

Kestrel Heights High School

2015-2016



Code of Conduct and School Policies

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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.

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- “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 as a *Paideia* school (see the “*Paideia* Principles” printed on page 3).
- Kestrel Heights High School is college preparatory school.

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

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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.

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."

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

Pants:

- Khaki or Black colored pants or shorts for boys; Khaki or Black colored pants, shorts, skirts, or skorts for girls.
- Shorts' and skirts' length must be no more than 2" inches above the top of the knee.
- Pant and short material must be "khaki" material. No jeans, nylon, or spandex.
- For each individual student, faculty/staff will determine if pants or shirts are sagging excessively or are too tight.

Shirts:

- Shirts will be pullover, 2-4 buttons with a collar ("Polo" style) or full button ("Oxford" style).
- Shirt color must be Black, Red, or White with no logo of any kind except for Kestrel Heights logos.
- Shirts can be long or short sleeve.
- Any unaltered Kestrel Heights t-shirt, crewneck or hooded sweatshirt will be allowed.
- Tank tops or sleeveless t-shirts are NOT allowed.
- Seniors who have made a formal decision on their post-graduate plans may wear dress-code appropriate t-shirts, crewneck or hooded sweatshirts, fleeces, etc... with the logo of their chosen destination.

Undergarments:

- Leggings may be worn ONLY under dress code appropriate shorts, skirts, or skorts. Leggings must be Red, White, or Black and must be SOLID in color. Different colors or patterns are NOT allowed.

Jewelry/Headgear/External Garments:

- Glasses and sunglasses (unless prescribed by a physician) are not allowed.
- Hats or headgear of any kind are not allowed.
- 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.
- Jewelry is allowed, but can be banned on an individual basis if it becomes a distraction to students or faculty/staff.
- Clothing required by the tenets of a student's religious tradition, such as headscarves or yarmulkes, are allowed.
- Anything worn by a student that is causing a distraction to the school environment will be addressed by the school staff, which could include the removal of the item.

Student Report Card

Kestrel Heights High School operates on a block schedule.

The Student Report Card 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 Student Report Card is designed to give feedback on *academic content* along with *citizenship* and *effort*.

**** All grades will be able to be viewed on powerschool for the year. This includes progress reports and Student Report Cards*

There are three main components to the Student Report Card:

- *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
- 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.

Promotion Standards

Kestrel Heights High School operates on a (modified) block schedule, allowing students to earn up to ten credits per year.

To be considered a 10th, 11th, or 12th grader at KHS

- To be considered a 10th grader a student must have 4 credits and one of them has to be English 1
- To be considered an 11th grader a student must have 10 credits and one of them being English 2
- To be considered a 12th grader a student must have 15 credits and one of them being English 3

Student must receive a final passing grade for the course to receive credit for the course.

Report card schedules are on the website.

NC Graduation Requirements for future ready:

- **English – 4 Credits**, English I, II, III, IV
- **Math: 4 Credits**
Math I, Math II, Math III, Discrete Math, Intro to College Math, Calculus
- **Science: 3 Credits**
a Physics or Chemistry course, Biology, Physical Science, and an Earth/Environmental Science course
- **Social Studies: 4 Credits**
Civics and Economics, US History I, US History II, World Studies
- **Second Language: 2 Credits** in the same language (consecutive years)
- **Health/ Physical Education – 1 credit**
- **Arts Education:** Recommend at least one credit in an arts discipline and/or requirement by local decision

For a complete breakdown of special circumstances visit:

<http://www.ncpublicschools.org/curriculum/scholars>

In order to graduate from Kestrel Heights School, a student must meet state requirements and earn:

2015-2016	23 credits
2016-2017	24 credits
2017-2018	26 credits
2018-2019	28 credits

Online Courses**What is NCVPS?**

NCVPS is a 100% online course option that provides students with expanded academic options by offering courses (AP, Honors, World Languages, etc.), online services such as test preparation, career planning services, credit recovery, and online college courses to North Carolina students. By virtue of the online course delivery, students from all areas of the state will now have access to courses and highly qualified teachers in subjects that they may not have available at their local school. All NCVPS courses meet the standard course of study set by the Department of Public Instruction and recognized quality assurance standards for e-learning courses. Students are taught by North Carolina certified teachers. Student grades earned in their NCVPS course will be transferred to their local school and become part of their academic record.

Who can take an NCVPS course?

The North Carolina Virtual Public School was established by the North Carolina General Assembly to serve students who are enrolled in a North Carolina public school.

SECTION 7.20.(d) NCVPS shall be available at no cost to students in North Carolina who are enrolled in North Carolina's public schools, Department of Defense schools, and schools operated by the Bureau of Indian Affairs. The Department of Public Instruction shall communicate to local school administrative units all applicable guidelines regarding the enrollment of nonpublic school students in these courses.

