



Parent Handbook

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I. General Information

Kingswood Academy Information

Phone Number: 630-887-1411

Fax Number: 630-887-1424

Address: 133 Plainfield Road, Darien, IL 60561

Website: www.kingswoodacademy.org

Governance Structure

Kingswood Academy is governed by an Administrative Council which consists of the Principal and two or more administrative personnel. The purpose of the Administrative Council is to oversee that the day-to-day operations of the school are conducted efficiently in a caring and character-building atmosphere. The Principal will collegially consult matters with other members of the Administrative Council. New policies will be forwarded to the Board of Directors for approval. The Administrative Council consists of the Principal, the Academic Dean and the Director of Formation.

Severe Weather Procedures

In the event of inclement weather, we will close or delay school. You can listen to WBBM 780 AM for school closings or go to www.emergencyclosingcenter.com. If the Darien School District 61 closes, we will close for sure. Weather conditions may vary over small distances. If weather conditions in your area are such that you do not think you can safely travel to the school, please call the school and let us know.

II. Mission and Philosophy of the School

An Independent School is built around a unique mission that creates a certain culture in the school.

Mission Statement

Kingswood Academy is an independent school serving grades Pre-Kindergarten through eighth grade. The central mission of Kingswood Academy is to aid parents in fulfilling their role as the primary educators of their children, by providing for the moral, spiritual, and intellectual formation of the children. In its educational programs for both students and parents, Kingswood Academy strives to provide an environment of academic excellence, good character formation, and respect for the dignity of each person. The Academy assists parents to cultivate the human virtues and to develop a strong moral character in their children, so they become competent, responsible men and women who live by Christian principles. Kingswood Academy adheres to the teaching of the Catholic Church and emphasizes the philosophy of the laity.

Educational Philosophy

Kingswood Academy offers students an environment geared toward academic excellence and character formation; providing an enriched curriculum based on classical literature and plenty of individualized attention. Kingswood strives to teach students how to evaluate, analyze and become astute thinkers. The aim of the Academy is to promote and reinforce moral virtues

so that they become habits that are deeply engrained in each child. Students are encouraged to work diligently and efficaciously. Emphasis is placed on commitment and responsibility while fostering respect for the dignity and value of each person. By giving students the necessary tools, it is hoped that each child will make good decisions in life based on sound moral judgements.

We respect the teaching authority of the Magisterium of the Roman Catholic Church. While we respect the freedom of all individuals, we recognize the doctrinal teachings of the Church in matters of faith and morals.

Kingswood Academy Shield

The shield represents the school's goals and ideals:

- The tree is indicative of fortitude and resilience. We hope to endow our students with the strength to weather the storms they may face later in life.
- The symmetry and beauty of the rose evoke the perfect balance of supernatural and human virtues for which we strive. The rose is the symbol of love, and it is love of God and love for our children which have guided the founding of this school.
- The lighted candle reminds us of the light of faith we hope to enkindle in their hearts and the light of wisdom we hope will guide their actions.
- The open book symbolizes truth and knowledge.
- The significance of the cross in the center is to actualize the desire of St. Josemaria Escriva, the founder of Opus Dei, that Christians bring Christ's spirit to all of their daily activities.

III. Formation and Advising

In order to fulfill the mission of the school, teachers and staff have in mind the priority of forming the students in virtue and in Faith.

Character Development

Character development and education in the human virtues are central to the mission of Kingswood Academy. While character development and religious instruction are specific components of the curriculum, teachers will integrate them throughout the school day. The students should strive to demonstrate the virtues through all their activities. Youth is the time to acquire the habits that will last the rest of their lives.

Virtue tree: Virtues are good habits, acquired through practice and effort. During the year, teachers and staff will acknowledge students for their virtuous behavior and these affirmations will be hung on the virtue tree. At the end of each quarter, these affirmations will go home along with the report card.

Education in Chastity

We believe that it is the parents' prerogative to teach their children about procreation and family life. "Sex-Ed" is not addressed in the curriculum. We promote the virtues of purity and chastity. Modesty in dress and conduct is expected of the students.

Prayers in the Classroom

As part of the complete formation of our students, we do want to instill the habitual practice of certain basic acts of piety (prayers). Piety should be based on the fact that we are children of God and always in His presence as we go about our ordinary duties of every day. Offering to God our work well done is a component of the lay spirituality that we wish to teach the children.

We would like the students to adopt a few key practices of piety. They begin their day with a Morning Offering and prayer to their Guardian Angel. The Angelus is prayed at noon and the school day ends with a Memorare or a short prayer composed by a student. With a concentration on character development, a short examination of conscience with a silent time for an act of contrition is appropriate for the upper grades. Once a week, students attend Holy Mass together. On special feast days, students may pray the rosary together.

Advising

Advising is a key component of the formation of the students. Each student will have an advisor who helps them put into practice the virtue formation that they receive in the school and at home. The advisor also will help the student build up a simple life of piety. Younger students are advised by their classroom teacher during regular class hours. Upper grade students are taken out of class for brief advising sessions by one of the staff. These advising sessions always take place in an open space.

