



KINGSWOOD
ACADEMY

DARIEN, IL

Golden Knight Student Code of Conduct Honor Code

Mission Statement

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, Kingswood Academy strives to provide an environment of academic excellence, good character formation, and respect for the dignity of each person. Kingswood Academy assists parents to cultivate the human virtues and develop a strong moral character in their children so the children become competent, responsible men and women who live by Christian principles. Kingswood Academy inspires these principles by providing character formation and catechesis that adhere to the teachings of the Catholic Church.

FORMING INTELLECT AND CHARACTER THROUGH CLASSICAL EDUCATION



Student Code of Conduct and Honor Code



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Student Code of Conduct and 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 out virtues everyday. 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. It is important for you to understand that one should not perform any virtuous action because you expect a reward.

“Thus, when you give alms, sound no trumpet before you, as the hypocrites do in the synagogues, and in the streets, that they may be praised by men. Truly, I say to you they have received their reward. But when you give alms, do not let your left hand know what your right hand is doing, so that your alms may be in secret; and your Father who sees in secret will reward you.”

-Matthew 6:2-4

All of your good actions should be performed to please and honor God. Let this be your motivation – *“Lord I am doing this out of love for You.”*



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 at school, home, and in the community.



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. All grades be in line for class by 8:15 A.M. Jr. High proceed up the stairs to the upper grade hallway.
2. When morning prayers begin, refrain from talking.
3. Follow your teacher's directions for prayers and the Pledge of Allegiance.
4. Sit up straight in your assigned seat and listen to directions.
5. Keep hands and feet still.

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. Sit, stand, kneel, as directed by your teacher.
4. Be quiet and attentive during the Mass or program.
5. The hymnals contain the Order of the Mass and acclamations of praise to God. They should be treated with respect and not left on the floor. When not in use, they should be placed on your lap while sitting. When standing or kneeling, the hymnals should be placed quietly on your chair.
6. Stay in your spot until your class is dismissed.

In Class:

1. Enter classroom and take your seat. Get ready to work.
2. Pay close attention to your teacher.
1. 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.



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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 or hallways. Hallways should remain clear.
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.
7. When returning from recess, please check your shoes so that you do not bring in any dirt/mud into the building.

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.

School Lunch Procedures:

1. Pack a healthy lunch. No candy, gum 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. Do not bring food that needs to be heated.
4. Eat what you packed for lunch.
 - a. Do not share food as others have allergies or nutritional needs that you might not know of.
5. No student may enter the kitchen without permission.
6. Stay seated for the first 15 minutes of lunch.
7. Speak quietly and politely during lunch.
8. Eat using your best manners and be as neat as possible.
 - a. Close your mouth as you chew, sit correctly with your food in front of you.
9. Bring unfinished food back home.
10. Dispose of trash. Clean up after yourself.

Student Code of Conduct and Honor Code



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.
 - a. Never be afraid to ask questions if you do not understand an assignment. Your teacher is there to help you.
2. Complete the assignment by the date it is due.
 - a. 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.
 - a. 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.

Dismissal Procedures

1. Be on time to the dismissal area. Do not loiter in the hallways to speak with your classmates; it is a lack of charity toward those who are waiting to pick you up as well as to the adults who have to call repeatedly for you.
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.



Student Code of Conduct and Honor Code

Kingswood Academy Uniform Philosophy and Policy

All students attending Kingswood Academy are required to follow the dress code which ensures a neat, clean appearance and appropriate, modest dress for young Christians. As Christians, we emphasize that all students are made in the image of God and, as such, we require all students to exhibit a natural appearance including hair color, etc. Uniforms are a positive part of our environment, and every school day is, in general, a uniform day.

Philosophy: St. John Paul II left us with a beautiful work, entitled *Theology of the Body*. In this he stated, “body, in fact, and only the body, is capable of making visible what is invisible: the spiritual and the divine.” Thus, at Kingswood Academy, we aim to reflect this ideal in our uniform policy.

Our purpose in establishing a uniform policy is threefold:

1. The school uniform helps distinguish our students.
2. The school uniform reflects our unity of purpose.
3. The school uniform reflects our equality before the Lord, reminding us that we work as members of the Body of Christ, rather than for our own glory.

Coincidentally, a uniform policy produces many advantages, both moral and spiritual:

-) A uniform policy encourages modesty, neatness, and humility, not drawing attention to the individual (**1 Timothy 2:9-10**).
-) A uniform policy recognizes the distinct differences between male and female students (**Deuteronomy 22:5**).
-) A uniform policy cultivates an atmosphere of order. Thus, the classroom becomes peaceful, polite, and focused. One’s appearance is frequently an indicator of one’s attitude towards doing well.
-) A uniform policy removes temptations to judge others based on external things, to become too focused on fashion trends, or to be covetous of the clothing of classmates (**Matthew 6:25**).
-) A uniform policy is cost-efficient. Our uniforms are of excellent quality and reasonably priced, so many parents find uniforms to be more cost-effective than maintaining wardrobes of “street clothes” for their children.

