

# 2019-20 Kannapolis City Schools Elementary School Student & Parent Handbook

## Woodrow Wilson Elementary School

800 N. Walnut Street  
Kannapolis, NC 28083  
Office Number: (704) 933-2935  
Fax Number: (704) 932-5502

### ADMINISTRATIVE TEAM

Dr. Lyndsey Pelusi. - Principal  
Mrs. Kim Keesee- Assistant Principal

Start Time: 7:50  
Students Enter Building: 7:50  
Tardy: 8:20.  
Dismissal: 3:20

Office Hours: 7:45am-3:45pm  
Teacher Hours 7:45am-3:45 pm

### MISSION STATEMENT

The mission of the Woodrow Wilson community is to provide a safe and caring environment for all students to learn, grow and succeed

**School Colors**  
Green and White

**School Mascot**  
Eagle

## KANNAPOLIS CITY SCHOOLS

### VISION STATEMENT

The vision of Woodrow Wilson Elementary School is to develop 21st Century learners who are responsible, respectful, safe, and always strive to reach their highest potential while overcoming new challenges

### SAFE SCHOOLS

Please help us keep our school safe by following the *Safe School Rules* when you visit.

**Please sign in using our Lobby Guard program. You will need your ID to do so. A visitor pass will be provided for you to wear while on campus.** Preschoolers do not need to wear a visitor's pass. Small kiddie stickers are **provided for them.**

## ATTENDANCE

We emphasize school attendance in Kannapolis City Schools. As parents and teachers, we know there is a clear relationship between good attendance and school achievement. Our goal is to encourage students to strive for perfect attendance!

We know that all children will not attain this goal, yet it is still our hope to instill the importance of good school attendance. North Carolina Compulsory Attendance Law (GS115C-378) states parents and guardians are responsible for seeing that their children attend school each day it is in session (180 days). A student must be in attendance at least 3 hours 20 minutes during the official school day to be counted present.

School personnel may request that a law enforcement officer accompany him or her if a home visit is necessary. If, after ten accumulated unexcused absences in a school year, the principal or his/her designee determines that the parent/guardian has **not** made a good faith effort to comply with the law, school personnel may file a truancy petition in the county where the student resides.

If the principal or his/her designee determines that the parent/guardian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid cause. Documentation that demonstrates that the parents/guardians were notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies shall constitute parent responsibility for absences.

According to NC law, trips or vacations are considered unexcused absences unless prior approval is received from the principal. If you are planning a trip and believe the absences should be excused, please obtain an "Opportunity for Education" form from the school office or download one from our website. This form will need to be returned back to school at least one week before the absences begin. Please note that no forms will be accepted **after** the trip has been taken. **No trips of any nature will be approved as excused absences during the End of Grade Tests for grades 3-5.**

### Absences

#### 1. Excused

- Absences from school will be excused for the following reasons:
- Illness of the student.
- Quarantine.
- Death in the immediate family.
- Religious holidays approved by the school system.
- Education opportunities with prior approval from the principal. **\*(maximum of 5 days/year)**
- Court or Administrative proceedings.
- The school may request a doctor's statement for frequent or lengthy absences for illness.

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## 2. Unexcused

Unexcused absences will be considered truant.

When a student has accumulated between three and six unexcused absences, parents will be notified by the Principal that they may be in violation of the Compulsory Attendance Law. After ten unexcused absences, the principal or designee will have a conference with the parents.

## 3. Notes

When a child returns to school after being absent, the parent or guardian is expected to send a note within two days of absence with the following information:

- The date of the note
- The date of the absence
- The specific reason for the absence
- Parent signature

Written notes or email messages should always be sent even when there has been verbal communication.

## 4. Returning after sickness

Children must be free from diarrhea, vomiting and fever for 24 hours without medication before returning to school.

## Tardies/Early Check-Outs

Kannapolis City Schools has a policy regarding tardiness and early check-outs. A student is considered tardy when he/she is not in his/her classroom when the tardy bell rings. The only exception to this is those students who ride a bus that is late. If a student has missed more than 4 hours of instructional time due to tardiness he/she will not be eligible for perfect attendance. Upon the 10<sup>th</sup> tardy, a referral for school social work/counseling services will be made.

## ARRIVAL AND DISMISSAL

It is important for each of us to cooperate and follow directions when bringing or picking up children. Safety is our main concern. Parents need to avoid getting out of their cars and crossing the drop-off lane; this slows the flow of traffic and causes delays. When picking up children use single lane; no double lane for pickup unless directed to do so.

### Morning Arrival

On occasion, parents will need to see their child's teacher before the school day begins or after school. Parents should park in the visitor parking area. **The adult supervision provided by staff should make it unnecessary for parents to walk their children to class on a regular basis.** Parents **should not park** in the student drop-off lane.

Car riders may be dropped off in the designated area only.

### Before School Care

If elementary families need to drop off students before 7:50a.m., they may use the before-school care that will be

offered. Parents that need before school care prior to 7:10 a.m. may use other child care providers in the area.

