



STUDENT CODE OF CONDUCT

Chosen Soldiers...

...do not threaten or intimidate others.

...do not talk poorly about others.

...do not put others down.

...do not hurt others.

...do not mishandle another's property.

...do not use negative body or facial gestures.

...try to make everyone feel comfortable.

...live to make the lives of others better.

...listen and help solve problems.

...help those in need.

...show respect to others.

...live and respect the ***Goals and Criteria.***

GOAL I

Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.

Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.

The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.

The entire school program explores one's relationship to God, to self, to others, and to all creation.

Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.

The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.

The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.

The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

GOAL II

Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.

The school develops and implements a curriculum based on the *Goals and Criteria*, educational research and ongoing evaluation.

The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.

The school program develops aesthetic values and the creative use of the imagination.

The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.

The school provides ongoing professional development for faculty and staff.

Members of the school community model and teach ethical and respectful use of technology.

GOAL III

Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.

The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.

The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.

The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.

In our multi-cultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.

The school teaches respect for creation and prepares students to be stewards of the earth's resources.

GOAL IV

Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.

The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.

The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.

Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.

The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.

The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.

The financial aid program effectively supports socioeconomic diversity.

The school participates actively in the national and international networks of Sacred Heart schools.

GOAL V

Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.

All members of the school community show respect, acceptance and concern for themselves and for others.

School policies and practices promote self-discipline, responsible decision-making, and accountability.

Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.

School programs provide for recognizing, nurturing and exercising leadership in its many forms.

The school provides opportunities for all members of the community to share their knowledge and gifts with others.

All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

The Head's Prerogative

Notwithstanding any provision of the all-school handbook, in all matters that relate to the health, safety, and welfare of any student or employee of the Academy of the Sacred Heart, the good name and reputation of the school, the security of the school or such other matters affecting the interests of the Academy of the Sacred Heart, the Head of the Academy of the Sacred Heart and the Administrator of Kensington Hall reserves the right to take any action he/she deems appropriate to preserve and protect the best interests of the Academy of the Sacred Heart family.

Students' Rights

- Students have the right to a quality education and curriculum.
- Students have the right to safe and organized surroundings for their education.
- Students have the right to confer with teachers and administrators at appropriate times.
- Students have the right to their own opinions provided they do not infringe upon the rights of others.
- Students have the right to expect respect from other students, teachers, administrators, and other personnel.
- Students have the right to due process.

Responsibilities

All students are provided with a copy of the Code of Conduct and are expected to read and abide by this Code. Kensington Hall strives to educate each student with regard to the expectations and consequences of good citizenship. Good citizenship is demonstrated through acceptable behavior. Self-discipline is required from all Kensington Hall students. Each and every student is to be treated with respect and dignity, and in return, they must show respect for themselves and for others.

Arrival

Arrive at school on time and then arrive at each subsequent class in a timely manner. Regular and timely attendance is a critical factor for success. All efforts should be made to schedule appointments after class hours.

- Students should enter the school through the FH or administration entrance.
- Students may be present on the K.H. floor at 7:30 a.m.
- Students should arrive by 7:40 a.m. to allow time for necessary preparation.
- Students should be ready for class by 7:45 a.m.
- Arrival after 7:45 a.m. is considered tardy and requires sign-in at the K.H. office.
- Attendance will be taken at the beginning of each day as well as at the beginning of each class.
- If students arrive or depart during school hours, they must sign in/out at the K.H. office.
- A student who is late more than six times per semester will have a call home and the assignment of a consequence.

Dismissal

Students may be dismissed from the Administration entrance, the Lower School circle or the Field House. A written note sent to the Kensington Hall administrator is required to authorize a Kensington Hall student to go home in other than the customary way.

Dress Code and Personal Hygiene

- Follow the dress code and maintain appropriate personal hygiene.
 - Formal uniform should be worn every Friday, Feast Day, days of liturgical celebrations, field trips and other occasions (given proper notice).
 - Official charcoal heather dress slacks
 - Light blue oxford dress shirt
 - White undershirt
 - School tie
 - Black belt
 - Black dress shoes
 - Dark socks, over the ankle
 - Navy blazer (Grade 8)
 - Navy uniform sweater vest, or navy uniform sweater, or navy blazer (Grs. 5-7)
 - Daily Uniform
 - Khaki chinos or khaki-colored corduroys (no cargo pants)
 - Light blue oxford dress shirt
 - White undershirt
 - Brown belt
 - Dark socks, over the ankle
 - Dark brown, casual, dress shoes
 - Optional: navy uniform sweater vest or navy uniform sweater
 - Seasonal: chino shorts/khaki (no cargo shorts)
 - Gym Uniform
 - Academy of the Sacred Heart gym shorts (available at the school Spirit Store)
 - Academy of the Sacred Heart gym shirt (available at the school Spirit Store)
 - Jewelry
 - Wearing of visible jewelry is prohibited. This includes “fad” jewelry such as hemp or rope items. The school is not responsible for lost items.
 - Personal Hygiene
 - All students should be neat and clean throughout the entire school day and at school functions.
 - Hair
 - Hair must be neat and combed away from the face.
 - No longer than three inches in length.
 - Hair should remain above the collar, above the eyebrows, and not touching the ears.
 - Extraordinary styles and unnatural colors are not permitted.
 - Sideburns must be trimmed and above mid-ear.
 - No facial hair is permitted.

