

# **Student-Parent Handbook 2016-2017**

**Toisnot Middle School  
1301 Corbett Avenue  
Wilson, NC 27893  
252-399-7973**

**Ronnia Cockrell, Principal**

**Samantha Charles-Dixon, Assistant Principal**

**Tammy Owens, Secretary/Bookkeeper**

**Marquita Webb, Receptionist**

**Angela Nichols, Data Manager**

**John Nichols, Athletic Director**

**Teresa Crumbley, Cafeteria Manager**

## **Introduction**

At Toisnot Middle School, it is our goal that everyone take pride in our school and feels free to make suggestions for improvement. Our school will be whatever we make it. Let us always have the spirit to do those things that make it outstanding. As always thank you for your continued support of Toisnot.

## **This Handbook Belongs to a MIGHTY HAWK:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** NC **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

Dear Hawks:

Please read this student handbook carefully. The rules and regulations of Toisnot Middle School must be followed in order for students to successfully reach all goals. The administration will assume that all students and parents have read and understand the material in this handbook. It will be the responsibility of each student to keep up with this handbook and to refer to it when questions arise. **It should be kept in your 3-ring binder and the agenda in the back should be used daily to track assignments.**

Parents, you are strongly encouraged to read this handbook and discuss school rules and regulations with your child.

To assure that parents and students have read and understand this handbook, please sign this page where it will remain in your child's binder all year. .

Students, you will also be tested on the handbook during the first week of school.

I have read and understand the contents of this student handbook.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

Date Signed \_\_\_\_\_

Toisnot Middle School  
On a Mission

# Vision

Toisnot is a place where students participate in a safe educational environment in which they are engaged and empowered in their learning. Collectively; educators, parents and community members commit to ensuring our students become lifelong learners who are prepared for further education and are equipped with the skills to pursue their goals.

# Mission Statement

The mission of Toisnot Middle School is to provide a safe educational environment which creates success for all students through students, parents, staff and community working together.

# Core Values

We believe these things about people: All people have worth. All people can learn and succeed in different ways at different times. All people grow and learn best in a caring, inviting, respectful, and disciplined environment that ensures success.

We believe these things about human behavior: Diversity within our community enriches and strengthens our society and requires interaction and collaboration among all people; Change is inevitable and requires courage and innovation for personal growth and progress; Ethical conduct is a necessary foundation for all human relationships; Individuals are ultimately responsible for his/her actions.

We believe these things about quality: Learning is a lifelong process that enhances the quality of life; Powerful relationships exists between the expectations and levels of performance; Striving for the best is always worth the effort; Effective communication is vital to a person's and organization's productivity; Success breeds success.

We believe these things about partnerships: Shared vision coupled with teamwork strengthens an organization's purpose and effectiveness; Education is shared responsibility and a vital function of the entire community; All people are responsible for contributing to the community; The family is the primary influence in the development of every individual.

**LEARNING IS THE MOST IMPORTANT RESPONSIBILITY OF STUDENTS.**

**WE BELIEVE THAT EVERY STUDENT CAN BE SUCCESSFUL.**

# Arrival/Departure

School Office Hours: 8:00-4:00 M-F

## Arrival:

**Toisnot opens at 8:00.** The front door will be unlocked at 8:00 a.m. Our first priority is your child's safety please do not drop your child off before 8:00 a.m., there will not be an adult outside to monitor them. If there is a need to drop your child off early, please complete an Early Morning Care application. There is a small fee for this drop-off. Please contact Amy Deans at Central Office for more information. Students dropped off before 8:00 not attending before school care will be considered as trespassing and parents will be contacted to return to Toisnot to pick them up. Students will report to the cafeteria to eat breakfast. If they are not eating, students will be monitored by staff in the gym and auditorium and silence is expected while waiting. Students will be allowed on the hallways at 8:20 a.m. The tardy bell will ring at 8:25 a.m. (This is 5 minutes earlier than previous years)

**Instruction begins promptly at 8:25. We need you all here on time every day!**

**If you arrive after 8:25, you will be considered tardy. You will report to the office to sign in and receive a pass to class. Each three tardies will result in 1 day of After School Detention.**

## Carpool:

Whenever possible, right turns should be made to enter and exit the parking lot. This prevents traffic back-up in the line. Students cannot be picked up or dropped off on Corbett Avenue due to safety concerns. Tickets will be issued for this behavior. **Car riders cannot be dropped off in the front parking lot, in the 7th grade parking lot (unless you are registered in Before School Care) or in rear of the building. The safety of walkers and bus riders requires limiting traffic in the parking lot and the rear of the school. Only school buses are allowed to unload in the rear of the building.**

**A.M.:** There is a single line of traffic to drop off students. Students are to leave their vehicle as soon as it reaches the Red Zone. This will allow multiple cars to unload at the same time. It is suggested that carpool students arrive prior to 8:15 a.m. to avoid traffic backups. **Students should not be dropped off at the store. All students who are not in their seat in homeroom by 8:25 a.m. are tardy. Each three tardies will result in 1 day of After School Detention.**

**P.M.:** There is a double line of traffic to pick-up students. Please remind your child to watch for his/her ride after school. Socializing can back up traffic. **All students are to stand in the Red Zone while waiting for rides, unless it is raining, then students will be allowed to stand under the awning.**

**Bike Riders:** A bike rack is provided at the rear of the building for those who ride bikes. Bikes should be locked on the rack. The school cannot be responsible for damaged or stolen bikes. Bike riders will enter through the rear of the building using the GYM door.

