

# Kestrel Heights Middle School

2015-2016



## Student Handbook and Code of Conduct

4900 S. Prospectus Drive  
Ph 919.484.1300

Durham, NC 27713  
Fax 919.484.1355

[www.kestrelheights.org](http://www.kestrelheights.org)

### The Four R's of Kestrel Heights

#### **Respect Yourself**

Take pride in your work and be responsible for making the most of your educational opportunities.

#### **Respect Others**

Help others do their best by following class guidelines and not interfering with others' class work.

#### **Respect Your Environment**

Protect and take care of your environment; it is an extension of your personal pride.

#### **Responsibility**

Be responsible for your own actions, and do not blame others.

## **KHS as a Public Charter, *Paideia* School**

- “The people have a right to the privilege of education, and it is the duty of the state to guard and maintain that right.” Constitution of North Carolina, Article 1, Section 15. Another way to state this constitutional concept is that KHS will guarantee each student the opportunity to receive the best public education that the school can provide. Teachers have the right and duty to teach to the best of their ability, and no one student has the right to keep the other students in the class from learning.
- North Carolina charter school law states that charter schools will 1) Improve student learning 2) Increase opportunities for all students 3) Encourage use of different and innovative teaching methods 4) Create new professional learning program opportunities for teachers 4) Provide students with expanded public school opportunities 5) Be accountable for student achievement and 6) Provide the school with a method to change from a rule-based to performance-based accountability
- KHS is a *Paideia* school (see the “*Paideia* Principles” printed on page 3).
- Kestrel Heights High School is college preparatory.

### **Mission Statement**

*Kestrel Heights School provides an environment where academics are emphasized, where children are encouraged to excel and perform at their maximum potential and that promotes creativity and excellence in accordance with the Paideia Principles.*

### **Vision Statement**

*Believing that all children can succeed in a safe and challenging environment, Kestrel Heights School is dedicated to nurturing a community of lifelong learners. KHS will foster this community by establishing high expectations, modeling characteristics of responsible citizens, and focusing on the development of the whole person.*

## ***Paideia Principles***

These are the principles of a *Paideia* education:

- That all children can learn
- That, therefore, they all deserve the same quality of schooling, not just the same quantity
- That the quality of schooling to which they are entitled is what the wisest parents would wish for their own children, the best education for the best being the best education for all
- That schooling at its best is preparation for becoming generally educated in the course of a whole lifetime, and that schools should be judged on how well they provide such preparation
- That the three callings for which schooling should prepare all Americans are
  - a) to earn a decent livelihood,
  - b) to be a good citizen of the nation and world, and
  - c) to make a good life for one's self
- That the primary cause of genuine learning is the activity of the learner's own mind, sometimes with the help of a teacher functioning as a secondary and cooperative cause
- That the three types of teaching that should occur in our schools are didactic teaching of subject matter, coaching that produces the skills of learning, and Socratic questioning in seminar discussion
- That the results of these three types of teaching should be
  - a) the acquisition of organized knowledge,
  - b) the formation of habits of skill in the use of language and mathematics, and
  - c) the growth of the mind's understanding of basic ideas and issues
- That each student's achievement of these results would be evaluated in terms of that student's competencies and not solely related to the achievements of other students
- That the principal of the school should never be a mere administrator, but always a leading teacher who should be cooperatively engaged with the school's teaching staff in planning, reforming, and reorganizing the school as an educational community
- That the principal and faculty of a school should themselves be actively engaged in learning
- That the desire to continue their own learning should be the prime motivation of those who dedicate their lives to the profession of teaching

## **Kestrel Heights Honor Code**

The faculty and staff of Kestrel Heights School strive to impart the qualities of personal honesty and integrity in our students. An honor code has been developed which all students are expected to uphold. When a breach of the honor code occurs, the entire school community is affected because the fundamentals of relating to one another have been violated. It is a rare privilege to live and work in an atmosphere of trust and mutual respect; therefore, each student is expected to guard this privilege.

Kestrel Heights students are expected to conduct themselves in a considerate and responsible manner. They are expected to respect the feelings and rights of others and to be trustworthy and reliable.

- **A Kestrel student will not lie nor tolerate those who lie**
- **A Kestrel student will not steal nor tolerate those who steal**
- **As a student at Kestrel Heights School, you join an educational community that is committed to excellence in teaching and learning. Students will learn with integrity and honesty.**

**The two most common kinds of academic dishonesty are cheating and plagiarism.**

**Cheating** is the act of attempting to get credit for academic work by dishonest means. For example, if you copy from someone else's test or use notes or electronic equipment during a test, unless the teacher has given his/her permission.

**Plagiarism** is presenting the work or ideas of others as your own. For example, if you use the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and represent the work as your own; or if you copy and turn in a paper from the Internet.

Other examples of academic dishonesty: Allowing another student to copy from your paper during a test or giving your homework to another student to plagiarize.