Early drop off will run from 7:05 a.m. to 7:50 a.m. each school day. The cost for each child will be \$50 a month. Families will not be charged for teacher work days or holidays. However, they will have to pay if their child is enrolled in the program and absent from school. On inclement weather days when school is cancelled or delayed, Kannapolis City Schools will also cancel or delay its before school care service.

### Afternoon Dismissal

3:20 – Students will be dismissed.

All car riders will be picked up at the designated area. Parents are requested not to arrive early or leave cars unattended. (IF APPLICABLE: **Car tags must be clearly displayed in vehicles to expedite the car dismissal line.**)

Follow the directions of the staff working in the parking lot. On rainy days, dismissal usually takes a little longer. Please remain in your vehicles rather than come to the office for check out. No students will be dismissed from the office after 2:50.

## TRANSPORTATION CHANGE FROM NORMAL PROCEDURE HOME IN THE AFTERNOON

It is necessary that you send a note with your child to the teacher concerning any change from the normal procedure of transportation home in the afternoon. Children often get excited or confused and give incorrect information. **We will not take changes over the phone.** Do not send an email to the teacher during the day you wish to make changes. Teachers may not check their email until after dismissal.

### Bus Riders

Each eligible student is assigned to a morning bus run and afternoon bus run. Students may not ride any bus other than the assigned morning and afternoon bus.

### EARLY DISMISSAL

If a parent comes to school to pick up his/her child during the school day, the parent must come by the school office first to sign the student out of school. Office personnel will call your child to the office for dismissal. Early dismissals should be kept to a minimum. **We request that parents arrive before 2:30 p.m. to check out a child early.** We also request that the teacher be notified in writing when a child is to be picked up early and who will be picking up the child. School personnel will require identification for anyone picking up a child. Please have picture ID ready. Any child **leaving prior to 11:50** will be marked absent for the day.

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## INCLEMENT WEATHER

The school superintendent decides when schools require closing. Parents should listen to the radio, watch local TV channels, or visit Kannapolis City Schools website for information concerning school closings. Phone messages are also sent, please make sure to keep all emergency information up to date!

A form will be sent home at the beginning of the year for parents to indicate what their child is to do when school closes early due to inclement weather.

## MAKING UP MISSED WORK

If your child is absent more than two days, make-up work may be picked up from the front office **at the end of the day**. Please notify the office by 9:15 a.m. in order for teachers to have work ready for pickup. When a student returns, teachers will have make-up work ready. It is not always possible to prepare work ahead of time.

This is considered a courtesy to parents when a teacher is able to get items ready ahead of time. Asking the teacher to prepare work for your child ahead of time is not always practical since the teacher would be in the middle of instructional time.

## RELEASING CHILDREN TO CUSTODIAL PARENTS

A child must be released by the school to either parent unless legal papers have been presented to the principal showing custody. This applies even if a child is living with only one parent. If you have custody of your child and do not wish for him/her to be taken from school by his/her other parent, you must present your legal paper to the principal. **PLEASE REVIEW YOUR LEGAL PAPERS ON FILE IN THE OFFICE AT THE BEGINNING OF EACH SCHOOL TERM TO BE SURE THEY REFLECT THE MOST RECENT COURT DECISION.**

## KEEPING INFORMATION CURRENT

It is important to keep the school office informed of contact information.

**Please notify the school immediately if there is a change in status during the school year:**

- Address, Phone number (home, work & mobile)
- Employment
- Other information that could be helpful to the school and your child.

## CAFETERIA

**Breakfast:** We are pleased to offer a free breakfast program for our students.

**Lunch:** Balanced lunches, which provide 1/3 of the daily food requirements for children are served in the cafeteria at no cost. A copy of the month's menu is available online.

## LUNCH GUIDELINES

Kannapolis City Schools is committed to promoting student health, reducing childhood obesity, providing a variety of nutritional foods, and promoting lifelong healthy eating habits. Parents are encouraged to include healthy choices in lunches brought from home and should not include soda, energy drinks, fast food items, or candy. When visiting the school to eat a meal with your child, you are encouraged to purchase a school-prepared lunch and set a healthy example for your child. Foods brought into the school with fast food, or other restaurant packaging are discouraged. If brought to school, fast foods may not be eaten in public areas, i.e., cafeteria, classrooms, or in view of students. We have no areas available for private eating. Please consider re-wrapping restaurant food in Ziploc baggies or plain foil and placing in plain brown or white bags before entering the school, then eating in the cafeteria will be acceptable.

Please help us keep our school safe by following the *Safe School Rules* when you visit for lunch.

- **Report to the main office** first.
- **Complete a name tag and wear it.** Preschoolers do not need an identification tag.
- **Always wait in the cafeteria for your student.** Going into the classroom or waiting in the halls is not a part of a safe school and can interrupt the instructional day.

## FOOD POLICY FOR STUDENT PARTIES OR TREATS

All foods provided for students are to be pre-wrapped or packaged. These foods may come from a supermarket, bakery or caterer. **Homemade items are not allowed** for student consumption.

This precautionary guideline assures the school staff that foods are sanitary. It provides school personnel with a "contents label" to protect students with specific food allergies.