**Walkers:** All shall enter the school through either the front door or the rear of the building using the back gym doors. Walkers should not walk in the middle of the road for safety reasons.

**Bus Riders: School Bus Conduct Policy**

Riding a school bus is a **privilege**, not a right, for all students. We expect proper behavior on the bus to ensure that the drivers can focus on driving for their own safety and the safety of others. Students are expected to conduct themselves properly on the bus at all times. All buses will unload at the rear of the gym and enter the building using the back gym doors.

1. Only students assigned to a bus by Wilson County Schools are allowed to ride the bus unless specifically approved by the administration.
2. The school bus driver is authorized by the Superintendent, Board of Education, and Principal to supervise the students who are riding the bus to and from school.
3. **Students must ride the bus in which they are assigned and get on and off at their designated stops. Students must leave the school bus immediately upon arrival at their designated stop. School bus drivers are authorized to assign seats.**
4. Students are not allowed to return to the buses until school is dismissed unless approved by the administration.
5. Students must use the handrail when entering and exiting the bus.
6. Students must be seated as quickly as possible.
7. General conduct rules:
  - a. Cooperate with the driver. Distractions cause accidents.
  - b. Students must stay seated at all times. No standing up on the bus.
  - c. Avoid loud talking and noise. Profanity, excessive noise, and other disruptive conduct will not be tolerated. Electronic devices (including personal and school issued) should not be used on the bus. **If using your electronic device the driver may confiscate it and turn the device in the main office for documentation. A bus referral is at the discretion of the driver.**
  - d. Be courteous and respect those around you.
  - e. Keep the bus clean. Pick up your trash.
  - f. Keep head, hands, and arms inside the bus. Do not throw objects. Throwing objects out the window is a hazard for those traveling near the bus and can cause injury to others.
  - g. No smoking, alcoholic beverages, or illegal drugs are allowed.

### **Consequences for failing to follow school bus conduct policies:**

- 1<sup>st</sup> Offense: Warning/Parent contact**
- 2<sup>nd</sup> Offense: 3 day bus suspension**
- 3<sup>rd</sup> Offense: 5 day bus suspension**
- 4<sup>th</sup> Offense: 10 day bus suspension**
- 5<sup>th</sup> Offense: Loss of riding privilege**

Under certain circumstances a student may be suspended off the bus at any time per administration.

#### **Departure:**

**If a student's method of transportation home is expected to change, TMS must have a written consent from the parent/guardian to make the change. We want to ensure all Hawks arrive home to you safely.**

3:30..... Dismissal of bus riders.

3:32..... Dismissal of carpool students.

3:35..... Dismissal of walkers, bike riders, and any students staying for athletics, tutoring, after-school detention, or other extracurricular activities.

**\* All students are expected to leave campus immediately upon dismissal.**

## **After-School Activities/Clubs/Programs**

Toisnot Middle School supports and encourages participation in after-school activities. However, students are expected to adhere to the procedures for moving throughout the building. Although, the instructional day has ended for students, there are several staff members who utilize after school hours for instructional preparation. Loud noises and running through the building is distracting and considered unacceptable; therefore, this behavior will result in behavioral consequences. If your child owes fees for any reason (library books, school issued electronic devices, etc...), after-school activities will be suspended until all fees are paid or a payment plan is established.

\*Please pick up your child promptly. Toisnot is concerned with the safety of each student and monitors students until they are picked up. If a student is picked up 15 minutes late, Toisnot will not allow that student to continue to stay after school for any further activities.

## **Assemblies**

Assemblies will be held on announced dates. Please enter and leave the auditorium or gym in an orderly manner with your class. Teachers will teach and review assembly expectations prior to each assembly. Follow your teacher's instructions. Promptly take your seat, give the program your attention, and be sincere with your applause. Inappropriate conduct will not be tolerated and any student being disruptive will be removed and receive consequences. Toisnot has new carpet (that we are very proud of). Food and drinks will NOT be allowed in the auditorium at any time.

**TMS expects:**

**S**-Sit up straight

**L**-Lean forward

**A**-Act like you're interested

**N**- Nod your head

**T**- Track the speaker

## **Athletics**

Students in grades seven and eight are encouraged to participate in athletics at Toisnot Middle School. The athletic teams in past years have represented the school in a manner that has brought much praise and recognition to our school. The following requirements are mandatory for each athlete:

- Students must receive a physical examination before he/she will be allowed to begin practices/tryouts.
- Students are strongly encouraged to have insurance coverage.
- Students must meet academic promotion standards the previous semester to be eligible to participate.
- Students must maintain acceptable conduct.
- Coaches have the authority to suspend or remove members from teams if such action is deemed appropriate, reasonable, and necessary.

- Students must have been in attendance for 85% of the previous semester. A student can miss no more than 13 days in a semester to be eligible.
- Students must not have turned 15 years old on or before August 31 of the current school year.