Students at Kestrel Heights are required to meet with the counselor to enroll in NCVPS courses.

They are also to have a signed contract on file for every semester they are enrolled in NCVPS

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courses. Contracts are available through the Counselor's section of the Kestrel Heights website, and in the Guidance Office.

Kestrel Heights Policies regarding enrolling for NCVPS Courses:

Unless students are receiving homebound services, students will **not** be allowed to enroll in EOC online courses.

Remediation Courses: Remediation courses are courses needed to be made up from either not successfully earning a passing grade or from not completing a course. Rules for enrolling in courses for remediation:

1. Students who are receiving homebound instruction, take first precedence.
2. Seniors, needing courses to graduate take precedence over underclassmen enrollment.
3. Students more than 3 credits behind, must show that they are progressing towards graduation in their current course load before they are enrolled in an online course.
4. The students enrolled in an NCVPS course at Kestrel, will only be allowed to take 1 course/semester
5. If a student fails the 1st course, students are to wait 1 semester before enrolling in additional NCVPS courses. If a student fails 2 NCVPS courses in a row, students must meet with their counselor to discuss their options.
6. Students will not be allowed to drop a face to face course mid-year due to a failing grade and take the course online.

Enhancement Courses: Courses taken to enhance students' academic options and offer courses that may or may not be offered at Kestrel Heights. Rules for enrolling in courses for enhancement:

1. The student must be passing all his/her current courses at Kestrel with a C or better.
2. The first time a student enrolls in an NCVPS course at Kestrel, he/she will only be allowed to take 1 course.
3. Upon successful completion of the 1st course, students will be allowed to take up to 2 courses per semester.
4. Students are not allowed to take more than 1 additional online course per semester during the school year and no more than 2 courses over the summer.
5. If taking courses for enhancement in an attempt to graduate early, prior approval must be granted by parents and school administration
6. Courses taken online for enhancement must be taken afterschool.

Students are only allowed to take 1 course the first time they are enrolled in an online class.

Upon successful completion of that course, students are to meet with the Guidance Counselor to determine the course of action for taking additional courses as needed.

Students are assigned to online courses in order of need:

Homebound students take precedence, followed by seniors needing courses for graduation, then those desiring other enrichment courses and finally those who need courses for remediation.

NCVPS Allocation Funds for courses will be designated by the following formula:

35% Fall

35% Spring

30% Summer

100% Total

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Once funds have been exhausted, students will have to wait until the following year to take register for online courses.

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.

High School Conference

The KHS High School is a member of the NCHSAA (North Carolina High School Athletic Association) and the NCAC (North Central Athletic Conference), which includes the following 1A member schools: *East Wake Academy, Franklin Academy, Kestrel Heights, Raleigh Charter, Rivermill Academy, Roxboro Community, Woods Charter*

High School Sports Offered

Men's/Women's Soccer

Women's Volleyball

Men's/Women's Basketball

Football

Men's/Women's Cross-country

Men's Baseball

Men's/Women's Track & Field

Clubs: Each year we offer different clubs for students. They change from year to year. If you are interested in a particular club, ask a teacher to sponsor it and see if we can get it started!

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

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.

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(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 76 in ALL classes during the season.

Player progress reports will be sent out each week to check each students’ progress.

High School Transfer Policy

After initial entry into the ninth grade, and absent a bona fide move as provided in the Residence section of this Handbook:

(a) A student transferring from one member school to another member school within the same LEA must sit out 365 days for athletic participation. The LEA may create criteria for immediate athletic eligibility for transfers within the LEA.

(b) A student transferring from one member school in one LEA to another member school in a different LEA must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA transfer committee.

(c) If a member school is not part of a defined LEA (e.g., charter school, non-boarding parochial school, etc.), then the member school itself will be considered its own LEA for purposes of this policy (i.e., exceptions involving these member schools will fall under subsection (b) above).

(d) If a student transfers from a member school to a non-member school (including a transfer to a home school) and then attempts to transfer to any member school within a 365 day period, such initial transfer will be disregarded for purposes of this transfer rule and the subsequent transfer will be treated as if it were a member school to member school transfer and evaluated by the NCHSAA as provided in section (b) above.

*Athletic Transfer policy (section 1.1.10)

http://www.nchsaa.org/sites/default/files/attachments/Eligibility_0.pdf .

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)

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.

Attendance and Tardy Policy

Attendance

Kestrel Heights High School operates on a block schedule for most classes. This means that classes are **twice** as long as traditional scheduled schools and are completed in **one** semester.

This means that missing one day of school is like missing two days on a traditional schedule. Attendance is critical! It is the responsibility of the students to attend school every day. We protect instructional time from interruptions and we ask that parents/guardians schedule appointments after school hours.

Parents please refrain from texting or calling children during the school day.

