1, 14-69.2, 14-49, 14-49.1, 14-50, 14-50.1)

- A. Fireworks/Small Explosives: Possession of firecrackers or small explosive devices including caps, and snapper pops.
- B. Student Demonstrations: Organizing and / or participating in unauthorized gatherings and marches.
- C. Falsifying Emergency Situations: Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or emergency that does not exist. This includes making statements/phone calls.
- D. Third Offense of Student Insubordination: Willfully and repeatedly disregarding the regulations specified in the explanation of what constitutes insubordination.

**Rule 35 KNIFE/WEAPONS** – Any type of knife, toy knife, camouflaged weapon (knife blades, or other sharp devices, camouflaged as tubes of lipstick, ink pens, hair combs, etc.), razor blade, box cutter, possession of chemical (such as Mace or pepper sprays, or anything the administration deems a weapon is prohibited. Material will be confiscated and charges filed as deemed appropriate by the administration. 10 day minimal suspension for possession of a weapon at school or on the bus.

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

Vaping or in possession of vaping materials on campus can lead to a 10 days of OSS. 1st time offenders will be given the option of completing an online vape education program instead of the 10 day suspension.

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

During the five-day out-of-school suspension, the student must schedule and complete the initial assessment. Failure to follow through with the mandatory assessment and recommendations from the assessment will result in recommendation of long-term suspension of the student.

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

- A. Search of an Individual or His/Her Possessions: A student must cooperate with and may not obstruct or interfere with 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.

- B. 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.
- C. 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, coats, school assignments. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

**Rule 39 INCENDIARY DEVICES/ ARSON:** ( G. S. 14-288.4, 14-269.2,14-269, 14-69.1, 1469.2, 14.273, 14-49, 14-49.1, 14-50, 14-50.1) A student will not possess any incendiary devices on school grounds or at any school function. Neither will a student set fire or attempt to set fire to school property, or participate in a plan with others to damage or destroy school property.

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

- A. Defacing Walls, Mirrors, Desks, Lockers, Computers, or Any Other School Equipment.
- B. Damaging Another Person's Property: Including, but not limited to, clothing, class projects, automobiles, etc.
- C. Graffiti: Willful or malicious defacing of public or private property.
- D. Bus Graffiti/Vandalism: Willful or malicious defacing of any bus seats, windows or any other part of the school bus.

**Rule 41 SEXUAL OFFENSES:** A student will not engage in sexual behaviors.

- A. Offensive Touching: Improper touching of an offensive or sexual nature.
- B. Sexual Harassment: Verbal or physical conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive, including but not limited to, sexual advances or propositions, and /or unwelcome hugs, kisses, massages, or other physical contact.
- C. Consensual Sex: Sexual activity involving willing participants.
- D. Indecent Exposure: Intentional exposure of private parts of one's body (including "Mooning").
- E. Sexual Assault/Rape or Attempted Rape: Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear.

**Rule 42 BURGLARY:** A student will not break into school property for the purpose of stealing.

**Rule 43 ROBBERY:** A student will not take another person's property by force or violence.

**Rule 44 ASSAULT OF A STAFF MEMBER** (G.S. 14-33 (b)(8), (14-288.4): A student will not physically attack a staff member.

NOTE: Under N. C.G. S. 20-11(n1) this violation can result in the loss of driver's license. N. C. G. S.115-391(d2) (1) requires that the Superintendent remove to an alternative setting any student who is at least 13 and who physically assaults and seriously injures a teacher or other school personnel. If no alternative setting is available, the student may be suspended for up to 365 days.

**Rule 44A RECKLESS/THOUGHTLESS ENDANGERMENT**-student may not deliberately engage in reckless behavior that will endanger the welfare of any staff or student.

**Rule 45 GANG-RELATED ACTIVITY:**

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its

primary activities the commission of criminal acts and having a common name or common identifying sign, color, or symbols. Conduct prohibited includes:

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

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

**Rule 46 SMOKING/TOBACCO PRODUCTS:** Student will not possess or use tobacco products on school premises.

**Student misconduct, not covered by the previous levels or rules, shall be dealt with by the principal or his/her designee as appropriate. Principals are authorized to interpret individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered by the previous stated levels.**

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

#### **Suspensions and Expulsions Beyond the School Year (Kannapolis City School Board Policy)**

To comply with laws passed by the 1995 North Carolina General Assembly, any student bringing or possessing a gun, rifle, pistol, or other firearm of any kind; or any dynamite cartridge, bomb, grenade, mine, or other powerful explosive, will be suspended from school for 365 days. This rule affects all students in kindergarten through grade 12. Any student 14 years of age or older whose behavior establishes that his/her continued presence is a threat to other students or staff members may be expelled permanently from the Kannapolis City Schools.

#### **6401.7 Students shall not possess, handle, transmit, or use weapons or dangerous instruments. (Rule 7 of KCS School Board Policy Manual)**

##### **A. WEAPONS PROHIBITED**

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

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

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

B. Records Maintained

A record of any violation of Rule 7 (6401.7) shall be maintained in the student's cumulative folder until the completion of the student's school career.

C. Disciplinary Sanctions

Long-Term Suspension.

Any student in grades 6-12 who is found to have possessed, handled, or transmitted any type of weapon or facsimile of a weapon in violation of this rule shall receive a long-term suspension from the school system for the remainder of the school year, unless the principal and superintendent find sufficient mitigating circumstances proved by the student. If a sanction less severe than long-term suspension for the remainder of the year is chosen, the principal shall document which criteria were used and the basis for the decision on sanctions.