**Admission to all middle school athletic events is \$5 for adults and \$3 for students. Please do not stand at the fence and watch or park in the cul-de-sac and walk in without paying. Athletic funds pay the referees and help purchase equipment for our students.**

## Attendance

**All middle school students must be in attendance 90% of the school year. A student who has more than 18 absences will not meet the attendance standard for promotion.** Good school attendance is important to your success in middle school. Poor attendance often results in poor achievement. Students are expected and required by North Carolina State Law to attend school every day that school is in session, except on those occasions when the school has been notified that you are ill, have a family emergency, or that your absence has been pre-arranged with school personnel. **Bring a note for your homeroom teacher to explain your absence within 3 days.**

**In order to be considered in attendance**, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activity may include field trips, athletic events, student conventions, musical festivals, or any similar approved activity. Except as noted above, a student must be present for at least one-half of the school's instructional day in order to be recorded present for that day. If a student is not present for at least one-half of the school's instructional day, then the student is considered absent. When the reason for the absence is unknown or cannot be categorized as on the valid/lawful excuses, the student's absence must be recorded as unlawful/unexcused for that day. Again, please send in a note explaining the absence within 3 days.

### Lawful Absences

1. Illness or injury
2. Quarantine
3. Death in the immediate family. The immediate family includes but is not limited to grandparents, parents, brothers, and sisters, and siblings.
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observation
7. Educational opportunity with prior approval

### Unlawful Absence

1. A student's willful absence from school with or without knowledge of parent.
2. A student's absence from school for any reason other than those listed under "Lawful Absences."
3. An absence without a written explanation from the student's parent or guardian.

### Pre-Arranged Absences

Teachers should be given notice from a parent/guardian in writing in advance as possible for absences involving religious reasons, medical or dental appointments or family trips.

### School Tardy Policy

All students must be in homeroom in their seat ready to learn each day by 8:25. Any student who is not in his/her homeroom by 8:25 must obtain an admission slip from the office before he will be allowed to

enter class. Early checkouts will be recorded as a tardy. The school receptionist will print a tardy list daily. **When a student accumulates three tardies, one day of ASD will be assigned. This includes late to class, not just late to school.**

## **Check-Out Procedures**

A student may leave school before the end of the day by:

1. Parent or guardian signing out their child from the main office.
2. Persons other than the parent or guardian whose name is on file in writing and approved by the parent or guardian may sign out the child from the main office. **Students may not be signed out after 3:15.**

## **Sickness**

**Illness:** If a student becomes ill at school, he/she should notify the teacher and report to the main office where it will be decided what should be done. Students must not leave the building due to illness without parent authorization. If a student is not able to stay in class, a parent will be notified and the student will be sent home.

**Medicine:** Medicine cannot be given without a completed Medicine Dispense form signed by the parent and approved by the administration. This includes over-the-counter medications. Please complete and return the Dispensing Medicine form to the receptionist. You can find this form on the school website or in the front office.

**Accidents:** Any accident in the school building, on the school grounds, at practice sessions or at school-sponsored events must be reported immediately to the person in charge and to the school office. An accident report must be completed and filed in the office. Parents will be notified of the accident.

**Telephone Use:** If a student is sick, the students should report to the office with permission from their teacher. The student must have a pass. Otherwise, each teacher has a telephone in the classroom. It is only to be used with the teacher's permission. **The use of personal cell phones for this reason are prohibited.**

## **Make-up Work**

**After returning from an absence, the student has two days for each missed day to complete and turn in all makeup work. It is the responsibility of the student to contact each teacher for missing work.** For example, if a student misses 3 days of school, they will have 6 days to make up all the work. After the allotted amount of make up days have passed, the student will receive a grade of ZERO on each assignment not turned in. Teachers will not deduct points for work turned in late due to absences if the work is completed within the allotted time frame.

Any work not completed for any reason other than an absence will be assigned the grade of ZERO.

## **Cafeteria**

Students are asked to:

- Know their choices, lunch number and have money ready when they enter
- Move through the line without breaking in line, crowding or pushing
- You may go through the line only once
- Remain seated once you have been seated
- Clean the tables, chairs, and floor before leaving
- Deposit waste food, paper trays, and dishes in the proper place upon dismissal of your class



- Refrain from using electronic devices. In addition, school issued electronic devices are not permitted in the cafeteria
- Keep accounts in good standing--- No charges are allowed

### **Food and Drink**

- Beverages, including water bottles, and food of all types must be consumed only in the cafeteria. Food and drink are not allowed anywhere other than the cafeteria, except with the stated permission of the administration and/or a note from your doctor. All shared food should be sealed upon arrival This is for your child's safety. Student lunches should be put away during the school day.

**Insert cafeteria information here**

# Cafe Second Page

# Change of Personal Information

Any change of phone number, address, or personal information should be reported to the data manager, Angela Nichols. This will allow you to any mailings, emergency communications or weather-related notifications from the school.

# Electronic Equipment

The Board of Education recognizes that the possession of wireless communication devices is a matter of convenience and safety for students and parents; however, the use of these devices can also be a disruption of the instructional process. Through this policy, the Board of Education provides students the privilege of possession of wireless communication devices on school property, subject to the following provisions.

