

**PARENT/STUDENT
HANDBOOK
2009-2010**

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Woodrow Wilson Elementary School

General Information for Parents and Students

MISSION STATEMENT:

Our mission is to provide a caring and safe learning environment that encourages all students to succeed in school and in life.

BELIEFS:

- Student learning is the chief priority for the school
- All students can learn.
- Students learn best when they are actively engaged in the learning process and apply their learning in a meaningful context.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Sharing the responsibility with parents, teachers, and the community makes all of us stakeholders in the education of our students.



SCHOOL COLORS:

Green and White

SCHOOL MASCOT:

Eagles

EXPECTATIONS OF WOODROW WILSON STUDENTS:

1. Woodrow Wilson students are kind to each other.
2. Woodrow Wilson students use their manners.
3. Woodrow Wilson students keep their hands, feet, and objects to themselves.
4. Woodrow Wilson students come to school prepared to learn.
5. Woodrow Wilson students follow all teacher/teacher assistant/staff directions.

Arriving at School:

School Hours: 8:15 AM – 2:35 PM

The instructional day begins at 8:15 AM. It is important for students to be in their classrooms at 8:15 AM so that they do not miss any of the important morning announcements and instructions.

NO SUPERVISION WILL BE PROVIDED AT SCHOOL BEFORE 7:45 AM.

WALKERS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:00 AM.

Students should not arrive at school before 7:45 AM. There is NO supervision before 7:45 AM. Students will go directly to their classes after 7:45 AM. Students are considered tardy at 8:15 AM.

Breakfast is served to students in the cafeteria from 7:45 AM – 8:15 AM each morning. Students must arrive at school by 8:00 AM to be served breakfast.

ABSENCES

Students should be in school every day unless they are sick. When your child is sick or absent for any reason, please send a note the next day specifying the reason for the absence. Teachers must code absences as lawful or unlawful and need specific information to do this.

Parents are required by law to notify the school of reasons for each known absence. *This notification must be sent as soon as the child returns to school or within 2 days of the*

student's return to school. If your child is absent excessively, the school may require a doctor's excuse for a lawful absence to be counted.

A Lawful Absence is defined as:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or Dental Appointments
- Court Appearances
- Others at the discretion of the school administration

An Unlawful Absence is defined as:

- A student's willful absence from school or without knowledge of parents
- Any reason other than those listed under "Lawful Absences"
Examples: car trouble, overslept, hair appointment, etc.

Address and Telephone Changes:

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

Accelerated Reader:

Woodrow Wilson students are highly motivated to read in our Accelerated Reader Program. After reading books from an extensive list, students use the computer based tool to test their comprehension. The Kannapolis and Concord branches of The Cannon Library have a blue dot book list with all of the book titles that are part of the Accelerated Reader Program.

Cafeteria:

Our cafeteria offers a nutritious breakfast and lunch for students.

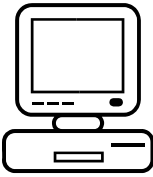
Breakfast is served to all students in the cafeteria from 7:45-8:15 AM each morning. Students must arrive at school by 8:00 AM to be served breakfast.

Parents who wish to apply for free or reduced price meals may do so by filling out an application. **If your child received free/reduced meal benefits last year, you must reapply for your child to receive benefits this year.** Meal applications will be sent home on the first day of school. We must have all applications back in the school within the first ten days for students to receive benefits. You may apply for free or reduced meals anytime during the school year if your income changes.

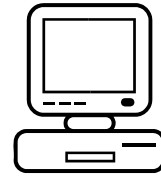
Students pay for meals directly to the cafeteria staff. Meal money can be paid on Monday morning for the week in the cafeteria. You can pay daily, weekly, monthly or longer for school lunches. Menus are sent home each month and are posted in each classroom.

