



Kennedy Charter Public School

**1717 Sharon Road West
Charlotte, NC 28210**

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Charlotte, NC 28216**

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Mrs. Jane Parish, Board Chair

Dr. Fred Grosse, Superintendent

Dr. Elva C. Cooper, Head of School

Mr. William Stubbs, Secondary Principal

Mrs. Jewel Maulsby, Elementary Principal

Mission

KCPS is committed to equipping students with 21st Century Skills while focusing on scholarship, leadership, character, and civic responsibility.

Vision

Kennedy Charter Public School will be a school of excellence, committed to providing students a safe haven and rigorous academic program to prepare them as global citizens to serve their community.

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Scholarship

Academic study or achievement, learning of a high level

Civic Responsibility

Active participation in the public life of a community in an informed, committed, and constructive manner, with a focus on the common good

Leadership

Having the capacity to lead

Character

Qualities that distinguish an individual; the way one acts when no one is looking.

STUDENT RIGHTS AND RESPONSIBILITIES

KCPS students are expected to meet high standards of self-control and scholarly behavior at all times, whether representing KCPS on campus or in the greater community. Self-discipline and a well-developed sense of responsibility are an integral part of Kennedy Charter Public School's mission. We believe that such characteristics are essential to academic achievement and success in all areas of life. Students are encouraged to make responsible decisions and will be given several opportunities to make appropriate choices. KCPS Staff members will address all student behaviors that interrupt learning.

Safe and Orderly Educational Environment

Student Rights

- a. To attend school in a positive educational environment.
- b. To have school staff that is willing to hear the needs and concerns of students.
- c. To feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination in school.

Student Responsibilities

- a. To only engage in behaviors which support a positive educational environment.
- b. To express needs and concerns appropriately.
- c. To understand and follow school behavior expectations and to report instances of bullying and dangerous/unsafe situations to school administrators.

Attendance

Student Rights

- a. To be informed of school board policies and school rules about absences, recovery and tardiness.
- b. To appeal a decision about recovery to the appropriate building administrator.
- c. To arrange to make up classwork/tests for credit within two days of returning from an absence.

Student Responsibilities

- a. To attend school and class daily and to be on time.
- b. To provide documentation of the reason for an absence.
- c. To request make-up work for an absence and arrange to complete it within two days of returning to school.

Student Support Services

Student Rights

- a. To be informed about counseling, academic and career guidance, and social/well-being services provided through the school and EHSC.
- b. To have access to a Career Counselor, School Social Worker and Class Advisors.
- c. To request guidance and/or assistance, when applicable.

Student Responsibilities

- a. To utilize Student Support for educational improvement.
- b. To request advisement when needed.
- c. To work cooperatively with school staff.

Safe Harbor Provision

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object without being subject to consequence. This does not apply to firearms or destructive devices.

The Safe Harbor Provision may not apply if a search is ongoing in any location in the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from school, unless it is an object that must be turned over to law enforcement.

High Expectations

The following expectations are accepted as the standard code of conduct for all students. Each expectation is followed by the consequence for failing to comply. These consequences are presented as the minimum and maximum penalty for each guideline. Therefore, depending on the severity of the incident or continued violations of the same guideline, the consequences will vary. All Staff are responsible for monitoring school-wide student conduct. KCPS Administration will determine the necessary disciplinary action to be implemented against any student who violates one or more of the guidelines in accordance with the respective consequences.

Level 1 - Teacher Intervention, ISS, OSS, Parent Meeting (1-3 Days)

Level 2 - OSS, Parent Meeting, Administrative Meeting (3-5 Days)

Level 3 - OSS (5-10 Days), Parent Meeting, Administrative Meeting (recommendation for long-term suspension to the superintendent or expulsion to the School Board)

Level 4 – Police intervention, Administrative Meeting (recommendation for long-term suspension to the superintendent or expulsion to the School Board)

Student Dress Code

A student will maintain appropriate personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct.

A. Students are required to wear their complete uniform to school every day.

A complete uniform for grades K-5 includes:

1. Maroon polo style shirt (plain).
2. Khaki pants or shorts worn to the appropriate length.
3. Belts, when applicable.

A complete uniform for grades 6-8 includes:

1. Black polo style shirt (plain).
2. Khaki pants or shorts worn to the appropriate length.
3. Belts, when applicable.

A complete uniform for grades 9-12 includes:

Males

1. White button shirt (plain).
2. Black pants or shorts worn to the appropriate length.
3. Black tie.
4. Belts, when applicable.

Females

1. White button shirt (plain).
2. Black pants or shorts worn to the appropriate length.
3. Belts, when applicable.

KCPS jacket and book-bag are optional.

B. Head-gear of any kind will not be allowed.

C. This Dress Code is not intended to prohibit students from wearing particular attire that is part of their religious practice.

Level of Disciplinary Action: 1 – 2

Behavior on the School Bus or at the Bus Stop

For the purpose of providing safe transportation for all students, the following guidelines must be observed: Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.

- ☐ Obey the bus driver at all times.
- ☐ Act appropriately while waiting for the bus.
- ☐ Be at the bus stop at least ten (1) minutes prior to a scheduled stop time.
- ☐ Ride only on assigned bus.
- ☐ Board and depart only at assigned bus stop.
- ☐ Remain seated at all times when the bus is moving.
- ☐ Refrain from eating or drinking while on the bus.
- ☐ Refrain from acts of vandalism.
- ☐ Refrain from using profane language or inappropriate gestures.
- ☐ Refrain from the possession or use of alcohol, tobacco and other drugs.
- ☐ Refrain from physical aggression/verbal action(s) like fighting, threatening/intimidating behavior, assaulting student or adult, or inciting to riot.
- ☐ Refrain from possession

Level of Disciplinary Action: Initial write-up results in a warning, parent contact and/or 1-3 day suspension from the bus. Multiple write-ups can result in a 1-2 removal from the bus or bus riding privileges revoked.

Student Parking Policy

Students who wish to park on campus must abide by federal, state and local laws, including the registering and insuring of vehicles and the possession of valid driver's license. Students who wish to park on campus must obtain a parking pass. To register for a parking pass, the student must show a valid driver's license, registration and insurance. If any information obtained in the Student Parking Registration Form changes at any time, it is the student's responsibility to update this information. Failure to do so could result in the suspension of parking privileges.

Students should park their cars in marked (when applicable), non-visitor parking spaces only. If a student parks in the fire lanes, near loading docks, in bus lanes, or in handicapped parking without proper tagging, the vehicle may be towed at the owner's expense. Students are encouraged not to park in parking designated for Johnson C. Smith University staff and students.

Parking on the school campus is a privilege, which can be revoked at any time at the discretion of the KCPS school administration. Failure to register a vehicle parked on the school campus can result in the vehicle being towed at the owner's expense and the loss of parking privileges. KCPS does not accept responsibility for any vehicle parked on campus, including vandalism and theft.

Level of Disciplinary Action: Inappropriate behavior involving a student vehicle will result in a loss of privilege to drive to school.

Attendance

A student is to attend all classes, on time, each day of the scheduled school year. Three tardies will result in one absence. Ten consecutive absences result in being withdrawn from a course. Ten unexcused absences in 9-12th grade will result in mandatory recovery time and consideration for failure for the class. Multiple absences at the

K-8th level will result in intervention from school administration. Chronic absences prevent learning from being truly maximized.

- A. Tardiness – failure to be in class at the assigned time without a valid excuse.
- B. Class cutting – failure to report to class without proper consent, knowledge, or excuse by the school or teacher. Out of place students will receive level 1-2 consequence.
- C. School cutting – failure to report to school without prior consent, knowledge, or excuse by the school or care provider. Out of place students will receive level 1-2 consequence.
- D. Excessive absences - either excused or unexcused absences that negatively affect student education.

Parents/Guardians will receive a phone call home through ConnectEd when students are absent.

Level of Disciplinary Action: 1 – 2 (not to include OSS)

Use of Technology

Students will comply with the KCPS Acceptable Use Policy and any school rules regarding computer use. Consequences for misuse of school computers or the computer network may include short or long-term suspension from use of school computers in addition to other disciplinary consequences. Users who engage in criminal activity through the use of school computers are subject to applicable state and federal criminal laws.

Level of Disciplinary Action: 1-4

Food/Beverages

Students will only eat/drink in assigned areas with consent from school officials. Lunches or snacks brought from home will be kept in the students' book-bag or locker and only consumed during appropriate time. Food and beverage items are not allowed in the classroom unless permission is otherwise granted. Snack items should not be in a large quantity to share with others, unless otherwise specified. Scholars should refrain from bringing in sodas and overly sugary or unhealthy snacks.

Level of Disciplinary Action: 1

Personal Property

A student will not bring to school or possess any object lacking educational purpose that may distract from or be disruptive to teaching or learning. This includes, but is not limited to: pagers, two-way radios, MP3 players, toys, games, and laser pointers. All student phones are checked in with school staff each morning upon entry; cell phones are safely stored during the school day.

Level of Disciplinary Action: 1 - 2

School Entry/ Exit Procedures

Students will enter and exit the school as directed by KCPS staff. In order to maintain a safe and orderly school environment, students will be greeted and their book bags checked to ensure that each student is ready for learning upon entry into the school. Refusal to comply with KCPS staff directions will result in the student not being allowed to enter the building. This conduct will be considered an unexcused absence and the parents/guardians will be notified. School officials will conduct searches of students or their belongings if reasonable suspicion is present. Everyone needs to do his or her part in order to ensure the safety of all teachers and students.

Scholars will enter the building at 7:15 am at their designated door. When at our 1717 Sharon Road West location, middle school scholars will report to the main rear entrance at 7:15 am. Elementary students will use the building's main entrance. High school students will report to their designated door at our 617 North Summit location. All elementary students reporting after 7:30 am should report to the school secretary as they will be tardy.

Level of Disciplinary Action: 1 – 2

Misrepresentation

A student will not lie or cheat. This may include, but is not limited to;

- A. Altering Daily Progress Notes or Report Cards –tampering with official progress notes or any other school documents in any manner will result in a consequence, along with parent/guardian notification.
- B. False information - making false statements either written or verbal.
- C. Cheating – a student will not plagiarize, or copy another student’s assignment/test.

Level of Disciplinary Action: 1 – 4

Insubordination

A student will comply with the expectations/directions of any authorized staff member during any period of time when they are subject to the authority of school personnel.