No student shall use, display, transmit, or have in the “on” position on school property any wireless communication device, including but not limited to, cellular telephones, paging devices, two-way radios, or any similar device until after the conclusion of the instructional day. Exclusions to this policy include devices such as electronic devices issued by the school.

The device must be in the “off” position and stored out of sight during the instructional day. Students should keep the device secure. **The school will not be responsible for any devices that are lost or stolen.**

## **The consequences for possessing a wireless communication device in violation of this policy will be:**

**First offense:** The wireless communication device will be confiscated by school personnel and turned in to the office where it will be logged and locked in a secure place. The parent or guardian must pick up the device. We will not release the device to a sibling or to the student.

**Second offense:** The wireless communication device will be confiscated and held in the office until a parent picks up the phone. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*. (One day of after school detention)

**Third and subsequent offense:** The wireless communication device will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*. (After school detention)

**\*\*It is not our wish to keep your child’s device. However, this is a board policy.** It takes a great deal of time away from the instructional day if we have to continuously address issues with electronic devices. In addition, if a child is caught charging their phone at school, the phone will be taken and a discipline referral issued.

# Emergency Information

Each student should supply the school with information pertinent to emergencies. This includes unusual health problems, preferred doctor or clinic and a third party to call if parents cannot be contacted. Home, cell and work phone numbers are very helpful!

# Fire/Tornado/Lockdown Drills

Fire/Tornado/Lockdown drills are required by law and are held periodically so that orderly evacuation of the campus may be accomplished. Each teacher will have evacuation instructions posted in each classroom. After the alarm, students are to follow the teachers’ instructions and walk quickly (no running) and **silently** (no noise) to their designated area. Students should remain together in their class line. The

teacher will check roll to ensure ALL students are safe. The teacher will escort students back to class in the same orderly fashion.

## Grading Policy

Teachers will inform students of our school-wide grading policy. A student's academic grades cannot be lowered because of conduct. Parents are encouraged to obtain the confidential Parent Portal information which allows you to check grades daily. Simply contact Angela Nichols. All Wilson County Schools utilize a 10 point grading scale.

**100-90...A**      **89-80...B**      **79-70...C**      **69-60...D**      **59-0...F**

**Tests**    **50%** (This includes all major projects, labs, tests, etc., Accelerated Math Test)

**Quizzes** **30%** (This includes quizzes, classwork and Accelerated Math Practice **Average**)

**HW**      **20%** (If this course does not lend itself to homework, PE for example, then PowerSchool would automatically distribute this percentage across the other fields in a proportional manner. Accelerated Math Objectives Mastered Goal)

## Honor Roll

Principal's List.....All A's

"A-B" Honor Roll....All A's and B's

"D" or "F" in any subject disqualifies a student from being on any honor roll, and requires a "P.E.P." (Personal Education Plan)

## Hall Courtesy

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Walk through corridors **silently**. Be considerate of others in the halls and classrooms.
3. No electronics in the halls. This includes personal and school issued devices.
4. When traveling with school issued devices in the hall, they must be closed and secured.
5. Discard trash and gum in the containers provided. Keep the school clean by picking up paper from the floors even if you didn't drop it.
6. Leave the school building immediately after dismissal unless under the supervision of a teacher or an assigned adult.
7. Ensure that you have a pass when in the halls. It is your responsibility.

## Hall Passes

All students should have a handwritten pass to be in the hall during instructional time. Students working with teachers before or after school should have a hall pass.

## Homework

Students are expected to complete all homework assignments. Homework is the essential practice to academic concepts. Homework is a percentage of your grade and will be calculated every grading period.

## Internet Use

All students must have a completed Internet User Agreement, AUP, on file yearly at school before Internet use is allowed. This agreement covers appropriate use of the Internet in the regular classroom and

computer labs. Any inappropriate use of the Internet will be addressed according to the Wilson County Schools Student Conduct and Discipline policy.

## Learning Tools

Library books and school issued devices are the property of the state and the school. They should be treated accordingly. When items are lost or damaged, they must be paid for during the year they are lost. AUPs should be signed before use.

## Lost and Found

Students finding lost items should inform their teacher. If you lose an item, report it to your current teacher. Each student is encouraged to keep up with his or her belongings. While the school will do all that we can to find lost or stolen items, it is not the school's responsibility. Lost and found is located in the main office. Students are discouraged from bringing valuable personal items to school. Lost and found will be cleaned out at the end of each week.

## Media Center Student Guide

Toisnot Middle School's Media Center provides services and programs for students. Student Media Assistants help with daily routines and patron needs. Student orientation is given to sixth graders and other classes upon request.

### Media Center Daily Schedule:

Monday-Friday

8:35 a.m. Open to patrons

3:15 p.m. Closes to patrons

\*Media Center closes when a need arises. Signage will be visible.

### Services and Programs for Students

- Book reserve
- Circulation of materials
- Follett Destiny
- School issued electronic device questions
- NCWISEOWL
- Reference services
- TMS computer lab

### Print Policies

Material Type	Lending Period	Renewals	Max Checkout	Overdue Fines	Lost Fines
Books	10 school days	1	2	None	Original cost of book
Magazines	2 school days *	0	1	None	\$2.00
Reference	Overnight *	0	1	\$.50/ school day	\$50.00

**\*Due the following day by 10:00 a.m. No holiday or weekend checkouts.**

### **E-book Policies**

General e-books can be checked out for 10 school days. They are automatically “returned” at the end of the loan period but may be checked out again.