We hope that our students will learn to wear their uniforms with joy, while cherishing what they represent to the student body, as well as the community at large.

Policy Enforcement: Our uniform policy is intended to remind students that they have come to school for work. Students should dress in a way to demonstrate respect for the sacredness of school. Students should be neat, clean, and modest. Students will be expected to present themselves in a way that reflects their great dignity. The uniform must be clean, pressed and neat, fit properly, not worn out, faded, torn, or stained. No holes. Teachers and staff have the authority to enforce the uniform policy throughout the school. The Principal has the final say on questions regarding the uniform policy.



Student Code of Conduct and Honor Code

Dress Code

All students attending Kingswood Academy are required to follow the dress code which ensures a neat, clean appearance and appropriate, modest dress for young Christians. As Christians, we emphasize that all students are made in the image of God and, as such, we require all students to exhibit a natural appearance including hair color, etc. Uniforms are a positive part of our environment, and every school day is, in general, a uniform day.

Girls Dress Uniform Policy

Worn on: Tuesday, Thursday, Friday

GRADE	Item	Schoolbelles Style #	Color	Description
PreK-4 th	Round Collar Shirt	#1739 short sleeve #1740 long sleeve	White w/KA logo	Collar buttons must be buttoned at all times. The shirt must not gap in the front, and there should be no pulling at the buttons.
	Round Neck Cardigan	#1970	Dark Green w/logo	This is a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Drop Waist Shift Jumper	#1421	Navy/Green Polyester Plaid-158	Length required is mid-knee. Jumpers are to be no shorter than the crease of the back of the knee. Navy or black bike shorts must be worn under jumper. <i>Allow room for growth.</i>
5 th -8 th	Oxford Shirt	#1770 short sleeve or #1771 long sleeve	White w/logo	Collar buttons must be buttoned at all times. The shirt must not gap in the front, and there should be no pulling at the buttons. The sleeves may not be rolled at any time.
	Sweater	#1993 V-neck Sweater #1994 V-neck Vest	Dark Green w/logo	This is a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Skirt	#1521 Two kick pleated skirt	Navy/Green Polyester Plaid-158	Length required is mid-knee. Skirts are to be no shorter than the crease of the back of the knee. The skirt should be worn on the waist and not on the hip. Navy or black bike shorts must be worn under skirt. <i>Allow room for growth.</i>
All Girls	Socks	#1605 Opaque Knee High #1625 Opaque Tight #1621 Pima Knee High	Navy	Only Navy Knee-High socks or tights are required.
	Shoes	n/a	Dress Shoes: black, navy or dark brown leather Boat Shoes: tan or dark brown (Clogs, backless shoes, slipper, moccasins, open heel or crocs are NOT ALLOWED)	
	Undershirt	n/a	A white camisole is must be worn at all times when a finishing item is not worn. Modesty is key.	
	Fleece*Optional	#2295 pullover #2296 jacket	Dark Green w/logo	This can be worn as a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Hair Accessories		All hair accessories should be neutral colors or match the school uniform.	

Girls should aim for simple elegance that is appropriate for this age. For this reason, no make-up or nail polish is permitted. The wearing of jewelry is limited to simple chain necklaces with a religious significance, one bracelet with a religious significance and single ear studs. Girls are allowed to wear navy blue, dark green, white, brown or black headbands, barrettes or pony tail holders.



