

# Kestrel Heights School

2010-2011



## Code of Conduct and School Policies

4700 S. Alston Ave.  
Ph 919.484.1300  
[www.kestrelheights.org](http://www.kestrelheights.org)  
Tim Dugan, Director

Durham, NC 27713  
Fax 919.484.1355

Richie Mitchell, Middle School Director

### **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 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.

**Mission Statement**

*The mission of Kestrel Heights School is to promote the enlightened educational goals of the Paideia Proposal while utilizing effective and innovative teaching techniques at the secondary school level. Students will develop to their fullest potential and the entire charter school community will share a commitment to learning as a lifelong process.*

**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 School Grievance Policy**

Care must be taken at all times to ensure that students are treated fairly and that adequate provision is made for responding to grievances.

A grievance is defined as the formal written claim by a Kestrel Heights School student or parent/guardian that there has been a violation, misinterpretation, or misapplication of federal or state law or regulation, or Kestrel Heights School policies. A grievance also includes any matter subject to appeal under

*Legal Reference: G.S.115C-45(c) or Legal Reference: G.S.115C-305.*

A grievance does not include an appeal from a recommendation for a student's long-term suspension, expulsion, 365-day suspension, or other decisions of school employees for which other avenues of appeal to the Board exist.

The intent of this policy is to secure, at the lowest possible level, equitable solutions to problems periodically affecting students and employees. These grievance proceedings shall be kept as informal and confidential as possible at all levels of the procedure.

It is desirable for grievances to be resolved through free and informal communications. A student or parent/guardian should first attempt to resolve any grievance through discussion with the Director or teacher. If a grievance cannot be resolved at this level, the aggrieved student may request a grievance conference with the Director.

Failure of a student to comply with timelines listed below will result in denial of the grievance or appeal.

Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

**Step I -- Director Conference:** A student or parent/guardian wishing to invoke the grievance procedure shall make a written request for a conference with the Director to discuss the grievance and seek resolution. The request shall describe the grievance and name the specific policy, rule or law believed to have been violated. The following additional guidelines shall be observed in Step I:

A. A grievance shall be filed as soon as possible but not longer than thirty (30) days after disclosure of the facts giving rise to the grievance.

B. The Director shall grant the conference within five (5) school days following receipt of the request. The Director will state in writing his/her position on the question to the student or parent/guardian within five (5) school days following the conference.

*Legal Reference: G.S.115C-45.*

Step II -- Appeal to the Kestrel Heights School Board: A panel of the Board consisting of three (3) members, designated by the chairperson on a rotating basis, and shall hear the grievance. Any appeal to the Board panel shall be on the record unless the panel determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties or upon a majority vote of the hearing panel. The aggrieved party will be informed in writing of the panel's decision within five (5) working days. The Board panel may affirm, disaffirm, or modify the decision of the Director. The Director will develop a grievance form to assist in recording each step of the grievance process. If the Board panel fails to reach a unanimous decision on the grievance, the matter will be reviewed by the full Board for a final decision.

*Legal Reference: G.S.115C-45; Title IX of the Education Amendments of 1972 Cross Reference*

*Adopted Effective: April 13, 2010*

**Athletics**

Kestrel Heights School (KHS) has developed an impressive athletic program that began in 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 a significant number of our students are involved in team sports; many having the opportunity to play for the first time.

KHS is part of the Triangle Middle School Conference. The conference is split into 2 divisions and each division is divided into 2 groups. Member schools include:

<b>Division I Group A</b>	<b>Division 1 Group B</b>	<b>Division II Group A</b>	<b>Division II Group B</b>
Kestrel Heights	East Wake	Cary Academy-gold	Trinity Academy
St. Timothy's School	Franklin Academy	Cary Christian (B)	Bethesda Christian Academy
Grace Christian or Raleigh	Magellan Charter School	Grace Christian of Sanford	Neuse Baptist Christian
Cary Christian School-gold	North Raleigh Christian	Cresset Christian Acad.	Crossroads Christian School
Cary Academy-blue	St. David's School		North Raleigh Christian