### **KHS Honor Pledge**

*"On my honor, as a Kestrel Heights student, I have neither given nor received unauthorized assistance. I pledge that I have upheld the highest principles of honesty and integrity in my academic work and have not witnessed a violation of the Honor Code."*

**\*\* The Kestrel Heights Honor code was agreed upon by the Kestrel Heights Staff with the help of Benedictine Military School's Honor Code**

# Kestrel Heights Middle School Student Handbook

*This Student Handbook and Code of Conduct is subject to change at any point of time at the sole discretion of Kestrel Heights without any prior notice.*

## 1.0 - Academic Information

### *1.1 - Student Assessment Report (SAR)*

When KHS was founded, beginning Board and faculty members wanted to develop a student information tool that was more informative and useful as an assessment tool. More importantly, Paideia schools believe that assessment is a vital part of the educational process because the purpose of assessment is to evaluate progress and determine the best course for future action—in other words, teachers and students continue to learn as they journey along the educational pathway. In KHS classrooms, some of the assessment tools that we use include quizzes/tests, oral/written projects, discussions, performances, essays, self-/peer-assessment, and rubrics.

The SAR is a quarterly tool that is used to help students celebrate their accomplishments, better understand their needs, and determine focus for the next grading period. The SAR is designed to not only give feedback on *academic content*, but also the important foundations of academic success that we call *citizenship* and *effort*.

*All student grades will be available to review on PowerSchool. This includes progress reports and SARs.*

There are three main components to the SAR:

- *Academic content*, which is reported as a percentage grade and follows the standard grading scale that is used in North Carolina
  - 100-90 = A
  - 89-80 = B
  - 79-70 = C
  - 69-60 = D
  - <60 = F
- *Citizenship* and *Effort*, which are reported on a scale of 1-5 (with “1” being equivalent to an “F” and “5” to an “A”), are reported according to the rubrics that are included as **Appendices II and III**. A quick-reference interpretive scale:
  - 5 = “consistently demonstrates.....” = excellence
  - 4 = “frequently demonstrates.....” = good
  - 3 = “often demonstrates.....” = satisfactory
  - 2 = “sometimes demonstrates.....” = needs improvement
  - 1 = “rarely demonstrates.....” = unacceptable
  - A 3 or higher is required in all subjects, not just core subjects, to qualify for honor roll.
  - If a student scores a 1 (F), or 2 (D), on citizenship or effort, they will not be eligible for honor roll.

- The *comments* describe a student's current strengths and needs and provide guidance for the next quarter. Teachers spend a significant amount of time and consideration in developing these written assessments, and students and parents/guardians have found them to be useful in developing student plans for the next quarter.

### *1.2 - Promotion Standards*

The process and procedures for retaining a student are published annually in the Parent and Student Handbook. It shall include specific guidelines for student referral, a timeline of communication, include a team comprised of administration, the student's teachers, and legal parent(s) or guardian(s), and have a process for appeals. The team will make a referral to the school principal. The principal will make the final decision for placement. Grade placement becomes part of student cumulative records and will be forwarded in the event of transfer to another educational venue.

See the **Student Grading and Promotion Policy** of the KHS Policy Manual for further details.

### *1.3 - Math 1 Placement*

Math 1 is based on the Common Core Standards. Topics include linear equations and inequalities, quadratic equations, exponential functions, arithmetic and geometric sequences, systems of equations, and statistics. Students in Math 1 will have to take the Math 8 EOG in addition to the Math 1 EOC, so some review of those topics will occur.

Prerequisite: Score of 4 or better on Math 7 EOG; 90 or better in Math 7/8 or teacher recommendation.

## **2.0 - Attendance**

It is the responsibility of the students to attend school every day. Regular attendance is the best way to ensure that students master the curriculum. We protect instructional time from interruptions and we ask that parents/guardians schedule appointments after school hours. A student is marked absent when s/he misses half of the school day for K-8. A high school student is marked absent when s/he misses 20 minutes or more of a class period.

It is the responsibility of the student to collect any missing assignments from their teachers.

### *2.1 - Excused Absences (all absences not listed are unexcused)*

- **Illness or injury:** When the absence results from illness or injury, which prevents the student from being physically able to attend school

- **Student Illness/Injury**

The main reasons for keeping a student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the school so other students' parents and school staff may be alerted of the symptoms

- *Reasons Your Child will be Sent Home from School*
  1. Fever > 100 degrees F or 37.8 degrees Celsius
  2. Vomiting or Diarrhea
  3. Drainage from a wound, rash or eyes
  4. Head Lice or Scabies
- Your student may not return to school until he/she has been fever-free and symptom-free for one full school day (i.e. if your child goes home sick at 11:00am on Monday, your child can not return to school until Wednesday morning.). When there is doubt in your mind about sending your student to school, consult your doctor. See the **Student/Illness Inquiry Policy** in the KHS Policy Manual for further details.
- **Quarantine:** When the student's isolation is ordered by the local health officer or by the State Board of Health.
- **Religious observance:** When a student, or the student's parents or custodians, adhere to a religion in which the tenets require or suggest the observance of a religious event, the parents must seek prior approval from the Executive Director or Principal for such absence. Approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student. The approval of such absences is within the discretion of the Director or Principal.
- **Death in the immediate family:** The immediate family of a student includes, but is not limited to, grandparents, parents and siblings.
- **Medical or dental appointment:** A written excuse from the physician's office must be presented upon the student's return to school.
- **Educational opportunity:** When the student misses school due to a valid educational opportunity that would result in significant educational benefits and obtains prior written approval from the Director or Principal. Parents must submit a written request for educational leave 2 weeks in advance of the absence. No educational absences will be granted during standardized state testing. (Note: Family educational opportunity trips are generally not excused absences if taken during the first twenty (20) days of school or before/after scheduled school holidays.)
- **Court or Administrative Proceedings:** When the student is party to, or is under subpoena as a witness, in the proceedings of a court or administrative tribunal.