365-Day Suspension for Firearms or Explosives

Notwithstanding any other sanction, and as required by G.S. 115C-391(d1), any student in grades K-12 shall be suspended for 365 calendar days for bringing a firearm or explosive onto any bus, building, property or grounds owned, used or operated by the Board. For purposes of this rule a "firearm or explosive" has the same meaning as a "weapon" in G.S. 14-269.2(b) and includes a gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1; but does not include a BB gun, air rifle or air pistol and does not include any weapon described in G.S. 14-269.2(g) (i.e.- a weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent) or in G.S. 14-269.2(h) (i.e. a weapon a person receives or finds and immediately delivers to law enforcement authorities)

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

C. Criminal Prosecution

Any weapon found on campus shall be confiscated and turned over to law enforcement officials. The school shall seek prosecution, under relevant statutes, of any student who is sanctioned by long-term suspension (more than ten days) for violating this policy prohibiting weapons and dangerous instruments.

Parents cannot abdicate responsibility for a child's actions when the parents have in any way encouraged or permitted the child to violate this policy. When a student has been found to violate Rule 7 (6401.7), the school may seek prosecution of the parents, guardian, or responsible adult under all relevant General Statutes, including:

- §1-583.3, Negligent supervision of minor
- §14-269.7 Prohibitions on handguns for minors
- §14-315 Selling or giving weapons to minors
- §14-315.1 Storage of firearms to protect minors
- §14-316 Permitting young children to use dangerous firearms
- §14-316.1, Contributing to delinquency and neglect by parents and others

The school shall seek prosecution of any person who violates state or federal law prohibiting weapons on or near school property.

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

Legal Reference: G.S. 14-269.2; 115C-391(d1)

**6401.16 Students Shall Not Commit Bomb Hoaxes or Commit Other Acts of Terror**

Students shall not make any threat of action likely to cause serious injury or death, or commit any act likely to cause serious injury or death, or likely to be perceived as a terrorist act or threat, whether or not such act is intended as a hoax or a jest. Prohibited acts include, but are not necessarily limited to:

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

The Board of Education or Superintendent may impose an out-of-school suspension for up to 365 days for violation of items 1 through 5 of this rule. A violation of items 6 or 7 above, relating to bomb hoaxes, shall result in a 365-day suspension imposed by the superintendent or the board of education. Upon recommendation by the superintendent, the board of education may modify the 365-day suspension requirement on a case-by-case basis, and also may provide or contract for the provision of education services to the suspended student in an alternative school setting.

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

**Expulsion:** Upon recommendation of the principal and superintendent, the Board may permanently expel a student who is fourteen years of age or older and whose behavior indicated that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board's decision to expel such a student shall be based on clear and convincing evidence, and shall be made in accordance with State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student. The Board has no duty to continue to provide special education or related services to a child with special needs who has been expelled pursuant to this policy.

The decision of the Board under this policy is final, subject only to judicial review in accordance with Article 4 of Chapter 150b of the General Statutes.

Any student who has been expelled may request that the Board reconsider its decision at any time after the first July 1 that is at least six months after the expulsion decision. If the student demonstrates to the Board's satisfaction

that his presence in school no longer constitutes a threat to the safety of other students or employees, the Board shall readmit the student and assign him to a school on a date the Board deems appropriate.

**Legal Reference: G.S. 115C-47, -3**

**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. 155C-391.1(d)(1))

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

Nothing in the policy prevents the use of physical or mechanical restraint by 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
  1. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
  2. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, 504 or behavior intervention plan
  3. the confining space has been approved for such use by the local education agency;
  4. the space is appropriately lighted, ventilated, and heated or cooled; and
  5. 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 a 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 behavior; and
- safe and appropriate use of seclusion and restraint (G.S. 115C-296(c))

#### **Legal Notice**

Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 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.

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### **RELEASE OF DIRECTORY INFORMATION CONCERNING STUDENTS**

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Parents will be notified at the beginning of each school year that the school system will compile directory information relating to a student and may publish such information. The directory will include the following: the student’s name, address, parents’ / guardians’ names, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A parent / guardian may notify the school system that any or all of this directory information should not be released without the parent’s / guardian’s consent. This notification must be in written form and received in the Superintendent’s office within ten (10) days of the receipt of the school’s statement concerning the procedure for the directory.

Designating certain information as directory information does not necessarily mean that the school system must release that information in all circumstances; the school system generally can choose to release or not to release directory information.

Legal Reference: Family Education Rights and Privacy Act, 20 U.S.C. § 1232g

Adopted: August 25, 1993

Revised: November 23, 1998

## **Open Communication**

KMS's staff to keep you informed and knowledgeable about your child's progress and the events in the school. In addition to being able to schedule time with your student's teachers, administrator, or counselor below are some ways that we keep the lines of communication open.

1. A Take Home Tuesday folder is sent home weekly to keep you informed of grades and upcoming events.
2. School messenger phone communication is used frequently, and of course our KMS website is up to date with information.  
\*\*Our attempts at communicating with families through School Messenger messages, emails, and phone calls are only as good as our current contact information. Please keep us informed of any phone number or address changes you may have during the school year.
3. Your child's team has websites that can also be accessed to inform you of the academic requirements and information on the team activities.
4. You will be able to access your student's grades and assignments through PowerSchool.

## **Student Rewards**

Throughout the year, there will be opportunities for students to earn rewards through character education and academic performance. It is going to be a great year!

Sincerely,  
KMS Staff and Administration