### **Individual Passes**

Special library passes are the only passes accepted for individual visits to the library and TMS computer lab. They are available from your teacher. Your pass must include your name, the date/time you left your classroom, and your teacher’s signature. You must show your pass to Mrs. Morgan or a Student Media Assistant when you arrive. Place them on the circulation desk upon arrival.

### **Library Checkout**

The media center uses self-check in of materials and self-checkout. Key your student number in to check-out materials. More information will be provided about this during media center orientation.

### **TMS Computer Lab**

The lab is available to individual students at any time during the day that is free and supervision is present. You must have a library pass. Classes have priority over individual use.

Lab expectations are posted on the wall.

## **Parent Portal**

See Mrs. Angela Nichols for letter and pass code or pick it from your child’s teacher during a parent conference. This information can not be sent home with the child. TMS will distribute this information at various times of the year during after school activities. Please come by the school to pick up your unique username and password to access your child’s account. This is a great tool to see your child’s grades at any time. If you have a cell phone, laptop, etc with wi-fi you will be able to access the information (grades, number of absences, and their schedule etc).

## **Parent Conferences**

Appointments for parent conferences with teachers, the counselor, or the administration can be arranged by leaving a message on their voicemail or by e-mail through the school’s website. You can email directly by using the following format: *firstname.lastname@wilsonschoolsnc.net*.

**Every effort is made to allow our teachers to maximize classroom instruction without interruptions.**

Every 1st Wednesday of each month from 3:45 p.m. to 4:45 p.m. is reserved for parents. Teachers will be in their classrooms to answer any questions you may have. Please come by and utilize this opportunity to stay in touch with your child's education. If you feel you need a more in depth conference or that your questions may take longer than our allotted time, please contact the teacher in advance to arrange a conference.

## **Physical Education**

Students are required to take physical education. Each student will need permission from a physician to be excused from taking physical education. All students are required to dress out for P.E.

## **Preparation for Class**

Students are expected to come to school/class with all necessary materials. Students need their AVID binder, paper or notebooks, a pencil or pen, and school issued device **charged**. Students should not make a habit of coming to class unprepared. Continued unpreparedness for class will result in behavioral consequences.

## **Progress reports**

**Progress reports will be sent home mid quarter. Please contact your child's teacher if you do not receive a progress report.**

## **Promotion Standards**

In order to be promoted to the next grade level, every middle school student must:

1. Attend school 90% of the school year. A student may have no more than 18 absences.
2. Have a passing final grade in the subjects of Reading, Math, Science, and Social Studies.

## **PTO**

Our Parent Teacher Organization is established as a support group to promote parental involvement and assist in any way to accomplish school-wide and system-wide goals. Parents and staff are encouraged to become members of the PTO and attend all PTO meetings and activities. All PTO activities planned for this year will be publicized. You can contact our PTO president for more information, or check us out on our school web page.

## **School Pictures**

At designated times during the school year, individual student pictures are taken. Pictures are taken for school record purposes. Students are under no obligation to purchase their pictures. However, each student will take a picture for the school yearbook.

## **School Solicitations**

Solicitations during the school day for money, clothing, dues, campaign drives, associations, or church groups are generally not allowed and must be approved by the administration.

## **School Closing in Emergencies**

In the event that the school is to be closed for reasons other than scheduled, Central Office Administration will notify the radio and television stations that broadcast such announcements. The Blackboard Connect phone system will also be utilized.

## **Visitors**

All visitors must enter through the front door, by pressing the doorbell. Guests and visitors must register in the office and receive a pass. No student visitors are allowed without prior administrative permission.

## **Volunteers**

An automated volunteer management program called Volunteer Tracker is being utilized in Wilson County Schools. We are very excited as it provides many benefits over the current process. Volunteers will be able to select schools where they wish to serve. Volunteers will also be able to

identify activities that they would like to participate in when volunteering. We would be glad to have you help us with:

- Assisting with Book fair
- Being a test proctor
- Eating lunch with your student
- Chaperoning/Assisting with Dances
- Speaking to a class about your career
- Chaperoning a field trip
- Helping to set up award celebrations for positive behavior and grades
- Helping with concession stand at ball games
- Assisting with parent nights
- Distributing mums and other fundraiser items

We value the support of our Hawk families and appreciate your time and efforts. Instructions to register are below. How do I get to the volunteer services application form?

1. Login to [www.wilsonschoolsnc.net](http://www.wilsonschoolsnc.net)
2. Click on the Parent Picture
3. Scroll down and click on Volunteer
4. Click on <https://appgarden6.app-garden.com/VolTrackNC980.nsf>

If you need help with registering please contact Tammy Owens our secretary/bookkeeper at (252)399-7973.

## Student Behavior

All Board of Education Policies can be found on the county website. Go to [www.wilsonschoolsnc.net](http://www.wilsonschoolsnc.net). Click on Departments, then click on Board of Education. You will find a link to School Board Policies.