IV. General Procedures

School Schedule

Arrival

We ask that children arrive at school between 8:15 and 8:30 a.m. Please do not drop off children prior to 8:15 as they will be unattended. **Classes begin promptly at 8:30 a.m.** All students are expected to be seated at their desks ready to start class. Late arrivals interrupt the class which negatively impacts the learning for all students.

Dismissal

The school day ends at 3:10 p.m. Monday, Tuesday, Thursday, and Friday. Only in exceptional circumstances will a child be dismissed early. Someone should be waiting to pick up the student. Students will be supervised by the teachers until they are picked up by their parents. Fifteen minutes after dismissal (i.e. 3:25 p.m.) students are taken to the after school care area. As teachers need time to prepare for the next day, they cannot be expected to wait with the students for long periods of time. After school care provides safe supervision for the students while allowing teachers to complete their jobs. The charge for the after school care is \$8 per hour per child. The charge of the *full hour* is applied to students who have not been picked up at 3:25. Dismissal on Wednesdays is 2:30 p.m. After school care charge is applied after 2:45 p.m.

For the safety of the students, it is important that we know who will be picking them up. If anyone other than the parents or normal carpool will be picking up the child, please notify the office. Be sure that the child is also aware of who is coming.

Attendance

Academic success requires regular school attendance. Illinois State Law 105 ILCS 5/article 26 requires those children between the ages of 7 and 16 to attend school regularly.

When a student is absent, a parent should call the school between 7:30 and 9:00 a.m. If no call is received, the school will attempt to contact the parent or guardian. If no phone contact is made, the student must bring a written excuse signed by a parent or guardian. If no contact is made between the parent and the school, the absence will be unexcused. Tests and work cannot be made up for an unexcused absence.

Absences are excused for:

1. Student illness
2. Death in the family; funeral
3. Family emergency
4. Dental or medical appointment when appointments cannot be made outside the school day.

Absences: Pre-planned (excused)

We strongly discourage vacations during the course of the school year. If a student is aware that he or she is going to be out of school prior to the day of the absence, the teacher should be notified. The student will be given work from the teacher. All student work should be turned in on the day that the student returns from the vacation. Tests will be made up upon return.

Unexcused Absences:

All other reasons for an absence will be considered unexcused including the following:

1. Running errands for the family or staying home to care for younger children
2. Ordinary weather hazards
3. Traffic delays and mechanical failure when parents assume responsibility for transportation are both unexcused absences.

Suspension from School:

Suspension from school is considered an excused absence.

Truancy:

Truancy is missing school for an unacceptable reason. Parents of truant students will be notified. Truant students, along with their parents, will be referred to the county Truancy Review Board.

Tardies

In order to take full advantage of Kingswood Academy's academic program and to reinforce several virtues, it is necessary that students be on time for school. Students who are not in their seat at the start of class will be marked tardy. **After three tardies, students will be required to serve a detention.**

Excused tardies are only those that would be considered excused absences. Delays caused by student illness, family emergencies, funerals, and medical appointments are excused tardies. We realize that Chicagoland traffic is often unpredictable and during foul weather these situations might occur more frequently, however tardies due to traffic are not excused tardies.

Unexcused tardies will be noted on the report card and continued unexcused tardies will cause students to be marked down in the character grade for punctuality.

0-2 unexcused tardies is a +,

3-4 tardies is a ✓,

5 or more tardies is a -,

Shadow days: As student approach high school, it is expected that they might shadow at their future school. Students will be allowed an excused absence for a shadow day in the 8th grade. So that students might get the most out of the experience by getting to know other students, we encourage students to make these appointments individually, not with other Kingswood students

Please notify the school of the need for early dismissal of your child by sending a written note to the teacher. If anyone in your carpool is affected, please make sure the arrangements are clear to all parties concerned. (It is good to include this information in your note to the teacher.)

Students will have one extra day per day absent to make up missed work. (For example, if they were out five days, they have five days to make up the missed work.)

If an emergency makes it necessary for you to take your child out of school for an extended period of time, please notify the teacher as soon as possible. We will inform you of the planned subject matter for that time period. We expect the child to keep up with the class.

After-School Functions

Throughout the course of the year, the school will invite parents to attend different activities at Kingswood. During these evening activities, students and siblings are not allowed in any classroom without adult supervision. Neither should any student, sibling, or friend be outside the building without the supervision of an adult.

V. Celebrations

Celebrations at Kingswood Academy should reflect the spirit of joy of the children of God. Celebrations are helpful in building friends and for reinforcing social skills, important components of healthy development. At the same time, as a school, our focus is on the fulfillment of our mission and the celebrations must reflect this fact.

Birthday Celebrations

If the parents wish, they can bring cupcakes or treats (no candy or pop, according to school rules) for a child's birthday. Classmates can sing to the child and enjoy the treats at the end of the school day. Please only bring enough refreshments for the classroom. Having extras is awkward. When providing treats, please consider that there are students with nut allergies. We ask that if a child will be having a party, that birthday invitations be sent through the mail and not brought to school.