- A. Failure to follow staff directions - failure to follow any authorized direction given by a staff member.
- B. Refusal to report to the office or leave the classroom - failure to report to an administrative office as directed by a KCPS staff member.

Level of Disciplinary Action: 1-4

Profanity/Obscenity

A student will not use language or gestures that are profane, vulgar or obscene.

- A. Offensive language/gestures - cursing, saying anything, or making any sign or gesture that conveys an offensive, racial, obscene, or sexually suggestive message.
- B. Offensive written materials - possessing any written materials (including notes) or pictures that convey an offensive, racial, obscene or sexually suggestive message.

Level of Disciplinary Action: 1 - 4

Disruption

No student may cause disruption to a classroom or school related activity. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching and learning is prohibited. Behaviors covered by this rule include but are not limited to the following:

- A. Chronic talking - continued talking despite verbal redirections from staff members.
- B. Throwing objects - throwing any object in any part of the school.
- C. Horse playing - rough housing or noisy pranks.
- D. Harassing/Teasing/Bullying - tormenting other students with intent.
- E. Refusing to remain in seat - getting out of seat or moving without permission.
- F. Rude noises - making any unnecessary noises.
- G. Leaving without permission/ Out of place - leaving the classroom, building, or assigned area without prior approval from a KCPS staff member.

Level of Disciplinary Action: 1 – 4

Vandalism/Graffiti

A student will not willfully or maliciously damage or destroy property belonging to the school, staff members, other students or visitors.. This includes participating in a plan with others to destroy or damage such said property. A student or parent/guardian will be held financially liable, as allowed by North Carolina Law, for willful or malicious destruction of property.

Level of Disciplinary Action: 2-4

Trespassing

A student will not enter any school property without proper authority. This includes periods of suspension. Any student given out of school suspension should not enter school property, including, but not limited to, the parking lots, physical school buildings, or any building or grounds at which after school activities, sporting events, dances, or other special events for Kennedy Charter Public School are being held. Students who violate this policy may be prosecuted as outlined by North Carolina Law, in addition to any school consequences.

Level of Disciplinary Action: 2 – 4

Gambling/Betting

A student will not play games of skill or chance for money or property. A student should not personally possess any items that may be used in games of skill or chance, including, but not limited to dice, playing cards, and/or poker chips. Use of such materials in the classroom is limited to directed educational use and with supervision of school staff.

Level of Disciplinary Action: 2 – 4

Theft

A student will not steal, attempt to steal, possess stolen property, or participate in a plan with others to do so. Theft is described as unlawfully taking and/or carrying property not rightfully belonging to you. Students should not bring/carry stolen property to any school function or activity. Students who knowingly carry or conceal stolen property will receive the same or worse disciplinary actions as those who committed the theft.

Level of Disciplinary Action: 2 – 4

Sexual Offenses

A student will not engage in behavior which is indecent, overly affectionate or of a sexual nature. This behavior includes but is not limited to the following:

- A. Offensive touching - improper touching of an offensive nature.
- B. Public displays of affection - inappropriate conduct including kissing, hugging, or any other bodily contact.
- C. Sexual harassment - verbal or physical conduct of a sexual nature which may reasonably be regarded as hostile, intimidating, or offensive, including but not limited to sexual advances, propositions, and/or unwelcome hugs, kisses, or other physical contact.
- D. Consensual sex - sexual activity involving willing participants.
- E. Indecent exposure - intentional exposure of one's private parts.
- F. Sexual assault/rape or attempted rape - unlawful sexual intercourse or attempted sexual intercourse by force, threat, or intimidation.

Level of Disciplinary Action: 2 – 4

Burglary/Larceny

A student will not break into the school for the purpose of stealing nor will a student take another person's property by force or violence. The attempt to steal is considered as serious as the act itself and will be treated as such.

Level of Disciplinary Action: 2 – 4

False alarm/Unauthorized use of fire extinguishers

Setting off a signal that falsely indicates the presence of an emergency or fire is prohibited. This includes using fire extinguishers without consent from KCPS staff. Please note that the spraying of aerosol cans and perfumes can cause the smoke detectors to alarm in a false alarm, therefore the use of such items is prohibited.

Level of Disciplinary Action: 2 – 4

Fire Setting/Incendiary Material

A student will not set fire to anything on school grounds, property and/or equipment, or participate in a plan with others to do so. The possession of any incendiary device such as lighters and matches or failure to surrender these items during morning check-in, may result in the same disciplinary actions.

Level of Disciplinary Action: 2 – 4

Alcohol, Tobacco, and Other Drugs

A student will not use, purchase, sell, distribute, be under the influence of, or possess any kind of alcoholic beverage or controlled substance, as defined by state law. This includes, but is not limited to, imitation controlled substances and paraphernalia. Students who are disciplined under this policy may receive referral to a substance abuse program. Successful completion of a substance abuse program will be required as an alternative to expulsion from school.

- A. A student may not have or use tobacco products or related paraphernalia while on school grounds, going to or from school or at any school function. The tobacco product and/or related paraphernalia will be confiscated if the student fails to turn in the items during the morning student check in process.
- B. Drug Usage/Under the influence – using or being under the influence of any substance containing alcohol, narcotic, illegal or controlled substance, any illegal substance, or unauthorized prescription drug on school grounds, to and from school, or at any school function, is strictly prohibited.
- C. Possession/ Attempt - possessing, or attempting to possess, any illegal or controlled substance, alcoholic beverage or any action that contributes to the possession of any illegal or controlled substance or alcoholic beverage.
- D. Drug Paraphernalia - possessing, distributing, or using any objects used for ingesting, inhaling or otherwise introducing controlled substances into the body. .
- E. Sale/ Distribution - distributing (attempt or actual) or selling any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any legal or controlled substance to another individual. This includes the sale or distribution of alcoholic beverages, any substance containing alcohol, and/or tobacco products.

Level of Disciplinary Action: 2 – 4

Assaults, Physical Aggression or Fighting

A student will not assault, cause or attempt to cause physical injury to or behave in such a way as could reasonably cause injury to another person. This conduct includes, but is not limited to: hitting, slapping, pushing, shoving, scratching, biting, spitting, blocking the passage of, or throwing objects at another person in and aggressive or confrontational manner. This conduct also includes any action, including written messages that might reasonably be expected to result in a fight or physical aggression.

Level of Disciplinary Action: 2 – 4

Mandatory Removals for Assaulting and Injuring School Personnel

The superintendent, upon recommendation of the principal, shall remove to an alternative educational setting, any student 13 years old or older who physically assaults and seriously injures a teacher or other school personnel. If there is no appropriate alternative educational setting available, the superintendent, upon recommendation of the principal, shall suspend the student for no less than 300 days but no more than 365 days.

- a. If the conduct leading to the removal occurred on or before the 90th school day, the superintendent shall remove the student to that setting for the remainder of the current school year and the first 90 days of the following school year.
- b. If the conduct leading to the removal occurred after the 90th day school day, the board shall remove the student the student to that setting for the remainder of the current school year and for the entire subsequent school year.

- c. The superintendent may authorize a shorter or longer length of time that a student must remain in an alternative setting if the superintendent finds that this would be more appropriate based upon the recommendations of the principals of the alternative school and the school to which the student will return.

Mandatory Removal for Other Assaults

The superintendent, upon recommendation of the principal, shall remove to an alternative educational setting, any student 13 years old or older who does one of the following:

- a. Physically assaults a teacher or other adult who is not a student.
- b. Physically assaults another student if the assault is witnessed by school personnel.
- c. Physically assaults and seriously injures another student.

If there is no appropriate alternative educational setting available, the superintendent, upon recommendation of the principal, may suspend the student for up to 365 days.

Additional Provisions for Mandatory Removals

The mandatory removals apply to assaults that occur on school property or at a school-sponsored or school related activity on or off school property. The mandatory removals do not apply to students determined by the principal to be acting solely in self-defense. If a teacher has been assaulted or injured, then the student must not be returned to that teacher's classroom unless the teacher consents. The superintendent may assign a student to an alternative educational setting upon the expiration of the period of suspension pursuant to a mandatory removal.

Weapons, Firearms, and other Dangerous Objects

A student will not possess, handle, or transport any weapon, facsimile of a weapon, dangerous instrument, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument. A weapon is defined as any loaded or unloaded firearm, including a gun, rifle or pistol; explosives including any dynamite cartridge, bomb, grenade, or mine; and, any other weapon including a BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

A student will not cause, encourage or aid another student to possess, handle or transport a weapon on school property or at a school-sponsored event.

Except in situations involving firearms or explosives, the first violation of this policy shall result in a short-term or long-term suspension. A second violation of this policy shall result in long-term suspension or expulsion.

The superintendent shall suspend for 365 calendar days any student who brings or possesses a firearm or explosive device (as defined in G.S. 14-269.2(b), (b1), (g), and (h)) onto school property or to a school-sponsored activity off school property. The Board may, upon recommendation of the superintendent, modify this suspension requirement on a case-by-case basis. This 365-day suspension does not apply to a student who finds a firearm or explosive device on school property or receives it from another person on school property and who immediately delivers the weapon or dangerous instrument to school or law enforcement authorities.

Any student 14 years of age or older who possesses, handles, or transports a firearm or explosive on school property or at a school-sponsored event may be expelled.

Level of Disciplinary Action: 2 – 4

Bomb Threats

A student will not make a false report that there is a bomb or any device designed to destroy or damage property by explosion, blasting, or burning located on school property or at the site of a school activity. A student also will not, with the intent to perpetrate a hoax, conceal, place or display on school property or at the site of a school activity, any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property. A student who violates this rule shall be suspended for 365 calendar days. The Board may, upon recommendation of the superintendent, modify this suspension requirement on a case-by-case basis.

Level of Disciplinary Action: 3-4

Acts of Terror

A student will not make a false report that there is a device, substance or material designed to cause harmful or life-threatening illness or injury to another person on school property or at the site of a school activity.

A student will not, with the intent to perpetrate a hoax, conceal, place 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 any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person;

A student will not threaten to commit an act of terror on school property or at the site of a school activity that is likely to cause serious injury or death, when that threat is intended to cause or causes a significant disruption to the instructional day or a school-sponsored activity.

A student will not make a false report that an act of terror that is likely to cause serious injury or death is about to occur or is occurring on school property or at the site of a school activity when that report causes or is intended to cause a significant disruption to the instructional day or a school-sponsored activity.