## 2.2 - Unexcused absence or Skipping

An unexcused absence is an absence based on any reason other than those specified in the Excused Absences section. Such an absence cannot be excused even with a written explanation for the reason of absence.

There will be a school-based disciplinary action for students who choose to “skip school”. School-based consequences may include but are not limited to suspension. A student who skips school is defined as a person who does not show up for any part of a class or for the entire academic day without approval from the proper school based authority. There are NO sanctioned skip days for students. It is the parent’s responsibility to contact the front office and notify the school of any absences.

A student who misses any portion of a school day, except for reasons explained as excused, will not be allowed to participate that day in any school-sponsored activity.

### *2.3 - Procedures for notifying Kestrel about Absences*

On the day of an absence(s), parents /guardians should email the teacher(s) and the front office administrative assistant stating the reason for the absence no later than 8:30am. An email or written note needs to be provided to the school within three (3) days of the student’s absence for an absence to be counted as excused. An absence may NOT be excused if a note is not provided to the school within three (3) days following the student’s return to school. Phone calls explaining the absence will not be accepted. Any medically excused absence lasting more than three (3) consecutive days must be accompanied with a doctor’s note. All medical or dental appointments need a doctor’s note to be marked as excused.

In all cases of absence (excused, unexcused, tardy absences, and early dismissal absences), students are expected to complete all missed work within the time frame given by teacher. Example: 1 day absence = 1 day of make up time.

It is the responsibility of the student to collect any missing assignments from their teachers.

### *2.4 - Sign-in and Sign-out Procedure*

The primary responsibility of the front office administrative assistant, as well as all staff, is to make sure students are safe. The most important part of that process is student check out; parents, staff, the board, and most importantly the student trust students are only released to authorized and verified adults.

Students arriving to school between 8:00 AM and the end of school must sign in at the front office.

Our check-out process requires that the person at the front desk:

1. Ask for the adult's name who is requesting to check the student out
  2. Ask how the person is related to the student
  3. Check the computer and Family Information form for up to date permission information
  4. If the adult is not on the list, inform the person attempting to check out the student that they are not on the list
  5. The front office staff may contact the parental unit
    - i. We can accept faxes with signatures for updated names
    - ii. We can accept an email only from the email on the Family Information form (must verify email is the same as on form)
  6. Ask for the adult's photo identification
  7. Once all information is accurate and verified, call the child to the office for dismissal
- \*If there are issues or concerns an administrator will be contacted for support

If a parent needs to sign out a student and cannot be here, then the following must happen: a signed note with a phone number where parent/guardian can be reached (parent/guardian will be called) AND parent/guardian must call the office before the child checks out to inform the school of the reason and time of check out. (This includes students who are 18 years or older)

\*\*\* This check out procedure will only be allowed in special circumstances.

#### *2.5 - Teacher Attendance Book*

The teacher's attendance book is the official record of attendance if there is a dispute about attendance.

#### *2.6 - Mandatory Attendance*

Students must attend the first day of school or risk losing their right to admission. If a student is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned.

#### *2.7 - Truancy (recurrent unexcused absences)*

If a student is truant, the Principal or designee will write letters to the parents of students with three (3), six (6) and ten (10) unexcused absences in a school year, reminding them of the obligation to attend school. Students absent more than 20 days (excused or unexcused) may not be promoted as per North Carolina Compulsory Attendance Law, including N.C.G.S. 115C-378.

#### *2.8 - Tardiness*

It is the responsibility of the students to be on time for school and classes. Excused tardies will only be granted as the student arrives on campus. Once on campus, students need to adhere to the rules and regulations governing their building. Tardiness interrupts instruction for the entire class. Students who arrive after 7:45am (ES) 8:00 (MS & HS) must report directly to the office and sign in. Parents must accompany their child and sign them in. Lateness may be excused for reasons of student illness, medical or dental appointments, and death/illness in the immediate family with proper documentation from the medical office. Traffic delays, lost items, oversleeping, missed ride, etc. are not valid reasons for tardiness and will be unexcused.

