

**KANNAPOLIS
MIDDLE
SCHOOL - 6**

**PARENT-
STUDENT
HANDBOOK**

**2026-
2027**





PURPOSE OF THE HANDBOOK

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PURPOSE OF THE HANDBOOK

The purpose of this handbook is to communicate the rights and responsibilities of students, including building, classroom, and campus procedures and expectations for conduct and behavior. Further, we have an open-door policy at Kannapolis Middle School and the staff encourages parent(s) / guardian(s) to communicate concerns or suggestions for improvement. Whether you are new or returning to Kannapolis Middle School, we look forward to partnering with you in your child's education. Our faculty and staff are committed to the success of each and every student and we look forward to our partnership with you. Parents play a key role in a child's success. We encourage you to become involved in the school through PTSO and/or volunteer activities, take an interest in your child's work, and provide feedback and encouragement when necessary. We welcome your suggestions and support as we continue to create a highly successful school community.

Some ways to help your child achieve success are:

1. Ensure your child attends school regularly, on time and prepared.
2. Make high academic achievement a priority.
3. Review your child's student agenda and homework each night.
4. Check PowerSchool often to review grades and ask questions about any missing work that may need to be completed.
5. Work with your child to check their own grades on Canvas.
6. Ensure your child reads at least 30 minutes at home every night.
7. Designate a special place at home where your child can work undisturbed.
8. Communicate with the teacher if you have questions or concerns.
9. Emphasize with your child on a daily basis that you expect their best efforts every day.



DISCLAIMER

DISCLAIMER

The Kannapolis Middle School Parent-Student Handbook is to serve as a resource for parents and students. Although it references some of the policies and procedures of Kannapolis Middle School and Kannapolis City Schools, it is not all-inclusive. To access all district policies, visit our website at www.kcs.k12.nc.us.

The information contained within this handbook is not intended to and shall not supersede the policies of the North Carolina State Board of Education or Kannapolis City Schools Board of Education. This online handbook is a “living” document; therefore, updates can be added or deleted. Should there be any required policy changes based on actions of the State Board of Education, North Carolina General Assembly or the Kannapolis City Schools Board of Education, the content of this Parent-Student Handbook is subject to change without prior notice.

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HANDBOOK QUICK REFERENCE

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HANDBOOK QUICK REFERENCE

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- **GENERAL INFORMATION** (*Slides 7-17*)
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 - Admission Requirements
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 - PBIS
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 - Athletics & Extracurricular Activities
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HANDBOOK QUICK REFERENCE (Continued)

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HANDBOOK QUICK REFERENCE (Continued)

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HANDBOOK QUICK REFERENCE (Continued)

HANDBOOK QUICK REFERENCE (Continued)

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SECTION I

GENERAL INFORMATION



SECTION I

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SCHOOL INFORMATION

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SCHOOL INFORMATION

HOURS

Staff: 6:35 am - 2:35 pm

Student Hours: 7:15 am - 2:00 pm

Student Arrival: 6:40am (Bus/Car Riders & Walkers)

Student Tardy Bell: 7:15am

****NO STUDENT CHECK-OUT AFTER 1:00PM***

ADDRESS

KMS 6th Grade

1445 Oakwood Avenue

Kannapolis, North Carolina 28081

7th & 8th Grade

1000 Virginia Dare St.

Kannapolis, North Carolina 28081

CONTACT INFORMATION

Phone: 704-932-4102

Fax: 704-932-4104

SOCIAL MEDIA

[WEBSITE](#)

[FACEBOOK](#)

[INSTAGRAM](#)



LEADERSHIP TEAM

LEADERSHIP TEAM

Bernard Waugh, 6th Grade Principal

bernard.waugh@kcs.k12.nc.us

Alexandria Elliott, 6th Grade Assistant Principal

alex.elliott@kcs.k12.nc.us

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2026-2027 PARENT/STUDENT CALENDAR

CALENDAR LINKS (ENGLISH & SPANISH)

Calendario para Padres/Estudiantes de Las Escuelas de la Ciudad de Kannapolis 2026/2027

Julio 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Agosto 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Septiembre 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Octubre 2026

Julio

3 Feriado del Día de la Independencia

Termino de Otoño

Agosto

12 Primer día de Escuela para Estudiantes

Septiembre

7 Día del Trabajo- No Escuela

25 Día Laboral para Maestros- No Escuela para Estudiantes

Octubre

9 Día de Salida Temprana- La escuela despide 3 horas antes

9 Fin de las Primeras Nueve Semanas

12-13 Días Laborales para Maestros- No Escuela para Estudiante

Noviembre

11 Día de los Veteranos - No Escuela

25-27 Día de Acción de Gracias - No Escuela

Diciembre

14-18 Días de Exámenes

18 Día de Salida Temprana- La escuela despide 3 horas antes

Fin de las Segundas Nueve Semanas

21-31 Intersección de Invierno- No Escuela para Estudiantes

Enero 2027

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Febrero 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Marzo 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Abril 2027

S	M	T	W	T	F	S
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STUDENT SCHEDULE

***GENERAL**

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KMS6 BELL SCHEDULE

Transition Times	Transition Schedule
6:35 - 7:20 (35 min)	Arrival + Breakfast + Attendance
7:20- 8:22 (62 min)	1st Block
8:24 - 9:31(67 min)	2nd Block
9:33 - 10:03 (20 min)	Soar Block (during second)
Group B (200)	Group B (300)
10:05 -10:25 (20 min) Lunch	10:05 - 11:37 (70 min) 3rd Block
10:05 - 11:37 (70 min) 3rd Block	11:17 - 11:37 (20 min) Lunch
11:39 - 12:46 (66 min)	4th Block
12:48 - 2:00 (72 min)	5th Block



KANNAPOLIS MIDDLE SCHOOL

VISION, MISSION & VALUES

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KANNAPOLIS MIDDLE SCHOOL

VISION, MISSION & VALUES

VISION

When students leave Kannapolis Middle School to enter into AL Brown High School, they are equipped with a strong foundation in CTE, Arts, and academics. With the integration of technology and academic support, students can truly start to identify a pathway to an industry or a successful career.