A high school student is marked absent when s/he misses 30 minutes or more of a class period.

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.
- **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) day 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.

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 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 parents’ 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.

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 get the work they missed while absent.****

Sign-in

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.

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

Sign-out Procedure

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
 1. If the adult is not on the list, inform the person attempting to check out the student that they are not on the list
 2. 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)

1. Ask for the adult's photo identification
2. 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

Tardies between classes

Students who accumulate three or more tardies per class in each quarter will receive some consequence from the teacher. This could include lunch detention or after school detention. If the tardies continue to accumulate then the student will be referred to the discipline administrator and other consequences will be given. Consequences may include required parental meetings and/or suspension from school.

Teacher Attendance Book

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

Mandatory Attendance

Students must attend the first day of school or risk losing their right to admission.

Tardiness and/or Early Pick-up

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 8:00 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.

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 11:20pm 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.

Frequent missed time from class will likely significantly impact the student's grade!

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.

Late Pick-up

Students must be supervised at all times while on campus. Parents who arrive after car line has ended at 3:30pm 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 so 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.

Unexcused Late Pick-up

(also applies to students being picked up from after school activities)

Number of Occurrences	Action to be taken
0-2	No action
3	Required conference with the student's teacher
4	Required conference with the Principal
5	Required conference with Attendance Committee member. An Action

	Plan will be established
6+	Code of Conduct Review Board. Possible loss of placement due to Code of Conduct Violation.

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.

Elementary School Start and End Times

Drop-Off Begins: 7:15AM

School Begins: 7:45AM

Dismissal: 2:30PM/ Carline ends at 3:00PM

Early Release Days

Dismissal: 11:05AM/ Carline ends at 11:30AM

Middle School Start and End Times

Drop-off Begins: 7:30AM

School Begins: 8:00AM

Dismissal: 3:00PM/ Carline ends at 3:30PM

Early Release Days

Dismissal: 11:20AM/ Carline ends at 11:50AM

High School Start and End Times

Drop-off Begins: 7:30AM

School Begins: 7:55AM

Dismissal: 3:05PM/ Carline ends at 3:30PM

Early Release Days

Dismissal: 11:20AM/ Carline ends at 11:50AM.

Hospital/Homebound Services

Kestrel Heights School provides instructional support to school-aged students actively receiving medical treatment for an injury or illness that prevents school attendance for at least four weeks. Please see section 3.13 of the Kestrel Heights Policy Manual for more information.

Schedule Changes After Classes Have Begun

Classes that operate on a block schedule (semester classes) must be changed within the first three days of the start of the semester. Classes that are on traditional schedule (year-long) must be changed within the first week. Schedule changes will not be honored without a completed schedule change request. Kestrel Heights reserves the right to refuse all schedule change requests.

Parent Visitation Policy

Parents are always welcome..

- Parents visiting the school must check in at the front office and receive a visitor badge.
- Teachers are not available for conferences during school hours unless set up by the parent/teacher in advance.

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Any parent wishing to speak without an appointment during the school day will need to request approval from the administration

Off Campus Lunch Privileges for Students:

The **PRIVILEGE** to leave campus during lunch is just that, a privilege, given to **only junior and seniors** and may be revoked if abused!

Juniors and Seniors ONLY are allowed to go off campus during lunch and only if they have a signed off campus lunch permission form. Juniors and seniors are expected to be back on time. If tardies become an issue off campus lunch privileges may be revoked.

Freshmen and sophomores are NOT allowed to leave campus during lunch and should make necessary arrangements for their lunch with this in mind. Any freshmen and sophomores found leaving campus during lunch will be subject to disciplinary action!

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, and video cameras.

All headphones need to be out of sight before the student enters the hallway (for example, between classes or restroom and locker breaks)

Creation of Hostile Environment

Recording or Sharing of videos of fights/altercations, making threats via any internet web sites (ex: Snapchat, Kik, Facebook, twitter, etc.), texting, phone messages, or anything else in this context that creates hostility at school is not acceptable. Students who participate in these actions will face consequences. These consequences could include, but are not limited to, detention, removal of web page, ISS (In School Suspension), OSS (Out of School Suspension), or exclusion from the school.

Graduation Exercises Requirements

1. All fees must be paid in order for a senior to participate in the graduation ceremony.
2. A senior must participate in the complete graduation rehearsal(s) in order to participate in graduation exercises.
3. No final transcript or evidence of graduation will be sent to college or employers for a senior who owes fees.

Cell Phones

Parents trying to contact students via cell phones disrupt the learning environment for your child and others. Please contact the office if you need to get a message to your child.

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Cell phones should be turned off and kept out of sight in your locker, book bag or pocket.