Veterans Day, Columbus Day and other patriotic holidays

Patriotic holidays help enhance our Social Studies programs and are integrated into the curriculum in a natural way. Teachers use the holiday to reinforce history and civics concepts. Teachers might use the holiday to invite a guest speaker or to re-enact an event.

Thanksgiving, besides being of historical value, gives us an opportunity to show our gratitude for the gifts we have received. Kingswood students often make Thanksgiving baskets for needy families in our area.

Religious Holidays

Religious holidays are a very important part of our life of piety. Children are encouraged to grow in personal piety through simple private devotions. Teachers might take their classes on a May pilgrimage, do the Stations of the Cross with them in Lent, or ask them to research the life of a saint for All Saints' Day.

Few religious feasts will be celebrated as a whole school. Some exceptions might be:

- The Advent wreath that will be lit before Mass during Advent.
- The May Crowning that will be held during the first week of May.
- Families will be invited to St. Mary of the Angels for the Novena to the Immaculate Conception.

Christmas is a special time where we remember the birth of Our Lord. Teachers try to keep children focused on "the reason for the season" through Bible stories and simple acts of piety. We will also help the students focus on the true spirit of giving at Christmas by doing service projects that include gifts for the needy.

Halloween

Halloween is a fun tradition of American culture. Children love to dress up, and they enjoy this holiday immensely. Kingswood will not have children dress in their costumes nor give out candy at school, as it is a distraction for the students. Instead, students will have an out of uniform day and will be allowed to dress in jeans and orange and black. In the afternoon, students will celebrate "All Hallows' Eve" (Halloween) by sharing their saint reports. Halloween will be an early dismissal day (2:15 pm) so that families who want to go Trick-or-Treating are able to do so safely. Usually November 1st, All Saints' Day, will be a school holiday so that families may observe the Holy Day of Obligation (and recover from the sugar high!)

Valentine's Day

Valentine's Day is another American tradition. It is a time to remind students about friendship. A non-candy treat and the exchange of cards would be expected.

VI. Communication with the School

Visitors

All visitors must sign in with the office before proceeding to any other part of the school. This rule is for the safety of all our children and should not be taken lightly. Teachers should not be expected to interrupt classroom activities to attend to visitors. Families of prospective

students, or other interested individuals wishing to tour the school should arrange this with the Admissions Director.

Parents may want to visit their child's class. Classroom visitation provides an opportunity for parents to better appreciate the learning process, and allows them to better supervise their child's progress. However, to ensure that it is not disruptive to the class, all visits should be scheduled with the teacher in advance. Parents may observe without interrupting the class or, if organized with the teacher beforehand, assist in the activity. Other children are not permitted to accompany the parents to a classroom as they may disrupt the class. Classroom visitation does not entail a parent-teacher conference. Conferences should be arranged outside the regular class hours.

Communication with Teachers

Parents have the primary responsibility for the education of their children. Teachers carry out their task on behalf of the parents. Open communication between the teachers and parents is essential. Teachers prepare a report card each quarter summarizing the student's progress for the parents. Teachers will provide information about academic progress through TeacherEase.com. Grades will be updated each week before Monday.

Parent/Teacher conferences are held mid-quarter the first three quarters. This is a good time to help the teacher understand your child. It is an opportunity for the parents to familiarize themselves more with the expectations of the teacher, to see how your child is progressing, and to understand the decisions that affect your child's education. Please mark these dates on your calendar to be sure you can attend.

Telephone

In order to avoid classroom interruptions, the best time to call teachers is during lunch or at the end of the school day. Teachers will not be called from classrooms to answer telephone calls, except in the case of true emergencies. If you find it necessary to call during class hours, the office staff can take a message for the teacher. Students will not be called from class to answer phone calls. Messages will be delivered in case of emergency.

Out of respect for the teacher, please communicate with them at school. Teachers should not be asked to give out their home phone numbers.

Parent Concern Procedure

Kingswood partners with parents in order to provide the best education possible for your children. We encourage very open communication and appreciate your feedback to the school. The most effective way to get questions answered or resolve any issue is to communicate directly with the staff person who has the most information about the student and the situation and who would be able to resolve the issue. In a school setting, this is usually the classroom teacher. Accordingly, Kingswood requests that parents follow the procedure below when needing to resolve any issue they might have at the school.

1. To the extent possible, concerns should initially be addressed directly to the teacher or other staff member who directly supervises the matter. Every reasonable effort should be made to resolve any concerns through informal discussion with this person. Parents should keep confidential the content of these discussions and any efforts to resolve the issue.

2. If the concern is not resolved, parents should direct their concern to the Principal. The Principal will promptly discuss and attempt to resolve the concern with the parents.
3. If the concern is still not resolved, parents should submit their concern to the President of the Kingswood Academy Board of Directors. This submittal should be made in writing, and can be mailed to Kingswood (to the attention of the President of the Board of Directors) or hand-delivered to the Kingswood office. After this:
 - The Board President will promptly notify the Principal of the filing of the concern.
 - A meeting will promptly be arranged between the parent, the Board President (or a designee), the Principal, and any other persons designated by the Board President or the Principal, to address and attempt to resolve the concern.
 - The Principal will convey the decision in writing to the Board of Directors within five days after the meeting.