**Sports teams planned for the 2010- 2011 year include:**

- | <b>Fall</b>  | <b>Winter</b>   | <b>Spring</b>   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Boys' Soccer</li> <li>• Girls' Volleyball</li> <li>• Co-Ed High School Soccer</li> <li>• High School Football</li> <li>• Cross Country</li> </ul> | <ul style="list-style-type: none"> <li>• Boys' Basketball</li> <li>• Girls' Basketball</li> <li>• Cheerleading</li> </ul> | <ul style="list-style-type: none"> <li>• Girls' Soccer</li> <li>• Boys'/Girls' Track and Field</li> <li>• Boys' Baseball</li> <li>• Boys' Tennis</li> <li>• Cycling Club</li> </ul> |

\*\*High school sports include basketball, track and field, cheerleading, and football

### Athletic Eligibility

KHS students must earn the privilege of participating on a sports team. Academic content grades for courses are important assessments, but KHS allows a student to compete in sports as long as s/he is a respectful, responsible student who actively participates in his/her course studies.

- KHS requires all athletes to maintain a minimum of a passing grade in 5 out of 6 classes and “2” or higher in citizenship and effort for each class in order to try out for a team and/or to remain on a team.
- No student can try out or remain on a team with an F average in more than one class or a “1” in citizenship or effort in any class.

Each student is evaluated twice a quarter: at mid-quarter progress report time and at the end of the quarter. Students who earn a “1” in citizenship or effort on their progress report or report card **in any class** will not be allowed to try out for a team, or they will be suspended from the team for the next half-quarter (for high school this includes an F average in content). In some cases, *the AD committee, (at the discretion of the coach and AD) may choose to meet and determine other consequences for the student.*

If a student is suspended (In-School Suspension or Out-of-School Suspension) the student will not be allowed to play in the next game following the suspension (this is the minimum consequence; more game suspensions could be issued depending on the incident and the student’s previous discipline issues)

A student must be present a minimum of half of the school day to be eligible to participate in any athletic event for the same day.

Before participating in tryouts, practices, or games, students must have on file:

- A physical form that is no more than nine months old on the first day of practice
- A parent permission form that allows participation on that sports team

Each KHS sports team has a “faculty sponsor.” In some cases the faculty sponsor is also the head coach. In other sports, faculty sponsors are assistant coaches. Responsibilities of the faculty sponsor include:

- Serving as an official agent for KHS in school-related matters pertaining to the team
- Checking eligibility for student-athletes
- Supervising student-athletes before and after practice

If you have questions or concerns about athletics, please contact Mr. Richie Mitchell (Athletic Director).

### **Attendance and Tardy Policy**

**School hours: 8am – 3pm (Students are supervised 30 minutes before and after school)**

According to North Carolina Public School Law, students are required to attend school until they reach sixteen (16) years of age. Students are expected to maintain regular attendance at KHS. Understanding that there are legitimate reasons for a student to be absent, KHS allows a student to be absent from a class for a maximum of twenty (20) days for a yearlong course, or ten (10) days for a semester course. Students must be present in class for at least 75% of the class period to be counted present for the class period. **School starts at 8:00 (Drop off is 7:30-8:00).**

### \*\*\*\* 3 Unexcused Tardies = 1 day absent in that class

**\*\* For a morning tardy to be excused, the student must have a note from a parent and a valid excuse. Administration will determine if the tardy is excused or unexcused.**

KHS will initiate action when students accumulate significant numbers of absences. Students

- with five absences in any class during the first semester will receive a warning letter.
- who exceed ten absences in a class the first semester will go before the SRB (see **Discipline**).
- with fifteen total absences in the second semester will receive a second warning letter
- who exceed twenty absences in a class, automatically fail for the year and go before the Promotions Review Board (see **Promotion Standards**).