Individual Classrooms

All students must abide by the rules the teacher sets up within the individual classroom.

Students must:

- Complete all assignments to the best of their ability in a timely manner.
- Challenge themselves.
- Complete all make-up work.
 - A student who is absent may contact his classmates, email his teacher or a parent may request assignments by calling the school office. These will be collected and left in the Kensington Hall office at 3:15 p.m. for pickup or emailed home.
- Maintain a positive attitude toward school and other responsibilities.
- Involve themselves in opportunities for personal development.
- Do their part in creating a warm and positive learning environment. (Do not disrupt the learning experience of others.)
- Participate and pay attention during class.
- Assume a leadership role.
- Bring appropriate materials to class (i.e., bring assignments, books, planner and supplies).
- Do not bring inappropriate items to class. (Toys, laser pointers, communication devices, iPods, book bags, etc.)
- Return all necessary forms and parent signatures.
- Do not chew gum.
- Always practice academic honesty. (Do not cheat, plagiarize, etc.)

Respect the Rights and Feelings of Others

- Show respect for yourself, for other students, and for all others, including parent/guardian, community person, lunchroom worker, custodial worker, repairperson on campus, etc.
 - Display tolerance for everyone.
 - Do not insult others.
 - Do not abuse others verbally or in writing.
 - Be courteous to everyone.
 - Possession/distribution, exhibition, or transmission of obscene materials is prohibited.
 - Do not falsely accuse another student or faculty/staff member of inappropriate conduct.

Never Compromise the Safety of Others

- Always report any potentially harmful items brought into the school.
- Always report any potentially harmful situations.
- Drug and alcohol involvement is strictly prohibited.
- Possession of a toy gun, look-alike gun, pellet gun, or stun gun is strictly prohibited.
- Possession or use of fireworks, "Silly String" or other explosive devices is strictly prohibited.
- Resolve conflicts in a mature manner.
- Do not engage in inappropriate physical contact (fighting, play fighting, shoving, horseplay, unwanted contact). All physical contact "games" are prohibited, unless in physical education class.
- Secret society activity is prohibited.
- Any type of bullying behavior is unacceptable.
 - Threats and terrorization
 - Cruelty to another student
 - Pushing

- Hitting
- Harassment (including sexual)
- Theft
- Taunts
 - Name calling
 - Insults
 - Dishonor
- Cyber bullying
- Cyber threats
- Hazing is prohibited.
- Do not set off false fire alarms.

Exercise Self-Control

As students mature, they are required to become more responsible for their behaviors, make appropriate choices, and exercise self-discipline.

- All students must employ the utmost self-discipline.
- Students should seek assistance from a teacher or an administrator if a problem arises.
- Do not use inappropriate language, gestures, written statements, insulting remarks, etc.
- Respond appropriately to all persons of authority.
- Take responsibility for school property.
 - Respect the building, grounds and property.
 - Keep the campus free from trash and graffiti.
- Show respect for the property of others.
- Do not bring inappropriate items to school.
- Do not bring valuable items to school.
- Food and drink are allowed only during designated times and in designated areas.
- Computer settings and configurations should not be changed without permission.
- Any unidentified items found on school property should be turned in to the office.
- Behave appropriately on field trips and on buses.
- Do not leave school grounds/events without permission.
- Any form of gambling is prohibited.
- Possession or unacceptable use of electronic devices is prohibited.
- Comply with acceptable use for electronic communication technology.

Attendance Policy

Regular attendance is important. A student in Kensington Hall is marked late at 7:46 a.m. A student who is late multiple times per quarter will be notified by the office. If he is late a fourth time, the office will contact the home and a consequence will be assigned. Tardiness and absence affect a student's academic record. It is strongly encouraged that all unnecessary absences be avoided. All efforts should be made to schedule doctor or other necessary appointments after class hours.

Students are to arrive by 7:30 a.m. to allow them time to prepare for the day. Students should enter the school by the door at the administration entrance. All students may be on the floor by 7:30 a.m. Students are to be ready for class at 7:45 a.m. Students arriving after 7:45 a.m. should sign in at the Kensington Hall office.