MISSION

The mission of Kannapolis Middle School is to create a stimulating, safe, and successful learning environment that develops students into productive citizens whose academic achievement exceeds state standards through the cooperative efforts of students, parents, community, and staff.

VALUES

KMS is about setting our students up for success. This starts with the staff building a relationship that shows we care for their social, emotional, and academic well being. We want to build independence and accountability with the students as we prepare them for high school. Effectiveness begins with “I” but is perfected by “WE”.



KANNAPOLIS CITY SCHOOLS

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KANNAPOLIS CITY SCHOOLS

VISION

Valuing, inspiring, and supporting all students.

MISSION

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

STRATEGIES

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

[DISTRICT LEADERSHIP](#) [BOARD OF EDUCATION AND POLICIES](#)

ADDRESS

100 Denver Street
Kannapolis, NC 28083

CONTACT INFORMATION

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

[DISTRICT WEBSITE](#) [DISTRICT FACEBOOK](#) [DISTRICT TWITTER](#) [DISTRICT INSTAGRAM](#)

KCS EQUAL EDUCATIONAL OPPORTUNITIES STATEMENT

Kannapolis City Schools is committed to providing equal educational opportunities to all students and does not discriminate against any person regardless of race, creed, national origin, sex, handicapping condition, or family circumstance. Grievances may be submitted in writing to the Assistant Superintendent for Kannapolis City Schools and Title IX Coordinator.



ADMISSION REQUIREMENTS

ADMISSION REQUIREMENTS

New students enrolling at Kannapolis Middle School are required to present:

Proof of residence of the parent(s) or court-appointed guardian (one or more of the following)

- Current utility bill or
- Current lease agreement or
- Current rental receipt or
- Current contractor agreement for a primary residence with verification of a utility bill to follow.
- If coming from another school system, the child's latest report card is helpful.
- The new school will contact the child's previous school and request official records.
- Please call the school to make an appointment to register your child. While not required, calling ahead can save you a lot of time.

State law requires 7th grade students to have the TDAP immunization. All students new to North Carolina Public Schools are required to have a Health Assessment completed within 30 days of enrollment. Please submit any custody orders, Section 504 or IEP paperwork when enrolling. Please visit the KMS Online Enrollment at <https://www.kcs.k12.nc.us/for-parents/enrollment> to enroll your child.

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COMMUNICATION

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COMMUNICATION

We understand that effective communication between teachers and parents is vital to support your child's academic progress and overall development. To enhance this partnership and streamline our communication channels, we will utilize the ***Parent Square*** online communication platform as our primary tool for teacher-parent communication.

In addition to this platform teachers and parents are always encouraged to maintain a supportive, two-way communication approach in order to maximize the success of our students. This expectation can also be supported through phone calls, email communication and scheduling parent-teacher conferences.



CHILD NUTRITION

CHILD NUTRITION

Kannapolis City Schools offers **FREE** breakfast and lunch daily at all elementary, middle and high schools.

The breakfast menu offers a variety of fresh fruits, and whole grain selections to help start the day right for our students. Our lunch program offers a wide variety of healthy menu options that meet all 5 meal components guidelines for students grades K-12. The 5 components that make up a meal, include meat/meat alternative, whole grain, vegetable, fruit, and milk. Our meals correlate with **Choose MyPlate**, which identifies the building blocks for a healthy diet. All of our students have access to meals at no cost because KCS participates in the Community Eligibility Provision (CEP).

School menus for the district can be accessed **[here](#)**.

Students do not have access to microwaves during lunch and are not permitted to have lunch (ex. DoorDash) delivered to school.

Students should have what they need for lunch upon arrival. Student lunch box drop-off by parents/guardians after the tardy bell is a disruption to the school day.

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STUDENT FEES

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STUDENT FEES

At Kannapolis Middle School, students have a **General Supply Fee of \$10.00** and a **Technology Fee of \$20.00** per school year.

Fees can be paid to your child's homeroom teacher, the front office or online. A receipt for your payment will be issued. In addition to a general supply and technology fee other school clubs and activities may charge for field trips, program supplies, etc.

All Students Per Year	Encore
 Instructional Fee \$15	 ART Fee \$10
 Technology \$20	 Music Fee \$10

SECTION II

STUDENT EXPECTATIONS



SECTION II

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STUDENT DRESS CODE

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STUDENT DRESS CODE

HOODS MAY NOT BE WORN ON CAMPUS BY STUDENTS, STAFF OR VISITORS AT ANY TIME.

TOPS

- Collared short-sleeved or long-sleeved shirts
- Shirts with a KMS or KCS school logo (including KCS school spirit wear)
- Shirts shorter than mid-thigh if untucked
- Collared dresses or tunics are permitted and should be mid-thigh or longer in length
- Cover shoulders, chest, back and midriff completely. Undergarments are not to be visible

BOTTOMS

- Shorts, pants, capris, skirts (no jeans)
- Solid navy, black, khaki or gray
- Worn at waist level
- Shorts, skirts and dresses reach mid-thigh or longer
- Undergarments are not to be visible

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

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

SHOES

- Worn at all times
- Tied or properly fastened
- Bedroom slippers, flip-flops and athletic slides are not appropriate footwear
- Crocs may be worn with the backstrap ("sport mode")



CELL PHONES & WIRELESS DEVICE POLICY

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CELL PHONE & WIRELESS DEVICE POLICY

- During the instructional day, cell phones & wireless devices (Smart watches, airpods, earbuds, wireless headphones, etc.) must remain out of sight and turned off.
- Cell phones and wireless devices must be placed in backpacks, or another location away from students and their desks.
- Cell phones and wireless devices may be used **prior** to student arrival to school and when students enter cars or buses.
- Cell phones and wireless device use is prohibited on campus during school hours, i.e. in classrooms, restrooms, gym, cafeteria, athletic fields and hallways.
- If students need to place a supervised emergency phone call during the day, they should request to go to the main office or use a classroom phone.
- Students may be subject to disciplinary action if the use of their cell phone or wireless device disrupts the educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording/photographing, or violating other school rules.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone or wireless devices. Students must properly secure and take care of their own cell phones and wireless devices.