A student will not conspire to commit any of the acts listed above.

A student who violates this rule may be suspended for 365 days.

Level of Disciplinary Action: 3-4

Gang Related Activity

A student will not commit any act that furthers gangs or gang-related activities. Such activities include:

Wearing, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs
Or other items which indicate a student's membership or desired membership or affiliation with a gang;

Communicating either verbally or non-verbally (hand signs, gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation with a gang;

Tagging or otherwise defacing school or personal property with gang-related graffiti, 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 related to gang activity;

Soliciting others for gang membership; and,

Committing any other illegal act or other violation of school policy that relates to gang activity.

The principal will regularly consult with law enforcement officials to maintain a current list of gang-related items, symbols and behaviors.

Level of Disciplinary Action: 2 - 4

Refusal to Comply with an Individual Search

To maintain a safe and orderly environment and to protect students and staff, school officials may search a student, and/or their possessions, when there is reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by the Student Code of Conduct. School officials may seize any illegal or unauthorized materials discovered in the search. The refusal to comply with searches and seizures will be considered grounds for disciplinary action.

Level of Disciplinary Action: 1-4

Bus Misconduct

School transportation is a privilege, not a right. At all times while riding a school bus or other school vehicle, students shall observe the directives of the school bus driver and any other supervising staff. In order to ensure student and staff safety while being transported, there will be a zero tolerance policy for bus misconduct. Inappropriate behavior on a school bus or other school vehicle, including the violation of any other rule of the Code of Student Conduct, will be dealt with swiftly and firmly.

Level of Disciplinary Action: Inappropriate bus behavior will result in a five-day suspension from privileges for the first offense. The second offense will result in ten days off the bus, along with a scheduled parent conference. A third problem behavior will result in the total loss of bus privileges.

Discipline Infractions Tiered

Level 1 Infractions include, but are not limited to:

- Inappropriate language (cursing)
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Tardies
- Cell Phone violation
- Technology violation (non-property damage or theft)
- Disruption, excessive talking
- Dress code violation
- Not prepared for class
- Out-of-place

Step 1: Level 1 behaviors are handled by the classroom teacher or staff member witnessing such behaviors. The behaviors will be noted by the teacher and communicated to student / parent or guardian.

- Elementary – note in the student’s agenda
- Middle school – intervention sheet
- High school – negatively impact class participation grade; intervention sheet

Step 2: If behaviors persist, and interventions (changed seating, time out, lunch detention, buddy teacher, classroom level consequences) have not helped, the classroom teacher will complete a Discipline Referral Form. At this time teachers can also call the parent to advise him/her that the teacher will meet with the student for the purpose of putting the student on a positive behavior plan.

Step 3: If documented Level 1 behaviors have not improved, a referral will be completed.

Level One consequences can range from a classroom consequence based on a teacher’s classroom management plan to ISS to OSS.

Level 2 Infractions include, but are not limited to:

- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Physical aggression (pushing, shoving)
- Harassment, teasing, taunting (physical and/or verbal)
- Forgery, theft
- Property damage
- Repeated Level 1 behaviors

Level 2 behaviors will be referred to an administrator at teacher discretion. Level 2 behaviors could result in an out-of-school suspension or detention (Note: Detention could be after school, during a scheduled Saturday School or ISS). The staff member witnessing the incident will complete a Discipline Referral Form to be sent to the office. On the same day the student is given a referral, the teacher or staff member witnessing the incident will communicate the details to the parents by phone or in writing. After meeting with the student, an administrator will give a copy of the Discipline Referral Form to the student to take home. When possible, referrals will be scanned and emailed to parent/guardians. If level I and level II behaviors persist, a Student Review Board Hearing will be held.

Level Two consequences can range from ISS to OSS to police intervention.

Level 3 Infractions include, but are not limited to:

- Vandalism (irreversible destruction of school property)
- Fighting (a fight is defined as sustained physical contact between two or more individuals where there is an intent to inflict injury)
- Theft
- Repeated level I and II behaviors

Level 3 behaviors will be referred to an administrator immediately. Teacher will complete a Discipline Referral Form to accompany the student. Consequences for students who engage in level 3 behaviors will include removal from the classroom for a period of time, including an out-of-school suspension. An administrator will notify parents by phone or in writing. An administrator will determine if a Student Review Board Hearing is necessary and take the necessary steps to schedule.

Note: In all instances where parents or guardians are to be notified, if no one can be reached the following actions can be taken, ① using certified mail to communicate, ② reaching out to an emergency or alternate contact, ③ or in some cases, the School Social Worker will conduct a home visit.

Level Three consequences can range from ISS to restitution to OSS to police intervention.

Level 4 Infractions include:

- Arson
- Bomb threat, false alarm
- Use, possession of alcohol, drugs
- Use, possession of weapons
- Abusive language against staff
- Physical aggression or assault against staff
- Repeated level I -III behaviors

Level 4 behaviors are considered egregious and in most cases warrant police intervention and severe consequences. **Level 4 behaviors will be referred to an administrator immediately; documentation for these behaviors will be gathered and used to inform decisions about consequences.**

Level Four consequences are severe and can range from OSS to police intervention to long term suspension.

CONSEQUENCES

Infractions	First Offense	Multiple Offenses
ACTS OF TERROR	LONG TERM SUSPENSION/POLICE INTERVENTION	N/A
AIDING AND ABETTING	OSS	OSS
ASSAULT	LONG TERM SUSPENSION/POLICE INTERVENTION	N/A
BOMB THREAT	LONG TERM SUSPENSION/POLICE INTERVENTION	N/A
BUS MISCONDUCT	WARNING/BUS SUSPENSION	PERMANENT REMOVAL
CHEATING	ZERO EARNED	PARENT CONFERENCE
CLASS/ACTIVITY DISRUPTION	ISS	OSS/PARENT CONFERENCE
EXTORTION	OSS	OSS
FALSE FIRE ALARM	OSS/POLICE INTERVENTION	OSS/LONG TERM SUSPENSION
FALSIFICATION	OSS	OSS/LONG TERM SUSPENSION
FIGHTING/PHYSICAL AGGRESSION	OSS	OSS/LONG TERM SUSPENSION
FIRE SETTING/INDENDIARY MATERIALS	LONG TERM SUSPENSION/POLICE INTERVENTION	N/A
GAMBLING	ISS/OSS	OSS
GANG RELATED ACTIVITY	ISS/OSS	OSS
HARASSMENT	OSS	OSS/LONG TERM SUSPENSION
HAZING	Long term suspension	N/A
HORSEPLAY/PUSHING/SHOVING	ISS/OSS	OSS
ILLEGAL SUBSTANCES	LONG TERM SUSPENSION/POLICE INTERVENTION	N/A
INAPPROPRIATE DRESS	ISS	ISS/OSS
INAPPROPRIATE LANGUAGE	ISS/OSS	OSS
INAPPROPRIATE LITERATURE/ILLUSTRATIONS	CONFISCATION/ISS/OSS	CONFISCATION/OSS
INTERNET VIOLATION	PRIVILEGES REVOKED/ISS	N/A
INTIMIDATION/DISRESPECT	OSS (1-5 DAYS)	OSS (5-10DAYS)/LONG TERM
NONCOMPLIANCE	ISS/OSS	ISS/OSS
PARKING VIOLATION	PRIVILEGES REVOKED	N/A
PERSONAL OR SCHOOL PROPERTY DAMAGE	RESTITUTION/OSS/POLICE INTERVENTION	N/A
PLAGIARISM	ZERO EARNED	N/A
POSSESSION OF NUISANCE ITEMS	CONFISCATION/ISS/OSS	CONFISCATION/OSS
PUBLIC DISPLAY OF AFFECTION	ISS/OSS	OSS
RESTRICTED AREA	ISS	ISS/OSS
SCHOOL DISTURBANCE	ISS/OSS	OSS
SEXUAL ACTIVITY	OSS (1-5 DAYS)/LONG TERM	OSS (5-10 DAYS)/LONG TERM
SKIPPING	ISS/OSS	OSS
TARDY	ISS	OSS
THEFT	OSS (3 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)
THREAT	OSS (1-5 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)/LONG TERM
TOBACCO	OSS (1-5 DAYS)	OSS (5-10 DAYS)
TRESPASSING	POLICE INTERVENTION	N/A
VIOLATION OF COMPUTER ACCESS	PRIVILEGES REVOKED	N/A
VIOLATION OF SOFTWARE COPYRIGHT LAWS	PRIVILEGES REVOKED	N/A
WEAPON AND DANGEROUS INSTRUMENTS	OSS /LONG TERM	LONG TERM

Interventions and Consequences

Detention – Afterschool, Saturday School or ISS (In- School Suspension) may be given to a student as a consequence for repeated choices that inhibit learning. Detention will take place on an as needed basis. Failure to show up for detention will result in an alternative consequence, including out-of-school suspension. Parent will be contacted by Administration.

ISS – ISS functions as an immediate intervention to preserve instructional time. Students sent to ISS are required to sign-in and document their infraction. The additional steps apply to ISS:

- ① Students are held from one period to a full day in ISS – based on the infraction.
- ② Students complete a reflection while in ISS.
- ③ Parents/guardians are contacted.
- ④ Student reflections and documentation are filed.

Lunch will be provided to students whose visit covers their regularly scheduled lunch time. Students are responsible for making up any missed work when visiting ISS. Three visits to ISS constitute a two day suspension from school, or OSS. Non-compliance while in ISS constitutes immediate suspension. Suspensions from ISS are an immediate two days OSS.

Short-term Suspension

A. The principal has the authority to suspend for a period of up to 10 school days, any student who willfully engages in conduct that violates a provision of the Student Code of Conduct authorizing short-term suspension.

B. The principal shall provide the student an opportunity for an informal hearing before imposing a short-term suspension. The student has the right to be present for the hearing, to be informed of the charges and the basis for the charges, and to make statements in defense or mitigation of the charges. The principal may give notice of the charges orally or in writing and may conduct the hearing immediately after giving notice of the charges.

C. The principal may impose a short-term suspension before providing a hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at school. In such cases, the notice of the charges and informal hearing shall occur as soon as practicable.