This policy applies to students only.

## STUDENT BIRTHDAYS

**No invitations to birthday parties are allowed at school.**

These are not items that can be distributed on the school campus or bus.

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Many parents like to send a treat for each child in the class on their child's birthday. **Sending a small treat, which can be incorporated in the students' lunch period does this best.**

For example:

- a pre-wrapped oatmeal cookie for each child.
- a box of bakery cookies or pastries (enough for each child to have one)
- a pre-wrapped Rice Krispy Treat

Be sure to speak with your child's teacher before making any birthday treat arrangements so that conflicts or misunderstandings can be avoided.

**No flowers or balloons should be sent to your child during school;** these items cannot be sent to your child's class or home on the school bus.

### INTERRUPTIONS

Classroom interruptions are discouraged. We strongly believe that they interfere with the learning process of all students. Please try to schedule doctor appointments, trips, calls to teacher and conferences before or after the school day so your child will not miss valuable educational instruction. Any call to the teacher during the instructional day, will be sent to voicemail so there is no interruption to instruction.

### APPOINTMENTS WITH STAFF

Please call to set an appointment with all Administrative Staff, Counselors, and Teachers. Scheduling ahead of time allows us to fully address you or your child's needs.

### VOLUNTEERING

We encourage parents and guardians to be involved in their child's schools. NC General Statute 99-28.3 allows for parents or guardians to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school.

For the safety of our students, all volunteers are required to have a background check completed. The background check forms are available at the school front office.

### EXPECTATIONS OF STUDENTS

Students are expected to abide by all student rules and policies of both the School and the Kannapolis City Board of Education.

### KANNAPOLIS CITY BOARD OF EDUCATION WEAPONS AND DANGEROUS OBJECTS POLICY

It is the policy of the Kannapolis City Board of Education ("Board") that no employee or student shall possess or carry (whether openly or concealed) any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, power explosive as defined in NC Gen. Stat. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other

weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any school building or bus, on any school campus, grounds, recreation area, athletic field, or other property owned, used or operated by the Board of Education.

### SCHOOL WIDE RULES

Woodrow Wilson continues to implement school wide rules and expectations. Please see the following rules and expectations for all areas of our school to help your student have positive days!

Voice Levels:

Level 0- No talking, no sounds

Level 1- Whisper

Level 2- Normal speaking voice

Level 3- Outside voice

Classrooms/Specials	
<b>Be Safe</b>	<ol style="list-style-type: none"><li>1. Enter quietly</li><li>2. Walk</li><li>3. Keep hands, feet &amp; objects to yourself</li><li>4. Use inside voices</li><li>5. Put supplies away where they belong</li></ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"><li>1. Use materials &amp; equipment appropriately</li><li>2. Be a good listener</li><li>3. Treat others with respect</li><li>4. Respect others space and property</li><li>5. Follow directions 1<sup>st</sup> time given!</li></ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"><li>1. Be prepared and on time</li><li>2. Accept outcomes of behavior</li><li>3. Make good choices</li><li>4. Complete assignments on time</li><li>5. Keep your work area clean and neat</li><li>6. Keep your eyes on your paper and do your own work</li></ol>

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Hallways/Walkways	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Walk</li> <li>2. Hands at your side</li> <li>3. Eyes straight ahead</li> <li>4. Keep moving</li> <li>5. Always walk on the right side</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Walk in a straight line</li> <li>2. Respect other people's space</li> <li>3. Silence in the hall</li> <li>4. Let others pass through the line</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Return to class promptly</li> <li>2. Keep rules in mind</li> <li>3. Use a silent wave when greeting people</li> </ol>

Cafeteria Expectations	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Walk</li> <li>2. Stay seated with both feet under the table</li> <li>3. Keep hands, feet &amp; objects to yourself</li> </ol>

	<ol style="list-style-type: none"> <li>4. Chew food slowly</li> <li>5. Carefully empty tray</li> <li>6. Keep table clean</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Use inside voices</li> <li>2. Eat your own food</li> <li>3. Follow instructions</li> <li>4. Say please and thank you</li> <li>5. Line up quietly by the wall when time to leave</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Clean up eating area</li> <li>2. Keep food on tray</li> <li>3. Empty trays and all trash in the garbage container</li> <li>4. Place utensils and bowls properly in designated area</li> </ol>

Bathroom Expectations	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Walk</li> <li>2. Keep hands, feet &amp; objects to yourself (no horseplay)</li> <li>3. Wash your hands with one squirt of soap, rinse until clean</li> <li>4. Use only one paper towel</li> <li>5. Keep water in the sink</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Allow privacy for everyone</li> <li>2. One person per stall</li> <li>3. Respect the restroom by using it properly</li> </ol>

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<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Always flush the toilet</li> <li>2. Put paper towels in trash can only</li> <li>3. Return to the classroom promptly</li> <li>4. Keep restroom clean</li> <li>5. Report any problems to teacher or custodian</li> </ol>
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Playground Expectations	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Participate in school approved games only</li> <li>2. Stay in designated areas</li> <li>3. Keep body to self</li> <li>4. Use kind words to solve problem</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Invite others who want to join in</li> <li>2. Share equipment</li> <li>3. Take turns</li> <li>4. Use equipment for intended purpose</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Line up at 1<sup>st</sup> signal</li> <li>2. Return all equipment to proper area</li> <li>3. Put litter in trash bags</li> </ol>