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Boys Dress Uniform Policy

Worn on: Tuesday, Thursday, Friday

GRADE	Item	Schoolbelles Style #	Color	Description
PreK-K	Polo Shirt	#5705 short sleeve #5706 long sleeve	White w/logo	Polo shirt buttons must be buttoned at all times and tucked into the pants.
	Sweater	#1993 V-neck Sweater #1994 V-neck Vest	Dark Green w/logo	This is a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Pants	#5203 pleated front #5204 full elastic waist	Navy	Length of pants <i>must</i> come to top of shoe.
1 st -4 th	Oxford Shirt	#5760 short sleeve #5761 long sleeve	White w/KA logo	Collar buttons must be buttoned at all times. The shirt must not gap in the front, and there should be no pulling at the buttons. The sleeves may not be rolled at any time.
	Sweater	#1993 V-neck Sweater #1994 V-neck Vest	Dark Green w/logo	This is a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Tie	#4890 Pre-tied	Navy Blue	Grade 1-4 wear ties on Fridays only, for Mass.
	Belt	n/a	Black or Navy	Available at SchoolBelles
	Pants	#5203 pleated front	Navy	Length of pants <i>must</i> come to top of shoe.
5 th -8 th	Oxford Shirt	#5760 short sleeve #5761 long sleeve	White w/logo	Collar buttons must be buttoned at all times. The shirt must not gap in the front, and there should be no pulling at the buttons. The sleeves may not be rolled at any time.
	Sweater	#1993 V-neck Sweater #1994 V-neck Vest	Dark Green w/logo	This is a finishing item. On November 1st through April 15th, a finishing item is preferred, not required (could be the sweater, vest or fleece). Sweater or vest may be worn year-round.
	Tie	#4890 Pre-tied	Navy Blue	Grade 5-8 wear ties on Tuesday, Thursday and Friday.
	Belt	n/a	Black or Navy	Non-woven, leather belt with a simple buckle. This can be purchased at Schoolbelles or another vendor.
	Pants	#5203 pleated front	Navy	Length of pants <i>must</i> come to top of shoe.
All Boys	Socks	n/a	Navy Blue or Black cotton crew socks. May be purchased from another vendor as long as they are solid navy blue or black socks that are at least calf length. Ankle or calf may not be exposed at any time. Gold Tow are best and can be purchased at Khol's or online.	
	Shoes	n/a	Black, navy or Dark brown	Must be solid dress shoe, including soles.
	Undershirt	n/a	White	A solid white undershirt must be worn when a finishing item is not worn.

On Mass days, boys in grades 1st -8th wear Oxford Shirts and Navy-Blue Ties. A student comes to school not abiding by the uniform code, they will receive an 'Out of Uniform' notice from their teacher and will rent a tie from the office which must be returned at the end of the day. **Tie rental is \$1.00.** If the tie is not returned by the end of the day it was rented then an additional **replacement charge of \$10.50 will occur.**



Student Code of Conduct and Honor Code

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All Student PE Uniform Policy

Students are required to wear their PE uniform on gym days, unless there is Mass, in which case students would dress in their dress uniform and bring their gym shoes to change for gym.

Worn on: Monday, Wednesday

Students' gym grades are based partially on their correct uniform.

GRADE	Item	Schoolbelles Style #	Color	Description
All Students	T-Shirt	#2020	Dark Green w/logo	Required Monday and Wednesday. Shirt length must cover midriff when arms are raised.
	Shorts	#2067 closed hole mesh shorts	Black w/logo	Shorts are allowed from August-October 31 st and April 16 th -May
	Sweatpants	#2040	Black w/logo	Sweatpants are required November 1 st through April 15 th (can be worn year-round)
	Socks	n/a	White	Crew socks are only to be worn. Ankle or no-show socks are not allowed.
	Gym Shoes	n/a	n/a	Non marking soles, no light up shoes
	Fleece	#2295 pullover #2296 jacket	Dark Green w/logo	Optional ; can be worn year-round Only a Kingswood Fleece can be worn if an extra layer is needed on gym days.

Grandfathered in for 2020-2021 School Year

These items are only allowed if they are not faded, torn, stained or too small.

If not listed here the item is not Grandfathered in and cannot be worn.

) PE Uniform

- Green Sweatpants
- Green t-shirt with old logo
- ¼ zip Kingswood Sweatshirt

) Green Fleece with old logo

) Green Sweater or Vest with old logo

Sandy Bruton is our [Schoolbelles](#) representative. You can always contact her if you have questions or problems: **Schoolbelles, 7763 Harlem Ave, Bridgeview, IL (708) 929-4695**. When ordering the first time, please do so at the **Bridgeview** store. Check the website for store hours. If you call the store directly to place an order for pick up in the store you will not be charged a shipping fee. (If you place an order to be shipped to your home, a shipping fee will be incurred.)
Kingswood Academy's school code for online shopping: **S2522**



Student Code of Conduct and Honor Code

Non-Compliance and Violation of Uniform Code

As a Diocesan Catholic School, Kingswood Academy is required to maintain adherence to a uniform code. Students not in compliance will be asked to call home for appropriate clothing and are subject to the related consequences:

1. Any violation of this rule will result in a conversation with the Principal and/ Assistant Principal as well as an email indicating the infractions will be sent to the parent.
2. When a student accumulates 3 infractions in the first quarter, a detention will be issued as described in the above section. Reminder: Three detentions within a quarter result in a suspension
3. For quarters 2, 3, and 4, students will receive 1 infraction notice before a detention is issued.
4. Multiple detentions may result in the loss of participation for the student in school dress down or spirit days.