Students who are absent are marked absent by their classroom teacher(s). If there is a question about attendance, the teacher's attendance book is the official record of attendance. A note explaining an absence must be brought into each missed class within 2 days of being absent. The student will ask each teacher to sign the note. If no note is presented to the teachers after two days from the time of the absence, the absence is marked as unexcused. If a student has an unexcused absence, s/he could receive a 0 on any assignment given during the day of absence

#### First period tardies

- Students are tardy after 8:00 am.
- Students who arrive to school between 8:00 and 8:15 should report directly to their 1<sup>st</sup> period class (students will get instructions the first week of school)
- Students who arrive to school after 8:15 should use the sign-in notebook and receive a pass from a school secretary.
- Once students are on campus, they must stay on campus until school is dismissed

### \*\*\*\* 3 Unexcused Tardies = 1 day absent in that class

#### Tardies between classes after first period

Teachers will document the first two tardies in a class for the quarter. Students who accumulate three or more tardies per class in a quarter will receive a consequence from the teacher. This could include lunch detention or after school detention. If tardies continue to accumulate, the student will be referred to the DD and other consequences will be given, including suspension from school

### \*\*\*\* 3 Unexcused Tardies = 1 day absent in that class

#### Sign-in and Sign-out Procedure

KHS maintains a notebook for students who sign in or sign out from school. Students who arrive at school between 8:15 and the end of school should sign in at the front office.

- A parent/guardian must be present to sign out a student during the school day, or an adult may check out another student with confirmation from parent/guardian by the main office.
- If a parent needs to sign out a student and cannot be present, then the following must occur: the student must have 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 student checks out, to inform the school of the reason and time of check out.

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

**Calendar**—see **Appendix I**

### **Campus Supervision**

Students may arrive to school at 7:30 am. Faculty will supervise students until school starts at 8:00. Once students arrive at school, they may not leave campus without administrative or parental permission. Any student who needs to leave campus during school hours must go through the check-out procedure.

Students will be supervised for 30 min after school ends. After 30 minutes, students who remain at school must be in the act of participating in a supervised activity, such as an after-school program, tutoring, or athletic team.

### **Cell Phones, Radios, Headphones, and other electronic devices**

During the school day, students will **NOT** be allowed to possess electronic devices that are considered inappropriate to the educational environment. If staff members see (or hear) an electronic device during the school day, it will be confiscated and returned to the student or parent/guardian at a 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 school, but they must be turned off during the school day (8:00 am-3 pm) and kept out of view. **Cell phones cannot be worn on the belt or pants.**

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

### **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 ensure that KHS will:

- provide a safe environment where students can learn and teachers can teach
- allow teachers 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 s/he shares 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 one of the **Discipline Deans (DD)** (specifically designated staff to handle discipline or the Director or the Middle School Director of the school).

Upon the first referral (violation form) to a DD, the student misbehavior may result in a one-day suspension. Suspended students and a parent/guardian will be given oral or written notice of the suspension. On the second referral, the student’s infraction may result in further suspension for at least two days. If a student is referred a third time, the student may be suspended for at least three days and may be required to attend a **Student Review Board (SRB)** meeting with his/her parent(s) or guardian(s).

\*\*\* The above are general guidelines and a DD has the authority to deviate from these as s/he sees fit.

The Director, Middle School Director, or a Discipline Dean will facilitate the SRB, which consists of four voting teachers (when possible, this board includes two teachers who regularly teach the student and two who do not) and any other interested parties. At the Review Board, the student shall be advised of the specific incidents or misbehaviors, and an explanation of the known facts. The student will have the opportunity to admit or deny the charges. The Discipline Dean, Director, or Assistant Director will explain the facts that formed the basis for the suspension and give the student the opportunity to present his/her version of the incident or behavior.

Disciplinary actions by the SRB will result from a majority vote by the SRB. Possible outcomes include: an academic and/or behavior modification contract, suspension, or dismissal.