Bus Expectations	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Use inside voices</li> <li>2. Remain seated until the bus stops</li> <li>3. Keep hands, feet &amp; objects to yourself</li> <li>4. Bottom to bottom, back to back</li> <li>5. Backpacks in your lap</li> </ol>

	<ol style="list-style-type: none"> <li>6. Keep all items in your backpack</li> </ol>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Use appropriate language</li> <li>2. Follow directions of the driver the 1<sup>st</sup> time</li> <li>3. Respect others' space</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Demonstrate self-control</li> <li>2. Keep seat and floor clean</li> <li>3. Treat bus with care</li> <li>4. Remember all belongings</li> </ol>

### BUS EXPECTATIONS

Kannapolis City Schools expects students to demonstrate appropriate behavior on the school bus. Students are expected to follow bus rules and follow discipline guidelines. It is a privilege to ride the bus in the state of North Carolina. Students who misbehave on the bus and receive referrals are subject to suspension and expulsion from the bus. Administration will determine the appropriate consequence for students receiving a bus referral.

### PLAYGROUND SAFETY

During the school day only students and staff are allowed on the playground. **Students are not allowed to bring recess equipment to school from home. All equipment (basketball, soccer ball, etc.) will be provided by the school.** The playground areas are unsupervised after school hours. Do not allow children to return to the playground areas without adult supervision. Please report any existing playground safety concerns to the office. Thank you for your cooperation in taking proper precautions to prevent injuries from occurring.

### FIELD TRIPS

Parents will be given a 4 week notice of any field trip their child will be attending. Depending on the location, parents may be invited to attend and must provide their own transportation. **Many trips restrict the number of adults per class. In these situations, the classroom teachers will invite different parents on each trip to share the chaperoning duties among as many parents as possible.**

All field trips are NON-REFUNDABLE. Siblings are not permitted to attend field trips with a parent.

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Since field trips are educational, all students in a class should go on the field trip unless there are unusual circumstances.

If parents want to take their child home directly from the field trip site, they must see the teacher and sign out the student.

## POLICY REGARDING BULLYING

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but not limited to, verbal taunts, name calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet. Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Kannapolis City Schools has policies prohibiting bullying, harassment and discrimination.

## SOLICITATIONS

Students are not allowed to sell items or collect money for any organization. All fundraisers, PTA events, etc. are through the parents, not the students.

## HEALTH SERVICES FOR CHILDREN:

### ALCOHOL AND DRUGS IN ELEMENTARY SCHOOLS

If a student in grades K-5 is in possession of alcohol or drugs, the following guidelines will be followed:

- Each case or occurrence will be dealt with individually.
- Students who are in possession of alcohol or drugs not prescribed by a doctor or are under the influence of same will be removed from class and may be suspended from school. In either case, a parent conference will be required before the student returns to class.
- The principal will get all of the facts concerning the case and confer with the assistant superintendent, and an appropriate plan of action shall be set in motion.
- It will be a joint decision of the principal and assistant superintendent before calling in any outside agencies.
- The plan of action will be written and signed by the principal and assistant superintendent.
- Law enforcement will be called in, as appropriate.

## ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

If your child must have medication of any type during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by

listing the medication(s) needed, dosage, and number of times per day it is to be administered. This form must be completed by the physician for **both prescription and over-the-counter drugs.**

- You may discuss with your child's doctor an alternative schedule for administering medication (e.g., outside of school hours.)
- If your child is subject to unusual health hazards such as an allergy to bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.), please notify the principal.
- **The school does not assume responsibility for students who administer medication to themselves (self-medicate).**
- At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. Medication must be brought in by a parent and given to the school nurse. Office staff will not accept medications. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have any questions about this policy or other issues related to the administration of medication in the schools, please contact the school nurse.

## PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

**Exceptional Children:** We have special programs with specialized teachers to meet the needs of exceptional children. The following special programs will be offered to those students who qualify:

- Academically/Intellectually Gifted
- Learning Disabled
- Mentally Handicapped
- Speech and Hearing Impaired
- Physically Handicapped
- Behaviorally/Emotionally Disabled
- Other Health Impaired
- Autistic
- Visually Impaired

## TELEPHONES

Students will be allowed to make phone calls for sickness only. **Children will not be allowed to call home for homework, library books, etc.**

Teachers will only be called to the phone for emergencies. Our school has a voice mail system. The system will pick up before

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and after school hours and in some instances during busy times while school is in session.

Please leave your name and number with a brief message; messages will be checked daily, before lunch and at the end of the school day.

## PICTURES

Individual pictures of each student will be taken in the fall and class group pictures in the spring. The date and prices of pictures will be announced in advance.

## YEAR BOOKS

Year books are also available at the end of the year. The date and price will be announced in advance.