POLICY VIOLATION CELL PHONES & WIRELESS DEVICES

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POLICY VIOLATION CELL PHONES & WIRELESS DEVICES

- **First offense:** Verbal warning/reminder.
- **Second offense:** The student's cell phone/wireless device will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Third offense:** The student's cell phone/wireless device will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone/wireless device policy. Students may pick up their cell phone/wireless device following dismissal.
- **Fourth offense:** The student's cell phone/wireless device will be confiscated and held in the main office until the student's parents are able to come to pick it up and will be prohibited from bringing their cell phone/wireless device back on school grounds for two weeks.

School Administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension.



HALL PASS LANYARDS

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HALL PASS LANYARDS

At Kannapolis Middle School our primary goal is safety and student supervision, both inside and outside of the classroom. Below are general procedures regarding hall pass lanyards and any other area that students are transitioning to and from without supervision of an adult.

- A uniform hall pass system is implemented at KMS and is expected to be followed by all students and staff. Students and staff are not permitted to deviate from this system.
- Any student that is transitioning to areas other than what is listed on their classroom schedule, such as the restroom, school nurse, office, student services, etc. should all be wearing an issued hall pass lanyard.
- It is the responsibility of the classroom teacher to review this procedure and expectation with students within the first ten days of school.
- It is the responsibility of the classroom teacher to ensure that when students have permission to be in an unsupervised area that they are wearing a designated lanyard.
- The students and staff are responsible for keeping up and taking care of the hall pass lanyards.
- If students are in an unsupervised area without a lanyard they are considered “cutting class/being in an unauthorized area”.
- Students are not allowed to leave class the first or last 15 minutes of each period/class.



STUDENT CODE OF CONDUCT

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

It is our expectation at Kannapolis Middle School that a common vision of responsibilities for the positive development and maintenance of appropriate behavior is shared by students, families, and school personnel. The Code of Student Conduct is the students' and families first opportunity to carefully review and navigate roles and responsibilities of student behavior and engagement at KMS.

STUDENT CODE OF CONDUCT

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DISCIPLINE MATRIX

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DISCIPLINE MATRIX

Kannapolis Middle School utilizes a discipline matrix as a guide, which is approved by the Kannapolis City Schools Board of Education, as a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Student Code of Conduct. This tool is designed to offer consistency at the secondary level so that students are disciplined fairly and consistently when their behavior requires consequences beyond the classroom. The discipline matrix provides progressive disciplinary actions to address multiple behaviors. School administration have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the discipline matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

We have listed below the KMS Discipline Matrix for reference:

KMS Discipline Matrix (Updated 6/23/23)



EDUCATORS HANDBOOK

EDUCATORS HANDBOOK

Kannapolis City Schools utilizes Educators Handbook for all K-12 students to record minor incidents and officer referrals. It replaces paper forms with a streamlined and efficient workflow that helps schools conserve time and resources while providing a world-class analysis of student behavior.

Classroom teachers are encouraged to communicate all minor referrals with parents, even though this feature is utilized more for anecdotal and documentation purposes. In the event that a student receives an office referral teachers and/or administrators will communicate details and consequences of the referral.

Parents have the right to request a discipline report on their child for both minor or major referrals at anytime during the school year by communicating with the classroom teacher and/or school administrator.

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PBIS

PBIS

Positive Behavior Intervention Support (PBIS) is a framework for establishing and organizing evidence based behavioral interventions into an integrated continuum enhancing academic and social behavior outcomes for all students.

The goal of the PBIS framework is for students to have successful behaviors during school. To support the success of the PBIS model, Kannapolis Middle School establishes an expectation for staff members to teach and model behavior expectations for students. Consistency with this process, along with parental support and reinforcement of expectations, will in return lead to a majority of our students earning the opportunity to participate in quarterly merit celebrations.

Kannapolis Middle School follows school-wide PBIS expectations which should be discussed and modeled consistently during the first ten days of school and frequently referred to throughout the school year.

Regular incentives are offered school-wide. A merit event is held each quarter. **Note:** Information regarding student criteria for participation will be provided for families and shared with students throughout the school year.

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CLASSROOM EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

CLASSROOM EXPECTATIONS

BE RESPECTFUL

- FOLLOW TEACHER INSTRUCTIONS
- KEEP AREA CLEAN
- RESPECT MYSELF & OTHERS IN THE CLASSROOM & ONLINE

BE RESPONSIBLE

- GET THERE QUICKLY & COME PREPARED
- KEEP PERSONAL DEVICES, INCLUDING CELL PHONES, OFF
& PUT AWAY
- STAY ON APPROPRIATE EDUCATIONAL WEBSITES & OFF
SOCIAL MEDIA SITES WHILE AT SCHOOL

BE SAFE

- KNOW EMERGENCY PROCEDURES
- REPORT PROBLEMS TO AN ADULT



HALLWAY EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

HALLWAY EXPECTATIONS

BE RESPECTFUL

- USE POSITIVE, CLEAN LANGUAGE
- KEEP HALLWAYS CLEAN
- RESPECT SIGNS, DISPLAYS, & STUDENT WORK

BE RESPONSIBLE

- GO DIRECTLY TO DESTINATION
- USE A HALL PASS
- BE ON TIME TO CLASS

BE SAFE

- WALK AT ALL TIMES
- BE AWARE: LOOK UP & LISTEN
- KEEP HANDS & FEET TO YOURSELF



RESTROOM EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

RESTROOM EXPECTATIONS

BE RESPECTFUL

- GIVE OTHERS PRIVACY
- KEEP WALLS FREE OF WRITING, DRAWING, & DEBRIS

BE RESPONSIBLE

- GET THERE QUICKLY
- THROW AWAY TRASH
- RETURN TO CLASS QUICKLY
- KEEP PERSONAL DEVICES, INCLUDING CELL PHONES, OFF & PUT AWAY