Recommendations for dismissal must be a unanimous vote by the four teachers. Dismissals may be appealed to the Kestrel Heights School Board, if the parent/guardian makes a written request to the Board president at least five calendar days prior to the next regularly scheduled board meeting. KHS Board meetings occur on the second Tuesday of each month at 6:30 pm. (Contact the director to confirm the date of the Board meeting.)

Serious violations are not tolerated at Kestrel Heights School. Listed below are serious violations that may result in dismissal from KHS:

- Repeated interference with the school's ability to provide educational opportunities to other students
- Threat or assault on student or staff
- Bomb threats or false alarms
- Gang-related activity (see below for specifics)
- Possession of weapons and dangerous instruments
- Possession, use, sale, or being under the influence of alcohol or illegal drugs, **on or near** school grounds, and at all Kestrel Heights-sponsored activities
- Possession of drug paraphernalia
- Robbery or theft
- Harassment
- Smoking
- Defacing school property/vandalism

### **Gangs and Gang Activities**

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

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, accessory, manner of grooming, emblems, badges, notebooks, symbols, signs or other items that may be evidence of membership or affiliation in any gang
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang
- Tagging, or defacing school or personal property with gang or gang-related symbols or slogans

- Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity
- Inciting other students to intimidate or to act with physical violence upon any other person
- Soliciting others for gang membership
- Committing any other illegal act or violation of school district policies that relates to gang activity.

***Any student engaging in any form of gang activity may be referred to a Student Review Board.***

The KHS Director (or designee) will consult with local law enforcement officials semi-annually to receive an update about local gang activity. If necessary, the Director will notify parents/guardians and students of the items, symbols or behaviors that pose a potential risk to the school climate at KHS.

### **Harassment**

The Kestrel Heights School Board believes that all staff and students are entitled to work and learn in a school-related environment that is free of harassment. At KHS, harassment is generally divided into two categories: general harassment and sexual harassment. Harassment 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 a faculty member or reported directly to the Director. Harassment between students is a serious violation of the *Code of Conduct* and may result in suspension or expulsion of the offender. Students who are guilty of harassment will receive a minimum consequence of a one-day suspension.

### General Harassment

General harassment is also known as bullying. According to Garrity and Baris (1992), there are four basic types of bullying (see below) along with some of the behaviors that are characteristic for each type:

- *Physical aggression* is characterized by pushing, shoving, spitting, kicking, hitting, defacing property, taunting, and locking in a closed or confined space
- *Social alienation* is characterized by gossiping, embarrassing, setting up to look foolish, spreading (malicious) rumors, ethnic slurs, setting up to take the blame, public humiliation, excluding from a group, and social rejection or total isolation
- *Verbal aggression* is characterized by mocking, name calling, dirty looks, teasing about clothing/possessions/appearance, and intimidating phone calls/e-mails
- *Intimidation* is characterized by threatening to reveal personal information, graffiti, public challenging to do something, defacing property, playing a dirty trick, taking possessions such as lunch or clothing, coercion, and extortion.

### Sexual Harassment

Sexual harassment is defined as “words or actions of a sexual nature that are unwelcome or unwanted.” Sexual harassment is illegal under federal law. Title IX of the 1972 Education Act says that no person in the United States shall, on the basis of gender, be:

- excluded from participation in,

- denied the benefits of, or
- subjected to discrimination under any education program or activity receiving federal financial assistance.

As a public school, KHS complies with this legislation. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation. The Department of Education's Office of Civil Rights administers Title IX.

Sexual harassment is defined as: unwelcome/unwanted words or actions of a sexual nature. "Unwanted" means that the staff member or student does not request or invite the conduct and views it as offensive and undesirable. Any unwanted sexual behavior can be sexual harassment, even if the behavior has been tolerated in the past due to the victim's fear of consequences (such as intimidation or retaliation). A student may feel that objecting would increase the harassing conduct, or feel too embarrassed, confused, or fearful to complain or resist. It is also possible that a student who willingly participates in conduct on one occasion may later decide that the same conduct on a subsequent occasion has become unwelcome. As long as the behavior is unwelcome and creates a hostile environment, it is harassment.