VII. Health Issues

Illness

In the event that your child is ill, please do not send him or her to school, both for the child's own comfort and safety as well as for the well-being of the other students. If a child becomes ill at school, you will be called to pick up the student. Symptoms that would require calling the parents to pick up the child include, but are not limited to:

- Temperature above 100 degrees
- Nausea and vomiting
- Severe pain
- Severe upper respiratory symptoms (sneezing, coughing)
- Diarrhea

PE class

As attendance and participation in all classes are important for a well rounded education, a student will need a doctor's note to be excused from Physical Education class.

Contagious Disease

If a student contracts a contagious disease as deemed by the DuPage County Health Department, a note signed by the doctor must be given to the school office upon his/her return back to school.

Kingswood Academy Allergy Policy

In order to allow students with allergies to participate safely in the educational environment at Kingswood Academy, the school will implement the following procedures:

1. All staff will be educated in how to recognize an anaphylactic reaction, how to prevent exposure to an allergen, and how to use an epinephrine auto-injector (epi-pen). Children of a reasonable age should be educated about their own allergy and the use of the epi-pen.
2. Parent/guardian should inform the administration at the time of registration or at any time that a student develops a new allergy.

3. The school office will give the Allergy Form and Emergency Action Plan Form to the parent or guardian and that should be returned to the office as soon as possible.
4. The Individual Health Care Plan (IHCP) Team will use the completed form to determine what accommodations (if any) are necessary. The team will determine the staff responsible for the accommodations and all the teachers of that student will be informed about the accommodations.

Medication

Teachers should not administer medication to the students. Children who are old enough may self-administer medication with the parents' written consent. Children should not have any medication in their possession without specific written instructions from the parents. For the safety of other children, please provide the child with only a one-day supply of medication. Any medication found without prior notification will be taken away. The school is not responsible for contacting the parent to obtain consent. If a child is too young to administer necessary medication, the parent should either keep the child home or come in to administer it. Parents may wish to leave special medications (such as inhalers) for their children in the school office.

Medical Emergencies

The teachers and staff of Kingswood Academy place a great emphasis on the safety and well-being of the students. However, accidents can occur. In the event of injury, first aid will be administered. Parents will be notified if the severity of the injury warrants it. It is vital to maintain an updated emergency contact form. In the event of a severe injury, paramedics may be summoned, and/or the child may be transferred to a hospital. Every attempt will be made to contact the parents immediately. However, urgent treatment will not be delayed due to an inability to locate the parents.

Health/Dental Forms

Health and dental forms are part of a complete academic file, and must be returned prior to the start of the school year. Illinois state law requires a physical examination for students at various grade levels. Complete and valid immunizations are part of the requisite physical. In addition, we would request that you send a copy of the child's birth certificate and a baptismal certificate. Information about special health problems or medical conditions should also be on file with the school.

VIII. Student Expectations

Procedures

When the bell rings, grades Pre-K-5th grade should line up in their assigned spots to wait for the teacher to get them. Students are expected to show virtue while waiting in line and while walking to their classes. Jr. High students proceed independently to their classrooms.

Uniform Expectations

The Kingswood dress code supports the school's seriousness of purpose. Learning to maintain a neat, professional appearance is part of a child's education. Students should be in

uniform at all times while on school grounds, unless the Administrative Council has granted a non-uniform day.

Girls are permitted to wear blue uniform pants. No pants or sweatpants should be worn with a uniform skirt. In warm weather students are allowed to wear blue uniform walking shorts and 6-8th grade girls may wear a yellow polo shirt. If students are cold during the day, a Kingswood sweatshirt or uniform sweater should be their first addition to their uniform. An outdoor jacket or coat is not a substitute for the uniform sweatshirt. No head gear will be worn inside the building.

Kingswood Academy asks that our students dress professionally with their uniforms clean and in good repair, with shirts tucked in. The girls' skirts should be knee length. (You can have a reality check by having her kneel down. The skirt should touch or almost touch the floor.) Undergarments should never be visible.

Girls should aim for a simple elegance that is appropriate for these younger years. For this reason, make-up is not permitted. The wearing of jewelry is limited to simple chain necklaces with a religious significance and, for girls only, single ear studs. Clear nail polish is allowed. Hair should be neatly groomed.

School shoes should be dress shoes of a solid color, either black or dark brown. Since our students will be involved in active play, it is important that all of the shoes have backs and have enough support (i.e. no clogs or sandals). Boots may be worn outside, but must be changed before entering the classroom. Socks should be navy blue bobby sock, knee-hi length, or tights. (Athletic ankle length white socks are the appropriate choice with the gym uniform.)

On Mass day we ask that all of our students look their best. On Mass days, all boys are asked to wear a tie. The uniform tie is solid navy blue. Jr. High boys are asked to wear the uniform tie every day. Students will be able to "rent" a tie from the office. The money will be given to charity.