## REPORT CARDS & GRADING

Kannapolis City Schools utilizes a standards-based grading system for all students in grades K-5. The approach allows teachers to communicate students' level and/or proficiency on each academic standard using the following scale:

- L = Limited Progress
- P = Progressing
- M = Meets
- E = Exceeds

Teachers will also report students' Character & Career Readiness Skills.

The Character & Career Readiness Skills are:

- Empathy
- Curiosity
- Sociability
- Resilience
- Self-awareness
- Integrity
- Resourcefulness
- Creativity

Additional information regarding standards-based report cards can be found online at [www.kannapolis.k12.nc.us](http://www.kannapolis.k12.nc.us)

Progress reports will be sent home midway through the quarter. Report Cards will be sent home at the end of the quarter.

## UNIFORM DRESS CODE

Please review this policy with your child. Parents will be called to bring appropriate clothing for their child.

Students in Kannapolis City Schools must follow a uniform dress code policy. If you would like a copy of the updated dress code please contact the office. You may also find this policy online at [www.kannapolis.k12.nc.us](http://www.kannapolis.k12.nc.us).

### 1. Shirts/Tops:

- All shirts and blouses must be collared.

- Pullover shirts, known as golf or polo shirts, turtlenecks, and button-down shirts, or "oxford" shirts, are acceptable.
- Shirts may be short or long sleeved.
- Shirts and blouses may be any solid color (K-5).
- Shirts and blouses may bear a thumb size or smaller brand logo; school logo shirts may be worn, or shirts with the "Kannapolis K" may be worn.
- Shirts and blouses are to be tucked in at all times. All shirts must cover the chest area and be buttoned as such.
- Undergarments may not be worn as outer garments.

### 2. Bottom Wear

Students may wear shorts, cargo shorts, or pants, skirts or jumpers. Pants and bottom wear with more than one color are not allowed. Yoga pants, leggings, jeggings, or other form fitting attire are not considered pants for the purpose of this policy.

The length of shorts and skirts must be at least as long as the student's longest fingertip when holding both arms straight down by the side. The policy also requires pants, shorts, skirts, and skirts to be made of a twill-like material (no jeans).

Belts are expected for our students in the upper grades. The bottom wear (pants, shorts, skirts, and skirts) colors for our school are black, navy blue, and khaki.

### 3. Sweaters, Sweatshirts, and Undershirts

Sweaters, sweatshirts, and visible undershirts must be white or be one of the uniform colors designated by our school.

### 4. Jackets

Jackets must be appropriately sized and may not be baggy or oversized. Anything with a hood may be worn to school. The hooded jacket must be taken off after entering the building prior to the start of school. At no time shall the hood of the jacket be worn on the head while on the bus or in a school building.

### 5. Shoes

Shoes may not have open toes or open heels, and they must be tied or properly fastened at all times.

### 6. Headwear

Headwear—including bandanas, rags, headbands, scarves, hats and combs—may not be worn on campus. However, on cold days it will be fine for students to wear toboggans or hats as they arrive at school or leave in the afternoon.

Any article of clothing, accessory, or shoes that cause a distraction to the educational environment will not be permitted. Your child may be told not to wear the item back to school.



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### EXTRA MONEY AND VALUABLES AT SCHOOL

It is requested that children NOT make a practice of bringing money and valuables to school. For your younger students, parents are requested to put lunch money, fees, etc. in an envelope with the child's name, teacher's name, the amount of money enclosed, and the purpose for the money written on the outside.

No toys are allowed at school at any time.

### LOST AND FOUND

The school keeps a special Lost and Found area. Should items inadvertently be left, the custodians check the school at the end of the school day and place items in the Lost and Found area for student pick up. All items left will be packed and given to charity each month. We encourage parents and students to put names in outerwear and on lunch bags to assist students in properly identifying their belongings. When small items like jewelry or money are found, they may be turned in to the office and claimed there.

### PARENT-TEACHER CONFERENCES

The parent-teacher conference is a very important method of ensuring good communication between home and school. The conference allows parents to discuss the progress and expectations of their child, while the teacher can learn more effective ways to work with the child.

Parent-teacher conferences will be arranged by your child's teacher at the end of the first nine weeks of school. It is extremely important that you take advantage of this opportunity to discuss your child's progress. Your child's teacher will advise you when the conference will be held.

If you wish to have a conference with your child's teacher at any time during the school year, please contact the teacher by note, email or telephone. Conferences can be arranged before school, during teacher planning time, or after school.

### HOMEWORK POLICY

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home.

Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements. Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and

orderly use of time; and provide opportunities for enrichment activities.

### INTERNET USE

Internet access is available to students and staff in Kannapolis City Schools. The Board provides this service in the belief that the Internet offers vast, diverse, and unique educational resources and in the hopes of promoting educational excellence through resource sharing, innovation, and communication. The Internet is a vast collection of interconnected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure. Through the Internet, students and staff have access to:

- Electronic mail communication with people all over the world;
- Public domain software and shareware;
- Discussion groups on a plethora of topics

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the school setting. The Children's Internet Protection Act (CIPA) requires schools and libraries to have an Internet safety policy in place. The Internet Use Agreement is a component of the KCS Internet Safety Policy. Kannapolis City Schools will make every effort to restrict student access to inappropriate material 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. The Kannapolis City Schools cannot guarantee that students will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, students should immediately report the website's URL (address) to the supervising staff member so that the URL can be added to the list of blocked Internet sites maintained on our Internet filtering device.