### 6400 Student Conduct and Discipline

To implement this policy, definitions, procedures, regulations and a Code of Student Conduct are established in policies 6400 through 6602 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/her 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 has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The purpose of this Code of Student Conduct is to provide a learning environment where all students are able to obtain an education in a safe, orderly school. The development of well-disciplined students is the ultimate goal of these policies. Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes will result in disciplinary action, which may include suspension of the student from the Wilson County Public School System pursuant to Board policies.

Students shall be informed by local school rules or local school authorities of any infractions not listed in this Code of Conduct that may result in short-term or long-term suspension or expulsion. During the period that a student is suspended, he or she is prohibited from entering the grounds of any Wilson County Public School and from attending any school-related functions without express permission of his school principal. During any expulsion, the expelled student is not considered a student of the Wilson County Public Schools.

When a school official learns or reasonably believes 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 determine whether it is necessary or appropriate to report such violation to the proper law enforcement agency pursuant to Board Policy 6602. 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.

As required by N.C.G.S. § 115C-288(g), the principal shall immediately report to the appropriate local law enforcement agency when the principal has personal knowledge, a reasonable belief, or actual notice from school personnel that an act has occurred on school property involving:

1. Assault resulting in serious personal injury (defined in G.S. §14-32.4);
2. Assault involving the use of a weapon (defined in G.S. §14-32 through 14-34.9);
3. Sexual assault (defined in G.S. §14-27.5A and 14-33(c)(2));
4. Sexual offense (defined in G.S. §14-27.4 through 14-27.5 and 14-27.7A);
5. Rape (defined in G.S. §14-27.2 through 14-27.3 and 14-27.7A);
6. Kidnapping (defined in G.S. §14-39);
7. Indecent liberties with a minor (defined in G.S. §14-202.1, 14-202.2 and 14-202.4);
8. Possession of a firearm in violation of the law (defined in G.S. §14-269.2);
9. Possession of a weapon in violation of the law (defined in G.S. §14-269.2);
10. Possession of a controlled substance in violation of the law (defined in the North Carolina Controlled Substances Act in Article 5 of G.S. §90-86 through 90-113.8).

For the purposes of this section, "school property" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

Infractions of the Student Code of Conduct are grouped by classes of offense. Class of offense relates to the degree to which the behavior disrupts the orderly educational process in the school in terms of their effect on the behavior of others and the degree to which the behavior presents a potential for harm to

others. For each rule, a range of consequences is provided as appropriate responses depending upon the judgment as to:

- the degree to which the behavior disrupts the orderly educational process in the school;
- the degree to which the behavior presents a potential for harm to others or property;
- the degree to which the behavior harms others or property;
- the student's unresponsiveness to reasonable available discipline alternatives and preventive measures prior to the referral to the principal or his/her designee; and
- previous violations of the same code of conduct provisions.

These factors may be deemed aggravating factors which elevate a minor offense to a serious offense. In addition, any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.

Long-term suspension and expulsion should be restricted to serious violations of the Student Code of Conduct that either threaten the safety of students, staff, or school visitors, or threaten to substantially disrupt the educational environment. Principals may, however, in their discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation. The superintendent and principals shall have authority to consider the student's intent, disciplinary and academic history, potential benefits to the student of alternative student suspension, and other mitigating and aggravating factors, when deciding to recommend or impose long-term suspension.

## **Level One Violations**

The following conduct is prohibited as outlined below:

**6400-1-01 Inappropriate Dress** - Presenting a bodily appearance or the wearing of clothing which is deemed disruptive, provocative, indecent, vulgar, or obscene, or that endangers the health or safety of the student or others.

**6400-1-02 Classroom Misconduct** – Exhibiting behavior that violates classroom and/or school rules resulting in the distraction and obstruction of the education process or that is discourteous, impolite, bad mannered and/or rude.

**6400-1-03 Unauthorized Use of Electronic Device** – Unauthorized use of any personal electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. This includes but is not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

**6400-1-04 Inappropriate Peer Relations** - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting, or engaging in sexually harassing behavior toward another student. 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.

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. The principal shall maintain separate, appropriate documentation of such events. 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 found in Policy 6902. However, student

discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

**6400-1-05 Lack of Integrity** - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action and/or academic penalty.

**6400-1-06 Disruption** - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

**6400-1-07 Unexcused Tardies** – A student’s failure to be in the student’s place of instruction or activity at the assigned time and place without a valid excuse.

**6400-1-08 Internet/Computer Misuse** – Violation of terms of acceptable use of internet by students and educators as defined in Board Policy 5451.

Consequence – A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, the first violation of any of the Level One offenses may result in short-term suspension for up to ten (10) days. Any subsequent violation of a Level One offense during a school year may result in long-term suspension. Exception: Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

## Level Two Violations

The following conduct is prohibited as outlined below:

**6400-2-01 Gambling** - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.

**6400-2-02 Verbal Abuse/Disrespect** - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person’s race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language, are specifically prohibited.

**6400-2-03 Major Disruption** – Using noise, threat, fear, intimidation, coercion, force, violence, extreme passive resistance, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

**6400-2-04 Insubordination** – Failing to follow a directive after being personally notified by any school employee

**6400-2-05 Hazing** - Requiring a fellow student to wear abnormal dress, playing abusive or ridiculous tricks on a fellow student, frightening, scolding, swearing, harassing, or subjecting a fellow student to personal indignity.