Students not in uniform will receive a violation notice. This includes but is not limited to:

-) Uniforms that are worn-out, torn, ill-fitting or dirty uniforms.
-) Wearing nail polish, make-up or inappropriate skirt-length. Rolling of skirts is unacceptable.
-) Missing a belt. (Exception of first grade boys who are wearing pants with elastic.)
-) White socks or socks not outlined in the uniform policy above.
-) Boys missing a tie, on required days, will result in a violation notice from their teachers and will rent a tie from the office which must be returned at the end of the day. **Tie rental is \$1.00.** If the tie is not returned by the end of the day it was rented then an additional **replacement charge of \$10.50 will occur.**
 -) On Mass days, boys in grades 1st -8th wear Oxford Shirts and Navy-Blue Ties.
 -) Jr. High Boys must have a tie Tuesday, Thursday and Friday.

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 dress for success. No jeans, sweatpants, or gym shoes will be allowed unless specifically stated. Clothes should be modest and in good taste.

-) No flip flops, sleeveless tops or sleeveless dresses, no mid-line shirts or skirts/shorts above the knee, no leggings or skin tight pants/jeans. No nail polish or make-up. If a student arrives on an out of uniform day in inappropriate attire the student will be required to wait in the front office for their parent to come back to the school with the appropriate clothing.
-) Students who fail to follow these guidelines will not be allowed to participate in the next out-of-uniform day. Painting or spray-painting of hair is not allowed.

Midterms and Final Exams

All 7th/8th grade students are required to wear dress uniforms on all exam days.

Field Trips

When students are on field trips, they are representing Kingswood Academy; therefore, students are required to be in their dress uniforms (unless permission is given in advance by the administration).



Student Code of Conduct and Honor Code

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

When a student fails in his responsibilities, there is a consequence. The purpose of the consequence is two-fold:

- (1) It reminds the student that his actions offend God.
- (2) It serves to help prevent or deter the student from offending God and/or others in the future.

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's homework, eating in the classroom, and 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—spend lunch period with a junior high teacher to complete homework. Any assignment not completed at lunch will have to be done for homework that night and handed in the next day.
 - o After five blue slips the student will receive a Mandatory Stay and be required to stay after school to work.
-) 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.

Kingswood students conduct themselves with honor at all times.

<u>Character Concern</u>	<u>Virtue Violation</u>	<u>Habitual or Serious Virtue Violation</u>
<p>1. Disobedience to adults</p> <ul style="list-style-type: none">) Talking back) Arguing with teachers) Disrespectful body language) Walking away when an adult is talking to the student or rolling of the eyes <p>2. Disrupting class</p> <p>3. Disrespect to other students</p> <ul style="list-style-type: none">) Hurtful teasing) Actively excluding others) Losing one's temper with another student <p>4. Minor property damage</p> <p>5. 3 out-of-uniform violations</p>	<p>Habitual minor infractions (3 strikes)</p> <ul style="list-style-type: none">) Disrespect to adults) Losing your temper with an adult) Cheating/forging signatures) Swearing) Skipping class) Bullying classmates in word (written or spoken) or actions) Leaving campus 	<p>3 Virtue Violations</p> <ul style="list-style-type: none">) Danger to self or others) Severe damage to property) Indecent behavior or vulgarity) Stealing) Possession of drugs or alcohol
<p>A Character Concern slip should be given to the student to be signed by a parent.</p> <p>If they don't return it within two days, they will be given a detention.</p> <p>Students will write an essay explaining the virtues they were lacking in this specific incidence.</p> <ul style="list-style-type: none">) They will have a parent read and sign this essay.) The essay must be given to their teacher the next day. 	<p>For students in grades 4-8:</p> <p>Students may be removed from class to a different classroom or to the principal's office.</p> <p>A Virtue Violation slip should be given for parents to sign and a copy should be given to the principal.</p> <ul style="list-style-type: none">) Students receiving a Virtue Violation slip will be required to serve detention in the afternoon from 3:30-4:15 P.M. 	<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>



Student Code of Conduct and Honor Code

Records

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

Bullying

Bullying is defined in 105 ILCS 5/27.23.7, may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Cyberbullying

Cyberbullying, as defined in 105 ILCD 5/27-23.7, is bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyberbullying” includes the creation of a webpage or belong in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in the Section. “Cyberbullying” also includes the distribution or by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of culling in [105 ILCS 5/27-23.7(b)].

Harassment

Everyone at Kingswood is entitled to be treated with respect and dignity. Kingswood maintains 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.

Kingswood Academy admits students of any race, color, disability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the Academy. We do not discriminate on the basis of race, color, disability, national and ethnic origin in the administration of our educational policies, financial assistance programs and other school administered programs.



Student Code of Conduct and Honor Code

Tardy

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 A.M. will be marked tardy. After five 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.

When changing classes, any student who arrives late in the classroom, without a good reason (ex, talking with a teacher) will make up the time during recess.

Lost and Found

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

School Office Procedures

The office is a place of work for the school personnel and is not a place for students. During school hours or after school, students may 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.



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.

The attached Parent – Student Agreement Form must be signed and returned within a week of starting at Kingswood Academy.