### *2.9 - Early Pick-up*

Recurrent early dismissal interrupts the instruction for the entire class. A note signed by a parent stating the time and valid reason why the student needs to leave early must be presented to the school office on the day of the early departure. A parent must sign out the student at the front office. Recurrent early check-outs (to avoid car line waits) will result in the same consequences for tardies and late pick-ups. Students checked out before 11:05 (ES) 11:20 (MS &HS) and who do not return to school are marked as an unexcused absence. After proper written documentation is provided within three (3) days the absence can be changed to excused.

### *2.10 - Early Release Students*

Students who have early release must leave campus immediately or be in their designated space assigned by the administration. Early release students are not allowed to roam the school.

### *2.11 - Late Pick-up*

Students must be supervised at all times while on campus. Parents who arrive after car line has ended at 3:00pm (ES) 3:30 (MS &HS) infringe on the time of the classroom teacher who must change their afternoon schedule to accommodate late parents. Though emergency late pick-ups are understandable, routinely picking up students late will receive the same consequence as tardies. Younger siblings may not accompany older siblings to after school activities. Sibling carpool dismissal will not be an option if the older sibling fails to pick up the younger sibling on time.

Younger siblings who transfer to the care of an older sibling during car line need to be picked up no later than the end of the older sibling's car line. Older siblings who pick up younger siblings from another building cannot be responsible for supervising their sibling(s) during after school activities, such as practices or clubs. In this case, parents need to arrange for car line pickup of their younger student from the younger student's car line. Failure to comply will be considered a "late pickup" and will be subject to the "late pickup" policy outlined below.

Students who are still on campus after car line has ended are required to stay at their school. For example, middle school students may not wait for their ride at the high school. Any student found on another building's campus will be required to meet with the building principal and disciplinary actions, including suspension, may occur.

### *2.12 - Extracurricular Activity Pick-Up*

Students who are consistently picked up late from their extracurricular activities can and will be removed from participating in that activity.

### *2.13 - Parent Visitation*

Kestrel Heights welcomes parents to become involved in their child's education, including parent/teacher conferences; however, teachers are not available to meet with parents during school hours unless a meeting is set up in advance. Any parent wishing to speak to their child's teacher(s) during the school day without an appointment will need to get approval from the administration. All parents visiting the school for any reason must check in at the front office.

#### *2.14 - Middle School Start and End Times*

Drop-off Begins: 7:30AM

School Begins: 8:00AM

Dismissal: 3:00PM/ Car line ends at 3:30PM

#### *Early Release Days*

Dismissal: 11:20AM/ Car line ends at 11:50AM

See the **Student Attendance and Tardy Policy** in the KHS Policy Manual for further details.

### **3.0 - Athletics**

Kestrel Heights School (KHS) has developed a significant athletics program since 1998. As a *Paideia* school that promotes and teaches citizenship and effort, KHS recognizes the invaluable experience and personal growth that a student may gain from participating on a sports team. We are proud that many of our students play sports, with many playing for the first time. A student who misses any portion of a school day, except for reasons that are officially excused, will not be allowed to participate that day in any school-sponsored activity, including sports.

#### *3.1 - Middle School Conference*

The KHS Middle School is part of the CCMS Conference. More details can be found at [www.kestrelhawks.org](http://www.kestrelhawks.org)

#### *3.2 - Athletic Eligibility*

Before participating in tryouts, practices, or games, students must have on file with KHS the following forms:

All forms must be turned in before the first day of try-outs.

1. Physical form (valid for 1 year)
2. Concussion form (valid for 1 year)
3. Kestrel Athletic packet (valid for 1 year)

#### *3.3 - Athletic Eligibility (MS & HS)*

KHS students must earn the privilege of participating on a sports/club team. Academic content grades for courses taken are important assessments. Any potential student- athlete must hold a 70 or higher in ALL classes to be eligible to try-out for any team during the year.

A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. The semester is normally considered half of the academic year. All students must also meet local promotion standards, set by the LEA and/or the local school.

(a) A minimum load is defined as five courses in the traditional school schedule and three courses for schools on the “block” format. If the school is on an A/B form of block scheduling, a student must pass six of eight courses during what would traditionally be defined as a semester.

Any student, including seniors, must pass that minimum load, even if they need fewer for graduation.

- (1) Traditional: pass five (minimum load)
- (2) Block: pass three (minimum load, 90-minute classes)
- (3) A/B: pass six

During the season athletes are required to maintain a grade of 70 in ALL classes during the season. Player progress reports will be sent out each week to check each students progress.

### *3.4 - Suspension (MS & HS)*

If a student is suspended (In School Suspension or Out of School Suspension), the student will be suspended for the next game following the suspension (this is a minimum; more game suspensions could be issued depending on the incident and depending on the student's previous discipline issues).

## **4.0 - Clubs and Extracurricular Activities**

### *4.1 Clubs*

Each year we offer different clubs for students. They change from year to year, but in the past we have offered and hope to continue to offer the following: chess, dance, sewing, Model United Nations, and National Junior Honor Society.

### *4.2 Dances*

There are annual school sponsored dances that occur throughout the year. Guests from other schools are ineligible to attend. All KHS rules and policies must be followed at these events, even if it is being held off campus.