BE SAFE

- KEEP WATER IN THE SINK & OFF THE FLOOR
- REPORT PROBLEMS TO AN ADULT



CAFETERIA EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

CAFETERIA EXPECTATIONS

BE RESPECTFUL

- KEEP CONVERSATIONS APPROPRIATE
- BE POLITE
- TOUCH ONLY YOUR FOOD/ITEMS

BE RESPONSIBLE

- WAIT PATIENTLY IN LINE
- FOLLOW INSTRUCTIONS
- PICK UP & THROW AWAY TRASH
- KEEP PERSONAL DEVICES, INCLUDING CELL PHONES, OFF & PUT AWAY

BE SAFE

- WALK AT ALL TIMES
- KEEP HANDS & FEET TO YOURSELF
- REPORT PROBLEMS TO AN ADULT



GYMNASIUM EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

GYMNASIUM EXPECTATIONS

BE RESPECTFUL

- FOLLOW TEACHER INSTRUCTIONS
- KEEP AREA CLEAN & TAKE CARE OF EQUIPMENT
- RESPECT MYSELF & OTHERS IN PHYSICAL EDUCATION

BE RESPONSIBLE

- GET THERE QUICKLY & SIT IN YOUR ASSIGNED AREA
- KEEP PERSONAL ELECTRONIC DEVICES OFF & PUT AWAY
- WEAR TENNIS SHOES & BRING APPROPRIATE CLOTHING
- BRING A WATER BOTTLE

BE SAFE

- REPORT PROBLEMS TO AN ADULT
- HORSEPLAY IS UNACCEPTABLE



BUS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

BUS **EXPECTATIONS**

BE RESPECTFUL

- **USE POSITIVE, CLEAN LANGUAGE**
- **HONOR OTHER'S PERSONAL SPACE**
- **KEEP HANDS & FEET TO YOURSELF**

BE RESPONSIBLE

- **FOLLOW BUS DRIVERS' INSTRUCTIONS**
- **WAIT FOR YOUR BUS AT THE CURB**
- **USE CELL PHONES AND PERSONAL DEVICES APPROPRIATELY**

BE SAFE

- **WATCH FOR VEHICLES**
- **USE THE CROSSWALK**
- **STAY IN YOUR SEAT**





ATHLETIC & EXTRACURRICULAR ACTIVITIES

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ATHLETIC & EXTRACURRICULAR ACTIVITIES

Tim Pittman
Athletic Director
tim.pittman@kcs.k12.nc.us

KMS ATHLETICS *(Currently reserved for 7th & 8th Grade students)*

Extracurricular activity and participation during events is a privilege, not a right. It is the policy of the Kannapolis City Schools Board of Education that student behavior, including conduct that constitutes a violation of criminal law, board policy and/or school rules, shall be considered in determining eligibility to participate in extracurricular activities by students at Kannapolis Middle School.

Students participating in afterschool activities must report to their designated areas at dismissal. Most athletic events will begin at 4:30. Football games will begin at 4:45. Students attending an athletic event are not allowed to stay after-school unless they are supervised by a staff member. Students need to make sure they have transportation home following all afterschool activities. On game days, unless stated, students are required to wear school uniforms.



ATHLETIC ELIGIBILITY

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ATHLETIC ELIGIBILITY

Eligibility

1. Final Forms*
 - a. All prospective student-athletes must be registered on Final Forms. Both the parent/guardian portion and the student portion must be completed PRIOR to any involvement in athletics.
2. Physical*
 - a. Students must have a valid physical on file at KMS. Physicals are valid for 395 days with a valid physician. Also on file must be an updated concussion form, emergency contact medical information, and permission form signed for the current year.
3. Grades & Attendance (Policy Code 3620)
 - a. Students will be required to "pass 70% of all courses taken the preceding semester." This equates to 5/6 of all classes. [NC DPI Athletic Manual](#).
 - b. The previous semester average deems a student athlete eligible for the current semester.
 - c. Students must be present at least 85% of the previous semester in accordance with Board of Education Policy 3620. Any day a student is absent from school, they are not eligible to practice or compete in athletics for that day (see attendance policy). We expect students to be students first and athletes second. Student athletes are leaders in the school and should set an example in academics and behavior.
4. Ineligibility (Policy Code 3630 Section C.2)
 - a. "In-School and Out of School Suspensions – Any student who incurs a total of 6 days of suspension (ISS counts as a half day for this purpose) during a school year shall be ineligible from participation in the current extracurricular season, or eight (8) weeks from the date of the 6th day of suspension (whichever is longer). A student may appeal the length of his or her ineligibility by filing a written appeal within the ten (10) school days after the date of the out-of-school suspension, and such appeal shall be heard by the school-level committee as set forth within this policy."

**Links to Final Forms and a copy of the NCHSAA Physical can be found here: linktr.ee/kms_athletics*



ATHLETIC ELIGIBILITY (CONTINUED)

ATHLETIC ELIGIBILITY (CONTINUED)

There is a required parent meeting at the beginning of each sport. Each athlete must have a parent or guardian present to review policies and procedures before the athlete can participate. This coaches meeting will provide you with the opportunity to meet with our coaches and discuss any concerns about policies or transportation. It is important that your child is provided with safe and adequate transportation. Dismissal from the team could result if your child does not have transportation home at a reasonable time. If you foresee any issues with picking your child up on time please make arrangements with another parent or talk with the coach about other arrangements. You must maintain clear and consistent communication with your athletic coach.

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SECTION III

ACADEMICS



SECTION III

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EQUAL EDUCATIONAL OPPORTUNITIES

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EQUAL EDUCATIONAL OPPORTUNITIES - POLICY CODE 2001

The board affirms the principle that every student, regardless of race, creed, color, national origin, sex, sexual orientation, cultural or economic background, or disability, should be given an equal opportunity for a sound basic education. Furthermore, no student, on the basis of sex, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school system. The school system will treat its students without discrimination with regard to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Any student, parent, or guardian who feels that this policy has been misinterpreted, misapplied, or violated may file a complaint in accordance with policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.