**6400-2-06 Protests** - Engaging in any protest, march, picket, sit-in, or similar activity, on any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school.

**6400-2-07 Boycotts** - Participating in any boycott or walk-out of any lawful school function at which attendance is required.

**6400-2-08 Disruptive or Obscene Literature and Illustrations** - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.

**6400-2-09 Fighting** - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.

**6400-2-10 Theft** - Stealing, attempting to steal, or knowingly being in possession of stolen property.

**6400-2-11 Damage to Property** - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction.

**6400-2-12 Use of Tobacco Products** - 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 designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or activity.

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, electronic cigarettes and any other items containing, made or derived from, or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

**6400-2-13 Trespassing** - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended from school is trespassing if he or she appears on the property of any Wilson County school during the suspension period without the express permission of the principal.

**6400-2-14 Misconduct on the School Bus** - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

**6400-2-15 Skipping Class** – Being out of class without prior approval from school personnel during the instructional day after having arrived onto school grounds.

**6400-2-16 Skipping School** - Leaving school grounds during the instructional day without prior approval from a site administrator.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any Level Two provisions, a student may be short-term or long-term suspended. Any subsequent violation of a Level Two provision may result in long-term suspension. Exception: Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

## **Level Three Violations**

The following conduct is prohibited as outlined below:

**6400-3-01 Fireworks or Ammunition** - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.

**6400-3-02 Assault on Another Student** - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.

**6400-3-03 Assault on a School Employee** -Assaulting, causing or attempting to cause physical injury to a school employee or behaving in such a manner that could reasonably cause physical injury to any school employee.

**6400-3-04 Possession of Weapons other than Firearms** – Possessing, handling, transferring, or bringing on school property any items including but not limited to knife, razor, BB gun, air rifle, air pistol, sling shot, blackjack, brass knuckles or facsimile or other item that could be considered a weapon or dangerous instrument.

**6400-3-05 Fire Alarms** - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

**6400-3-06 Threats** - Directing toward any person within the school context any language or act which constitutes a threat of force or violence. Statements of threats to kill or harm students or school personnel, regardless of actual intent, will be considered as violations of this policy.

**6400-3-07 Harassment/Intimidation/Bullying** - Unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Attempting to extort money, personal property, or personal services. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another.

**6400-3-08 Possession of Drugs or Alcohol** - Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedrone (e.g., “bath salts”), synthetic cannabinoid (e.g., “Spice” or “K2”), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, drug paraphernalia, or counterfeit drugs, or inhaling or ingesting any chemicals or products with the intention of altering the student’s mood or behavior. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution. (See 6400-4-06)

Students suspended for possession or use of drugs or alcohol shall participate in the following interventions:

a. Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.

b. The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any Level Three provision a student may be short-term or long-term suspended. Any subsequent violation of a Level Three provision may result in a long-term suspension.

## **Level Four Violations**

The following conduct is prohibited as outlined below:

**6400-4-01 Possession or Use of a Firearm** - Possessing, handling, using, transferring or bringing on school property a firearm.

For purposes of this rule, “firearm” is defined as:

1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

2. The frame or receiver of any such weapon; or

3. Any firearm muffler or firearm silencer.

The term “firearm” shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol, and shall not include a weapon used solely for educational or school-sanctioned ceremonial purposes or in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent.

**6400-4-02 Destructive Device** - Possessing or placing on school premises any destructive device. For purposes of this rule, “destructive device” is defined as an explosive, incendiary, or poison gas:

1. Bomb.

2. Grenade.

3. Rocket having a propellant charge of more than four ounces.

4. Missile having an explosive or incendiary charge of more than one-quarter ounce.

5. Mine.

6. Similar device.

**6400-4-03 Arson** - Burning or attempting to burn any school building or property. Possessing incendiary material (i.e., gasoline, kerosene, or other flammable liquid) for the purpose of burning or the attempted burning of school property.

**6400-4-04 Bomb Threat** - Making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises.

Statements of threats of mass destruction of school property, regardless of actual intent, will be considered as violations of this policy.

**6400-4-05 Use of a Weapon** - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

**6400-4-06 Distribution of Drugs or Alcohol** - Transmitting, selling, receiving or conspiring or attempting to transmit, buy or sell, or receive any narcotic drug, hallucinogenic amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedrone (e.g., “bath salts”), synthetic cannabinoid (e.g., “Spice” or “K2”), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, chemicals or products with the intention of altering the student’s mood or behavior, drug paraphernalia, or counterfeit drugs. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution.

Students suspended for distribution of drugs or alcohol shall participate in the following interventions:

Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.

The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school.

For a violation of 6400-4-01 (Firearms) and 6400-4-02 (Destructive Devices), a student may be suspended for 365 calendar days in accordance with G.S. 115C-390.10. However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:

1. Took or received the firearm or destructive device from another person on educational property or at a school-sponsored event off educational property or found the firearm or destructive device on educational property or at a school-sponsored event off educational property;
2. Delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee; and
3. Had no intent to use the firearm or destructive device in a harmful or threatening way.

For a violation of 6400-4-03, 6400-4-04, 6400-04-05, and 6400-4-06, a student may be long-term suspended.