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

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

All users must adhere to strict guidelines for proper online conduct. 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, the student's Internet access privileges may be revoked and

## 2019-20 Kannapolis City Schools Elementary School Student & Parent Handbook

disciplinary action and/or appropriate legal action may be taken. If in using the school's Internet a student uses any service for which a cost is involved, the student will be responsible for any cost incurred.

All students will be provided a user ID and password to gain access to the Internet unless the student's parent(s) or guardian(s) send written notification to the Superintendent's office that they do not want their child to use the Internet for educational purposes. Absent such written notification, parent(s) or guardian(s) shall be deemed to have granted permission for their child to use the Internet.

Kannapolis City School users will take full responsibility for their use of the Internet. Each will acknowledge that they have read and understand the applicable Board policies, that they will comply with these policies, and that they understand the consequences for violation of these policies.

It is important that you and your student(s) read and discuss the Student Acceptable Use Policy. We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network. We respect your family's right to decide whether or not to apply for school Internet access.

### **Instructional Fees & Supplies**

Kannapolis City Schools' policy requires a \$10.00 instructional fee from all elementary students. This covers instructional supplies, art supplies, and Cabarrus Arts field trips. These fees, totaling \$10.00 are payable at the beginning of the school year or when the student registers.

Parents should check with their child's teacher for the particular materials students should have before buying school supplies. You may pick up a supply list in the office for any grade level and it is also located on the district website.

### **PARENT TEACHER ORGANIZATION**

The PTSO is extremely active and supportive. Parents are encouraged to join the association in August and to participate in the association's activities as much as possible. This association contributes time to support the children and raises funds for instructional equipment and supplies. Please help make a positive impact – JOIN PTSO. Contact Ms. Keesee or Dr. Pelusi for additional information!

Please sign and return this form to your child's teacher. Please KEEP the student handbook at home for your reference.

Student Name (First and last printed)

---

Parent Name (First and last printed)

---

Teacher's Name

---

By signing this form, I acknowledge I have received a copy of the school student and parent handbook. I acknowledge that I have read the handbook and reviewed the handbook with my child and/or children.

Parent Signature

---

\_\_\_\_\_ Date \_\_\_\_\_

Student Signature

---

\_\_\_\_\_ Date \_\_\_\_\_



## Kannapolis City Schools

100 DENVER STREET  
KANNAPOLIS, NC 28083

704-938-1131 FAX: 704-933-6370

<http://www.kannapolis.k12.nc.us>

Chip Buckwell, Ed.D.  
Superintendent  
[Chip.buckwell@kcs.k12.nc.us](mailto:Chip.buckwell@kcs.k12.nc.us)

August 14, 2019

Dear Parents of Students in Kannapolis City Schools,

The 2019-2020 school year is an exciting time to be part of Kannapolis City Schools! If you are new to Kannapolis City Schools, we welcome you to our system. If you are a previous partner with us, welcome back to the start of another school year filled with great anticipation and expectation for our students and families.

One of Kannapolis City Schools' five major goals is to hire highly qualified teachers for children who attend our schools. This year we welcome back our excellent returning staff and look forward to working with newly hired teachers. We are confident that all school personnel will provide an excellent learning experience for your child.

As a parent, you have the right to know the qualifications of your child's teacher. You may request, and we will provide, the following information:

- ✓ Professional qualifications, including whether the teacher meets state qualifications and licensing criteria for grade levels and subject areas;
- ✓ Emergency or other provisional status of the teacher;
- ✓ The teacher's degree major.

You also may ask whether paraprofessionals serve your child. If so, you may request their qualifications.

Again, the Kannapolis City School System is proud of our professional staff. We strive to make sure that all of our students get the *skills, knowledge, and attitudes needed to be successful as flexible, life-long learners and as confident, productive, and caring persons.*

We wish you the best for a safe and rewarding school year, and we thank you for your support.

Sincerely,

Chip Buckwell, Ed.D.  
Superintendent

## 2019-20 Kannapolis City Schools Elementary School Student & Parent Handbook

### **Garrett's Law**

Senate Bill 260, previously referred to as "Garrett's Law", requires each school system to provide parents and guardians with information about meningococcal meningitis and influenza diseases and their vaccines. The state also requires information about HPV and the HPV vaccine be provided to parents and guardians. That information is provided below.

#### **Meningococcal Disease**

What is meningococcal disease & what causes it? - Meningococcal disease is a serious, potentially fatal illness caused by a bacteria. There are three types of invasive meningococcal disease: Meningitis - an infection of the fluid surrounding the brain and spinal cord; Bacteremia - an infection of the blood stream; and Pneumonia - an infection of the lungs

How is the disease spread? - Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

What are the symptoms? - Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

Can meningococcal disease be prevented? - Yes. Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

What do health officials recommend? - Health officials recommend routine vaccination of children 11-12 years old, previously unvaccinated adolescents at high school entry, and college freshmen living in dormitories with the newly licensed meningococcal conjugate vaccine (MCV4).