Students may bring lunch from home. Visitors are always invited to come for lunch in the cafeteria. Please make a reservation with your child’s teacher on the morning that you plan to come for lunch. **No soft drinks or fast foods are allowed in the cafeteria.**

<u>BREAKFAST PRICES</u>	<u>LUNCH PRICES:</u>
Student Breakfast.....\$1.10	Student Lunch.....\$1.90
Reduced Breakfast...\$.30	Reduced Lunch.....\$.40
Extra milk..... \$.55	Extra milk.....\$.55
Adult Breakfast.....\$1.50	Adult Lunch.....\$3.00



CCC LAB
Computer Curriculum Corporation



Woodrow Wilson students work in the CCC Lab regularly with an individual program to supplement reading and math instruction in their classroom. Students begin the program at their level and as they master the concepts the students are moved to a higher level.

Class Preparation:

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

Dismissal from School:

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

Walkers and car riders are dismissed from school when the 2:35 PM bell sounds. A staff member will announce each car rider’s name over the intercom to be dismissed through the front doors of the Eagle’s Nest. This will be done in order as cars are lined up in the

front drive of the school. **Do not park on the street and get out of your car.** This causes chaos with the system we have in place. With your cooperation the line will move quickly and all children will be loaded in cars safely. All car riders should be picked up by 3:00 PM each day.

Bus riders will load when bus numbers are called over the intercom system. The bus loading driveway is for school buses only.

Children riding day care vans will be dismissed from the Eagle's Nest with the car riders.

Early dismissals are discouraged because they interrupt instruction time for your child and the class. Parents must come by the school office to pick up their children before 2:00 PM if a child is being released early. **Students will not be released early after 2:00 PM except in the case of an emergency and only if the parent has called and received approval from the front office.**

The student must be signed out and called to the office by the office staff. **Do not go to your child's classroom...a teacher cannot release a child without approval from the front office.**

All visitors must report to the office upon their arrival at school. If you need to speak to a teacher, however, please schedule an appointment after 2:45 PM on a school day.

Students must be in school until 11:30 AM to be counted present for the day. Refer to your Kannapolis City Schools Attendance Policy for further details.

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



Early Dismissal Due to Bad Weather:

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

teacher knows what your child should do in the event of early dismissal. Remember to listen for announcements regarding KANNAPOLIS CITY SCHOOLS not Cabarrus or Rowan County Schools!

School Closing Due to Inclement Weather:

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

Dress Code:

Kannapolis City Elementary Schools has a regular dress code that is to be adhered to every day. This dress code includes:

Tops: Shirts (golf or polo shirts, turtlenecks, oxford shirts) must have collars, no insignias are allowed except for school logs, and shirts must be tucked in at all times. **Tops may be solid red, blue, green, black, or white**

Bottoms: Boys may wear shorts or pants. Girls may wear shorts, pants, skirts, or jumpers. "Cargo" pants and bottom wear with more than one color are not allowed. 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. **Bottoms may be navy, khaki, and black and must be worn at waist-level.**

Sweaters and Sweatshirts: must be the same colors as tops; no logos.

Jackets: may not be baggy or oversized; not worn in class without permission

Shoes: must NOT have open toes or heels; no sandals; tennis shoes preferred

Belts: not required if pants do not have belt loops

Grading System:

The school year is divided into four quarter of nine weeks each. Following the first quarter, parents are expected to come to school for a conference. If the teacher feels it necessary, he/she will contact you for additional conferences. Feel free to ask for a conference when you desire additional information about school or your child's progress. It is best to call between 2:45-3:15 PM to reach your teacher. All teachers remain at school until 3:15 PM each day. The grading scale is as follows:

Grades K-2

- 4- Exceeds grade level expectations
- 3-Meets grade level expectations
- 2-Sometimes meets grade level expectations
- 1-Not yet meeting grade level expectations

Grades 3-4

A – 93-100

B – 85 – 92

C – 77 – 84

D – 70 – 76

F – 69 and below

Homework:

While we do not believe in enormous amounts of homework, the faculty of Woodrow Wilson believes that some work outside the classroom activities enhance and reinforce the concepts taught during the day. We encourage students to read and review basic math facts every day. We encourage our parents to help in making sure that all assignments given are completed and returned to the school. The following is a list of suggestions that could provide help in this effort:

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



Media Center:

Each class will have several opportunities to visit the media center each week. Open circulation is available on a daily basis. Students should return their library books each week so they can check out more books and help with research. Lost and damaged library books must be paid for by the end of the school year.



