

# Kingswood Golden Knight Honor Code



Dear Kingswood Student,

## WELCOME TO KINGSWOOD ACADEMY!

School plays an important role in preparing you to lead successful and happy lives. This student handbook will prepare you to be a successful student. This handbook explains and clarifies your responsibilities as a student.

At Kingswood you will find yourself constantly encouraged to live the human virtues. That is because we know growth in virtue leads God's children to develop self-discipline – the ability to govern one's attitude and actions and to accept responsibility for one's behavior. **Self-discipline is the key to a truly successful, truly happy life.** Always keep in mind that growing in virtue is a Kingswood student's most important achievement.

Being a responsible person of good character **will come through your goal setting, your hard work, your participation in school activities, and your follow-up on good resolutions and plans.** We believe in you, and will be encouraging and helping you every step of the way!

### KINGSWOOD ACADEMY HONOR CODE



1. I will show integrity and practice self-discipline.
2. I will obey the rules of the school and the classroom.
3. I will respect others and their property.
4. I will give my best effort in everything I do.
5. I will strive to grow in virtues.

#### Kingswood Academy Character Program

We encourage you to live the virtues. In essence, virtues can be acquired through a student's goal planning, hard work, participation, follow-through, and God's grace.

Each month, you will learn the definition of the school-wide virtue. Your teacher will explain other virtues similar to the school-wide virtue. Your teacher will also teach you ways to practice the virtues that you learn.

I have read the Kingswood code of conduct and agree to strive to live virtue and abide by the guidelines and procedures of the school.

---

Name

---

Date

**Tardies**

Your education begins when the bell rings in the morning. For that reason, it is vital that you be on time. It is also disruptive to the whole class when anyone arrives late. Students who are not in their desks by roll call at 8:30 will be marked tardy. After three tardies, you will be required to stay after school for one hour. On your report card, three tardies give you a check in punctuality and five tardies give you a minus.

**Lost and Found**

Articles left on the playground or elsewhere than your classroom will go in a lost and found in the office. If not claimed, things left in the classroom will also be put in the lost and found. Articles left at the end of the semester or school year may be given away or discarded. PLEASE ASK YOUR PARENTS TO PUT YOUR NAME IN ALL OF YOUR COATS, SWEATERS, SWEATSHIRTS, ETC.

**School Office Procedures**

The office is a place of work for the school secretaries and is not a place for students. During school hours or after school, students may only come to the office with the teacher's permission (and the office pass). If your parents are planning to pick you up at school for an appointment or other reason, you are to remain in your classroom until your parents arrive. The office personnel will call your classroom when they arrive. No one should be in the office without an office pass.

**Closing Remarks**

The staff at Kingswood Academy will do the very best they can to provide you with a wholesome environment where you can strive for academic excellence and grow in human virtues. However, we rely on you as students to set the good example for your peers. We have no doubt that together we will be able to meet this goal.

**Virtue Tree**

Your teacher will often recognize your efforts to grow in virtue with a written note that will go on Kingswood's Virtue Tree. You may also recognize someone for their efforts. At the end of each quarter, these notes will go home along with your report card.

**Student Conduct**

As a Kingswood student you should treat your teachers and all other adults with respect and be kind and considerate toward your fellow students. We expect you to develop those traits and behaviors that will make life more pleasant for you and everyone around you. We expect you to...

Find opportunities to help your parents and teachers without being asked.

Be kind, cheerful, and considerate with other students.

Forgive others and ask for forgiveness.

Always greet your teachers and any adult cheerfully and by name.

Be punctual in arriving at school and in passing from one class to another.

Be responsible for doing your homework and chores promptly.

Take care of your own and others' belongings.

Be honest with your teachers, your fellow students, and all others.

Be aware of the example you set for others, especially younger students.

Always be mindful that your behavior is respectful in the presence of adults.

**Student Procedures**

These procedures will guide you in conducting yourselves appropriately in school and on the playground.

**Entering and Exiting the Building:**

1. Enter and exit in a quiet and orderly manner.
2. Keep hands, feet, and other objects to yourself.
3. Go directly to your classroom, car, or designated area.
4. Always walk in the hallway.

### Morning Procedures:

1. Be in class by 8:30 A.M.
2. When morning announcements begin, refrain from talking.
3. Be respectful during prayers and the Pledge of Allegiance.
4. Sit up straight in your assigned seat and listen to directions.

### At Mass and School Assemblies:

1. Enter and exit in order. (On stairs and going through doors, keep to the right.)
2. Keep hands, feet, and other objects to yourself.
3. Be quiet and attentive during the Mass or program. Don't fidget!
4. Clap politely during assemblies. Yelling or making other noises is not appropriate.
5. Stay in your spot until your class is dismissed.

### When in Class:

1. Go to your seat as soon as you enter and get ready to work.
2. Pay close attention to your teacher.
3. If you don't understand something, raise your hand and wait for teacher recognition before you ask your question.
4. Keep your desk and classroom neat.
5. Perform your assigned classroom chores promptly and thoroughly. If someone is absent, offer to do the chore for that student.