A hostile environment exists when sexual harassment is repeated and/or severe, and when it makes it difficult to learn or participate in schoolwork or school activities. It can affect other people and not just the person targeted. This type of harassment occurs when unwelcome sexually harassing conduct is severe, persistent, or pervasive, creating an environment that is intimidating, abusive or threatening.

"Quid pro quo" is a legal term that means "something for something." This form of sexual harassment involves one person (or persons) asking to trade sexual favors for "something in return." In relationship to KHS, that "something" could be a copy of a paper that a student plagiarizes or a grade given to a student by a staff member, both in trade for sexual favors.

A student does not have to report a sexual harassment incident for an investigation to begin; if a staff member knows or, in the exercise of reasonable care, should have known about the harassment. Once a sexual harassment claim is made, it will be promptly and thoroughly investigated. The actions taken will be consistent with ending the sexual harassment, eliminating the hostile environment if one is created, and preventing the harassment from occurring again.

#### Examples of Sexual Harassment

- Accidentally brushing sexual parts (breasts or buttocks)
- Describing or possessing pornography
- Discussing sexual experiences
- Hooting, lip-smacking, leering
- Inappropriate gifts (i.e. underwear)
- Indecent exposure
- Invading a person's space
- Obscene phone calls
- Pressuring for dates or sexual services
- Public display of affection
- Sexual comments about another's body

- Sexual rumors, jokes, letters, notes, or stories
- Sexually explicit gestures

### Grievance Procedure

KHS will investigate and resolve harassment complaints within the amount of time reasonably necessary to thoroughly complete the task. The following steps outline the procedure for investigation harassment complaints:

- The victim (or victim's advocate) should submit a written complaint to a staff member, one of the Discipline Deans, or the Director. The complaint should include: the incident date(s), time of day, actions or words said by all people involved, and the names of possible witnesses who observed the cause of the complaint. KHS will make every effort to prevent public disclosure of the names of the parties involved, except when necessary to find out what happened.
- The Director (or his designee) will review and investigate the complaint report to determine the course of further action. If there are insufficient grounds to support the complaint, then the complaint will be filed and the procedure will end. If there is sufficient evidence to proceed, then the Director (or his designee) will review the grievance procedure with the parent/guardian or the student who reported the incident.
- Interim measures may be taken to protect the victim during the investigation. These measures may include reporting the incident to law enforcement officials, separating the students, or allowing the person claiming harassment to transfer to another class. KHS will inform the harasser that Title IX prohibits retaliation, and evidence of such action will result in strong responsive action against the accused.
- All parties directly involved in the complaint will be asked to present witnesses or evidence. KHS will adhere to due process and will protect the rights of the accused, as well as the alleged victim.
- All staff or students involved with the complaint will be informed of the status of the complaint. All parties directly involved in the complaint will be notified of the outcome after KHS staff has determined the appropriate course of action. If necessary, the KHS Board may be consulted before a final decision is made on the complaint.
- If harassment is substantiated, KHS is obligated to stop the behavior(s) and ensure future instances from occurring. This includes eliminating "quid quo pro" (something for something) harassment, hostile environments, or repetitive behaviors by staff or students.
- All parties in a complaint have the opportunity to appeal to the KHS School Board.

### **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, ALL 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), 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 make sure that students are in safe locations in the building.

### **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 student(s) or staff, the Director or designated assistant (this could be the Middle School Director, DD, or teacher) 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; or reveal contents of wallets, purses, backpacks and books; or to remove shoes and coats.