Lost and Found:

The Lost and Found is located at the bottom of the stairwell on the first floor by the Supply Room. Be sure that your child's name is in all jackets, sweaters, backpacks, lunch boxes, and other items. When the item is sent to the Lost and Found, we can immediately return it to the correct child if labeled.

Phone Calls:

Student should know how to get home each afternoon and in case of early dismissal from school. Only in cases of emergency should parents call to give students messages. Relaying messages interrupts the instructional day. Students should not use the phone on a regular basis to find a way home from school.



Nurse:

Our school has a registered nurse on campus each day from 8:30 a.m. until 2:30 p.m. She will contact you immediately if your child is sick.

Medications:

Medications to be dispensed by the school nurse must be brought to school in the original container with an authorization form signed by both the physician and legal guardian. These forms are available at the physician's office or at the school.

Students who have made arrangements with the school nurse can self-medicate. There are a number of health conditions in which a student needs to carry medications (such as: Asthma Inhaler, Epi-Pen, etc.). Contact the school nurse to insure that an emergency plan is developed for your child.

Students who self-medicate must carry a written authorization by their legal guardian that includes date, time, and amount of medication to be self-administered. A small amount of the medication should be carried in the original container.

PTO:

Woodrow Wilson has an active PTO, and all parents and guardians are encouraged to participate. PTO newsletters and the school sign located by the bus drive on W. 8th St. are used to notify every one of meetings and special events. Please support your PTO! Let's work together for our children at Woodrow Wilson.

Board Members 2008-2009

President:	Sherry Hodgson
President Elect:	Christine Hall
Treasurer:	Stephanie Kneidl

Report Cards:

Report cards will be sent home at the end of each nine weeks grading period. Parents will need to pick up the first report card at a conference with the teacher. Please sign and return the report card envelope the following day. During the year teachers are available for conferences at your request. Please contact the teacher to set up a convenient time for a conference. *Teachers should not be interrupted during class time for conferences or telephone calls. Please call between the hours of 2:45 p.m. – 3:15 p.m.*

Reports cards will be issued on the following dates:

November 2, 2009
January 25, 2010
March 29, 2010
June 10, 2010

Progress reports will be issued on the following dates:

September 28, 2009
December 7, 2009
February 22, 2010
May 3, 2010

These dates will change if there is a delay due to inclement weather.

First quarter conferences will be held the week of November 3, 2008.

Sexual Harassment:

It is the policy of Kannapolis City School Board of Education to maintain a learning environment free of sexual harassment based on gender. Therefore, the Board strictly prohibits all forms of sexual harassment based on gender whether perpetuated by an employee or student.

Skate Night:

Skate Night will be on the 2nd Thursday of each month at Skateland USA, in Kannapolis. There will be a \$3.00 admission fee, which includes regular skate rental. Woodrow Wilson will receive \$1.50 back from each admission fee for the PTO. Skate Night will be held from 6:30 p.m. to 8:30 p.m.

Testing:

North Carolina End of Grade Tests will be administered during the last three weeks of school in grades 3 & 4. Parents will be notified of the dates of each test prior to the administration of the test.

Visitors:

For the safety of our students and teachers, **ALL VISITORS MUST REPORT TO THE OFFICE.** Parents and other visitors must sign in and receive a visitor's badge that must be worn while on the premises. Please return your badge to the office at the end of your visits.

Volunteers:

Parents and friends of Woodrow Wilson are encouraged to volunteer at the school. Please talk to your child's teacher about different areas needed for volunteers. Please sign in at the office and receive a Volunteers badge to be worn during your visit.

Website:

Kannapolis City Schools' website address is www.kannapolis.k12.nc.us. Please visit this site often as announcements are updated frequently.

Additional Laws Which Affect Public Schools,
Students and Parents:

The General Assembly in its last session passed the following pieces of legislation, which will affect North Carolina public schools. The following is simply a basic statement of those changes and additions. We want to make sure all our students and parents are aware of these new laws.