GRADE SCALE

GRADE SCALE

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

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 59 and below

Note: Credits for Math I and English I: Students will receive credits for each course taken; however, the credit will not be calculated into the high school GPA.



GRADING POLICY

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GRADING POLICY

Policy Topic	Policy Guidelines
Late Work	All tests, assignments, etc. are due from the student, turned in to the teacher for assessment within 1 week of the culmination of a unit / mini-unit (prior to moving on to a new topic within a larger, longer unit). Once the unit / subunit has been completed plus one week, assignments considered late may be labeled as such for accountability and monitoring purposes, and the assignment may be closed and no longer available to students within the LMS.
Missing Work	Work that is not turned in for grading is considered missing. Missing assignments may be awarded the grade of zero in the LMS. Once the unit / subunit has been completed plus one week (7 days), assignments that have not been turned in are considered missing, may be labeled as such for accountability and monitoring purposes, and the assignment may be closed and no longer available to students within the LMS. Students have seven calendar days to submit work before the work grade becomes a zero. If a student is absent/out, the 7 days begins when the student returns to school.
Extra Credit	Extra Credit will not be awarded to replace a missing assignment or low grade. Teacher discretion for awarding extra points based on exceptional answers or effort is allowed.



GRADING POLICY (Continued)

GRADING POLICY (Continued)

Policy Topic	Policy Guidelines
Lowest Grade Possible on Assignments (EC/ESL/Typical Student)	The lowest grade to be entered for an individual task, assignment, quiz, test, etc. will be a zero. Labels for “late” or “missing” work can be used to further explain the grade entered. This allows for ongoing progress monitoring by students, parents and teachers alike.
Lowest Grade Possible at the end of the Quarter	The lowest grade to be entered on to a Report Card will be a 50 as per district guidelines.
Curving Grades (Tests vs. Assignments)	The curving of tests and assignments will not occur. EC, ESL and other special populations will be considered on an individual case-by-case basis. Teachers will either modify assignment tasks on the front end or grades will be modified when calculated according to IEP/504 requirements.
Assignments	EC, ESL and other special populations will be considered on an individual case-by-case basis. Teachers will either modify assignment tasks on the front end or grades will be modified when calculated according to IEP/504 requirements.
Number of Grades (minimum / Maximum)	No fewer than 15 each grading period. No more than 25-30 each grading period. Grades earned must address / reflect students' mastery of standard.

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GRADING POLICY (Continued)

GRADING POLICY (Continued)

Policy Topic	Policy Guidelines
Percentages vs. Points (Weighting Grades or Assignments) How much weight does each assignment hold?	Assignments will be graded and entered into our LMS via points. Assigning points naturally weights each assignment differently based on its level of knowledge, degree of difficulty, etc. The categorizing of assignments based on whether it is expected to be completed as Homework, Classwork, as an In-Class Project, Tests, Quizzes, etc is very important for it offers the teacher additional data concerning student work. Using categories for labelling and identification is encouraged. Weighting each category differently is not necessary with a points system. The amount of points given to a task denotes its weight.
Multiple Opportunities to Complete Assignments	The opportunity will be given for multiple attempts to complete assignments but not tests or summative assessments. A different version of the assignments may be given at teacher discretion. Half credit earned back by the student for test corrections may be given. Keep consistent within each department for a specific grade level.
English 1 & Math 1	Alignment with high school requirements and guidelines (EOC counts for 20 percent of final grade)

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PROGRESS REPORTS & REPORT CARDS

PROGRESS REPORTS & REPORT CARDS

The academic progress of your child is very important to us at Kannapolis Middle School. If you would like to conference with your child's teachers at any time during the school year, do not hesitate to call and schedule an appointment. In addition to conferences and phone calls, progress reports will be posted electronically in the student's Canvas account, and quarterly report cards will be sent home to notify parents of their child's academic progress.

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CANVAS

CANVAS

The Canvas platform is a versatile and user-friendly learning management system (LMS) that provides a digital space for educational institutions to facilitate online teaching and learning. It offers a wide range of tools and features designed to enhance the learning experience, streamline course administration, and foster effective communication between students and instructors. With Canvas, educators can create and manage course content, deliver engaging multimedia materials, set assignments and assessments, monitor student progress, and provide personalized feedback. Students can access their course materials, participate in discussions, submit assignments, collaborate with peers, and track their own academic performance. Canvas empowers educational institutions to embrace online and blended learning, promoting accessibility, flexibility, and interactive engagement for both instructors and learners.

Parent Directions on Linking to Canvas

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PARENT-TEACHER COMMUNICATION

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PARENT-TEACHER COMMUNICATION

It is very important to keep the lines of communication open between home and school. Kannapolis Middle School administration and staff encourage parent involvement. We use phone communication, School Messenger voicemail, email, the Parent Square, and parent conferences as forms of communication. Please let us know how we can better serve you and ensure that good communication is taking place!

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

Procedures for scheduling a conference are as follows:

- Email your child's teacher directly. All teacher email addresses can be found on the [KMS 6 website](#) or send a message on the Remind App.
- The teacher will arrange a time convenient for the individual/team and parent/guardian.
 1. If the teacher is in class, please leave a message with the front desk receptionist. A conference will be arranged as quickly as possible. If you do not receive a response from the teacher 24-48 hours, please call again, *and if you still do not receive a response, contact the grade-level administrator - see Key Personnel.*
 2. If a conference is scheduled and you are unable to attend due to an emergency or other circumstances, please contact the main office to give advance notice, and leave an alternate date when you can meet. A message will be given to teachers.



HOMework

HOMework

The Kannapolis Middle School homework policy is designed to help prevent our students from falling behind in their work and, thus, making poor grades. Students who are absent will be allowed 1 week per absence to turn in work missed. In the case of prolonged absences, the student and parent will meet with the teachers to schedule a time for make-up work. Students will be expected to follow the procedures set up by the team for handling homework.