\*possession of any illegal substances will result in the proper authorities being contacted

### **Physical Altercations**

Physical altercations are strictly prohibited at Kestrel Heights School. A physical altercation includes, but is not limited to, the following:

- Fighting
- A confrontation between opposing groups in which each attempts to harm or gain power over the other, as with bodily force or weapons
- Instigating a fight where a physical altercation occurs (i.e. – yelling “fight, fight, fight” or starting rumors that get others to fight)
- Harassment of any kind (examples: bullying and sexual harassment)

A DD will review each incident to determine the appropriate punishment. However, the staff at KHS has determined the following to be minimum punishments for this type of behavior:

- 1<sup>st</sup> incident = 3-5 days out of school
- 2<sup>nd</sup> incident = 10 days out of school and a student review board will occur

Self defense: The Discipline Dean will take into account that sometimes a child is attacked and cannot get out of a situation without a physical altercation. However, if a child hits another child in response to being hit, this does not necessarily mean it will be considered self-defense.

### **Promotion Standards**

To be admitted to the 6<sup>th</sup> grade, Kestrel Heights will admit any student *who is selected in our blind lottery admission process, and,* who has been promoted by any other NC Public School or by any other state school system. In the case of homeschooled students or students coming from unaccredited private schools, KHS will base all enrollment decisions on nationally recognized testing results the student may have completed; or we will have such student take a series of tests to assess their appropriate grade placement

To be promoted to the 7<sup>th</sup> grade, students must meet the following requirements:

- Students cannot have more than twenty (20) absences from school during the previous year.
- Students must pass the 6<sup>th</sup> grade End-of-Grade (EOG) tests.
- Students must achieve a four-quarter average of 2.0 (out of 5) or above in **citizenship and effort** and they must have a 70 or higher in Academic Content—in **each** core subject (Math, Science and Humanities). In their non-core classes, they must have an **average** of 2.0 in effort and citizenship and also have a 70 or higher content average.

To be promoted to the 8<sup>th</sup> grade, students must meet the following requirements:

- Students cannot have more than twenty (20) absences from school during the previous year.
- Students must pass the 7<sup>th</sup> grade End-of-Grade (EOG) tests.
- Students must achieve a four-quarter average of 2.0 (out of 5) or above in **citizenship and effort** and they must have a 70 or higher in Academic Content—in **each** core subject (Math/Science and Humanities). In their non-core classes, they must have an **average** of 2.0 in effort and citizenship and also have a 70 or higher content average.

To be promoted to the 9<sup>th</sup> grade, students must meet the following requirements:

- Students cannot have more than twenty (20) absences from school during the previous year.
- Students must pass the 8<sup>th</sup> grade End-of-Grade (EOG) tests.
- Students must achieve a four-quarter average of 2.0 (out of 5) or above in **citizenship and effort** and they must have a 70 or higher in Academic Content—in **each** core subject (Math/Science and Humanities). In their non-core classes, they must have an **average** of 2.0 in effort and citizenship and also have a 70 or higher content average.

To be considered a 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader at KHS

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

Students entering KHS from other schools will be assessed based on past performance. Documentation may include report cards, student work samples, test data (e.g. Iowa Test of Basic Skills), or other information that verifies that a student is capable of grade-level work.

NC Graduation Requirements for future ready:

- **English – 4 Credits**, English I, II, III, IV
- **Math: 4 Credits** (4<sup>th</sup> credit effective for first time ninth graders in 2002-2003)  
Algebra I, Algebra II, Geometry, and higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a credit beyond Integrated Mathematics III
- **Science: 3 Credits**  
A physical science course, Biology, Earth/ Environmental Science
- **Social Studies: 3 Credits**  
Civics and Economics, US History, World Studies\*\*\*\*\* (2 courses to meet UNC minimum admission requirements- US History & 1 elective)
- **Second Language: 2 Credits** in the same language (consecutive years)
- **Computer Skills:** No specific course required, students must demonstrate proficiency through state testing
- **Health/ Physical Education – 1 credit**
- **Arts Education:** Recommend at least one credit in an arts discipline and/or requirement by local decision

In order to graduate from Kestrel Heights School, a student must meet state requirements and have a minimum of 20 credits.