D. The principal shall provide notice to the student's parents including the reason for the short-term suspension and a description of the conduct on which the suspension is based. When reasonably possible, this notice shall be given by the end of the workday on which the suspension is imposed, but no more than two days after the suspension is imposed. The notice shall be given by certified mail, telephone, facsimile, electronic mail, or any other method reasonably designed to achieve actual notice. If English is the second language of the parent, the notice shall be provided in the parent's primary language, when the appropriate foreign language resources are readily available, and in English, and both versions shall be in plain language and shall be easily understandable.

E. A student may not appeal the principal's decision to impose a short-term suspension to the superintendent or the Board.

F. A student serving a short-term suspension will be provided the following:

1. the opportunity to take textbooks home for the duration of the suspension;
2. the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignments.;
3. the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

Long-term Suspension

A. The principal may recommend to the superintendent a suspension of more than ten (10) school days for any student who willfully engages in conduct that violates a provision of the Code of Conduct authorizing long-term suspension. Only the superintendent has the authority to long-term suspend a student.

B. The superintendent shall provide the student an opportunity for a hearing before imposing a long-term suspension. If the student declines a hearing or if no hearing is timely requested, the superintendent shall review the circumstances of the recommended long-term suspension and may:

1. impose the suspension if it is consistent with board policy;
2. impose another appropriate penalty authorized by board policy; or
3. decline to impose any penalty.

C. The principal shall give written notice to the student's parents by the end of the workday on which the suspension is recommended when reasonably possible, or as soon thereafter as practicable.

1. The notice shall include:

- a. a description of the incident and the student's conduct that led to the recommendation;
- b. the section of the Code of Conduct alleged to have been violated;
- c. the process and timeline for requesting a hearing;
- d. the procedures by which the hearing will be conducted;
- e. notice that the parent may retain an attorney to represent the student or an advocate to assist the student at the hearing;
- f. notice that the parent has the right to review and obtain copies of the student's educational records before the hearing; and,
- g. a reference to the Student Records Policy on expungement of discipline records.

2. The notice shall be given by certified mail, facsimile, electronic mail, or any other written method reasonably designed to achieve actual notice. If English is the second language of the parent, the notice shall be provided in the parent's primary language, when the appropriate foreign language resources are readily available, and in English, and both versions shall be in plain language and shall be easily understandable.

D. If a hearing is desired, the student or parent must notify the principal in writing within four (4) school days of receiving the notice. If a hearing is timely requested, it will be held and a decision issued before a long-term suspension is imposed. If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to school pending the hearing. If neither the student nor parent appears for the hearing, the parent and student are deemed to have waived the right to a hearing and the superintendent shall conduct the review set out in Section B, above.

E The hearing will be conducted by a hearing panel appointed by the superintendent. The panel shall not include any person who is under the direct supervision of the principal recommending the suspension. The student and parent will be given reasonable notice of the time and place of the hearing. For the hearing, the student will have the following due process rights:

1. the right to be present at the hearing and accompanied by his or her parents;
2. the right to be represented by an attorney or assisted by a non-attorney advocate;
3. the right to review before the hearing, any audio or video recording of the incident and, consistent with federal and state student records laws, the information supporting the suspension recommendation that may be presented as evidence at the hearing;
4. the right to question witnesses at the hearing;

5. the right to present evidence;
6. the right to have a record made of the hearing;
7. the right to make his or her own audio recording of the hearing;
8. The right to a written decision, based on substantial evidence, either upholding, modifying, or rejecting the principal's recommendation and containing the following information:
 - a. The basis for the decision, including a reference to any policy or rule that the student violated;
 - b. Notice of what information will be included in the student's official record; and,
 - c. The student's right to appeal the decision and notice of the procedures for such appeal.

During the hearing, each side will be given up to one hour to present its case. The hearing panel may consider requests for additional time. At the conclusion of the hearing, the panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. The panel will issue a written decision as outlined in Section 8 a-c above.

F. Following the hearing, the superintendent will make a final decision. The superintendent will adopt the panel's factual findings unless they are not supported by substantial evidence. The superintendent will implement the decision by authorizing the student's return to school or by imposing the suspension reflected in the decision

G. The student may appeal the decision of the panel to the Board by notifying the superintendent in writing within four (4) school days of receiving the hearing panel decision. In an appeal to the Board, the hearing panel's factual findings shall be adopted unless they are not supported by substantial evidence. The Board will hear the appeal and issue a final written decision in no more than 30 calendar days after the request is made.

Expulsion

The Board may, upon recommendation of the superintendent, expel a student from school as follows:

1. The student must be at least 14 years of age and his or her behavior must indicate that his or her continued presence in school constitutes a clear threat to the safety of other students or employees.
2. Additionally, a student who is a registered sex offender under G.S. 14-208 may be expelled.
3. Prior to ordering an expulsion, the Board will conduct a hearing to determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
4. The Board's decision to expel shall be based upon clear and convincing evidence.

Students recommended for expulsion will be given notice of the recommendation as set forth in Section C. above for long-term suspensions. Students recommended for expulsion will have the same due process hearing rights as set forth in Section E above for long-term suspensions.

A student who is expelled will be given notice of the right to petition for readmission as provided by state law.

Alternative Education Services

Students who are long-term suspended and students who are suspended for 365 days for gun possession shall be offered alternative education services unless the superintendent provides a significant or important reason for declining to offer such services. The following may be significant or important reasons:

1. The student exhibits violent behavior;
2. The student poses a threat to staff or other students;
3. The student substantially disrupts the learning process;
4. The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible;

5. Appropriate alternative education services are not available due to limited resources; or
6. The student failed to comply with reasonable conditions for admittance into an alternative education program.

If the superintendent declines to provide alternative education services to the suspended student, the student may seek review of that decision by the Board as permitted by G.S. 115C-45(c)(2). If the student seeks such review, the superintendent shall provide to the student and the local board, in advance of the board's review, a written explanation for the denial of services together with any documents or other information supporting the decision.

Local School District Notification

When a student is suspended or expelled, the school will promptly notify local school officials in the school district to which the student would otherwise be assigned. Such notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion.

Students with Disabilities

If a student is identified as a student with a disability, then the relevant provisions of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 will govern any proposed suspensions or other exclusions from school.

Reference: N.C. Gen. Stat. § 115C-390.1 – 390.12; 115C-45(c); 115C-238.29F(d)(4) and (5).

Notes: This proposed policy is recommended as a complete and updated statement of the law as reflected in General Statutes 115C-390.1 through 390.12. These statutes replaced the old 115C-391 effective with the 2011-12 school year. These new statutory sections require more details about procedures which must be included in policies. Also, it is noted that there are inconsistencies between the current "Suspension Policy" (p. 11) and "Suspension and Expulsion of Students from School" (p. 26) of the Parent Handbook. The proposed policy could replace both of these.

*KCPS Administration reserve the right to alter the steps of the intervention process whenever deemed necessary based on the severity and/or frequency of the events.

Homework

Teachers are expected to give homework. The amount of homework varies with each teacher and increases at the middle school and high school level. Homework will not account for more than 10% of a student's grade.

Parental Support for Academics

Studies have consistently shown that when teachers and parents work together to support schoolwork, children show more interest in school, get better grades, learn responsibility, score higher on achievement tests and succeed. Good habits that start in school can last a lifetime.

Please be an active participant in your child's education.

- Read with your children; 30 minutes of reading per day builds strong reading skills.
- Review papers and projects that your children bring home. Show pride in their accomplishments, and encourage excellent effort.
- Make sure there is a place and time in your home to study and complete homework.
- Look over class work and make sure homework is complete.
- Help your children prepare for tests.

Communicate with the teachers.

- Discuss any class work or homework difficulties with your child and the teacher.
- Come to Parent-Teacher Conferences and other school events.
- Call teachers with questions and concerns; respond to their notes and requests.

Report Cards

Parent/Teacher Conferences will be held at the end of 1st and 3rd quarter. Grades are an evaluation of the progress that your child is making. Some parents may be asked to meet with their respective teachers on a quarterly or even monthly basis.

Elementary Assessments

Elementary assessments are administered throughout the year. DIBELS is used to assess reading fluency and administered four times a year. DRA is used to assess fluency and comprehension and administered three times a year. Third grade students will take the end of grade test in May.

Middle School and High School Assessments

All NC public school students in grades three through twelve are required to take part in the state testing program. End of Grade or End of Course tests are given to students in grades three through twelve during the last three weeks of school. These tests help determine whether or not a student will be recommended for promotion to the next grade level. Scoring on the EOG and EOC is as follows (note: students must receive at least a Level 3 to pass):

Level 1	=	Limited Performance
Level 2	=	Not Yet Proficient
Level 3	=	Proficient
Level 4	=	Exceeds Expectations

Retention Policy

Kennedy Charter School is focused on academic excellence. Every student must earn the right to be promoted by effectively satisfying all of the criteria established in North Carolina's Standard Course of Study. It is the responsibility of both teachers and administrators to ensure that students receive fair and equitable grades in each subject area. It is also their moral and professional responsibility to ensure that students are promoted to the next grade level only after they have demonstrated appropriate mastery of the required coursework. In an effort to ensure that promotion/retention policies and procedures are consistent across all grade levels, and that all students are treated equitably, the following standards are established:

K-8 Promotion/Retention Standards:

1. A team of teachers and administrators will meet starting in May to discuss all students in danger of failing. This team will be called the Promotion/Retention Team. A teacher will present a student to Promotion/Retention Team and the team will come to a decision regarding the placement of the student for the following year. The final decision regarding a student's placement is referred to the principal (as stipulated by NC general statute).
2. Students that receive a failing grade (F) in either mathematics or language arts will be brought to the Promotion/Retention team.
3. Students that receive a failing grade (F) in both science and social studies will be brought to the Promotion/Retention team.
4. Students that fail to achieve proficiency (level III or IV), on the end-of-grade or end-of-course test will be considered for retention. Their respective grades and teacher input will serve as the determining factors.
5. Students with more than 30 unexcused absences will be brought to the Promotion/Retention team.
6. Students whose inappropriate behavior throughout the year has caused them to be suspended for more than 20 days will be brought to the Promotion/Retention team.
7. Parents have the right to petition the principal regarding the promotion or retention of a student. Meetings with the principal should be requested by the last Friday of June.