1. FALSE BOMB THREATS

- A. Any person making a false bomb threat by any means of communication (including use of a computer) is guilty of Class H felony, which is punishable by up to 25 months in prison.
- B. Any person who, with the intent to carry out a hoax puts a device that might be thought to be a bomb or similar device in or at a school facility is also guilty of a Class H felony.
- C. The driver's license of anyone committing either of the above crimes will be revoked.
- D. Any student committing either of the above crimes will be suspended from school for 365 days.
- E. The parent of legal guardian of a student responsible for either (a) or (b) is liable for up to \$25,000 for any damages resulting from the disruption of the school day or the dismissal of school or school related activities.

2. MISUSE OF 911 SYSTEM

Anyone who calls the 911 number for any purpose other than that for which it was created is guilty of a class 1 misdemeanor that is punishable by a fine and/or 6 months to 2 years in prison.

Kannapolis City Schools
Student Conduct, Discipline,
And Attendance grades K-8

For a school to meet the needs of its students there must be an environment conducive to serious study and respect for oneself, other people, and property. The purpose of this Code of Student Conduct is to provide in a single document those policies relating to the conduct of students in the Kannapolis City Public Schools judged to be necessary for the safe and effective operation of the schools.

To implement this policy, definitions procedures regulations and a Code of Student Conduct is established in policies 6400 through 6600's of the Board Policy Manual. A copy of these policies and the procedures shall be published and made available at the beginning of each school year to each student and his parent/guardian.

All students shall comply with all rules and regulations governing behavior and conduct.

This Code of Student Conduct shall apply to:

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

Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspension of the student from the Kannapolis City Public School System pursuant to Board policies.

Student misconduct not covered by the previous levels shall be dealt with by the principal or their designee as appropriate. Principals are authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules, for matters and misconduct not covered in the following sections.

Circumstances and degrees of involvement could lesson a serious offense or make a minor offense more serious. The school principal or designee has the authority to modify the discipline recommended in the

Code for each offense when in their opinion, the facts and circumstances justify a less or more severe penalty. Any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than recommended in the Code. The student must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.

When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

The teacher is charged with the responsibility for maintaining student control and proper conduct. The administrative office shall be ready and willing to give the teacher assistance he or she may need. However, the most effective control is that which is maintained by the teacher.

The Board believes that vitalized teaching and proper guidance will minimize the necessity for various types of punishment. However, it is recognized that in some cases punishment or even suspension may be necessary.

The following sanctions will be used with the discipline policy of the Kannapolis City Schools for grades K-8.

Level 1: Classroom teacher intervention.

Teachers are responsible for controlling their classroom.

Teachers will handle most minor discipline matters through: parental contact, telephone calls, home visits, additional assignments, time after class, etc.

Level 2: Classroom Teacher/Parent conference (Contact may be made by phone).

Level 3: Teacher conference with Principal or designee and student.

Level 4: Administrative conference with parent Maximum 3 days out of school suspension.

Level 5: Administrative conference with parent Maximum 5 days out of school suspension.

Level 6: Administrative conference with parent Maximum 10 days out of school suspension.

All schools where possible are expected to use lunch detention, after-school detention, ISS, and other types of discipline they feel appropriate.

6400.01 Rule 1: Compliance with Directions of School Personnel

Students shall comply with all direction of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

Legal Reference: G.S. 115C-47, -288, -307, -390, -391

First offense: Level 1 Sanction.

6400.02 Rule 2: Disruption of School

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

- A. No student shall engage in or urge any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of the school to which he is assigned or any other school in the Kannapolis City Public School System.
- B. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy:
 - 1. Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
 - 2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use the building, corridor or room;
 - 3. Blocking normal pedestrian or vehicular traffic on school premises.
 - 4. Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity;

5. Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
6. Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
7. Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the Code of sanctions with the discretion of teachers and principals, the principal may bar the student from attending any school extracurricular activity and may require the student not to be on school property before, during or after extracurricular activities;
8. Dress – Appearance or clothing which violates a reasonable dress code adopted and publicized by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the student or others;
9. Possessing literature or illustrations which significantly disrupt the educational process or which are obscene;
10. Engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly affectionate or sexual nature in the school setting; and
11. Use of devices causing noise, including but not limited to radios and tape recorders and beepers.