### Appeals Process

If a student is retained, then there will be a Promotion Review Board meeting. Each grade level has a Board that consists of four teachers. The reasons for retention are stated and the board will decide what they consider to be best for the student. The board will consider waivers or modifications for students who have an Individualized Education Program (IEP) or students of Limited English Proficiency, according to Federal and/or North Carolina regulations and guidelines. The board vote must be unanimous for a student to be granted a waiver. The board then recommends the course of action that needs to be satisfied for promotion to occur. The action may include the following: making up absences, retaking/passing one or both EOG tests, completing course assignments or anything else the board sees fit for the child to do to be promoted. The Director finalizes promotion decisions as soon as the student satisfies the promotion requirements.

### **Re-Entry of Suspended or Transfer Students**

The school will re-admit students who are suspended or transferred for disciplinary reasons only after a review by the Director. Decisions by the Director may be appealed to the KHS Board of Directors.

### **Safety and Security**

The KHS School Board is foremost committed to providing a safe, educational environment for students, teachers and parents. As a result, the safety policies for KHS are based on the following:

- The safety of students, employees and the public is paramount in all KHS operations.
- Unsafe conditions noticed by an employee will be immediately corrected and/or reported to the KHS administration.
- Safety will not be sacrificed in the interests of time or money.
- All safety laws or ordinances will be complied with as quickly as possible.
- KHS employees are responsible for safety.
- This policy will be properly distributed to school community members and posted in buildings that are used by KHS.

Posting videos of fights/altercations, making threats via Internet web sites (ex: Myspace, Bebo, Facebook, twitter, etc.), texting, phone messages, or anything else of this nature that creates a 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 anything else deemed appropriate by the DD.

Kestrel Heights School strives to maintain a safe and orderly environment for all students. The public nature of our facilities requires students and staff to be especially diligent in adhering to safety rules.

In the event that a student becomes disruptive, combative, or out-of-control to the point of hurting him/herself or anyone else, KHS staff has the right 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.

***It is the policy of the Kestrel Heights School Board of Directors to protect the learning environment of this school for all students, staff, and parents. To that end the KHS Board of Directors reserves the right to restrict access to KHS faculty and buildings by any person, parent or otherwise, whose behavior we believe imposes a negative impact on the learning environment of the school.***

### **Safety Threat Policy**

Unfortunately, many American public schools have recently become the site for violent acts committed by youth against students, teachers and property. One unfortunate common denominator is the inability of school personnel or other adults in charge to understand and deal with student perpetrators' needs or problems. 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.

#### *Bomb Threat*

- The Director will be immediately notified and will call 911.
- If the Director cannot be located, the person who knows of a bomb threat (or the impending occurrence of) will call 911.
- Students will be instructed not to touch any “foreign” object(s), such as a box, briefcase, etc.
- No student will enter into the hallways from the classrooms.
- All teachers will use their roll books and check that their students are present.
- Teachers will remain outside until given an “all clear” signal from the Director.

#### *Fire Threat*

- Each year the Durham Fire Department performs a fire prevention readiness inspection at the school.
- The Director will be immediately notified and will call 911.
- If the Director cannot be located, the person who knows of a fire (or the impending occurrence of) will call 911.
- No student will enter into the hallways from the classrooms.
- Teachers/staff not supervising students at the time of the incident will be building sweepers. These sweepers will search the building.
- 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 Director.

### *Weapon Threat*

- Teachers will gather their students in a classroom, lock the door(s), and close any window blinds.
- Students will be positioned against the wall along the side of the door to minimize being targeted.
- Teachers should call the Director and/or 911, and stay on the line.
- Teachers will remain in their classrooms until given an “all clear” signal from the Director.

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

When KHS was founded, beginning Board and faculty members wanted to develop a student information tool that was informative and useful for assessment. 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 used are: quizzes/tests, oral/written coached projects, discussions, seminars, performances, essays, self-and peer-assessments, 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 to evaluate the important foundations of academic success that are *citizenship* and *effort*.

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
  - 100-93 = A
  - 92-85 = B
  - 84-77 = C
  - 76-70 = D
  - <70 = F
- *Citizenship* and *Effort*, which is 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 developing these written assessments, and students and parents/guardians have found them to be useful when developing student goals for the next quarter.