Does the meningococcal vaccine prevent all forms of meningococcal disease? - There are currently two meningococcal vaccines available in the United States - 1) Meningococcal polysaccharide vaccine (MPSV4) - available since the 1970s and 2) Meningococcal conjugate vaccine (MCV4) - licensed in 2005. Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevents meningitis caused by other bacteria such as "strep" or Hib bacteria.

Is the vaccine effective? - Yes. Both vaccines work well, and protect about 90 percent of those who receive it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

#### **Influenza "the flu"**

What is influenza? - Influenza (commonly called "the flu") is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10 percent to 20 percent of people get the flu each year: an average of 200,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of the flu. Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

What are the symptoms of flu? - Symptoms of flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

Is there a flu vaccine? - Yes. The flu vaccine prevents the flu. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

#### **HPV**

What is HPV? - HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. There are about 40 types of HPV that can infect men and women. Some types of HPV can cause cervical cancer in women. Other types of HPV can cause genital warts. Many sexually active people (at least 50%) get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other sex partners. HPV is most common in young women and men who are in their late teens and early 20s.

How do you get HPV? - HPV can infect any person who is sexually active. HPV can be spread by vaginal, anal, and oral sex. Both males and females can get it - and pass it on to their sex partners - without even realizing it.

What are the signs and symptoms of HPV infection? - Some people will develop visible growths or bumps in the genital area (genital warts). The virus lives in the body and usually causes no symptoms. Many people who have HPV do not know they are infected.

How can my child be protected from getting HPV? - The only sure protection from HPV is lifelong abstinence or a monogamous relationship with an uninfected partner. However, a new vaccine can now protect females (ages 9 to 26) from four major types of HPV. These include two types that cause about 70% of cervical cancer and two types that cause about 90% of genital warts. HPV vaccine can prevent most genital warts and most cases of cervical cancer.

Who should get the HPV vaccine? - Routine vaccination is recommended for all 11 and 12 year old girls. The vaccine is also recommended for girls and women 13-26 years of age who did not receive it when they were younger. The vaccination can also be started for girls as early as age 9.

For more information about meningococcal meningitis, influenza diseases or HPV, please call 1-800-232-4636 (1-800-CDC-INFO) or go online to [www.immunizenc.com](http://www.immunizenc.com) or [www.cdc.gov](http://www.cdc.gov) or contact your family physician.



## **Dressing for Success in Kannapolis City Schools**

### **Important information about school uniforms**

KCS students in grades K-8 have worn uniforms since the 2005-2006 school year. This policy is designed not only to add an extra layer of safety and discipline to our schools, but to also create an atmosphere that is focused on academics and learning. This is why we refer to it as, "Dressing for Success in KCS."

Since implementing a uniform policy in grades K-12, we have seen a dramatic improvement in attendance, behavior, and grades. More KCS students are on the honor roll and fewer students are being suspended. Uniforms have been a tremendous success.

The uniform policy for lower grades allows a variety of uniform styles and colors at each school. However, all shirts will have to be collared, and no insignias will be allowed except for school logos. The policy also requires pants, shorts, skirts, and skorts to be made of a twill-like material (**no jeans**). **Students in grades 6 through 12 must wear belts if their bottom wear has belt loops**; however, kindergarten students will NOT be required to wear belts. In fact, for these younger students, we *encourage* pants and shorts with elastic waistbands.

Below is the list of uniform colors:

#### **ALL ELEMENTARY SCHOOLS**

Tops: Any solid color

Bottoms: black, khaki, & navy blue

#### **KANNAPOLIS MIDDLE**

Tops: 6<sup>th</sup>-8<sup>th</sup> Grades: white, gray, navy blue, green or black

Bottoms: black, khaki, navy blue

#### **A.J. BROWN HIGH**

Tops for 9<sup>th</sup>-12<sup>th</sup> Grades: white, gray, navy blue, green or black

Bottoms: khaki, navy blue, black

Uniforms are widely available at area stores. Lee Clothing Warehouse in downtown Kannapolis has uniforms in stock. The Kannapolis Wal-Mart store also should have them available before the start of the school year. Other stores that carry uniforms include Target, Belk, J.C. Penney, the Gap, and Old Navy..

If you require financial assistance for purchasing uniforms for your child, KCS may be able to provide support. Please contact your school principal for additional assistance information.

If you would like to see a copy of the entire school uniform policy, you may visit our website at <http://www.kannapolis.k12.nc.us> or ask for a copy from your school.

If you have any questions about uniforms for your child, please contact your school's office.