Gym uniforms consist of a gold t-shirt and green shorts or sweats. In cold weather students should wear their green gym sweatshirt. Gym shoes are required. As we do not have adequate space for changing clothes, students are allowed to wear their gym uniforms on gym days. Students' gym grades will be based partially on their correct uniform. Kingswood sweatshirts with an appliqué are part of the school dress uniform and should not be used for gym class.

Please mark uniforms with your child's name.

Dress code infractions

Students not in uniform will receive a violation notice. After three violations, the student will receive a special notice and the student receiving the notice will lose the privilege of participating in the next out-of-uniform day. Serious dress code infractions, such as non-navy blue pants or gym shoes/boots on a regular uniform day, will require that a parent bring approved clothing to the school's office before a student may rejoin his class.

The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by code until such time as this code may be amended or revised.

Out of uniform days: On out of uniform days, students are encouraged to continue to dress professionally. No jeans, sweatpants, or gym shoes will be allowed unless specifically stated. Clothes should be modest and in good taste.

Discipline Policy

External and Internal Discipline

External discipline corrects and reinforces behaviors so that students grow in virtue. External discipline also helps maintain an environment that is orderly and controlled and is therefore conducive to learning. External discipline will often only help students behave correctly in the presence of authority. Our goal is to truly form the children so that they are motivated from within. The ultimate internal discipline is our desire to love and serve God. The development of internal discipline takes time and patience.

Kingswood Academy, through a climate of mutual respect among students and the faculty facilitates the acquisition of virtue and high academic standards, building internal discipline by

- Setting high expectations
- Using internal, not external rewards
- Advising—listening and guiding students in their decision making
- Challenging the students to take on responsibility and leadership roles
- Applying expectations and consequences in a consistent fashion
- Praying for the students.
- Encouraging students to count on His grace for their struggle to improve through the use of prayer and sacraments.

Discipline Procedures

If there is a student with significant disciplinary problems who does not respond to the teacher's corrections, the situation will be discussed with the Principal and will be brought to the parents' attention. It is ultimately the parents' responsibility to ensure the child complies with the rules of Kingswood Academy.

We know that all parents want to see their children grow in virtue and want to be part of the growth process. If you have a question about an incident that involves the behavior of another child, please address the concern directly with the child's teacher as he or she will be the most qualified to correct the situation. In discussing any misbehavior, teachers will respect confidentiality and will not divulge private or personal information about another student or his or her family.

	Minor Infractions	Infractions	Serious Infractions
Disruption	<ol style="list-style-type: none"> Disobedience to adults <ul style="list-style-type: none"> Talking back Arguing with teachers Disrespectful body language Walking away when an adult is talking to the student Disrupting class Disrespect to other students <ul style="list-style-type: none"> Hurtful teasing Actively excluding others Losing one's temper with another student 	<ul style="list-style-type: none"> Habitual minor infractions (3 strikes) Disrespect to adults Losing your temper with an adult Cheating/forging signatures Swearing Skipping class Harrassing classmates in word (written or spoken) or actions Damage to property 	<ul style="list-style-type: none"> 3 Infractions Danger to self or others Severe damage to property Indecent behavior or vulgarity Stealing Possession of drugs or alcohol
Consequences	<p>A minor infraction slip should be given to the student to be signed by a parent. If they don't return it within two days, they will be given a detention.</p> <p>Students will stay in at recess to write an essay explaining the virtues they were lacking in this specific incidence.</p>	<p>Grades 5-8: Detention An Infraction slip should be given for parents to sign and a copy should be given to the principal. <i>Students receiving an Infraction slip will be required to serve detention in the afternoon from 3:10-4:00 P.M.</i></p> <p>For students in PK to 4th grade: Students will be given a reasonable consequence and will meet with the parents to work on a behavior plan for the student.</p>	<p>After a meeting with the parent(s), the child will be suspended for the rest of the day. The suspension may be extended for several days depending on the seriousness of the incident. Seriousness of the action could be cause for expulsion from school.</p> <p>Students who are suspended will not have option of making up missed tests.</p>

Non-compliance to classroom rules/policies

Kingswood's focus on building virtue means that teachers also will address compliance issues that pop up during the course of the day. Examples might be:

- | | |
|-----------------------------|--------------------------------------|
| Lack of punctuality | Speaking out in class |
| Running inside the building | Missing one homework |
| Eating in the classroom | Being in an area without supervision |

For these non-compliance issues, an immediate consequence that fits the misbehavior will be given. We know that by taking care of the little things, we build virtue and discourage larger problems. All consequences should take place at the school and notification to the parent is not required. Possible consequences include missing recess or one of the following:

For disorder—clean the class or desks, etc.

For missing homework—miss recess to finish homework

For speaking out or being out of uniform—write a paragraph about the importance of respect, etc.

Records

Only suspensions or expulsions will be noted in the child's permanent record file. Other infractions are not kept in a child's records.

Respect for privacy

Maintaining the privacy of our students and families is a priority. No information about punishments or infractions will be released without the parents' express permission.