### *4.3 Assemblies*

At all times, student behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program. Students are to report promptly for all assembly programs. They are to sit in their assigned seats/area unless the assembly is one in which an admission price has been charged. Misbehavior will not be tolerated, and the offending student(s) will be removed from the event and not allowed to attend future assemblies.

## **5.0 - Counseling**

Kestrel Heights Middle School employs a full-time school counselor for school-based classroom, small group, and individual counseling and student support. Small group counseling and classroom guidance are a part of the educational program of KHS to promote a positive school climate and to develop successful students. School-based individual counseling is short-term counseling and is **not mental health counseling**. **School counselors cannot diagnose or treat mental health disorders.**

### *5.1 - Confidentiality*

The school counselor will follow the American School Counselor Association's Ethical Standards, including standards relating to confidentiality. In order to build an environment of trust, the school counselor will abide by the following confidentiality policy unless given permission by the student to share information from counseling sessions. The counselor will maintain confidentiality in regards to conversations with students unless: the student is a danger to themselves or others (for example, threatening to harm others or attempt suicide), there is suspected child abuse or neglect, and/or as required by law. In these cases, the counselor will work with the student, parents, staff, and/or outside agencies as needed to reasonably ensure that the student is safe and adults are well-informed to keep the student safe.

## **6.0 - Cell Phones, Radios, Headphones, and other Electronic Devices**

Students will **NOT** be allowed to possess electronic devices that are considered inappropriate to the educational environment during the school day. If any staff members see or hear an electronic device in a student's possession during the school day, it will be confiscated and returned to the student or parent/guardian at some later time (depending on number of infractions). Students are not allowed to have any electronic equipment attached to their belts or pants. Electronic devices include, but are not limited to, radios, iPod-type devices, hand-held video games, pagers, cameras, video cameras, and phones.

Cell phones are permitted in the building, but they must be turned off during the school day (7:30am-3:00 pm) and kept in the student's locker, book bag, or hand bag. **Cell phones cannot be worn on the belt or pants or in pockets of pants. They must be secured in student's locker or bag.**

Parents wishing to contact their children need to call the office and have message relayed through this procedure. Parents trying to contact students via cell phones disrupts the learning environment.

### *6.1 Standardized Testing*

During standardized testing, cell phones must be collected and held during testing.

### *6.2 - Kindles and Nooks*

Kindles and/or Nooks are allowed during SOAR. These can only be used for reading. Any other use is prohibited.

## **7.0 - Dress Code**

The Middle School Dress Code Policy allows for some student choice, yet establishes parameters for acceptable dress. Students at KHS should be in "uniform" from the time they arrive at school until they leave campus for the day. KHS staff has the ability to add, change, or delete any part of the uniform dress code.

**Any student not in dress code will have to get in dress code or parents will be called to bring proper dress attire or will be sent home.**

The following is a description of appropriate dress for students:

**Pants:**

- Khaki, black, or navy blue pants/shorts for boys (twill material); khaki, black, or navy blue pants/shorts/skirts/ skorts/ jumpers for girls.
- Shorts length must be appropriate length - fingertip or longer when hands are straight down at student's sides. Sagging pants (pants must be pulled up to the waist) and tight pants are not allowed. If pants sag then some type of belt or elastic is required. For each individual student, faculty/staff will determine if pants or shirts are sagging excessively, too tight or too short.
- "Jogger" style pants or "Hammer" pants are not allowed; there should be no elastic at the bottom hem of uniform pant legs.
- Pant material must be the "khaki" material. The following material are NOT allowed: jean material, sweat pant material, "shiny" nylon material.
- Pants should fully cover any type of undergarment.

**Shirts:**

- Shirts will be pullover, 2 - 4 button with ("Polo") (no camisoles), long/short sleeve in solid white, black, primary red (not pink or burgundy for example), or navy blue.
- Button down shirts are NOT within dress code.
- Shirrtails must be completely tucked in during the regular day. Belt loops/waist line must be visible when shirts are tucked in. No "blousing" shirts (tucking in shirt and folding over waistline).
- Logos and wording on the outside of shirts are NOT allowed (except for Kestrel Heights logo)
- Shirts need to be buttoned up enough to be appropriate for the educational setting (shirts should not be revealing).

**Sweatshirts/Turtlenecks/Sweaters:**

- Solid-colored turtlenecks or sweatshirts or sweaters (same colors as dress code shirts) are permitted.
- Hoodies on sweatshirts are not allowed.
- Logos and wording on the outside of sweatshirts/turtlenecks/sweaters are NOT allowed (except for Kestrel Heights logo).
- Sweatshirt-like full or half zipper in dress code color are allowed.
- Jackets are not to be worn in the classroom.

**Shoes:**

- Shoes should be comfortable and have non-skid rubber soles. We recommend that students wear tennis or other "sport" shoes that are in good repair. Shoes must be worn at all times, unless classroom teacher allows it for a class activity.
- Unattached foot attire such as "sliders" or flip flops are NOT allowed during the school day. Foot attire such as sandals are allowed but must be fastened around the ankle.
- No bedroom slippers are allowed.