## Uniform Dress Code

KHS believes that a uniform dress code is an important part of a safe, orderly school environment, where the focus is on students learning how to become respectful, responsible young citizens. The 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. The following is a description of appropriate dress for students:

- Khaki, black, or navy blue pants/shorts for boys; khaki, black, or navy blue pants/shorts/skirts/ skirts/ jumpers for girls. The length must be equal or longer than a student’s fingertips when the student is standing with hands by his/her side. Sagging pants (pants must be pulled up to the waist) and tight pants are not allowed. If pants sag, then some type of belt is required. Faculty/staff will determine if pants are sagging excessively or are too tight for individual students.
- The following material is NOT allowed for pants: jean material, sweat pant material, “shiny” nylon material. Pant material must be “khaki” /twill material.
- Shirts will be pullover, 2 - 4 buttons (“Polo”) (no camisoles), with long/short sleeves in solid white, black, primary red (not pink or burgundy, for example), or navy blue. Solid-colored turtlenecks or sweatshirts (same colors) are also permitted. Hoodies on sweatshirts are not allowed. Logos and wording on the outside of clothing is not allowed.
- Any visible clothing (examples include undershirts, leggings, etc) worn under the dress code uniform must also be in one of the 4 colors (primary red, black, white, navy blue) and there cannot be any writing or emblems on it. If a student wears clothing that does not meet these conditions, s/he will be asked to remove the item. If a student continues wearing non-uniform clothing, then s/he will be referred to a Discipline Dean.
- Button down shirts are NOT considered dress code.
- **Shirttails must be tucked in during the day. Belt loops/waist line must be visible when shirts are tucked in. No “blousing” shirts (tucking in shirt and folding over waistline).**
- Shoes (with laces tied) 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 something else for a class activity.
- No bedroom slippers are allowed
- Jackets are not to be worn in the classroom.
- Other issues:
  - Headgear and sunglasses (unless prescribed by a physician) are not allowed during school hours.
  - 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.
  - Vests (other than sweater vests) are not permitted.
  - Bracelets that cause a distraction will have to be removed.

- 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 official sports or academic team shirt, grade level shirt, etc. No “homemade” KHS shirts are allowed. KHS logo sweat pants are also allowed on this day.
- No electronic belt buckles are allowed. Other belt buckles that cause a general distraction will not be allowed; this includes, but is not limited to: skulls, crowns, or other items deemed distracting.
- The 1st Friday of each month is designated as a “Dress Down Day.”. 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. The “Other” category described in the preceding paragraph should also be followed. Students with questions about appropriate clothing should check with a teacher.
- Any student not in dress code will immediately need to get into dress code. Parents will be called to bring proper dress attire if the student does not have appropriate clothing with him/he. Depending on the situation, the student could be sent home.
- Anything worn by a student that causes a distraction to the school environment will be addressed and dealt with by the school staff.

#### **Use of Drugs/Alcohol/Tobacco by Students**

Kestrel Heights School is a drug/alcohol/tobacco-free zone. The possession or use of tobacco products, drugs, or alcohol by students while in or on school properties, within visual proximity of a school staff member, under the school’s jurisdiction, or participating in a school-sponsored event, is prohibited.

#### After School

KHS staff will supervise students 30 minutes after the end of the school day. After 30 minutes, students who remain at the school must be involved in a supervised activity such as tutoring, the after-school program, or an athletic team. The YMCA offers an after-school program at our school. For more information about this program, please contact the Lakewood YMCA.

## 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. All students are expected to uphold our Honor Code. When a breach of honor code occurs, the entire school family is affected because a fundamental value has 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 protect 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. Incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, it may result in severe consequences.

- **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."*

*\*\* Kestrel Heights Honor code was agreed upon by the Kestrel Heights Staff. Credit goes to the Benedictine Military School's Honor Code, upon whose code our Honor Code is based.*