Expulsion may be imposed in accordance with Board Policy 6509

Legal References: G.S. 14-33, -60, -67, -69.1, -69.2, -132, -132.2, -269.2, -269.7, -288.4, -313, -315, -315.1, -316, -316.1; 115C-45, -47, -288, -307, -390.1 through -390.11, -392; 18B-301; Ch.90, Art.5; 18 U.S.C. § 921 et seq.; Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972.

Adopted: August 4, 1995

Revised: June 29, 1999; Revised: December 11, 2000; Revised: January 10, 2011; Revised: August 22, 2011; Revised: November 21, 2011; Revised: March 18, 2013

## 5530 Academic Expectations For Students

The Board of Education is dedicated to high standards and high achievement for all students. The academic expectations for students establish the Wilson County Schools' expectations for students in specific grade levels. The purpose of these expectations is to improve teaching and learning, to enable all students to achieve grade-level competencies and to engage parents in school improvement through shared accountability.

The ultimate responsibility for promotion/retention decisions is assigned to school principals by G.S. 115C-288, except as provided in G.S. 115C-83.7. Such decisions shall be made in accordance with federal, state and local regulations and the expectations provided below.

### 5530.1 Attendance Expectations

Regular and consistent student attendance is critical for success at all grade levels:

Grades	Attendance Expectations
1-5	85 percent of days enrolled
6-8	90 percent of days enrolled
9-12	90 percent of days in each class

### 5530.8 Academic Expectations for Students – Sixth, Seventh and Eighth Grade

Students are expected to meet minimum proficiency standards on the EOG Tests in Reading and Math, as well as earning satisfactory grades on student report cards. Eighth-graders also are expected to meet the minimum proficiency standard as measured by the EOG Test in Science.

Grade	EOG Math	EOG Reading	EOG Science	Teacher Grades	Attendance
6	Level III	Level III		60 or Above in Reading, Math, Science and Social Studies	90 percent
7	Level III	Level III		60 or Above in Reading, Math, Science and Social Studies	90 percent
8	Level III	Level III	Level III	60 or Above in Reading, Math, Science and Social Studies	90 percent

### 5530.10 Transfer Student Requirements

Promotion and graduation requirements of students who transfer into the Wilson County School system will be determined by the superintendent or his/her designee on an individual basis. The requirements will be determined by the units earned at the time of enrollment and the number of opportunities to earn credits toward the expected year of graduation.

### 5530.11 Review of Promotion Decision

Parents dissatisfied with the principal's promotion decision may request reconsideration by the principal, except in cases where the student has failed to demonstrate third grade reading proficiency as set forth in G.S. 115C-83.7. The principal shall provide a written decision within five working days. Parents dissatisfied with the principal's decision following reconsideration may appeal to the Superintendent, by submitting a request for review within five working days of receiving the principal's written decision. The Superintendent shall review relevant facts and circumstances and render a decision in writing. The



Superintendent will overturn the principal's decision only upon a finding that the principal's process for arriving at the promotion decision was improper.

### **5530.12 Student Accountability Expectations for Students with Disabilities**

The Board believes that students with disabilities can achieve at the same levels as students without disabilities. To the extent possible, and consistent with applicable law governing students with disabilities, students with disabilities will be held to the same expectations as all other students. Except as provided below, all students with disabilities shall participate in the statewide student testing program for elementary, middle and high school levels.

All intervention and other opportunities, benefits and resources that are made available to students without disabilities shall be made available to students with disabilities. Such opportunities will be in addition to the special education services provided to the student.

Students with disabilities may be exempted from the statewide student testing requirements by the Individual Education Program (IEP) Team, including the principal or school district representative, if it is determined by the Team that the student does not have the ability to participate in the state Standard Course of Study. However, such exempt students shall be enrolled in a functional curriculum and demonstrate acceptable evidence of progress on alternate assessments.

Third grade students with disabilities are eligible for an exemption from mandatory retention for failure to demonstrate reading proficiency, in accordance with section 5530.4(2) above.

### **5530.13 Student Accountability Expectations for Students with Limited English Proficiency**

The Board believes that students with Limited English Proficiency can achieve at the same levels as other students. To the extent possible, and consistent with applicable law governing students with limited English proficiency, students with limited English proficiency will be held to the same expectations as all other students. All intervention and other opportunities, benefits and resources that are made available to other students shall be made available to students with Limited English proficiency.

### **5530.14 Notification of Parents**

If retention is a possibility, in addition to the development of a Personalized Education Plan (PEP) or Preparing All Students for Success plan (PALS), two written notices shall be given to the parent(s) or guardian(s). The first written note shall be sent no later than the end of the next appropriate grading period based on the student's progress. A conference shall be scheduled within two weeks following the date of the first notice. The second written notice shall be sent within two weeks after the end of the third grading period.

Special notification procedures apply regarding the potential for mandatory retention in the third grade for failure to demonstrate reading proficiency, as provided in section 5530.5 above.

The Superintendent shall develop administrative procedures for this policy.

Legal Reference: G.S. 115C-47, -81, -83.1 through -83.11, -276, -288 Adopted: August 4, 1995

Revised: February 19, 2001 ;Revised: December 14, 2009 ;Revised: November 8, 2010; Revised:

December 12, 2011; Revised: November 12, 2013; Revised: September 15, 2014; Revised April 20, 2015