Graduation Requirements for High School Students

1. North Carolina's Department of Public Instruction has established specific guidelines relative to the number of credits each student must have in order to graduate. Kennedy Charter School requires that all of our high school seniors to have a total of 28 credit hours in order to receive their high school diplomas. The 28 credit policy will be the standard for incoming students for the 2011-2012 school year.
2. Many students transfer to Kennedy from other schools without the appropriate number of credit hours. It is the student's responsibility to make sure he or she gains the necessary credit hours in order to graduate.
3. Students that fail core classes will not receive credit hours for these classes. This means that they will have to re-take them in order to meet graduation requirements. If a student has 10 consecutive unexcused absences, the student is dropped from the class. If a student has more than 10 unexcused absences, the student must go through the Student Review Board and is in danger of failing.
4. Graduation Requirements are as follows (may depend on year of entry due to changing graduation requirements from the State of NC Department of Public Instruction):
 - 4 credits- English I, II, III, IV
 - 4 credits- Mathematics (Algebra I, Algebra II, Geometry and a higher level math course)
 - 4 credits- Science (Biology, Earth/Environmental, Chemistry, Physics OR Physical Science)
 - 4 credits- Social Studies (Geography, World History, U.S. History, Civics/Economics)
 - 1 credit- Health
 - 3 credits - Physical Education
 - 2 credits- Foreign Language (2 credits of the same language)
 - 6 credits- Elective Credits from one of the following: Career and Technical, Arts Education

More than 35% of America's high school freshmen fail to graduate. There are many reasons for this, including poor academic preparation, a system that often fails to use merit as the critical foundation for success, and inconsistencies in academic expectations. The teachers and staff of Kennedy Charter Public School take our professional obligations very seriously and will not promote any student who is not ready for the next grade level.

Summer School

Summer School may or may not be offered, depending on the availability of funds. If classes are offered they will be designed specifically for students who need to satisfactorily complete certain subjects in order to be promoted.

SECTION FOUR: Extracurricular Activities

Policies and Procedures for Students Participating in Sports and Extracurricular Activities

Extracurricular activities are an important part of our children's school experiences. However, it is important to understand that the topmost priority at Kennedy Charter School is academic excellence; therefore, participation in sports and extracurricular activities is considered a privilege and will not take a back seat to academic success.

The following policies and procedures apply to all students participating in sports and any extracurricular activities:

- Students will maintain a C or better grade point average in each subject area (this will be determined by the most recent report card, progress report, and teacher input). Students will show their report cards and progress reports to their coach to determine eligibility.
- Students will maintain the highest possible standards of behavior. Any student suspended from school will not participate in sports or extracurricular activities on the days of suspension and may forfeit the right to participate on other days as well (this will be decided by the student's parent, coach, teacher and/or administrators).
- Students will maintain the highest levels of sportsmanship and good conduct while participating in sports or extracurricular activities. Any student that behaves inappropriately during a game, practice, etc. may forfeit the opportunity to participate in future events. The final decision on such matters will be made by the coach and/or school administrators.
- Students that do not attend school on the day of the sports or extracurricular activity will not participate in the respective event (practice or game).
- Students that are involved in sports or extracurricular activities will participate in the academic and personal enrichment of the younger students in the school. They may be asked to provide tutoring or other forms of mentoring during the course of the school day. This will serve as community service.
- Parents of students participating in sports or extracurricular activities are responsible for picking up their children on time. Failure to do so may result in suspension from the team. The final decision will be made by the coach and/or school administrators.
- Any student transported to or from an event by someone other than a legal guardian must provide the school secretary or coach with written documentation or permission slip.
- Middle and high school students must follow all guidelines set forth by the Department of Public Instruction and the North Carolina High School Athletic Association for sports participation.

SECTION FIVE: Parent Involvement

Parent/Teacher Communication

Communication between home and school is critical for the success of our students. All staff members are available by written note, phone, 704-688-2939, and/or email, firstname.lastname@elonhomes.org. Any note, email or phone call will be returned within 24 hours.

Parent Teacher Conferences

Parent/Teacher Conferences are required for all students at the end of the first and third grading periods. In some cases, parents will be required to meet with their children's teachers on a quarterly or even monthly basis. It is vital that parents be actively involved in their child's academic progress, and conferences offer the opportunity for parents and teachers to develop a partnership to best assist each child. If at any given time throughout the school year, parents wish to meet with one or more of their child's teachers, they should contact the school to set up a meeting.

Parent Teacher Association

The goal of the PTA is to create strong family-school partnerships by providing ways for parents and adult family members to be actively involved in school operations and events. Quarterly meetings give parents a voice in school issues. The PTA sponsors events such as Teacher Appreciation Week, Book Fairs, Fall Festival, Movie Night, School Dances, Field Day, Holiday Food and Toy Drives. This is a wonderful way for parents to participate in the school at the level that works best for them – be it as a PTA officer, or one-time event volunteer. We encourage everyone to join.

Guidelines for Parent Volunteers

The teachers and staff of Kennedy Charter School sincerely appreciate the efforts of each parent. We especially want to extend our gratitude to those parents who volunteer their time and effort on behalf of our students. Volunteers are an essential part of any school's success, and we do not take your charitable attitudes lightly. It is important, however, that we recognize the need to maintain safety, order, and discipline on campus at all times. It is for this reason that we ask all volunteers to follow the following rules and procedures:

- Complete a Volunteer Application prior to scheduling volunteer hours.
- Sign in and sign out at the front desk when entering and leaving the building.
- Enter the classroom quietly, and create minimal distraction for the students.
- The teacher is the ultimate authority in the classroom. If you have a concern with a particular activity, please wait for an appropriate time, away from students, to discuss the issue with the teacher.
- You may be asked to assist students who are having difficulty mastering certain academic subjects. Please be sensitive to the confidential nature of these activities. Do not discuss any student's academic performance with other parents or visitors.
- Comments to students should be positive. All children appreciate praise and often rise to academic challenges when they are being rewarded.
- Do not distribute any literature to the students without the explicit consent of the Principal or Assistant Principal.
- Always keep in mind the safety and security of our students.

SECTION SIX: Notifications of Policy, Rights and Process

ACCEPTABLE USE POLICY

Kennedy Charter Public School offers an electronic communications network (hereinafter the "KCPS network") that allows students internal access to KCPS information resources and external access to the Internet. Access to the KCPS network and the Internet is provided to students solely to support student education, research, and career development. Use of the KCPS network is a privilege, not a right. Therefore, students who violate any part of this policy or its accompanying regulations shall be subject to cancellation of their privilege to use the KCPS network and possible disciplinary actions.¹

The Internet connects thousands of computers, computer networks, and individual subscribers around the world. Through the KCPS network, students may have access to information and news, some of which may include advertisements, public domain information, and information in university libraries, the Library of Congress, and other research institutions. Students may also create individual web pages and help to create and maintain school web pages.

The KCPS network is not a public access service or a public forum. KCPS retains the right to place restrictions on material accessed or transmitted by students. Further, students should have no expectation of privacy for any information created, transmitted, recorded, stored, or posted on or through the KCPS network. KCPS employees may access student accounts, e-mail messages, or web pages at any time in order to assure that the system has not been used for inappropriate purposes. Students shall be directed not to access information that does not have an educational purpose, is obscene, advocates or condones unlawful or dangerous acts, or advocates or condones violence or discrimination towards other people. Other restrictions on student use are included in the Regulations accompanying this policy.

KCPS will use filters that, within the limits of technology, control and screen out information that is inappropriate, obscene, pornographic, or harmful to minors. Further, teachers and other staff will monitor student activity while using the KCPS network. However, despite the filtering of information and monitoring by teachers and staff, students might access information that parents² consider objectionable. Parents should instruct their child(ren) regarding any additional parental restrictions on information that is allowed to be accessed. However, KCPS is not able to accept responsibility for enforcing restrictions imposed by parents.

Before students are given access to the Internet from KCPS computers or otherwise allowed to use the KCPS network, they must accept the terms of the "Student Internet Use Agreement." This Agreement defines the educational objectives and guidelines for use, informs minor users that their online activities are subject to monitoring and sets forth

unacceptable uses that may lead to revocation of access and possible legal action. Parents of students younger than age 18 who do not want their children to use the KCPS network and/or to access the Internet at school must notify the school in writing.

KCPS shall not be responsible for damages or any injuries suffered as a result of a student's use of the KCPS network.

Anyone who becomes aware of suspicious or inappropriate use of data, KCPS network, or computer system abuse, or breaches of security should alert a teacher or other supervisory staff as soon as possible. Any person who accidentally accesses sites that violate this policy should report such sites to the appropriate teacher or other staff member.

¹School disciplinary actions for violations of this policy will be taken according to the rules set forth in the Student Code of Conduct, which is contained in the Student Rights and Responsibilities Handbook. The "Student Code of Conduct" means the behavior guidelines published by the district for the current school year, and includes all equivalent publications in subsequent school years that may have different titles. A copy of the Student Code of Conduct is given to each student at the beginning of the school year and it is also published on the KCPS website (www.kennedycharter.org).

²Unless otherwise stated, references to "parents" includes one or both parents, legal guardian, or legal custodian of a student, or person acting in loco parentis to the student

Kennedy Charter Public School Student Internet Use Regulations

Kennedy Charter Public School provides an electronic communications network (hereinafter the "KCPS network") that allows students internal access to KCPS information resources and external access to the Internet. Access to the KCPS network and the Internet is a privilege provided to students solely to support student education, research, and career development, and is therefore subject to certain restrictions as may be set forth by the Board of Education or the Superintendent. The provisions of this regulation apply to all student users of the KCPS network and include all aspects of student network use, including student created web pages and e-mail accounts. Violation of any provisions of these regulations may result in cancellation of the student's access to the KCPS network and possible disciplinary actions.¹

1. Access to Information

The Internet provides access to computer systems located all over the world. The district shall inform student users and the parents² of minor students that KCPS cannot completely control the content of the available information. The information accessed by students may be controversial and offensive to certain students and parents. However, the benefits from the valuable information and interaction available to students outweigh the disadvantages of the possibility that students may find inappropriate material. KCPS does not condone the access to or use of such information and takes precautions to inhibit access to them. The responsibilities accompanying freedom of speech and access to information will be taught to all student users. Parents are encouraged to instruct their children regarding materials that the parent does not want the student to access. However, KCPS is not able to accept responsibility for enforcing parental restrictions that go beyond those imposed by the district.

2. Goals and Accessibility

1. KCPS Network Goals for student use:

1. To support the implementation of local curricula and the North Carolina Standard Course of Study;
2. To enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking;
3. To encourage appropriate career development; and
4. To promote life-long learning.