Teachers may keep unofficial records of behavior in order to assess correctly the character grades of the report card, although they are not required to do so. Any documents or information will be kept confidential.

Harassment Policy

Everyone at Kingswood is entitled to be treated with respect and dignity. In order to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence, the School prohibits any form of religious, racial or sexual harassment and violence.

Because Kingswood Academy focuses on assisting each student grow in virtue, we don't expect to have difficult behavior problems such as harassment in our school. If we do find that a student begins to lack respect, the staff and parents will work diligently to try to inculcate the virtue that might be lacking in that student. If there is a continued lack of respect, which could be construed as harassment, it should be brought to the attention of the administration.

A harasser may be a student or an adult.

Individuals may take many actions or words as offensive when the offender did not intend them as such. The offenses do take on the level of severity of harassment when they have malicious intent, serious sexual or vulgar content/actions, or the perseverance over time of such offenses.

If any words or actions make a student feel uncomfortable, embarrassed or fearful, that student (or the student's parent or guardian) should tell a teacher or the principal as soon as possible after the incident occurs (preferably the same day).

Any student (or the student's parent or guardian) may also make a written report of an incident, which should be given to a teacher or the principal.

The privacy of each student as it relates to a reported incident will be respected as much as possible. Kingswood takes seriously all reports of religious, racial, or sexual harassment or violence, and will take appropriate actions based upon any reported harassment. Kingswood will also take action if anyone tries to intimidate, discriminate against or take action to harm any student, parent or guardian because of such report.

Child Nutrition

As you know, nutrition can affect many aspects of our lives: our weight, our energy level, our attention span, etc. Sugar and caffeine, specifically can have radical effects on children. These two stimulants can lead to hyperactivity and distractibility. These stimulants usually provide a brief surge of energy followed by a slump of lethargy which strongly affect a

students' behavior and academic performance. (Diabetics may be an exception. Students with this type of special need will inform the office and all teachers will be informed.)

We at Kingswood would like the best for all our children. In order to build the character of our students and to ensure their academic success, we would like to request that all families

1. Provide a small, healthy snack for your child to eat during the morning recess time.
2. Provide a healthy, balanced lunch for your children. Lunch will be a cold "ready to eat" lunch except on the days indicated as hot lunch days. Kingswood does not have the facilities nor the personnel necessary in order to heat up children's lunches in the microwave.
3. Refrain from giving children candy and pop. We strongly discourage bringing other sweets to school. Fresh fruit, blueberry or corn muffins, or fruit roll ups are healthy dessert for a lunch box. Raw vegetables with dip, pretzels, nuts and seeds, pickles, and cheeses can be healthy snacks.
4. Refrain from buying fast food for your child (McDonald's, etc.) since other children become "jealous" of "special" food of the others.
5. Special celebrations for holidays and birthdays allow for some special treat at school. These festivities should always be approved by the classroom teacher and should occur at the end of the school day.

Lunch Procedure

Students will be required to stay seated for the first 20 minutes of the lunch period. After that period they may throw away their trash, clean up around their area and wipe the table.

Students who forget their lunches:

If the child makes the teacher aware of the forgotten lunch, the parents may be contacted in the morning to bring the child some food. Neither teachers nor students should solicit food from other students. Other students, though, might offer some of their lunch of their own volition.

No students are allowed in classrooms during the lunch period or recess periods unless they are working with a teacher.

IX. Academic Policies

Instructional Materials

Parents are entitled to review all instructional material used in their child's education. We believe that we have arrived at an excellent academic program. If there are any questions regarding the academic material, please contact the Principal.

The instructional materials fee represents a fraction of the cost of acquiring textbooks, classroom materials, maintaining the library and computer lab, along with providing instructional field trips. Students should treat school materials with respect. Textbooks are expected to last several years. There may be an additional surcharge for excessive damage or abuse of textbooks.

Student Work

Kingswood teachers have the expectation that Kingswood students should do their finest work at all times. Handwriting is an important part of the final product. Students begin to

learn cursive in 2nd grade. After January of 3rd grade and above, all students should use cursive for all of their school work.

Student headings are important for recording grades and passing back papers. Students should put their heading at the top right hand corner of their papers as follows:

(Name) John Doe
(Date) August 15, 2005
(Assignment) Spanish, p. 41 #1-10

Grading policy

Kingswood Academy believes that grading has a purposeful and useful role in the schools. It is our desire to make the process both meaningful and helpful to teachers, students, and parents. Grades are given on the basis of sound measurement techniques. Students earn grades; teachers do not give grades. Parents are encouraged to talk to students about school work and grades and contact teachers (first) and campus level administrators (second) whenever there is a question regarding grading.

The grading at Kingswood Academy reflects a very high academic standard for our students. Students must be able to show their mastery of the concepts taught in each course to pass the class. Simple classroom participation and effort will not be sufficient to pass a class, however they will be duly noted in character development section of the report card.