- Cell phones **may not be turned on or used** during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during a student's lunch period.
- Cell phones and other electronic devices may not be used to photograph, record (neither picture, nor sound, nor both) any student or staff member on school premises at any time.
- Cell phones and other electronic devices that are brought to school, are the sole responsibility of the person bringing it. The school assumes no liability what so ever should the device be lost, stolen, damaged or otherwise misplaced.

Students using a cell phone or other electronic device in violation of the above are subject to:

First offense: verbal warning from staff member (possible confiscation until end of period)

Second offense: confiscation of item and return at end of school day (administration)

Third offense: confiscation of item and return to parent/guardian

Fourth offense: Suspension. Possible revocation of privilege to bring the item or any similar device to school for the remainder of the school year.

Failure to surrender item to any staff may result in suspension.

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

Parents please refrain from texting or calling children during class time.

Locks and Lockers

Locks school provided locks will be made available to students for a fee of \$5.

For safety reasons no other locks should be used on lockers.

All locks and lockers are the property of Kestrel Heights High School. They are assigned to students for the storage of items such as coats, books and school supplies. Lockers and combinations are not to be shared.

Student Searches

Lockers and other storage facilities made available to students for their personal possessions remain under the control of the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students. Vehicles parked on school property are subject to being searched at any time.

Textbooks

Textbooks and workbooks are issued without cost to the student for use during the school year. These books are to be kept clean and handled carefully. If a book is damaged or lost, the student will be required to make restitution.

Student Driving/Parking

Students who drive to school may park their cars in the student parking lot in areas Improperly parked cars may be ticketed by the police or towed at the owner's expense. Please note the following:

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1. After students have arrived, the parking lot is off-limits. Any student in the parking lot without permission is subject to disciplinary action.
2. Students are not permitted to socialize with visitors in cars at any time during the school day.
3. All cars driven by students onto campus must be properly registered in the main office and have the registration tag properly displayed. Failure to comply with this regulation may result in the forfeit of a student's privilege to park on school property or the vehicle being towed at owner's expense.
4. All student drivers should drive with extreme care on the grounds and observe all laws.
5. Trash and litter should not be thrown from cars onto parking areas.
6. KHS cannot assume liability for theft or vandalism. Cars should be kept locked.
7. Tardiness will result in a student's campus driving privileges being revoked.
8. Violations of any of the above may result in the loss of campus parking privileges.

Chemical (Alcohol/Drug) Abuse Policy

The possession, use, or sale of alcohol or controlled drugs on the grounds of Kestrel Heights High School either during school hours or at after-school functions will result in the maximum suspension allowed by the Kestrel Heights School Board. Durham County law enforcement officials will be contacted in all drug-related offenses. A student's appearance at school or school functions under the influence of controlled or illegal substances will result in similar application of this regulation.

Student Use of Tobacco Products: State laws that prohibit the sale or distribution of tobacco products to minors and that prohibits the use of tobacco products by minors. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products. Students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Dances

There are two annual school sponsored dances (Homecoming and Prom). Students in middle school and anyone 21 years of age or older are not allowed to attend. Guest must be in good standing if invited from another school.

Substitute Teachers

Substitute teachers have the same authority as the regular classroom teachers and should be accorded the same respect.

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,

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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 to the gymnasium 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 gymnasium and not allowed to attend future assemblies.**

Medicines for Students

Students are not allowed to take medication or receive topical treatments at school without specific procedures in place. If a student must take medication at school, a completed form signed by the student's physician must be on file that specifies the medication, dosage, and duration of the prescription. This applies to non-prescription medications as well. Students with emergency situations such as asthma or diabetes who need to self-medicate may do so with the proper permissions on file. See Kestrel Policy Manual 3.05 or front office administrator for required form.

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, may place them in a potentially threatening situation, and 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.
- All teachers will bring their roll books with them and check that their students are present.
- Teachers should hold their green emergency card to indicate that all students are accounted for and safe, or their red emergency card to indicate that assistance is needed.
- 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.

Fire Threat

- Everyone will immediately evacuate the building and report to their fire drill locations, unless it is unsafe to do so.

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- 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.
- All teachers will bring their roll books with them and check that their students are present.
- 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.

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.

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 coming to the school or calling the school, front office, classrooms, or student cell phones during any type of safety threat. During an emergency it is important to keep telephone lines open for school personnel to contact outside support and to initiate communication with parents. It is also critical that students are able to hear and follow directions from those on the scene and not receive conflicting information. Administration will notify the parents of what happened AFTER the situation is resolved.

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.

This does not preclude administration, at their discretion, from involving law enforcement at any point in the conflict. Parental notification is not necessary prior to contacting police.

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.

- 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.

- 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.

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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

Conduct a formal Exclusion Recommendation Meeting

The parent presents their case for remaining (if the parent chooses not to attend the meeting, school will proceed with the recommendation)

The principal provides the recommendation for exclusion based on the SRB

Executive Director oversees process and makes final decision