2. Access to Information

Students will be able to access information that may include:

1. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, KCPS online school media center catalogs, online textbooks and tutorials, and a variety of other sources;
2. Public domain and shareware software; and
3. Telecommunications with individuals and groups around the world.

3. Acceptable Uses

1. Purposes of Use

All uses must have an educational purpose or further student career objectives and comply with the student

behavior guidelines of the Kennedy Charter Public School. Students may also, under the direction of appropriate staff, create and maintain school web pages, individual web pages, or e-mail communications.

2. **“Netiquette” Rules**

Students must be taught the importance of discretion and appropriate, safe behavior when using the KCPS network to access information over the Internet. Users must abide by KCPS network etiquette (“netiquette”) rules. These rules include, but are not limited to, the following:

1. Students must be polite; rudeness will not be tolerated;
2. Students must use appropriate language; use of profanity, vulgarities, abusive or inappropriate language will not be allowed;
3. In any electronic communications, students must not reveal personal information about others, such as full name, personal address, or phone numbers;
4. Students should release their own personal identification information with discretion, and only when such release supports a student’s education or career development. As set forth in Section VII, below, KCPS is not responsible for any damages or injuries suffered as the result of a student releasing personal identification information.

4. **Unacceptable Uses**

1. **Penalties for Unacceptable Uses**

Students who violate any of the following rules are subject to disciplinary consequences set forth in the Student Code of Conduct, which may include long-term suspension or exclusion from school as well as possible prosecution or civil penalties under federal or state law.

2. **Unacceptable Uses**

Transmission of material in violation of any federal or state law or regulation or KCPS policy or regulation is prohibited. Unacceptable uses include, but are not limited to, the following types of conduct:

1. Taking any actions that may disrupt the KCPS network;
2. Knowingly introducing or attempting to introduce viruses into the network;
3. Unauthorized access (“hacking”) into computer systems or networks;
4. Encouraging or committing unlawful acts or using the KCPS network to promote illegal activities;
5. Accessing or using threatening or obscene material;
6. Accessing pornography;
7. Using discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
8. Sending or soliciting abusive or sexually oriented messages or images;
9. Accessing material that is harmful to minors;³
10. Violating copyright laws, including duplication of software or plagiarism;
11. Utilizing the KCPS network for commercial purposes;
12. Providing political or campaign information or lobbying for a political cause or candidate unless directly connected to an instructional activity;
13. Operating a business for personal gain, sending chain letters, or soliciting money for any reason;
14. Posting photographs or school work of an individual student on student-created web pages without confirming that a Photo and Video Release form⁴ has been signed by the student’s parent(s);
15. Posting personal information about students or staff without proper authorization;
16. Forwarding personal communications without the author’s prior consent; and
17. Distributing material protected by trade secret.

5. **Monitoring and Filtering**

1. **Monitoring**

KCPS will monitor the online activities of students.

2. **Filtering**

KCPS will maintain centralized software in order to provide Internet control and filtering. The filtering software is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use of illegal drugs, hate speech, or criminal skills. The filtering software is also intended to prohibit access to sites for online merchandising, alternative journals, and games. KCPS will make every effort to update the filtering software on a daily basis.

6. **Privileges**

As stated above, the use of the KCPS network is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation may result in limitation or cancellation of user privileges and possible disciplinary actions under appropriate federal or state statutes or the KCPS Student Code of Conduct. Activity by users is not confidential or private.

7. **Disclaimer**

The Board of Education will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or a student's mistakes or negligence, costs incurred by students or a student's parents, or the accuracy or quality of information received from the Internet. The user accepts personal responsibility for any information obtained via the KCPS network.

8. **Security**

Security on the KCPS network is a high priority. Attempts to tamper with the network, individual user accounts, software applications, to access the network using the name and password of another user, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; system administrators have access to all e-mail. E-mail messages relating to or in support of illegal activities will be reported to the authorities, and appropriate disciplinary action will follow.

9. **Vandalism**

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy network or computer equipment and/or data of anyone connected to the network. This includes, but is not limited to, uploading, creating, or transmitting computer viruses or worms. Vandalism of networks and computer systems, including unauthorized access, is a violation of the criminal law.

10. **Agreement**

All students must accept the terms of the Student Internet Use Agreement form, prior to accessing the KCPS network. Parents of students younger than age 18 who do not wish their children to be allowed to use the KCPS Network must make such a request in writing to the school. The Superintendent shall provide a form for this purpose.

¹Disciplinary actions for violations of this regulation will be taken according to rules set forth in the KCPS Student Code of Conduct

²Unless otherwise stated, references to "parents" includes one or both parents, legal guardian, or legal custodian of a student, or person acting *in loco parentis* to the student

³The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

⁴The Photo and Video Release form is available in the KCPS Registration Packet that is distributed to every student during the enrollment process. A signed consent form is placed in every child's folder and made available upon request.

Notification of Rights Under FERPA For Elementary and Secondary School

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person

employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The school has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will also directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school will also directly notify, such as

through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/ eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, S.W., Washington, D.C. 20202-5901

Non-Discrimination Policy

Kennedy Charter Public School does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Elva Cooper Dr. Michael Postma, 1717 Sharon Road West, Charlotte, NC, (704) 688-2939 xt. 555

Notice for Directory Information

FERPA provides that a school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – for secondary school students unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Kennedy Charter Public School to disclose directory information from your child's education records without your prior written consent, you must notify Kennedy in writing by September 30th. Kennedy has designated the following information as directory information:

- Student's name
- Participation in activities and sports

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

- Address
- Telephone listing
- Weight and height of athletes
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Pledge of Allegiance

Kennedy Charter Public School shall display the United States and North Carolina flags in each classroom when available. Kennedy Charter Public School shall include a daily recitation of the Pledge of Allegiance to the flag. No person will be compelled to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate. Teachers will provide age-appropriate instruction on the meaning and historical origins of the flag and the Pledge of Allegiance.

Reference: N.C. Gen. Stat. § 115C-238.29F(k)

Services for Students with Disabilities

It is the policy of Kennedy Charter Public School to comply with all applicable state and federal laws regarding the provision of educational services to students with disabilities including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. Information regarding procedures for implementation of these laws will be made available at the office of the Principal.

Use of Seclusion and Restraint

Kennedy Charter Public School seeks to promote safety and prevent harm to students, staff and visitors at school. To this end, employees will use positive behavioral interventions to address student behavior in a positive and safe manner.

Reasonable restraint and seclusion may be used as follows:

A. **Physical Restraint** – physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint shall be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of a weapon or other dangerous object on the person or within the control of a student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students shall not be considered a reasonable use of force and its use is prohibited. In addition, physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

B. **Mechanical Restraint** – mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as assistive technology device included in the student's IEP, Section 504 plan, behavior intervention plan, or as otherwise prescribed by a medical or related service provider;

2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of a weapon or other dangerous object on the person or within the control of a student;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying down, taping, or strapping down of a student, shall not be considered to be a reasonable use of force and its use is prohibited.

C. Seclusion - seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity.

Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a student in control of a weapon or other dangerous object;
2. as reasonably needed to maintain order or prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. when used as specified in the student's IEP, Section 504 plan, behavior intervention plan; and
 - a. the student is monitored by an adult in close proximity who is able to see and hear the student at all times;
 - b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504 plan, or behavior intervention plan;
 - c. the confining space has been approved for such use by the Board;
 - d. the space is appropriately lighted, ventilated and heated or cooled; and
 - e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is not considered to be reasonable force and its use is not permitted. In addition, seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. Isolation - isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled;
2. the duration of the isolation is reasonable in light of the purpose for the isolation;
3. the student is reasonably monitored; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. Time-Out - time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers may use time out to regulate behavior within their classrooms.

F. Aversive Procedures - aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

1. Significant physical harm, such as tissue damage, physical illness, or death;
2. Serious, foreseeable long-term psychological impairment;
3. Obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:
 - i. electric shock applied to the body;
 - ii. extremely loud auditory stimuli;
 - iii. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin;
 - iv. placement in a tub of cold water or shower;
 - v. slapping, pinching, hitting or pulling hair;
 - vi. blindfolding or other forms of visual blocking;
 - vii. unreasonable withholding of meals;
 - viii. eating one's own vomit; or
 - ix. denial of reasonable access to toileting facilities.

The use of aversive procedures in public schools is prohibited.

G. Notice, Reporting, and Documentation

1. School staff will promptly notify the principal or his/her designee of any of the following:

- ☐ any use of aversive procedures;

- ☐ any prohibited use of mechanical restraint;
- ☐ any use of physical restraint resulting in observable physical injury to a student;
- ☐ any prohibited use of seclusion; or,
- ☐ any seclusion that exceeds ten minutes or time specified on a student's behavior intervention plan.

2. Notice to Parents

When the principal has personal or actual knowledge of any of the events listed above, he/she will promptly notify the student's parent or guardian and will provide the name of the school employee that the parent or guardian may contact regarding the incident.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal will also provide the parent or guardian with a written incident report which must include the following:

- ☐ the date, time of day, location, duration, and description of the incident and interventions;
- ☐ the events or events that led up to the incident;
- ☐ the nature and extent of any injury to the student; and,
- ☐ the name of a school employee the parent or guardian can contact regarding the incident.

4. Report to the State Board

The board will maintain a record of incidents reported under the procedure described above and will provide this information annually to the State Board of Education.

5. Non-Retaliation

No employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion, or aversive procedure shall be discharged, threatened, or retaliated against through compensation, terms, conditions, location, or privilege of employment by KCPS or any employee unless the employee knew or should have known that the report was false.

Reference: N.C. Gen. Stat. § 115C-391.1

Student Grievances

A grievance is any situation that occurs within the school which causes a student, parent or guardian to believe that the student has been wronged because of a violation, misapplication or misinterpretation of a specific policy, rule or law. Students and parents should attempt to discuss concerns informally with the other persons involved before invoking the grievance procedure.

Level I

A student, parent or guardian may invoke the grievance procedure by making a written request for a conference with the principal to discuss the grievance.