Kingswood Grading Scale

Grading: A: 93-100 B: 85-92 C: 77-84 D: 70-76 F: Below 70

Grades are calculated as follows:

Tests: 50%

Assignments (in class and homework): 40%

Responsibility for completed assignments: 10%

7th and 8th grade students - final exams.

1st quarter will account for 40% of the semester grade

2nd quarter will account for 40% of the semester grade

and the final exam will account for 20% of the semester grade

Tests: Students will be given advance notice as to the testing schedule. Using personal responsibility, the students should prepare themselves well for the tests. As we all have to accept the consequences for our actions, no retakes will be given, nor will extra credit be allowed. All tests will be taken within the allotted time limits unless an Individual Education Plan stating special test taking conditions is on record in the office.

Homework will be a meaningful part of a child's education. Homework and class assignments will be factored as 40% of the total quarter grade. As well, the responsibility of turning in assignments on time will be included in the quarter grade.

Responsibility Grades:

Assignments will be rated for responsibility using the following point system:

3: assignment completed satisfactorily and on time

2: assignment incomplete or unsatisfactory work; turned in on time

1: assignment one day late (excluding an excused absence)

0: assignment turned in later than one day or never turned in

Gym, lower grade Spanish, art, and music will be graded in the following categories:
Good/Satisfactory/Unsatisfactory

SPANISH/GYM/ART/MUSIC GRADING RUBRIC

	Good	Satisfactory	Unsatisfactory
Preparedness	Wears uniform correctly and completely. Ready to begin on time. Brings all materials necessary.	Usually ready for class and prepared.	Shirt is untucked or uniform is incomplete. Often late to class. Lacks materials necessary for class.
Respect	Listens well. Raises hand before speaking. Speaks with respect to teacher and classmates. Treats others well. Cares for materials of the class.	Listens, but might not be as respectful in speech and in deeds.	Talks in class. Bad attitude. Interrupts the teacher. Laughs or makes jokes that are inappropriate to the subject or timing.
Following directions	Knows classroom routine and doesn't need to be told what to do.	Doesn't know the routine. Follows directions.	Doesn't know the routine. Doesn't follow directions.
Effort	Active participation in class. Shows enthusiasm. Always tries his/her best. Is helpful.	Participates in class. Tries, but without enthusiasm.	Passive in class.

Benchmarks:

1. Benchmarks are valuable assessment pieces that see how our students are developing in their basic skills compared to local or national norms. The following three benchmarks are noted on the report card along with the letter grades.

a. Reading levels are measured using the DRA (Developmental Reading Assessment) from Pearson Learning:

Grade Level	DRA Rdg. Level	Fluency (correct words per minute)	Grade Level	DRA Rdg. Level	Fluency (correct words per minute)
K	A	Not measured at this level	3	30	95 wpm
	2			34	
	4			38	
1	6	35 wpm 50 wpm 60 wpm	4	40	115 wpm 125 wpm
	12			44	
	16				
2	18 24 28	65 wpm 80 wpm 95 wpm	5	Fluency attained	

b. Math Facts:

Lower grade teachers note how many math facts students can accurately compute in one minute.

For 4th and 5th grade the goal is 100 facts in 2 minutes

c. Writing Rubric

Each month students are evaluated on their writing using a 6 point rubric. The writing assessment will be completed in two to three 45 minute sessions and will be evaluated by two teachers.

For the upper grades, a rubric score of 6=A, 5=B, 3 and 4=C, 2=D, 1=F

Honor Roll

Kingswood Academy provides several ways to recognize students and their educational efforts.

The Dean's List recognizes students who have all A's.

The First Honors List recognizes students who have an average of 92% or above.

The Second Honors List recognizes students that have an average of 90% or above.

The averages will be taken from percentages that will be listed beside students' letter grades in their report cards.

The Principal's List stems from our mission to teach and reinforce character development.

The Principal's List will be figured using the Character Development area of the report card.

Requirements for the Principal's List include having three (3) checks or less on their character grades and all commendable character grades (+), no unsatisfactory character grades, and no academic grade lower than a "C".

Academic Probation

Kingswood Academy helps all students achieve their highest academic potential.

When students are not reaching their potential, the Student Success Team will meet with the family and the student to make a plan for their success at Kingswood.

Students receiving one or more failing grades and/or an average of 70% will be placed on academic probation. A student will be removed from probation after the *next grading period* if there is no more than one failing grade and/or the grade average is more than 70%. Academic probation includes the following:

1. Loss of privilege to participate in athletics and other extra curricular activities.
2. Loss of privilege to be excused from any class period, except for advising.
3. A student who remains on academic probation for two consecutive semesters may be liable for dismissal.

Graduation/promotion while on academic probation

A student may graduate or be promoted while on academic probation if they successfully attend a summer school program that meets the approval of the Kingswood administration.

Promotion/Retention Policy

It is the goal of the faculty to help all students achieve their academic potential. Every effort will be made to provide students with extra help and support services when needed. If, in the opinion of the administration, a student does not make satisfactory progress in a given school year, the student may be retained at that grade level for the following year. In all cases of retention, the social, emotional, and academic needs of the student will be considered.

