

8/12/2016 ****The complete code of conduct is found on the elementary website. Please read the entire code of conduct before signing acknowledgement form. <http://khs.kestrelheights.org/>

(Detach return this signed form to your child's school by Monday August 29, 2016.)

Acknowledgement of Student Code of Conduct

This Student Code of Conduct is a document designed to provide rules, expectations, and consequences for student behavior. **Students and parents/guardians have the responsibility to know and respect the rules as described in the Student Code of Conduct.** We ask that you review the Student Code of Conduct and with your child(ren) and have a discussion regarding school expectations.

Please sign below and have your child sign to acknowledge that you have received a copy of the Student Code of Conduct. Return the signed sheet to your child's teacher by August 24, 2015; or within your child's first ten school days at Kestrel Heights School.

To be completed by all students and parents/guardians

I have received a copy of the Kestrel Heights Elementary Code of Conduct. I understand that all students are expected to abide by these rules. I also understand that principals and teachers may develop rules that are necessary for the efficient operation of school, and such rules may not be included in this publication.

Student Signature

Date

Parent/Guardian Signature

Date

Kestrel Heights School Attendance Policy

Attendance

It is the responsibility of the students to attend school every day. Regular attendance is the best way to ensure that students master the curriculum. We protect instructional time from interruptions and we ask that parents/guardians schedule appointments after school hours. A student is marked absent when s/he misses half of the school day for K-5. A middle and high school student is marked absent when s/he misses 20 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 of a class or for the entire academic day without approval from the proper school based authority. There are NO sanctioned skip days for students. It is the 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.

Mandatory Attendance

Students must attend the first day of school or risk losing their right to admission. If a student is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned. Openings created by student withdrawal within the first 20 days of school, will be filled with the next student on the waiting list.

Truancy (recurrent unexcused absences)

If a student is truant, the Principal or designee will write letters to the parents of students with three (3), and six (6) unexcused absences in a school year, reminding them of the obligation to attend school. Parents of students with a total of 15 absences (excused or unexcused) will be required to attend an attendance meeting to create a Action Plan. Students absent more than 20 days (excused or unexcused) may not be promoted as per North Carolina Compulsory Attendance Law, including N.C.G.S. 115C-378.

School Attendance Intervention Guide K-5

Number of Absences	Action to be taken
3 unexcused	Automated parent notification
6 unexcused	Letter notification via mail
15 excused and/or unexcused	Letter notification Required conference with the Attendance Committee that includes the Principal and/or designee. An Action Plan will be established. (failure to comply with the Action Plan will result in a Code of Conduct Review Board)
20+ excused and unexcused	Code of Conduct Review Board Retention Committee determines if student should be retained due to absences per state policy; principal can waive decision

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 7:45am (ES) 8:00 (MS & HS) must report directly to the office and sign in. Parents must accompany their child and sign them in. Lateness may be excused for reasons of student illness, medical or dental appointments, and death/illness in the immediate family with proper documentation from the medical office. Traffic delays, lost items, oversleeping, missed ride, etc. are not valid reasons for tardiness and will be unexcused.

Early Pick-up

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

A table below outlines the consequences for unexcused tardies and unexcused early dismissals.

Unexcused Tardy Intervention Guide K-5

Number of Occurrences	Action to be taken
5	Letter notification
10	Letter notification
15	Letter notification
20	Letter notification Required conference with the Attendance Committee that includes the Principal and/or designee. An Action Plan will be established. (failure to comply with the Action Plan will result in a Code of Conduct Review Board)
30	Code of Conduct Review Board. Possible loss of placement due to Code of Conduct Violation.

Late Pick-up

Students must be supervised at all times while on campus. Parents who arrive after car line has ended at 3:00pm (ES) 3:30 (MS & HS) infringe on the time of the classroom teacher who must change their afternoon schedule to accommodate late parents. Though emergency late pick-ups are understandable, routinely picking up students late will result in school-based consequences. 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+	Code of Conduct Review Board. Possible loss of placement due to Code of Conduct Violation.

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: 8:00AM
 Dismissal: 2:52PM/ Carline ends at 3:30PM

Early Release Days
 Dismissal: 11:20AM/ Carline ends at 11:50AM

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 principal will review the uniform dress code annually and publish the requirements in the student handbook each year. Any student not in dress code will have to get in dress code or parents will be called to bring proper dress attire or will be sent home.