### Undergarments

- Any visible clothing (examples include undershirts, leggings, etc) worn under the dress code must also be in one of the 4 solid uniform colors (primary red, black, white, navy blue) and cannot have any writing or emblems on them. If a student wears any such clothing that does not meet these conditions, he/she will be asked to remove the undershirt or legging. If a student continues wearing these undershirts or leggings then they will be referred to the administration.
- A dress code shirt is required to be worn under any sweatshirt, fleece, turtleneck, or sweater.

### Jewelry/Headgear/Extra External Garments:

- Headgear, glasses, and sunglasses (unless prescribed by a physician) are not allowed during school hours.
- No bandannas are allowed on any part of the body.
- Pierced ornamental jewelry is allowed but can be banned on an individual basis if it becomes a distraction.
- Necklaces may be worn but must be tucked under the student's shirt.
- Clothing required by the tenets of a student's religious tradition, such as headscarves or yarmulkes, are allowed, otherwise headscarves are not allowed.
- Gloves are to be removed during the school day (8am-3pm).
- Vests (other than sweater vests in KHS dress code colors) are not permitted.
- Bracelets that cause any distraction will be asked to be taken off.
- No electronic belt buckles are allowed. Other belt buckles that cause a general distraction will not be allowed either; this includes but is not limited to skulls, crowns, or other distracting items.
- Anything worn by student that is causing a distraction to the school environment will be addressed by school staff, which could include removal of distracting item; an example could be a distracting bracelet.
- No blankets, pillows, or any sleep accessories are allowed during the school day (must be stored in locker).
- Hats are not to be worn in the school building.
- Jackets, coats, gloves, scarves, and other garments appropriate to outdoor wear are not to be worn in the classroom and should be stored in a student's locker.

### Dress Down Days and Friday Days

- Every Friday students will be allowed to wear any **unaltered** KHS shirt (no missing sleeves, no writing on shirts). These KHS shirts can be any KHS shirt purchased through KHS. No "homemade" KHS shirts are allowed. Unaltered KHS logo sweat pants or appropriate length shorts are allowed this day.
- The first Friday of each month is designated as dress down day.
- Students can lose their dress down days as a school, grade, group, or individually. Examples of reasons for losing dress down day are behavior and overall effort.
- During dress down days, students are allowed to wear clothes that are appropriate for school, or they may wear dress code clothes. Clothes **not allowed** include shirts or blouses without sleeves, or shirts/blouses that expose cleavage or the abdominal area;

skirts or shorts with lengths that do not touch a student's fingertips when the student is standing with hands by his/her side; and clothing with vulgar or alcohol-, drug- or tobacco-related language. Students with questions about appropriate clothing should check with one of their teachers.

- No bedtime clothes are allowed during dress down days. Examples include bath robes and PJs.

## **8.0 - Discrimination, Harassment, and Bullying**

KESTREL HEIGHTS CHARTER SCHOOL, Inc. Board of Directors 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 any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities

### *8.1 Harassment*

The Kestrel Heights School Board believes that all staff and students are entitled to work and learn in school-related environments that are free of harassment. At KHS, harassment is generally divided into two categories: general harassment and sexual harassment. Harassment of any type will not be tolerated at KHS.

The KHS Board prohibits staff and students from participating in any form of harassment. Complaints of harassment should be made to the principal or reported directly to the Executive Director. Harassment between students is a serious violation of the *Code of Conduct* and may result in suspension or expulsion of the offender.

### *8.2 Bullying*

*As defined by North Carolina under Senate Bill 526 "§ 115C-407.5. Bullying and harassing behavior.*

(a) "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory

disability, or by association with a person who has or is perceived to have one or more of these characteristics.

(b) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

(c) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.

(d) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

(e) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

([http://www.bullypolice.org/NC\\_law2009.pdf](http://www.bullypolice.org/NC_law2009.pdf))

At Kestrel Heights this includes the following: a child should not be discriminated against or harassed on the grounds of their real or perceived sexual orientation (currently passed by the NC House)

See the **Discrimination, Harassment, and Bullying Policy** in the KHS Policy Manual for further details.

## **9.0 - Safety**

At KHS, we are working hard to understand our students' needs and teach them what it means to be a responsible citizen. We also strive to help our students create a sense of community—respect for themselves, others and their environment.

The following procedures will be followed in the event that Kestrel Heights School is involved in a safety threat as defined as the discharge/threat of a weapon, fire, detonation of an explosive, fire, or any other event that could result in serious injury or damage to person or property.

### *9.1 - Bomb Threat*

- Students will be instructed to not touch any “foreign” object(s), such as a box, briefcase, etc.
- Students are to remain silent, and are not permitted to use their cellphones. Being on their cellphones can impeded their ability to hear directions, and may place them in a potentially threatening situation. Student will be instructed not to use their cellphones because it could trigger the explosive device.
- Everyone will immediately evacuate the building and report to their fire drill locations, unless it is unsafe to do so.
- Everyone will remain outside until given an “all clear” signal from the administration.