1. A written request for a conference should be submitted within ten (10) days after disclosure of the facts giving rise to the grievance.
2. The request shall include a statement setting forth the basis for the grievance, the specific policy, rule or law believed to have been violated, and the relief being sought.
3. The principal shall grant the conference within five (5) school days following receipt of the request.
4. Only the parent, guardian or someone acting *in loco parentis* will be allowed to join or represent the student in the conference with the principal.
5. The principal will provide a written response to the grievance within five (5) school days after the conference.

Level II

If the grievance is not resolved at Level I, the student, parent or guardian may appeal the principal's decision in writing to the superintendent.

1. A written appeal must be submitted within five (5) school days after receipt of the principal's written response from Level I.
2. The superintendent will review the grievance within five (5) school days after receipt of the appeal.
3. The superintendent will provide a written response to the grievance within ten (10) school days after the Level II review.

Level III

If the grievance is not resolved at Level II, the student, parent or guardian may appeal the superintendent's decision to the Board within ten (10) school days after receipt of the Level II response. The Board will provide a final written decision within thirty (30) days.

This grievance procedure will be on file in the office of the Principal and the Coordinators of Title IX and the Individuals with Disabilities Education Act. The Principal shall serve as the Title IX Coordinator.

Students Harassment

Prohibited Harassment

Kennedy Charter Public School forbids harassment of any student on the basis of race, color, religion, sex, national origin or disability.

Harassment is the conduct that has the purpose or effect of substantially interfering with a student's educational opportunity; creates an intimidating, hostile or offensive school environment; or otherwise affects a student's educational opportunities. Harassment may include, but is not limited to:

1. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, or disability; or
2. Epithets, insults, jokes, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, or disability; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, or disability that is placed, disseminated or circulated in the school environment.

Harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature if:

1. Submission to or tolerance of such conduct is made an explicit or implicit condition of student activities;
2. Submission to or tolerance or rejection of such conduct is used as the basis for a decision affecting a student;
3. The conduct has the purpose or effect of substantially interfering with a student's performance;
4. The conduct creates an intimidating, hostile or offensive school environment; or
5. The conduct otherwise adversely affects a student's educational opportunities.

KCPS also prohibits any conduct of a sexual nature directed toward students by employees. Employees are prohibited from kissing students, dating students, asking students for kisses or dates, engaging in lascivious or romantic activities with students, asking students to engage in lascivious or romantic activities, or engaging in any activities designed to encourage or which does encourage an inappropriate romantic or sexual relationship with a student.

Reporting Suspected Harassment

Any employee who believes that a student is being subjected to harassment by another employee, shall report such conduct to the principal. Any student who believes that he or she has been subjected to harassment, shall report such conduct to the principal. If the student is not comfortable reporting the conduct to the principal, the student may report the conduct directly to Fred Grosse.

Investigation

Any reports made to the principal under this policy should be reported to Fred Grosse. All reports of harassment shall be promptly and thoroughly investigated and appropriate action taken to address the matter. During any investigation, administrators will limit the sharing of information so as to be sensitive to the privacy concerns of students. All reports and investigations of sexual harassment shall be confidential.

Non-Retaliation

Any attempt to coerce, intimidate or retaliate against anyone who makes a report about conduct prohibited by the policy, or who assists in an investigation of such matters, will not be tolerated and will result in disciplinary action, up to and including termination.

Student Records Policy

All student records shall be up-to-date and shall be maintained with appropriate measures of security and confidentiality. Kennedy Charter Public School abides by the Family Educational Rights and Privacy Act of 1974 ("FERPA") in regards to the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part

Records protected by this policy include any recorded information directly related to a student and maintained by Kennedy Charter Public School. Student records do not include the records of school personnel that are in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record.

Each student's official record must be maintained permanently and must include: the student's date of birth, attendance data, grading and promotion data, and notice of any suspension of more than 10 days (long-term suspension) or expulsion and the conduct for which the student was suspended or expelled. The Principal may expunge a notice of long-term suspension or expulsion from the student's record if the following criteria are met:

(a) the student graduates from high school or is not suspended or expelled during a two-year period following the student's return to school after the suspension or expulsion;

(b) the Principal determines that maintenance of the record is no longer required to maintain safe and orderly schools; and,

(c) the Principal determines that the maintenance of the record is no longer needed to adequately serve the student.

The Principal shall expunge a notice of long-term suspension or expulsion from the student's record if all of the above criteria are met and a request for expungement is made by a parent, legal guardian, custodian, student who is at least 16 years old or student who is emancipated.

Additional rights of parents and eligible students concerning a student's special education records are explained in the Handbook on Parents' Rights and the North Carolina Policies Governing Services for Children with Disabilities.

Notes: This proposed policy references the two primary sources of federal law on student records – FERPA and special education law. It includes a general statement re confidentiality and a basic definition of student records pursuant to FERPA, but does not set out all FERPA provisions. FERPA does not require a policy, but does require annual notices. Attached is a standard Notice of Rights under FERPA and a Notice for Directory Information.

There also are several state law provisions regarding student records that need to be implemented, but do not necessarily need to be set out in policy. This proposed policy references the basic state law requirement for the contents and maintenance of the "official record" as well as procedures related to expungement of suspension/expulsion records. (See G.S. 115C-402) The expungement procedures are the only provisions of state law that are required to be in policy. Other state laws re student records are:

<i>G.S. 115C-401.1</i>	<i>Prohibition on the disclosure of information about students.</i>
<i>G.S. 115C-402</i>	<i>Student records; maintenance; contents; confidentiality</i>
<i>G.S. 115C-403</i>	<i>Flagging and verification of student records; notification of law enforcement agencies.</i>
<i>G.S. 115C-404</i>	<i>Use of juvenile court information.</i>

ADMISSIONS POLICY

Admission to Kennedy Charter Public School is open to any child who is qualified under North Carolina law for admission to a public school. Enrolled students are guaranteed admission the following year provided the appropriate grade is available. As part of the application process, KCPS requests that parents/guardians of new students participate in a tour and information session with the school administration to discuss the educational goals of the family and the school. The purpose of the session is to help parents make an informed choice for their child.

To be eligible for admission, the student must provide a completed application form. Application forms request basic identifying information including grade level and a signature verifying that the information is correct and that the parents/guardians are choosing education at KCPS for their child. Application forms must be submitted to the school by the annual deadline determined by the Board.

KCPS does not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the KCPS mission as set out in the charter, KCPS shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Selection Process

If the number of applicants exceeds the school's enrollment cap by grade, a random lottery process will be instituted for applicant selection as follows:

1. Applications will be sorted according to these categories, arranged in order of admissions preference: a) returning student, b) sibling of returning student, c) child of staff member, and, d) new student applicants.
2. The Admissions Committee will reserve spaces for students in categories a) and b). Any remaining spaces will be allocated by holding a drawing of names in category c)
3. After all grade levels have been filled, names that remain will be placed in drawing order, on the school's waiting list. Names are drawn one by one; as each student is drawn, that student is placed in their respective grade level.
4. KCPS will fill openings from the waiting list, in order by category, or if no names remain on the list, it will hold a secondary admissions process to fill available spaces after a suitable period of full public notice.

Admission decisions will be made by the process described above on the date set by the Board. Parents/ guardians will be notified by mail of each child's admission status, and will have ten calendar days after the postmarked date on the notification to reply for each child offered enrollment. If no response is returned within five days, KCPS will make three attempts to contact the family before the ten-day deadline. If no form has been returned by the ten-day deadline, the child's seat or waiting-list order will be given to the next eligible candidate.

Reference: N.C. Gen. Stat. § 115C-238.29F(g)

Immunization Requirements

All students must have proper immunization. Parents have 30 calendar days after the child's first day of attendance at school to present proof of immunization. After 30 days students will be suspended until proof is presented.

Each incoming student should have the following immunizations:

- 5 doses of **DPT** vaccine (Diphtheria, Tetanus, Pertusis), DtaP, DT (If dose is after the 4th birthday, 5th dose is not required.)
- 4 Doses of **Polio** vaccine (If 3rd dose is after the 4th birthday, 4th dose is not required)
- 2 Doses of **MMR** vaccine (measles, mumps, rubella) – 1st dose on/after the 1st birthday.
- 1 dose of **Hib** vaccine – At least 1 dose on/after 1st and before 5th birthday.
- 3 doses of **Hepatitis B** vaccine
- 1 **Varicella** dose (Children born on or after April 2001)
- 4 doses of **PCV** vaccine (Pneumococcal)
- All 6th grade students are required to receive a booster dose of **Tdap** vaccine

School Hours

School hours are from 7 a.m. until 3:00 (Elementary), 3:30 p.m. (Middle and High School)

Classes begin promptly at 8:00 a.m.

Students may arrive at school as early as 7:30 a.m. Breakfast is available from 7:30-8:00 a.m.

School Visitors

KCPS encourages parents and the community to be involved in and support our school. Parents are welcome to visit the school to meet with school staff, observe in the classroom, volunteer or conduct other legitimate school business. Other members of the community are also welcome to visit our school to volunteer, attend events that are open to the public or conduct other legitimate school business. In order to maintain a safe and orderly educational and work environment and limit disruption of instructional time, the principal may place reasonable limits on the frequency or conditions of school visits by parents or other community members. Further, the following rules shall apply to school visitors:

1. All school visitors must report to the administrative office to check in, obtain permission to be in the school and receive a visitor's badge.
2. Parents must have prior approval from the principal in order to observe in a classroom.
3. Visitors may only access the areas of the school for which they have permission to visit.
4. No loitering or unauthorized access to school property is permitted.
5. School visitors, including visitors at extracurricular events or activities must comply with all school rules and regulations.

Any visitor who disrupts school operations or a school activity, is disorderly, damages school property, threatens others or otherwise violates this policy or any school rule, shall be directed to leave the school property or activity immediately. Failure to comply with such a directive may result in the involvement of law enforcement and in the filing of criminal charges. Further, the principal may deny access to a parent or other visitor from school property or activities if the person engages in disruptive, disorderly or threatening conduct or other repeated conduct in violation of this policy.

Notes: Consistent with some language currently in Title I Policy and Compact. Also consistent with some language currently in Personnel Manual but which is not as comprehensive and seems more directed toward personal visitors to employees. Above proposed policy is intended to incorporate welcoming visitors; rules for visitors being present at school; and, consequences for any problems that might arise with visitors.

Attendance:

Student attendance is essential for academic success. Students are expected to be at school unless sick. Upon their return to school, a note must be turned in explaining the reason for the absence and signed by the parent/guardian. In the event that a note is not provided within two days of returning to school, the absence will be considered unexcused.