Legal Reference: G.S. 12-132, -288.2; 115C-47, -288, -307, -309, -391

First offense: Level 1 sanction

6400.02.a Falsifying an Emergency Situation that Disrupts Normal School Operations

First offense: Level 6 sanction

6400.02.b Behavior at a school sponsored event that is detrimental to the progress of, or which prohibits the normal rights of other spectators or participants.

First offense: Level 6 sanction

6400.03 Rule 3: Misconduct On a School Bus

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in temporary permanent suspension from school transportation services and/or from school:

- A. delaying the bus schedule;
- B. fighting, smoking, using profanity or refusing to obey the driver's instructions;
- C. tampering with or willfully damaging the school vehicle;
- D. possessing or using unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board Policy 6400.10, Rule 10;
- E. getting on or off at an unauthorized stop or riding a bus without permission;
- F. distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation; remain seated until the bus is stopped;
- G. failing to observe established safety rule and regulations;
- H. willfully trespassing upon a school bus; or
- I. violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.

Legal References: G.S. 14-132.2; 115C-47, -288, -307, -390, -391

Follow bus guidelines distributed to all riders.

6400.04 Rule 4: Trespassing

No student shall be on the campus of a school to which he is not assigned during the school day without the knowledge and consent of the officials of the school he is visiting. Students who loiter at any school after the close of the school day including banking time, exam and other days when only some schools are dismissed without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so.

Any student who has been suspended from school shall be considered trespassing if he appears on the property of any school during the suspension period without the express permission of the principal, and may be prosecuted.

Legal Reference: G.S. 14-132, -134, 115C-47, -288, -307, -390, -391

First Offense: Level 6 sanction

6400.05 Rule 5: Assault, Injury

No student shall assault, cause or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391

First Offense: Level 6 sanction

6400.06 Rule 6 Threatening Acts

No student shall direct toward any principal, teacher, other school employee, other student, or other person, any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

Legal Reference: .S. 14-33; 115C-47, -288, -307, -390, -391

First Offense: Level 4 sanction

6400.07 Rule 7: Weapons, Dangerous Instruments

No student shall possess, handle, or transmit any weapon or dangerous instrument, including but not limited to a loaded or unloaded firearm, 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.

Legal Reference: G.S. 14-269.2; 115C-47, -288, -307, 0390, -391

First Offense: Maximum sanction Long Term Suspension. Suspension for 365 days may be imposed for certain violations in accordance with 6413.04.

6400.08 Rule 8: Theft, Damage to Property

No student shall steal or attempt to steal or knowingly be in possession of stolen property.

No student shall intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

Legal Reference: G.S. 14-54, -60, -67, Art. 16; 115C-47, -288, -307, -390, -391

First Offense: Level 4 sanction and STUDENT shall make restitution.

6400.09 Rule 9: Tobacco Products

In North Carolina it is illegal for any person to sell or distribute in any way tobacco products to any person under the age of eighteen (18). In support of this State policy, no student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school day or at any time when the student is subject to the supervision of the designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or activity.

Programs will be planned in the schools to help students understand the dangers of using tobacco products.

Sanction for Grades K-8

The following guidelines will govern sanctions for smoking or use of other tobacco products by students:

- | | | |
|-------------------------|---|--|
| 1 st offense | - | conference with parents |
| 2 nd offense | - | program on smoking and use of other tobacco products. Failure to participate in the program will result in in-school suspension or detention for up to three days. |
| 3 rd offense | - | in-school suspension or detention for three days. |

4th and subsequent offenses

-

out-of-school suspension for three days. As an alternate punishment, students have the option of participating with their parents in the Freedom from Smoking Clinic sponsored by the American Lung Association or similar programs offered in the community, provided they are available.

Legal Reference: G.S. 14-313; 115C-47, -288, -307, -390, -391

6400.10 Rule 10: Narcotics, Alcoholic Beverages and Stimulant Drugs

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall a student 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.