See the **School Safety Policy** in the KHS Policy Manual for further details.

### 9.2 - Fire Threat

- Everyone will immediately evacuate the building and report to their fire drill locations, unless it is unsafe to do so.
- Students are to remain silent, and are not permitted to use their cellphones. Being on their cellphones can impeded their ability to hear directions, and may place them in a potentially threatening situation.
- Teachers will remain outside until given an “all clear” signal from the administration.

See the **School Safety Policy** in the KHS Policy Manual for further details.

### 9.3 - Lock-down

- Teachers will gather their students in a classroom, lock the door(s), and close any window blinds.
- Students will be positioned against the wall to the side of the door to minimize their being targeted.
- Students are to remain silent, and are not permitted to use their cellphones. Being on their cellphones can impeded their ability to hear directions, and may place them in a potentially threatening situation.
- Teachers will remain in their classrooms until given an “all clear” signal from the administration.

See the **School Safety Policy** in the KHS Policy Manual for further details.

### 9.4 - Parent Contact During Safety Threats

While Kestrel Heights understands the worry and desire for parents to ensure their child is safe, parents are asked to refrain from calling the school front office, classrooms, or student cell phones during any type of safety threat. This is to ensure that school personnel are able to contact emergency services and students are able to hear and understand directions being given.

### 9.5- Restraint, Seclusion or Isolation

In the event that a student becomes disruptive, assaultive, and/or out-of-control to the point of hurting themselves or anyone else, it is possible for KHS staff to intervene. In such situations KHS staff will work to de-escalate the situation which, at times, may require a nonviolent physical restraint (as described in H House Bill #1032), while maintaining the care, welfare, safety, and security of everyone involved. School personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint, seclusion or isolation techniques with students.

Any report or allegation regarding prohibited use of seclusion, restraint, isolation, or aversive techniques shall be governed by the Whistleblower policy

See the **Student Safety** in the KHS Policy Manual for further details.

### *9.6 Personal Searches*

Whenever a faculty member has reasonable cause to believe a student is concealing materials, possession of which is prohibited in policies, rules, or regulations of the school or something that could cause injury to adults or students on campus, the executive director, principal or designee may search the student's person and/or the student's personal possessions, including student-assigned school lockers and car. The basic search may consist of requiring the students to empty pockets; to reveal contents of wallets, purses, backpacks and books; or to remove shoes and coats. Any items that violate school policy will be confiscated until further notice; possession of any illegal substances will result in the proper authorities being contacted.

## **10.0 Guidelines for Administration of Medication during School Hours**

The goal of this medication policy is to assure system-wide consistency and set clear guidelines for safe and efficient medication administration.

Confidentiality must be maintained when administering medication to students at school according to the Family Education Rights and Privacy Act (FERPA) and State Confidentiality Laws.

### **School Medication Administration**

- The Kestrel Height Charter School discourages administration of medication to students during the school day when medicine could be taken outside of school hours.
- The parent or legal guardian must complete and sign the Student Agreement for Self-Carried Medication and the Request for Medication Administration in School (signed by a physician) for all medications given at school whether prescription or over-the-counter (OTC) medications.

See the **Guidelines for Administration of Medication during School Hours Policy** for further details.

## **11.0 - Inclement Weather**

In case of inclement weather (snow, sleet, ice, hurricane, or tornado) KHS will follow the response of the Durham Public Schools (DPS). If DPS announces on the radio, television, or Internet that they have a 2-hour delay of school, then KHS will also have a 2-hour delay. If Durham Public Schools cancels school for the day, then KHS is also cancelled for that day. If DPS opens school and it is later announced that DPS will close during the day due to inclement weather, then KHS will also cancel school for the remainder of the day. Any day that KHS cancels school will also mean that KHS-sponsored after school activities (tutoring, sports, etc.) are cancelled.

In case of a tornado or hurricane watch (when conditions are conducive to bad weather forming), KHS personnel will keep classroom teachers advised as the situation develops. In case of a

tornado or hurricane “warning” (when a tornado or hurricane is imminent to the area), then staff will get students to safe locations in the building, depending on location of students.

## **12.0 Discipline**

The Code of Conduct is based on “the Four R’s”: Respect Yourself, Respect Others, Respect the Environment, and Responsibility. The discipline policies at KHS support the instructional program by enforcing the Code of Conduct and school policies.

Policies are constructed that:

- Provide a safe environment where students can learn and teachers can teach
- Allow teachers some classroom management flexibility within their classrooms
- Provide students with choices and corresponding consequences that are fair and implemented on a consistent basis

Each teacher has a classroom management plan that they share with students and parents/guardians at the beginning of the year. This plan includes a method for documentation of incidents, a log of parent phone calls or contacts, and a mechanism for student reflection about the misbehavior. If a student’s misbehavior cannot be managed by a teacher’s plan, then the student is referred to an administrator.