As required by state law, excessive absences will result in a required meeting between parents and the school principal or assistant principal, and possible notification of law enforcement officials.

- In grades K-8, any student with 20 unexcused absences will be considered for retention.
- In grades 9th – 12th grade, 10 consecutive absences will result in the removal from a course. Over the course of the semester, 10+ absences will result in a Student Review Board Hearing and the possibility of failure of the course.

Excused absences are as follows: **illness (more than 2 days requires doctor's note), death in the family, court notices.** If your child is absent and you wish to pick up his/her missed work, please call the school in the morning to request missed work. In order to protect instructional time, teachers will gather work during planning time or after school only. Please provide appropriate notice.

Tardiness: Students are tardy if they arrive after 8:00 a.m. Tardy students must obtain a tardy slip before going to class. 3 tardies = 1 absence

Early Dismissal: Students leaving school before the end of the school day must be signed out by a parent/ guardian at the front office. Written permission by the parent/guardian is required for a student to leave the school with anyone other than a parent/guardian, and this individual will be required to show picture identification.

**To maximize instruction, students will not be dismissed after 2:30 (Elementary) and 3:30 (Middle and High). Parents will be required to wait in the carpool line or lobby for regular dismissal after that time.*

Early Release Days

During the school year there are scheduled Early Release days. On these identified days (see school calendar), all students (K-12) will be dismissed at 12:00. Please arrange transportation and childcare accordingly.

Student Information Changes

For the health and safety of your student, it is vital that we have accurate student information at all times. Please notify the school office in writing of any changes in address, telephone numbers, places of employment, emergency contact information, or other changes that affect our ability to contact students or parents.

Court Orders

If a child is to be picked up by a non-custodial parent/guardian or if there is a court-ordered restriction on visitation by a non-custodial parent/guardian, a copy of the court order must be provided to the school.

Illness:

Students with a fever, cough, or communicable disease do not belong at school. If a child becomes ill while at school, parents will be contacted and are expected to pick the child up immediately.

If a child is suspected to have one of the following diseases, parents are responsible for taking the child to the family physician or local health department for verification and treatment before the child may return to school.

Chicken Pox -

Student is excluded for six days after the rash appears.

Measles -

Student is excluded until physician's written approval is given stating that student is no longer contagious.

Ringworm (Body) -

Student is excluded from school until treatment is started.

Ringworm (Scalp) -

Student is excluded until seen by a doctor and treatment has started.

Parents must bring a doctor's written statement

Scabies -

Student is excluded until receives one treatment of prescribed medication.

Pink Eye -

Student is excluded if: eye(s) is(are) severely red and swollen; there is yellow discharge; child excessively rubs the itching eye; condition has lasted more than three days; or it appears that cases are being transmitted from one student to another.

Impetigo -

Student is excluded from school if he/she has more than 3 to 4 sores and until seen by a physician as well as treated with prescription antibiotic for 24 hours. Proof of medication is needed.

Streptococcal/

Staphylococcal

Infections -

Student is excluded from school until treated with a prescription antibiotic for 24 hours.

Head Lice -

Student found to have head lice will be sent home immediately for treatment. When proof of treatment is provided and a child's head is nit free, a student may be re-admitted to school. A 7-day follow-up examination must follow re-admission. To help control this problem, parents should conduct periodic checks at home. The school should be notified if lice are found. Re-treatment of lice is often necessary about a week after the initial treatment. Students must not share hair combs, caps, and other personal items. A written notice will be sent to the parents of all children in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak occurs, all students should be examined.

Medication

All medications, prescribed and non-prescribed, may be administered only by authorized office personnel. Medication for all students will be kept in a locked file cabinet in the front office. All medication bottles shall be properly labeled with the student's name, name of medication, dosage, how administered and the physician's name who prescribed the medication. **The school office must have on file a School Medication Form completed by the physician before any medication can be administered.** Only parents/guardians can deliver medication to the school.

Emergency School Closing

In case of severe weather (major snowstorm, ice storm, dangerous wind chills, heavy fog, hurricane, etc.) **KCPS will follow the CMS schedule for inclement weather.**

If school is already in session when the severe weather warning is issued, the school will stay open, and the staff will take appropriate safety precautions until the children can be safely delivered home or the parents/guardians arrive to pick them up.

Transportation: Car Riders

Students may be dropped off at school between 7:30 a.m. and 8:00 a.m. Students are not to arrive prior to 7:30 a.m. Students are considered tardy if they arrive after 8:00 a.m. Elementary parents are required to enter the building to sign their student in.

Dismissal is at 3:00 p.m. for elementary students and 4:00 p.m. for middle and high school students. Students are dismissed and walk with assigned staff to the bus lot or carpool area.

The carpool line is for pick-up and drop-off only. At no time should a car be left unattended in this area. Parents who need to come into the building for any reason are expected to use a designated parking space.

Student Parking Policy

Students who wish to park on campus must abide by federal, state and local laws, including the registering and insuring of vehicles and the possession of a valid driver's license. Students who wish to park on campus must obtain a parking pass. To register for a parking pass, the student must show a valid driver's license, registration and insurance. If any information obtained in the Student Parking Registration Form changes at any time, it is the student's responsibility to update this information. Failure to do so could result in the suspension of parking privileges.

Students should park their cars in marked, non-visitor parking spaces only. If a student parks in the fire lanes, near loading docks, in bus lanes, or in handicapped parking without proper tagging, the vehicle may be towed at the owner's expense. Students are encouraged not to park in parking designated for Keys of the Carolinas. Unauthorized vehicles parked in these spaces will be towed by the *Keys of the Carolinas* at the owner's expense.

Parking on the school campus is a privilege, which can be revoked at any time at the discretion of the KCPS school administration. Failure to register a vehicle parked on the school campus can result in the vehicle being towed at the owner's expense and the loss of parking privileges. KCPS does not accept responsibility for any vehicle parked on campus, including vandalism and theft.

Transportation: Bus Riders

Every effort is made to provide students with safe, efficient transportation. Bus routes and stops are established with the safety of students in mind. If a student relocates or otherwise has a permanent change in bus stop, parents should complete a change of information form at the front office. Bus riders may only ride their assigned bus, and they cannot ride in a car without a written note from their parent/guardian turned in at the beginning of the school day. For the safety of our students, last minute transportation changes cannot be accommodated.

Students are clearly informed of bus expectations and are expected to comply with these rules at all times, without exception. **These rules are listed in Section Two of this handbook.** According to the North Carolina General Statutes,

riding the school bus is a privilege and not a right. Failure to comply with bus rules will result in a temporary or permanent loss of bus riding privilege. Parents are responsible for transporting students to and from school when bus suspensions occur or when children miss the bus.

Field Trips

Permission slips are required for every child for every field trip, signed by a parent/guardian. Field trips are a privilege, not a right. Students may be denied the opportunity to attend field trips based on lack of permission slip, lack of payment (when required), or for disciplinary reasons, as determined by staff. Students who are unable to attend a field trip will be expected to attend school and complete all assigned work.

While attending a field trip, students are expected to follow the same rules and regulations as when they are on campus. As representatives of Kennedy Charter Public School, they will demonstrate the highest possible standards of conduct.

Parents may be asked to serve as chaperones on field trips. If parents attend, they must also demonstrate appropriate conduct and stay focused on supervising students.

Cafeteria Meals

At Kennedy Charter Public School, it is our goal to provide breakfast and lunch for every student. The Federal Free/Reduced Lunch Program allows us to provide meals to students regardless of their ability to pay. An application for free/reduced meals must be submitted and approved EACH YEAR in order for a child to receive these benefits. Applications may be submitted or revised at any time during the school year. **If an application is not submitted and approved, students will be charged at the full rate.**

Students who do not qualify for free meals are required to pay for all meals consumed. As a state agency, we are responsible to serve any child that goes through our food service line. Therefore, if you do not want your child to eat a school meal (for example, if they eat breakfast at home and you do not wish to pay for a school breakfast), you need to discuss this with your child in advance.

Prices are as follows:

Reduced Meals: \$1.50 breakfast (\$1.50 weekly);	\$2.00 lunch (\$2.00 weekly)
Full Price Meals: \$7.50 breakfast (\$7.50 weekly);	\$10.00 lunch (\$10.00 weekly)

Advance payments for meals may be turned in to the cafeteria on Monday mornings from 8:00-8:30am. Advance payments may be for one week's worth of meals or more. Cash and checks (payable to Kennedy Charter Public School) are acceptable methods of payment. Students may also pay at point of service; that is, as they go through the cafeteria line for either breakfast or lunch. In order to maintain a streamlined food service, change will not be provided. Any overage will be applied to the child's account.

If a student gets behind in meal payments, an invoice will be sent home. Full payment must be received within five days in order to maintain lunch privileges. If payment is not provided in the designated time, your child will be expected to bring lunch from home. Although it is our policy to serve every student who goes through the lunch line, students with delinquent accounts who continue to go through the line will receive a sandwich and plain milk until their account is paid in full.

Students have the option to bring lunch from home. We encourage nutritious meals, and prohibit soda and any glass or breakable containers. Microwaves are not available to students, and meals cannot be heated for them. If a student forgets his/her lunch, a parent has the option to bring lunch to school, delivered to the front office.

Fast foods, including delivery pizzas, may not be delivered to students at Kennedy Charter. Meal options are limited to cafeteria meal service and bag lunches from home. There are two exceptions: 1) parents may send lunch for special events such as birthdays, when coordinated with the classroom teacher; and 2) teachers may order special class lunches for rewards, incentives or class events.

Kennedy Charter Public School
STUDENT CODE OF CONDUCT
2014-2015

KCPS students are expected to meet high standards of self-control and scholarly behavior at all times, whether representing KCPS on campus or in the greater community. Self-discipline and a well-developed sense of responsibility are an integral part of Kennedy Charter Public School's mission. We believe that such characteristics are essential to academic achievement and success in all areas of life.

I, _____, have read and understand the Student Code of Conduct, along with the general school policies, and agree to abide by these policies and guidelines while on school grounds or attending school functions. I understand that by following these policies and guidelines, I am providing myself with a positive learning environment, and encouraging my peers to do the same. I also acknowledge that I have read and understand the Internet Acceptable Use policy. By signing below, I give permission for my student to use the internet as outlined in the above policy.

Student Name: _____ Grade: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____