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TESTING & ACCOUNTABILITY

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TESTING & ACCOUNTABILITY

The Testing and Accountability Department ensures that parents, students, educators, and other stakeholders are provided with accurate, quality, and timely data, as well as information at all academic levels regarding Kannapolis County Schools. Now more than ever, school districts are being held accountable for their level of services they provide to their students. By delivering data and information about our school district, KCS ensures that all parties with an interest in our students' education have the research and measurement tools necessary for analysis and assessment of progress.

Accountability Services is responsible for three key components of KCS' ongoing educational efforts:

- Performance evaluation as required by state and federal laws.
- Flexibility to adapt and change to new requirements.
- Delivery of information to the general public and elected officials.

Important Reference Links:

- NC Department of Public Instruction
- NC DPI - Accountability Services Department
- NC DPI - School Report Cards
- NC DPI - School Performance Grades



TECHNOLOGY

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TECHNOLOGY

All classrooms are supplied with a set of Chromebooks for student use. Students must adhere to the **ACCEPTABLE USE POLICY** and **DIGITAL CITIZENSHIP POLICIES** and **PROCEDURES**. Kannapolis Middle School follows a 1:1 Hybrid model, meaning students may check-out their assigned device for at home as needed. A yearly technology fee of \$20.00 per student is issued in order to maintain a fee schedule for damages. Below is an additional list of technology fees to address various damages to devices:

Damages	Chromebook 3100 Education
missing/broken keys (5+)	\$50
missing/damaged charger	\$40
broken/damaged casing	\$55 (top & bottom)
broken/damaged screen	\$60
keyboard/mouse pad	\$50
lost/stolen/unusable machine	\$325

SECTION IV

ATTENDANCE



SECTION IV

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KANNAPOLIS CITY SCHOOLS ATTENDANCE POLICY

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 recognize that all students 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.

KANNAPOLIS CITY SCHOOLS ATTENDANCE POLICY

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STUDENT ABSENCES

STUDENT ABSENCES

All students are required to attend school according to the district approved school calendar. You may be absent from school legally if the reason is one of the seven allowed under the State Compulsory Attendance Law. You will find these valid excuses listed below. Any attendance questions should be directed to **Josh Shepard** (josh.shepard@k12.nc.us).

If the absence is excused, students will be allowed to make up assignments. It will be the responsibility of the student to contact his/her teacher(s) as to details regarding makeup work. Within three days of an absence, parents must provide written information to the school explaining student absences. The note requesting that an absence be excused must contain the following:

- Student Name
- Date(s) of absence
- Date of written note
- Reason for absence
- Parent signature

If a student has more than 10 absences, an official document is required, i.e. medical, court, other legal documentation, etc.

Reminder: If a student is absent, parents should send a note explaining the absence within three days to the front office. Absences will be coded unexcused if a note is not received within three (3) days.

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STUDENT ABSENCES (Continued)

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STUDENT ABSENCES (Continued)

Listed below are the seven legal reasons allowed by N.C State Law as lawful absences:

1. Personal illness or injury which makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. Death in immediate family
4. Medical appointment-please obtain a statement from the doctor
5. Court or administrative proceedings
6. Religious holidays (observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal)
7. Absences that, in the judgement of the principal, have an educational value as great as that received during an equal time in the classroom that are permitted only if the opportunity will not be available at a time other than during school hours. The Principal shall determine if the amount of time missed is of reasonable length. **The Parent or Guardian must submit in writing the purpose an education value of the absence to the Principal at least two weeks in advance and then must be approved by the Principal to be considered a lawful absence. Students will be expected to submit any missed assignments. (Educational Request Form)**

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.



STUDENT TARDIES

STUDENT TARDIES

Statement of Educational Importance: When a student is habitually tardy they miss valuable instruction and it interrupts the classroom environment - teaching and learning. Being present and on time is a very valuable life discipline that not only supports learning, but how the student feels he/she contributes to the school community and their sense of belonging.

- **A student is considered tardy after 7:15.**
- **A parent/guardian and/or the individual responsible for transporting the student to school is required to escort the student into the building**

Students who arrive to school due to a late bus will not be marked tardy. An announcement will be made for staff and attendance will be changed for students who are impacted.

Continual excessive tardies (excused or unexcused) may result in referral to the school social worker.

Thank you for your assistance to ensure that your child arrives to school on time each day as each minute is crucial in your child's academic development.

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STUDENT EARLY CHECKOUTS

EARLY DISMISSAL (STUDENT CHECK OUT)

Procedures for early dismissal

- Parent/Guardian checking student out is encouraged to send a note with the student to communicate early dismissal with KMS staff.
- Parent/Guardian checking student out must report to the main office with a government identification that matches information in our KCS student database system.
 - Note: Students will not be released to individuals who are not authorized for pickup in the KCS student database system.
- Student checkout must take place prior to 1:00 pm.
- Students may not be released from class for dismissal after 1:00pm.

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SECTION V

TRANSPORTATION

**BUSES &
CAR RIDERS**

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SECTION V



TRANSPORTATION GUIDELINES

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TRANSPORTATION GUIDELINES

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students, and all students who attend Kannapolis City Schools have the right to access public school transportation and we are happy to provide this service.

Riding a public school bus is a privilege and students are responsible for exhibiting appropriate conduct at all bus stops and while being transporting. Evidence of student misconduct will result in consequences aligned with the Bus Discipline Matrix.

Bus routes are created during the summer. If a student is not assigned a bus at the beginning of the school year, front office staff will complete a bus form to arrange transportation. Communication between the school-based personnel and personnel in the Transportation office determine changes.

Parent concerns regarding bus misbehavior and and/or consequences assigned by KMS Administration, will need to be communicated with the appropriate administrator. Concerns related to bus matters, i.e. drivers, routes, etc., will be redirected to Transportation personnel.