### At Recess:

1. Use this break time to show kindness to your schoolmates. Make sure that everyone is included.
2. At morning recess, you may eat a small healthy snack. Make sure that trash gets into the trash bin.
3. Do not congregate in the washrooms.
4. Do not go out of sight of the yard duty teacher.
5. Never leave school property. If a ball goes into the street, inform the yard duty teacher.
6. Line up as soon as you hear the bell to end recess.

### Restroom Procedures:

1. If possible, use the restroom at recess time.
2. Ask permission to go to the restroom.
3. Use a quiet voice in the restroom.
4. Keep the restroom clean.
5. Wash your hands, please.
6. Return quickly to class.
7. Report any necessary information to your teacher.

### **Records**

Suspensions or expulsions will be noted in your permanent record file. Other infractions are not kept in your permanent records.

### **Harassment**

Everyone at Kingswood is entitled to be treated with respect and dignity. Kingswood maintains a learning and working environment that is free from religious, racial or sexual harassment and violence.

*Remember, your schoolmates may take many actions or words as offensive when you did not intend them as such. It is important that you be careful with your words and actions. 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 you feel uncomfortable, embarrassed or fearful, you (or your parent) 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.

<b>Minor Infractions</b>	<b>Infractions</b>	<b>Serious Infractions</b>
1. Disobedience to adults <ul style="list-style-type: none"> <li>• Talking back</li> <li>• Arguing with teachers</li> <li>• Disrespectful body language</li> <li>• Walking away when an adult is talking to the student</li> </ul> 2. Disrupting class 3. Disrespect to other students <ul style="list-style-type: none"> <li>• Hurtful teasing</li> <li>• Actively excluding others</li> <li>• Losing one's temper</li> </ul>	Habitual minor infractions (3 strikes) <ul style="list-style-type: none"> <li>• Disrespect to adults</li> <li>• Losing your temper with an adult</li> <li>• Cheating/forging signatures</li> <li>• Swearing</li> <li>• Skipping class</li> <li>• Harassing classmates in word (written or spoken) or actions</li> </ul>	3 infractions <ul style="list-style-type: none"> <li>• Danger to self or others</li> <li>• Severe damage to property</li> <li>• Indecent behavior or vulgarity</li> <li>• Stealing</li> <li>• Possession of drugs or alcohol</li> </ul>
<b>Consequences</b>	<b>Consequences</b>	<b>Consequences</b>
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.  Students will write an essay explaining the virtues they were lacking in this specific incidence.	Students will be sent to the Principal's office. 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 3:15-4:15 P.M.</i>	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.

School Lunch Procedures:

1. Pack a healthy lunch. No candy or pop is allowed at school.
2. No fast food is allowed at school other than what is offered to all as the hot lunch program.
3. Eat what you packed for lunch. Do not share food as others have allergies or nutritional needs that you might not know of.
4. Stay seated for the first 15 minutes of lunch.
5. Speak quietly and politely during lunch.
6. Eat using your best manners (close your mouth as you chew, sit correctly with your food in front of you). Be as neat as possible.
7. Bring unfinished food back home.
8. Dispose of trash. Clean up after yourself.

Homework:

1. Write down any assignments in your notebook as soon as you receive them. Have a clear understanding of what the teacher is asking you to do.
2. Complete the assignment by the date it is due. The work must be your own, not your parents' or friend's.
3. Correct homework mistakes when your teacher directs you to do so; hand in the corrected work on the date the teacher sets.
4. Understand that homework is essential for you to master your lessons. (Think of it as being like the practice you have to do to excel in a sport or a musical instrument!)
5. Assume you have homework. Be responsible to find out your homework assignment in the event you were absent from school or a class. Be ready to make up tests that you missed. (If you have an excused absence, you have one day per day missed to make up work.)

Dismissal Procedures

1. Be on time to the dismissal area.
2. Stay close to the door and talk quietly so that you can hear your name called.
3. Do not return to your classroom.
4. After you get into your car, do not get out again. If you have any reason to go back into the school, have your parents drive to the front of the school and go through the front door.

**Uniform Expectations**

The Kingswood dress code supports the school's seriousness of purpose. Learning to maintain a neat, professional appearance is part of a good education. You should be in uniform at all times while on school grounds, unless it is a non-uniform day.

Girls are permitted to wear blue uniform pants during cold weather. No pants or sweatpants should be worn with a uniform skirt. In warm weather students are allowed to wear blue uniform walking shorts. If it is cold, a Kingswood sweatshirt or uniform sweater should be the first thing you add to your 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 you dress professionally with your uniform clean and in good repair, with your shirt tucked in. The girls' skirts should be knee length. (You can have a reality check by kneeling down. The skirt should touch or almost touch the floor.) Undergarments should never be visible.

Girls should aim for a simple elegance. 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 we want you to be able to play at recess, 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. Girls' socks should be navy blue bobby socks, knee-hi length, or tights and boys can wear navy blue or black socks with their dress uniforms. (Athletic ankle length white socks are the appropriate choice with the gym uniform.)

On Mass day we ask that you look your 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.

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, you 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 make sure that your uniforms have your name in them.

### **Dress code infractions**

Students not in uniform will receive a violation notice. After three violations, the student will receive a special 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 or her class.

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

### **Discipline Policy**

Kingswood students make the effort to conduct themselves with honor at all times. When they fail to do so, they should honestly admit their fault and make amends for what they have done.

### **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.

For being in an area without supervision—clean up duty.