Personal Communication Device Policy

In light of recent events and our concern for students' safety, the Academy of the Sacred Heart shall allow students (according to the specifications below) to possess electronic communication devices in school subject to the following rules and regulations:

- **Possession of electronic communication devices.** On school property and at school-sponsored activities, middle school students may possess but not use electronic communication devices unless authorized by school personnel.
- **Use of devices on school grounds.** Students who are permitted to possess electronic communication devices may not turn on or use the devices on school grounds unless they receive permission from a supervising adult or there is an emergency situation. This includes arrival and dismissal times.
- **Use of devices on buses.** Students may not use devices on the bus during a school-sponsored activity, unless directed to do so by school personnel.
- **Disciplinary action.** It is the student's responsibility to ensure that his devices are turned off and checked-in at the office during unauthorized times. Any student who violates the above rules is subject to disciplinary action consistent with the student handbook and at the discretion of the Learning Community Leader.

Kensington Hall Cellular Device Registration Policy

Any student that possesses a cellular device and would like to bring the device to school must follow the cellular device policy.

- Cell phones and any electronic device capable of communication must be registered with the Kensington Hall office. A Personal Communication Device Registration form must be completed.
- Students must check-in their personal communication device in the Kensington Hall office upon arrival at school each morning. Students will collect their device at the conclusion of the school day.

Computer Tablet and Chrome book Policy

Please see the Acceptable Use Policy

Right to Discipline

When students do not show respect for others, whether they are causing problems that disrupt learning or put safety at risk, they are subject to disciplinary action. In other words, when students break the Student Code of Conduct, there will be consequences.

Kensington Hall may discipline a student:

- During the regular school day.
- While the student is attending any school-related activity no matter when or where it takes place.
- For offenses committed while a student is
 - On school property.
 - At a school-related event, on or off school property.
 - Attending another school's school-sponsored or school-related activity.
 - Off school property.
- When a school employee or volunteer is a victim of retaliation, no matter when or where it takes place

Possible Disciplinary Actions

Decisions are made on a case-by-case basis. Continual behavioral issues, along with other factors, will be taken into consideration when determining disciplinary actions. The use of Infraction Notices by Kensington Hall Faculty track and inform parents/guardians of violations.

- Assignment of school duties such as scrubbing desks or picking up litter
- Behavioral contracts or individually-developed behavior management plans
- Confiscation of cell phone. Kensington Hall is not liable for lost or stolen cell phones. All confiscated phones will be turned in to the administrator's office as soon as possible.
- Confiscation of inappropriate material
- Classroom management techniques
- Community service
- Cooling-off time or "time-out"
- Counseling by teachers, counselors, or administrative personnel
- Detention after school or during multiple lunch periods
- Electronic devices will be confiscated if used inappropriately during instructional day. Kensington Hall is not liable for lost or stolen electronic devices.
- In-school suspension to a maximum of 30 days (all in-school suspension assignments greater than 14 days must be approved by the Head of School)
- Out-of-school suspension for up to three days following a conference
- Parent/guardian contracts to restrict home privileges
- Parent/guardian observations in student's classes
- Parent/guardian conference with teacher and/or administrator
- Peer mediation
- Referral to Child Study Team/outside agency/legal authority
- Restitution/restoration, if applicable
- Rewards or demerits
- School-assessed and school-administered probation
- Seating changes within the classroom
- Teacher removal or referral
- Temporary confiscation of items that disrupt the educational process
- Verbal correction
- Voluntary peer mediation/family management classes/community service
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored committees
- Withdrawal or restriction of bus privileges

In many situations, but not all, a parent/guardian shall be notified verbally or in writing concerning the alleged act of misconduct requiring disciplinary action.

Expellable Offenses

These offenses may be committed on school property or at a school-related event, on or off school property, or on another school's property. These offenses will result in expulsion.

- Aggravated assault (student on personnel/volunteer)
- Aggravated assault (student on student)
- Aggravated robbery
- Alcohol use
- Arson
- Assault with bodily injury (student on personnel/volunteer)

- Deadly conduct
- Drug possession/use punishable as a felony
- False alarm
- Firearm (including starter gun)
- Illegal knife
- Prohibited weapon
- Retaliation against school employee or student
- Sexual assault (student on personnel/volunteer)
- Sexual assault (student on student)
- Terroristic threat

Decisions are made on a case-by-case basis. Continual behavioral issues, along with other factors, will be taken into consideration when determining disciplinary actions.

The guidelines in this document, Student Code of Conduct, do not take the place of the student handbook. This document is to give further explanation of the expectations held by the Academy of the Sacred Heart.