Use of a drug authorized by valid medical prescription from a registered physician shall be not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the manner prescribed.

Any of the aforementioned substances which may lawfully be possessed by students may be brought to school with the prior permission of school personnel and used for an approved school project under supervision of school personnel.

Legal Reference: G.S. 18B-301, Ch. 90, Art. 5; 115C-47, -288, -307, -390, -391

First Offense: Level 6 sanction with referral to school assistance team or Student Assistance Program committee to include the system AOD coordinator.

6400.11 Rule 11: Integrity

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions are specifically prohibited:

- A. Cheating – Cheating includes the actual giving or receiving of any unauthorized assistance or the actual giving of receiving of an unfair advantage on any form of academic work.

- B. Plagiarism – Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one’s own original work.
- C. Falsification – Falsification includes the verbal or written statement of any untruth.

Legal Reference: G.S. 115C-47, -288, -307, -391

First Offense: Level 1 sanction

6400.12 Rule 12: Hazing

No student shall engage in hazing another student by playing abusive or ridiculous tricks upon him; by frightening, scolding, beating, or harassing him; or by subjecting him to personal indignity. In addition to other disciplinary sanctions, any student who has been criminally convicted of hazing will immediately be expelled from school, as required by law.

Legal Reference: G.S. 14-35, -36; 115C-47, -288, -307, -390, -391

First offense: Level 6 Sanction

6400.13 Rule 13: Sexual Harassment

The Kannapolis City Board of Education believes that all students are entitled to school-related environments that are free of sexual harassment. To this end, the Board prohibits students from engaging in sexual harassment and advises students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including suspension.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment by a student when such conduct has the purpose or effect of unreasonably interfering with another student’s educational performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual’s body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by students.

In the event that a student believes that he/she has been sexually harassed by another student, he/she should bring the matter to the attention of the principal. The principal or

the principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. Any student reporting sexual harassment who is not satisfied with the principal's response or who continues to be sexually harassed may follow the student grievance procedures. However, student discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

Legal Reference: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; G.S. 115C-47, -391.

Grade K-6 First Offense: Level 1 sanction

Grade 7-8 First Offense: Level 4 sanction

6400.14 Cutting Classes/Tuancy/Unauthorized Leaving School

Grades K-6 First Offense: Level 2 sanction

Grades 7-8 First Offense: Level 4 sanction

6401.18 Rule 18: Prohibition of Gangs and Gang Activity

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, color, or symbols. Conduct prohibited includes:

- Wearing, possessing, using distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may reasonably be understood as 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.

6401.19 Rule 19: Non-Educational Electronic Devices

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

6401.20 Rule 20: Harassment by Use of Electronic Devices or Computers

Intentionally hurting, humiliating, or threatening another person is bullying. Use of electronic communication technology to hurt, humiliate, or threaten other students or staff members is a form of bullying called "cyber bullying". Examples are (but not limited to) email or instant messages, blogs, chat rooms or social networking web sites, text or photo messages, or any other form of electronic communication. Students who communicate threats or use threatening language via any form of electronic messaging against any staff member or student may be subject to disciplinary measures at school. Harassment by use of electronic devices or computer need not occur on campus as long as the harassment relates to activities on school property or otherwise could have a material impact or disruption at school.

6050.3 School Uniform Dress Code

E. Shoes

Shoes may not have open toes or open heels. Shoes must be tied or properly fastened at all times. **Students are not allowed to wear any form of shoe that rolls or has a rolling mechanism.**

6413.04 Mandatory Suspension

Notwithstanding any other suspension required by sections 6413.02 or 6413.03, any student in Grades K-12 shall be suspended for 365 calendar days for bringing a weapon on defined in G.S. 14-269(b) (i.e. – 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 not include a BB gun, air rifle, or air pistol, other than any weapon described in G.S. 14-269.2(c) (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), onto any bus, building property or grounds owned, used, or operated by the Board.

Legal Reference: G.S. 14-269, 115C-47, -112, -276, -288, -390, -391; 29 U.S.C. 701 et seq.