## LETTER TO PARENT REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL

Dear Parent:

In case you are unfamiliar with the school's policy on the administration of medication to students by school personnel, we would like to bring you up to date on this matter. If your child must have medication **of any type** during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate times.
2. All medicines brought to school must be in the original container.
3. All prescription medicines must have a pharmacy label.
4. No medicine can be accepted by school staff without a doctor's order and parent permission.
5. Any medicine (prescription or over-the-counter) to be given by the School Nurse and/or staff must have a written order from the doctor and parent/guardian permission.
6. Students can self administer/carry 1 or 2 doses of over-the-counter medicines in the original container with a note from parent/guardian.
7. All medicines to be given by the School Nurse or staff must be brought to school by parent/guardian and picked up when medicine expires or end-of-school year.
8. First time medication can only be administered by the School Nurse.
9. All medicine orders must be reviewed and signed off by the School Nurse before other school staff can administer.
10. If your child is subject to unusual health hazards such as an allergy to certain foods or bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.) please notify the principal or school nurse.
11. Diabetic students: The school staff will follow the NC State Board of Education Plan for "Care of Diabetic Students at School." Contact the school nurse for development of your child's Individual Health Plan.
12. Some students may need to self-medicate for certain chronic health conditions. Students who need to self-medicate with a prescription drug (i.e. inhaler, Epi-pen, oral prescription medications, etc) must have a self-medication authorization form on file at school which includes the physician and parent/legal guardian signatures. Forms are available from the nurse or school office.
13. At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor; and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in the schools, please contact the principal. Thank you for your cooperation.

### **Mass Screenings**

Routine mass screenings, such as vision, lice, hearing, and dental are performed annually according to North Carolina state recommendations. If you do not wish for your child to participate, please notify the School and/or School Nurse. If there are any concerns regarding your child's screening results, you will be notified.

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

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

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

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

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

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



**5451 APPROPRIATE INTERNET AND SOCIAL MEDIA USE**

**5451**

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

- 5451.1 Acceptable Use – Use of the Internet **must** be in support of education, research and be consistent with the educational objectives and business of the Kannapolis City Schools. Transmission of any material in violation of any law or regulation, including any Board policy, is prohibited. Use of the Internet for commercial activities, political lobbying, personal shopping, viewing social networking sites for personal reasons during the workday, web surfing, and gaming is prohibited.
- 5451.2 Restricted Material – Users shall not intentionally access or download any text file, picture (including video), graphic, or sound clip or engage in any conference, that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd, or which advertises any product or service not permitted to minors by law. These materials are filtered per CIPA guidelines.
- 5451.3 Copyright Infringement – Users shall respect all copyright, trademark, and licensing agreements and laws, including seeking permission for use when required. When using information obtained via the Internet, the user will provide proper citations for all quotes, references, and sources. It is unethical to plagiarize Internet resources, just as it is unethical to plagiarize print resources.
- 5451.4 Use of Email - Use of electronic mail (email) will be up to the discretion of the Superintendent and/or designee.
- Email generated on the Kannapolis City Schools' network is the property of the Kannapolis City Schools.
  - The Superintendent and/or their designee have access to the KCS mailboxes at all times.
  - Messages relating to or in support of illegal activities will be reported to the authorities.
  - Student email accounts are limited to collaborative projects through teacher-monitored email services such as Gaggles.net.
- 5451.5 Etiquette for internet, email, and social networking – Users are expected to abide by the following rules of on-line etiquette:
- Use of language which is vulgar, profane, or lewd is prohibited. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
  - Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, sexual orientation, age, or disability.
  - While the Board of Education respects the right of employees and students to use social networking sites (i.e. MySpace, Facebook) to communicate with



**5451 APPROPRIATE INTERNET AND SOCIAL MEDIA USE**

**5451**

others, any postings referencing Kannapolis City Schools shall always be professional and respectful of the school system, KCS employees, parents, and students.

- d. Personal information about employees or others such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

5451.6 Access Protocol - To ensure accessibility of the on-line infrastructure to all who wish to use it:

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

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

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

**5451      APPROPRIATE INTERNET AND SOCIAL MEDIA USE      5451**

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

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

Adopted: March 10, 1997

Revised: July 10, 2006

Revised: March 9, 2009

Revised: November 21, 2011

Revised: September 8, 2014

Revised: June 8, 2015

5452

## STUDENT INTERNET USE

5452

Although the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material which many people would disapprove of and keep away from children. The Children's Internet Protection Act (CIPA) requires schools and libraries to have an Internet safety policy in place. The Internet Use Agreement and Media/Web Publication Release forms are two components of the KCS Internet Safety Policy. The Kannapolis City Schools will make every effort to restrict student access to inappropriate materials on the Internet through the use of active monitoring of student activity, the use of filtering devices, software, and directing students toward sites that support current curriculum objectives. We cannot guarantee that he or she will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, the student should immediately report the website's URL (address) to the supervising staff member so that the URL can be added to the list of blocked Internet sites maintained on our Internet filtering device.

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

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

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

If in using the school's Internet a student uses any service for which a cost is involved, he or she will be responsible for any costs incurred.

Student and parent signatures are required on the Internet Use Agreement before a student (under the age of 18) is granted a user ID and password to use the Internet at the Kannapolis City Schools. (Students 18 and over may sign their own forms.)

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: January 9, 2012