The school principal or designee has the responsibility to investigate and enforce the disciplinary guidelines outlined in the KMS Code of Student Conduct. Bus drivers will report the name of any student whose conduct interferes with safe driving or who acts disruptively. Parents will then be notified of the bus incident(s).

Standards for student conduct and disciplinary procedures have been established and will be administered by school officials. Any disruptive behavior that is excessive and ongoing may result in the loss of bus ridership as a means of school transportation.

Note: When we release school, bus riders will be dismissed first. Students should walk to their loading areas as quickly as possible. Drinks, food, aerosol sprays, or lotions are not allowed on the bus.

[Address Lookup Tool](#)

[Frequently Asked Questions & Answers](#)



**“HERE COMES
THE BUS”**

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Here Comes The Bus®



Here Comes the Bus

A School Bus Tracking App for Parents

Tracking Features

Shows the real-time location of your child's bus on a map

Gives scheduled and actual arrival times at home and school for bus routes

Provides push and email notifications when the bus is nearby

**RIGHT BUS.
RIGHT STOP.
RIGHT TIME.**

Sign Up Instructions For Parents:

1. Download **Here Comes the Bus** app or visit www.herecomesthebus.com
2. Click the "Sign Up" button
3. Enter school code 29105 and click "Next" followed by "Confirm"
4. Complete the "User Profile" box
5. Under "My Students," click "Add." Enter your child's last name and Student ID number (PowerSchool number)
6. Once you confirm your information, you're ready to begin



Download on the
App Store



GET IT ON
Google Play





BUS EXPECTATIONS

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THE EAGLE WAY

BE RESPECTFUL. BE RESPONSIBLE. BE SAFE.

BUS EXPECTATIONS

BE RESPECTFUL

- USE POSITIVE, CLEAN LANGUAGE
- HONOR OTHER'S PERSONAL SPACE
- KEEP HANDS & FEET TO YOURSELF

BE RESPONSIBLE

- FOLLOW BUS DRIVERS' INSTRUCTIONS
- WAIT FOR YOUR BUS AT THE CURB
- USE CELL PHONES AND PERSONAL DEVICES APPROPRIATELY

BE SAFE

- WATCH FOR VEHICLES
- USE THE CROSSWALK
- STAY IN YOUR SEAT





BUS DISCIPLINE MATRIX

BUS DISCIPLINE MATRIX

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

The Student Code of Conduct for Bus Ridership is to:

- (1) create an orderly environment in which students can learn,*
- (2) teach expected standards of behavior,*
- (3) help students learn to accept the consequences of their behavior, and*
- (4) provide students with the opportunity to develop self-control.*

The following principles apply in managing student behavior on the bus. Student ridership is a privilege and can be revoked when personal safety and that of others are at risk.

Review the Bus Discipline Matrix and information to guide and support bus expectations and consequences. **KANNAPOLIS CITY SCHOOLS BUS RIDERSHIP MATRIX**



ARRIVAL EXPECTATIONS

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ARRIVAL EXPECTATIONS

Students may begin entering the building at **6:40am**. Parents are able to drop car riders off beginning at **6:40am** at their child's designated grade level building. We ask that parents follow safety protocols during morning car rider line:

- All car riders are to be dropped off at the front of their designated grade level building.
- When you arrive, we ask that you follow the traffic pattern. **Note:** Families of 6th graders with students in additional grade levels may drop off and pick up siblings at the 6th grade building.
- Cars should pull all the way forward and students should be dropped off at designated areas along the sidewalk.
- Do not pass/go around cars that are waiting in line without a staff member directing you. This is for the safety of our students and staff.
- Refrain from smoking and phone use while in the car rider line.
- Aim to be friendly, polite and patient with our staff members, especially during inclement weather.

All students may report to the cafeteria for a free grab and go breakfast and eat in their classroom. Students are marked tardy at **7:15am**.

Note: Student attendance is coded by day, not by period; therefore students are marked absent for the day if they do not arrive to school prior to 10:45am. If your child has not arrived by **10:45am** it is suggested that they return to school the following day in order to not disrupt the school day with a mid-day arrival.

SECTION VI

HEALTH
&
SAFETY



SECTION VI

#flylikean**EAGLE**



SCHOOL NURSE

SCHOOL NURSE

Kannapolis Middle School is pleased to have a full-time School Nurse.

The School Nurse is responsible for administering medication to students and will also help with making sure the needs of all our students are met regarding health safety.

Students may visit the school nurse throughout the day with a pass or written permission from a teacher.

Students exhibiting symptoms of an illness, health-related issues, or sustains an injury while on KMS property must be observed by the nurse who will then notify the parent/guardian of the reported incident, the outcome and next steps.

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MEDICATION ADMINISTRATION

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MEDICATION ADMINISTRATION

School personnel are not allowed to administer any medicine to students. This applies to all medications including aspirin, Tylenol, cold tablets, etc.

Students who take a prescribed medicine must have a note from their parents and physician giving the school permission to administer the medicine.

All medicine must be brought to the office in the original container with the doctor's instructions to be locked-up and administered under supervision. If the nurse is absent, another person will be appointed to give the medication on that day.

Appropriate forms for dispensing medicine may be obtained at local doctors' offices or at KMS.

There are medications that can be held by the student for self-medication, but they must be accompanied by a note from a physician.

Medication exchanged between students is a violation of Rule 37 - Substance Abuse Violation.



RESTRAINT & SECLUSION

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RESTRAINT & SECLUSION

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 RESTRAINT

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PHYSICAL RESTRAINT

Physical restraint is defined as the use of physical force to restrict the free movement of all or a portion of a student's body. Physical restraint shall be allowed as a reasonable use of force under the following circumstances in accordance with North Carolina General Statute (115C-391.1)

- As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person;
- As reasonably needed to maintain order or prevent or break up a fight;
- As reasonably needed for self defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present;
- To teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- As reasonably needed to escort a student safely from one area to another. (Students should only be physically escorted when it is deemed safe or if the current setting conditions pose hazards for the student or staff. Escorts should only be conducted in accordance with training procedures adopted by the system)
- If used as provided for in a student's IEP or Section 504 plan or Behavior Intervention Plan as a brief intervention strategy to assist the student in regaining self-control; or
- As reasonably needed to prevent imminent destruction to school or another's person's property (G.S. 115C-391.1(c)(1))

Physical restraint shall not be considered a reasonable use of force if used solely as a disciplinary consequence.