Homework

Homework is an integral part of a child's education. Children learn to work independently and take responsibility for their assignments. Homework serves the purpose of reinforcing concepts taught in the classroom. Therefore, the homework given should be of considerable educational value.

Homework is also a time when parents can become involved in the child's learning. Parents are expected to supervise a child's homework. However, the work should be the child's own. Many times, the homework activity will be a supplement that could not happen at school. Not all homework has to be based on a textbook.

As in professional life, neatness, presentation, and accuracy are important.

General guidelines for the appropriate average daily amount of homework are as follows:

(Homework time does not include daily reading.)

Pre-Kindergarten	5 - 10 minutes
Kindergarten	10 - 15 minutes
First Grade	30 minutes
Second Grade	45 minutes
Third Grade	50 minutes
Fourth Grade	60 minutes
Fifth Grade	80 minutes
Sixth Grade	90 minutes
Seventh/eighth Grade	100 minutes

Field Trips

In the metropolitan area, we are fortunate to have many educational points of interest and great museums. We intend to make use of them for the cultural development of the children. We anticipate several field trips throughout the year. Signed permission slips are required for students to participate. Parental support will be necessary in transporting and supervising the children.

Parents and teachers may not take children off school grounds other than for Church or gym without the consent of the principal. When acting as chaperones, parents have the responsibility for the safety of the children and they also act in the name of the school. Parents have high standards of behavior for the children they are responsible for.

Parents that are driving to field trips should make sure that their car is in good driving condition and that the students each have seat belts. Parents driving students on trips should exercise the utmost caution. Teachers provide clear directions so that no driver will get lost.

It is also important that drivers not make unscheduled stops before returning the children to school.

Parent chaperones should not buy anything for the students in their group that are not their own children (to avoid “comparisons” with other groups).

Parent chaperones should be made aware of any health conditions or allergies of the students in their group. It is better to avoid providing the students with extra or different food, as the parents will have provided them with the appropriate lunch.

X. Financial Information and Policies

Every school must operate on a sound financial basis. Prompt care of your financial responsibilities is not only appreciated, but is also necessary if we are to continue to provide a high quality education for your children. Before a student is enrolled in the school, a parent or guardian accepts financial responsibility for the student by signing a contract stating that the account will be paid on a regular basis.

Tuition

Tuition is collected by FACTS Tuition Management. (See the homepage for the icon which will take you directly to the application.) FACTS provides a variety of payment plans: monthly, quarterly, or semi-annually. The first installment is due on the registration day in August. The remaining 9 payments are due the 15th of each month, September through May.

No student shall be allowed to enroll in a new school year at Kingswood Academy unless all past due tuition and fees have been paid by August 15.

Fundraising

Many families are making sacrifices to send their students to Kingswood Academy. However, tuition does not cover the full cost of providing this level of education to the students. Fundraising is essential to keep the tuition as low as possible. Parents are expected to provide their active support of all school fundraising effort. If there are individuals or foundations you know of that may be willing to support our endeavor, please inform us. During the year the school has a few fundraisers: a walkathon, a benefit dinner, and a golf outing in the summer.

The MANNA program runs all year long. The MANNA program sells gift card and gives a certain percentage back to the school. Gift cards are available in the office or can be ordered each Tuesday. At no extra cost to the family, Kingswood receives a great financial benefit. We encourage you to invite friends and relatives to participate since it will cost them nothing, and will help keep tuition down.

We will provide you with more details about SCRIP.

Tuition Assistance

Parents requesting tuition assistance will be required to complete the on-line financial aid application with ISM Fast (see the homepage for the icon which will take you directly to the application) and a copy of the previous year’s income tax return. After the April 15th

deadline, new families are still encouraged to apply for financial aid, although availability of funds is not guaranteed.

Sibling Differential

Families with several students in grades 1-8 receive financial assistance in the way of sibling differential. The third child receives a reduction of \$400.

Family Cap

The family cap assists families with many children in the school. After paying three children at full price, any student in grades 1st-8, will pay only \$1000 any Kindergarten student would pay only \$500 taking into account the sibling differential. Pre-K tuition is not included in the family cap.

Application Fee

A one-time application fee of \$100 per student covers the cost of admissions paperwork and testing. This fee is non-refundable and is not applied to the total tuition balance.

Registration Fee

Families of students accepted to the school will be asked to pay a non-refundable \$200 registration fee per student to hold their place at the school. This fee is deducted from the total tuition and is reflected in the tuition statements.

Re-Enrollment Fee

In February, families currently enrolled will be asked to pay a re-enrollment fee of \$200 per student to hold their place at the school for the following year. Families who need to may defer tuition payment during the month they are paying re-enrollment fees. In this case, the final tuition payment would be due in June.

Delinquent Accounts

A payment will be considered delinquent if it is not received by the 15th of the month. All overdue payments incur a finance charge at the rate of 1.5% per month for each month or part thereof, calculated on the unpaid balance. The finance charge is assessed on the balance remaining due at the end of the month and is added to the following month's bill.

Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.

When an account becomes 60 days overdue, the student will be suspended from school until payment is made.