The following is a description of appropriate dress for students:

Pants:

- Tan/Khaki, black, or navy blue pants/shorts for boys (twill material or corduroy)
- Tan/Khaki, black, or navy blue pants/shorts/skirts/skorts/jumpers/polo dresses (red dresses okay) for girls. (If students wear skirts or dresses; shorts, leggings or tights must be worn underneath in dress code colors.)
- Shorts length must be appropriate length (no shorter than the tips of fingers when down straight by the sides of the body). If pants sag then some type of belt or elastic is required.
- The following materials are NOT allowed: denim material, sweat pant material, “shiny” nylon material, legging material, jogger style pants, skinny pants, no elastic around the bottom of pant legs.

Shirts:

- Shirts will be pullover, button polo, long/short sleeve in solid white, black, primary red, or navy blue.
- Button down dress shirts are NOT within dress code.
- Shirrtails must be completely tucked in during the regular day. Belt loops/waist line must be visible when shirts are tucked in. No “blousing” shirts (tucking in shirt and folding over waistline).
- Logos and wording on the outside of shirts are NOT allowed (except for Kestrel Heights logo)
- Shirts need to be buttoned up enough to be appropriate for the educational setting (The Principal will be the final say on what is appropriate, shirts should not be revealing).

Sweatshirts/Sweaters/Fleece:

- Solid-colored sweatshirts, sweaters, or fleece (same colors as dress code shirts) are permitted. Polo shirts need to be worn under any outer wear.
- Hoodies on sweatshirts are not allowed.
- Logos and wording on the outside of sweatshirts/turtlenecks/sweaters are NOT allowed (except for Kestrel Heights logo).
- Sweatshirt-like full or half zippers in dress code colors are allowed.
- Outerwear jackets are not to be worn in the classroom.

Shoes:

- 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. Closed toe shoes only. Shoes must be worn at all times, unless classroom teacher allows it for a class activity.
- **No Flip-flops**, high heeled shoes, or bedroom slippers are allowed.

Undergarments

- Any visible clothing (examples include undershirts, leggings, turtlenecks, etc) worn under the dress code must also be in one of the 4 colors (primary red, black, white, navy blue) and they cannot have any writing or emblems on them.
- Leggings or tights do not count as pants and cannot make up the lengths for short shorts, short skirts, or short dresses (all outer clothing must meet the elementary fingertip rule).

Jewelry/headgear/extra external garments:

- Bows and headbands are allowed; animal ears or character bands are considered toys and are not allowed in school.
- Non-prescription eyewear is not allowed at school.
- 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.
- Gloves are to be removed during the school day (7:30 am- 2:15 pm) unless the class is involved in an outside activity and the weather deems them appropriate
- Vests (other than sweater vests in KHS dress code colors) are not permitted.
- Bracelets that cause any distraction will be asked to be taken off.
- No Electronic belt buckles are allowed. Other belt buckles that cause a general distraction will not be allowed either; this includes but is not limited to skulls, crowns, or other distracting items.
- Anything worn by student that is causing a distraction to the school environment will be addressed by school staff, which could include removal of distracting item.
- Hats are not to be worn in the school building.
- Scarves (unless for religious reasons) are not allowed.

Dress Down Days and Friday Days

- Every Friday students will be allowed to wear any **unaltered** KHS shirt (no missing sleeves, no writing on shirts, etc.). These KHS shirts can be any KHS shirt bought through KHS. No "homemade" KHS shirts are allowed. Unaltered KHS logo sweat pants are allowed this day.
- The **first Friday** of each month is designated as dress down day.
- Students can lose their dress down days as a school, grade, group, or individually. Examples of reasons for losing dress down day are behavior and overall effort.
- During dress down days, students are allowed to wear clothes that are "appropriate" for school or they may wear dress code clothes. Clothes **not allowed** include shirts or blouses without sleeves, or shirts/blouses that expose cleavage or the abdominal area; skirts or shorts with lengths that do not touch a student's fingertips when the student is standing with hands by his/her side; and clothing with vulgar or alcohol-, drug- or tobacco-related language. The "Other" category described in the preceding paragraph should also be followed. Students with questions about appropriate clothing should check with one of their teachers.
- No bedtime clothes are allowed during dress down days. Examples include bath robes and PJs.
- Teachers and Administration reserve the right to designate special dress days.
(i.e. spirit week, presentation days)