**Level I – Level I rule violations should generally result in in-school interventions in lieu of out-of-school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I rule, or other aggravating factors are present, the principal may impose a short-term suspension. Consistent level I violation can result in a student being excluded from the school.**

These may include:

- Cursing, vulgar, profane or obscene language
- Attendance.
- Cheating.
- Plagiarism.
- Physical Aggression.
- Falsification.
- Compliance with Directions.
- Disrespect of Other Students.
- Disruptive Behavior.
- Electronic Devices.
- Student Dress Code:
- Gambling.
- Disruptive or Indecent Images
- Misconduct on a School Vehicle.

**Level II** – Level II rule violations involve more serious misconduct that may warrant short-term suspension. Principals may recommend a long-term suspension based upon the presence of aggravating factors. Principal may involve law enforcement based on aggravating factors. Any long-term suspension recommendation is subject to the appeal procedure. Consistent level II violation can result in a student being excluded from the school.

These may include:

- Verbal Abuse.
- Threat/False Threat.
- Bullying and Harassment.
- Sexual Harassment.
- Fighting/ Physical Aggression.
- Hazing.
- Theft or Damage to Property
- Arson
- False Fire Alarms.
- Trespassing.
- School Transportation Disturbance.
- Misuse of Technology.
- Harassing, insulting or attacking others;
- Damaging computers, computer systems, software, or computer networks;
- Violating copyright laws;
- Using another's ID/password;
- Illegal use of data in folders or work files;
- Intentionally wasting limited resources

**Level III** – Level III rule violations are more severe in nature and support long-term suspension. The principal may impose a short-term suspension based on mitigating factors.

These may include:

- Assault on School Personnel
- Assault on another Student
- Coercion or Extortion.
- Weapons and Dangerous Instruments. Examples of weapons include, but are not limited to, any loaded or unloaded firearm, including a gun, pistol, or rifle; knives of any kind regardless of size; fireworks; BB guns or air guns; pepper spray; electric shock devices; box cutters or any sharp pointed or edged instrument except unaltered nail files and clips or tools used solely in instruction. Facsimiles of a gun or other weapon also are prohibited. This policy also shall apply to any item that is actually used or possessed in the same manner as a weapon. Gunpowder and ammunition for firearms are weapons for the purposes of this policy.
- A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.

- Bomb Threats.
- Controlled Substances and Drug Paraphernalia. or any alcoholic beverage, or counterfeit drug, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.
- No student shall be at school with the odor of alcohol or illicit drugs about their person.
- The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the manner in which the drug was prescribed.
- Threats, Hoaxes, and Other Acts of Terror.
- No student shall make a report that he or she knows or should know is false, that any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, is located on school property or at the site of a school activity.
- No student shall, with the intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
- No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.
- No student shall make a report that he or she knows or should know is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually cause, a significant disruption to the instructional day or a school-sponsored activity.
- No student shall aid, abet, and/or conspire to commit any of the acts described in this section.
- Gangs and Gang Activities. Kestrel Heights School believes that gangs and gang-related activities pose a serious safety threat to students and staff members of Kestrel Heights School. Even absent acts of violence, gang-related activities disrupt the educational environment and increase the risks of future violence. In light of these serious concerns, the school will not tolerate any gang-related activities as outlined in this policy.
- No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. As used herein, the phrase “gang-related” shall mean any conduct engaged in by a student (1) on behalf of an identified gang, (2) to perpetuate the existence of any identified gang, or (3) to effect the common purpose and design of any identified gang. Conduct prohibited by this policy includes:
  - Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey or promote membership or affiliation in any gang;

- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
- Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;

**Level IV – Firearms/Destructive Devices.** Level IV rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under the North Carolina General Statutes and if necessary, law enforcement officials.

No student shall bring onto school property or possess a firearm or destructive device. A firearm is any 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. A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant.

Violation of this Rule will result in a recommendation for 365-day suspension.

**Level V –** Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student’s behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees.

**Short Term Suspension**

Less than 10 days Out of School.

Only the principal or administrator may impose a short-term suspension

**Long Term Suspensions**

Suspensions of greater than ten days are reserved for serious misconduct which either threatens the safety of others within the school or threatens to substantially disrupt the educational environment. Principals will recommend a long term suspension to the executive director who will make the final decision.

**Exclusion (Dismissal)**

Any student can be excluded from attending KHS due to consistent and/or significant violations of the code of conduct. The exclusion process is different from expulsion and can be implemented for any student at Kestrel.

Students who consistently break the code of conduct impact the culture and learning environment of the school. As a result they can and will be excluded from the school if they are not able to comply with the rules and regulations of the school.

Exclusion from school is a serious matter and the school will take the necessary steps to try to prevent a student from being excluded. However, for students with consistent Level I and II violations the school shall implement the following process in order to exclude a student from KHS:

A Student Review Board Meeting (SRB) is conducted to determine if Exclusion is the best option. SRB make formal recommendation to Executive Director to exclude the student, and conduct a formal *Exclusion Recommendation Meeting*. Parents are able to presents their case during this meeting. If the parent chooses not to attend the meeting, the school will proceed with the recommendation.

The principal provides the recommendation for exclusion based on the SRB, the Executive Director oversees the process, and makes final decision