6509 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 remit the student and assign him to a school on a date the Board deems appropriate.

Legal Reference: G.S. 115C-47, -391

K-8 ATTENDANCE GUIDELINES

Please refer to policies 6000, 6103, 6110 and 6111 for more detailed information.

In grades K-8, students who have unexcused absences from a class more than 10 days in a semester or 20 days during a year shall not receive a credit for the semester or year where applicable.

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the principal or their designee a note signed by the parent or guardian citing the reason

for such absence or tardiness. A principal may require any additional documentation deemed necessary to verify any absence or tardiness. Such notes shall be presented within two days of the student's return to school. Failure to comply will result in the absence or tardiness being recorded as unexcused, as provided in Policy 6111.

GENERAL RULES

Absence due to participation in school sponsored and approved events will not count toward the allowable days absent. This includes In-School Suspension.

A student in grades K-6 must be in attendance until 11:30 a.m. in order to be counted present.

In grades 7-8, absences will be counted daily. Attendance is required in ½ of a student's scheduled classes to be counted present.

Absences accumulated by students at other schools and in other systems will be counted in the "new" school in Kannapolis City Schools.

In the event of an excused absence, a student shall be required to make up work without receiving penalties to their marks or grades.

The responsibility for securing and arranging for make-up work rests with the student in grades 7-8. Students in grades K-6 will have make-up work arranged at the direction of the teacher.

Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment nature.

TRUANCY

An absence without parental or school approval.

TARDY

A student not in his/her classroom when the tardy bell rings is considered tardy.

** Days of out-of-school suspension do count toward the total number of allowed in this policy. **

LAWFUL ABSENCES

It is the student's responsibility to obtain from all teachers their missed assignments. They have five (5) days to make up the work missed. (Extra time can be granted at the discretion of the teacher). A grade of (0) will be given any work not made up.

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))
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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))
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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 of other means; or
- Not capable of leaving due to physical or intellectual capacity

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

- As reasonably needed to respond to a person in control of a weapon or other dangerous object;
- As reasonably needed to maintain order or prevent or break up a fight;
- As reasonably needed for self defense;
- As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or

- When used as specified in the student’s IEP, Section 504, or behavior intervention plan; and
 1. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 2. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student’s IEP, 504 or behavior intervention plan
 3. the confining space has been approved for such use by the local education agency;
 4. the space is appropriately lighted, ventilated, and heater 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))
 - 6.

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

Isolation

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

- the space used for isolation is appropriately lighted, ventilated, and heated or cooled;
- the duration of the isolation is reasonable in light of the purpose of the isolation;
- the student is reasonably monitored while in isolation; and
- the isolation space is free of objects that unreasonably expose the student or others to harm (G.S. 155C-391.1(f)(1))

Aversive Procedures

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

Notice, Reporting, and Notification

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

School personnel shall promptly notify the Principal or designee of any use of aversive procedures, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of mechanical restraint, or any prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student's Behavior Intervention Plan. When a principal or designee has personal knowledge or actual notice of these incidents, they shall promptly notify the parent/ guardian and provide the name of a school employee they can contact regarding the incident. Prompt notification means by the end of the workday during which the incident occurred, but in no event later than the end of the following workday.

In addition, the parent / guardian of the student shall be provided with a written incident report of any incident reported under this section within a reasonable period of time, but in no event later than 30 days, after the incident. The written documentation shall include:

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

In the case of seclusion incidents, the school personnel supervising the seclusion shall maintain a log of observations of the student which shall be available for inspection upon request by the parent/ guardian.

All schools shall maintain a record of incidents reported to the principal and parents under G.S. 1550C-391.1(j)(4) and provide this information annually to the State Board of Education.

Training of Personnel

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

- positive management of student behavior
- effective communication for defusing and de-escalating disruptive or dangerous behavior, and
- safe and appropriate use of seclusion and restraint (Ref. F.S. 155C-105.47(b)(9))

Kannapolis City Schools will provide pre-service training for all lateral entry employees in:

- the identification and education of children with disabilities
- positive management of student behavior

- effective communication for defusing and de-escalating disruptive or dangerous student 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.