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



MECHANICAL RESTRAINT

MECHANICAL RESTRAINT

Mechanical Restraint is defined as the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint shall be allowed only in the following circumstances:

- When properly used as an assistive technology device included in the student's IEP or as otherwise prescribed for the student by a medical or related service provider;
- When using seat belts or other safety restraints to secure student during transportation;
- As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person;
- As reasonably needed for self defense;
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person. (G.S. 155C-391.1(d)(1))

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

Nothing in the policy prevents the use of physical or mechanical restraint by the School Resource Officer or other sworn law enforcement officers in the lawful exercise of their law enforcement duties.

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SECLUSION

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SECLUSION

Seclusion is defined as the confinement of a student alone in an enclosed space from which the student is:

- Physically prevented from leaving by locking hardware or other means; or
- Not capable of leaving due to physical or intellectual capacity
- Seclusion of students by school personnel may be used in the following circumstances:
- As reasonably needed to respond to a person in control of a weapon or other dangerous object;
- As reasonably needed to maintain order or prevent or break up a fight;
- As reasonably needed for self defense;
- As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
- When used as specified in the student's IEP, Section 504, or behavior intervention plan; and
 1. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 2. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, 504 or behavior intervention plan
 3. the confining space has been approved for such use by the local education agency;
 4. the space is appropriately lighted, ventilated, and heated or cooled; and
 5. the space is free of objects that unreasonably expose the student or others to harm.

(G.S. 155C-391.1(e)(1))

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



ISOLATION

ISOLATION

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))



REPORTING & NOTIFICATION

#flylikean**EAGLE**

REPORTING & NOTIFICATION

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

School personnel shall promptly notify the Principal or designee of any use of aversive procedures, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of mechanical restraint, or any prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student's Behavior Intervention Plan.

When a principal or designee has personal knowledge or actual notice of these incidents, they shall promptly notify the parent/ guardian and provide the name of a school employee they can contact regarding the incident. Prompt notification means by the end of the workday during which the incident occurred, but in no event later than the end of the following workday.

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

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

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

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.

#flylikean**EAGLE**



TITLE IX

TITLE IX

The Kannapolis City Schools Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board will not tolerate discrimination on the basis of sex (including pregnancy, childbirth, sexual orientation, and gender identity), including any form of sexual harassment as that term is defined under Title IX, in any education program or activity of the school system. The board takes seriously all reports and formal complaints of sexual harassment. The school system does not discriminate on the basis of sex in its education programs or activities, including admission and employment, in accordance with Title IX of the Education Amendments Act of 1972 and federal regulations.

Sexual harassment, as that term is defined under Title IX, is prohibited. All incidents of conduct that could constitute sexual harassment under this policy are to be reported and treated in accordance with this policy, whether or not the incidents may also constitute violations of other board policies or standards of conduct. Individuals who believe they have been subjected to sexual harassment prohibited by this policy or who have witnessed or have reliable information that another person has been subjected to sexual harassment prohibited by this policy should follow Title IX Sexual Harassment Grievance Process.

Grievance procedures are designed to achieve prompt and equitable resolution of formal complaints of sexual harassment through a formal investigation and adjudication of the allegations in the complaint or through informal resolution processes.



INCLEMENT WEATHER

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Inclement weather may cause school to be dismissed early. Please listen to the local radio or television stations on days when the weather appears to be threatening. Kannapolis City Schools' Superintendent will make a decision as quickly as possible and will notify radio and news outlets. The Central Office will also issue a recorded phone message that will be sent to every household for which we have an up to date contact number. Information will also be communicated via social media.

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DRILLS

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State law mandates that schools conduct the following drills:

- **Fire Drills (10):** Schools are required to conduct a fire drill each month. The first drill should be conducted within the first 10 days of the school year.
- **Panic Alarm Test (10):** Schools are required to conduct a test of our panic alarm every month.
- **Tornado Drill (1):** Schools are required to conduct this drill in accordance with the state tornado drill during the second semester of the school year.
- **Lockdown Drills (2):** Schools are required to conduct a minimum of 1 lockdown drill per semester.
- **Secure Drill (1):** Schools are required to conduct a minimum of 1 secure prior to the end of first semester.

In addition to the required drills listed above Kannapolis City Schools partners with the Kannapolis Police Department, K-9 unit, for random drug screenings on our campuses. These screenings, involving the use of dogs to search areas and items on campus, are common in other school districts. During these random screenings KCS will partner the KPD to ensure all safety measures are in place during these screenings.

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STUDENT SEARCHES

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School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

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FRAGRANCE- FREE SCHOOL POLICY

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FRAGRANCE-FREE SCHOOL POLICY

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that Kannapolis Middle School ensures the wellbeing and safety of all its students to support a positive learning environment. In order to create a safer learning environment for students as well as a safer work environment for staff, Kannapolis Middle School intends to protect the indoor and outdoor air quality of its campuses. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff.

On campus use of scented personal care products is strictly prohibited. For many people, being exposed to scented products such as fragrances and chemicals can pose a serious health risk. Migraine headaches, nausea and breathing problems are common symptoms for anyone who is affected by fragrances.

Kannapolis Middle School will aim to provide a fragrance-free environment:

- No sprays of any sort are permitted at school. Any kind of spray products such as body spray, deodorant, perfume, cologne, disinfectant or air freshener are not permitted. Solid deodorants are acceptable.
- Spray containers, lotions, etc. will be confiscated and submitted to the front office for parent pick-up.
- The use of personal fragrance products is discouraged; however for those to elect to wear fragrance products should do so in moderation and it should be applied prior to arriving to campus.
- This policy applies to the school building and school buses.
- Kannapolis Middle School is not responsible for lost or stolen items.