

Kingswood Academy

Parent and Student Handbook



KINGSWOOD
ACADEMY

DARIEN, IL

2025 - 2026

KINGSWOOD
A C A D E M Y



KINGSWOOD ACADEMY Parent and Student 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 the Administration. The Administration is to oversee that the day-to-day operations of the school are conducted efficiently in a caring and character-building atmosphere. New policies will be forwarded to the Board of Directors for approval.

Severe Weather Procedures

In the event of inclement weather, Kingswood Academy will send out an email blast to all KA families and staff.

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 Catholic 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 ingrained 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 judgments.

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 their daily activities.

III. Formation

In order to fulfill the mission of the school, teachers and staff are committed to 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.

Each month, students will learn the definition of the school-wide virtue. Each homeroom teacher will explain other virtues similar to the school-wide virtue and explain ways to practice the virtues.

Teachers will emphasize that one should not perform any virtuous action in expectation of 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 our good actions should be performed to please and honor God. Let this be our motivation – ***“Lord I am doing this out of love for You.”***

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. Kingswood fully endorses the teachings of the Catholic Faith in all issues of human sexuality. God created man and woman, which is only fully expressed through the sacrament of marriage.

Theology of the Body may be scheduled on a rotating basis for both parents and students. For students in 7th and/or 8th grade. The availability of this learning depends on finding qualified instructors. This will be taught after school and students are separated by males and females. Parents are given the right to refuse this learning. Parents will have full access to the materials used within these lessons. There will be no grades attached to these lessons.

We are a Catholic school and abide by Church teaching on human sexuality. We believe God created two sexes, male and female, that marriage is between a biological male and female, and we uphold the dignity of all life from the moment of conception to the moment of natural death.

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 main aspect of the lay spirituality that we wish to teach the children.

We would like the students to adopt a few key practices of piety. In grades K-8, they begin their day with the 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.

The Holy Sacrifice of the Mass

There is nothing more important in life than participating at Mass. In order to encourage and preserve reverence, students should:

- Quietly enter
- Place themselves in the presence of God
- Orally participate
- Receive Holy Communion reverently (hands folded and eyes focused on Our Lord)
- Grades PreK – 3rd silently leave one class at a time.
- ALL students in Grades 4th -8th QUIETLY pick up papers, books and kneelers and put them away.
- ALL students should attend Mass unless otherwise approved by administration.
- Altar boys clean up, making sure that cassocks and surplices are neatly on hangars.

IV. General Procedures

SCHOOL SCHEDULE

Arrival

Upon approaching the school, parents should go to the rear of the building (south side). Cars should then proceed in a single lane. Drop off of students begins at 8:00. Children should arrive at school between 8:00 and 8:20 a.m. Extended Care runs from 7a.m. – 8 a.m. Please contact the office to make arrangements. Students should enter the building from the drop-off area in the back of the building. If any student arrives after 8:20 a.m., they need to enter at the front office. Tardy slips will be given to any student who enters after 8:25 a.m. 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. Five tardies in a quarter will result in a detention. Any student who is late must walk into the school with his/her parent and sign in at the Front Desk.

Dismissal

The school day ends at 3:15 p.m. Monday, Tuesday, Thursday and Friday. Dismissal on Wednesdays is 2:45 p.m. Only in exceptional circumstances will a child be dismissed early.

Cars MUST pick up children in the dismissal lanes. Please do NOT ask for your child to be brought to the street. Please do not talk to the teacher while in line. If a parent needs to speak with a teacher, please park your car in the parking lot and then come into the school. Parents, please remain in your vehicle while in the dismissal lane. Please wait for the teacher to bring your child to you. If your child is late, we may need to ask you to pull around. Please be respectful of this request. Thank you for being considerate to the other parents in the lane. Students will be supervised by the teachers until they are picked up by their parents. Please don't set up playdates while waiting in the dismissal line as it holds up the line, thank you.

Parents, please remember it is against the law to be on a cell phone or a hands-free device while in a school zone.

Fifteen minutes after dismissal (i.e., 3:30 p.m.), students are taken to the *Extended Care* area. *Extended Care* provides safe supervision for the students while allowing teachers to complete their jobs. There will be a charge for *Extended Care*. Dismissal on Wednesdays is 2:45 p.m. *Extended Care* charge is applied after 3:00 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(ren), please notify the office **in advance**. Be sure that your child(ren) is also aware of who is coming.

In case of an emergency evacuation of Kingswood, parents will be notified as soon as possible. All students will be escorted by staff to Hinsdale South Highschool and emergency personnel will be involved. Students will be picked up by parents at Hinsdale South Highschool once all students have been accounted for by school staff.

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 attend school regularly.

When a student is absent, a parent should call the school between 7:30 a.m. 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.**

Absent students will NOT be allowed to participate in sports, school activities, attend concerts, or award ceremonies on the day in which they are absent from school. (An exception will be made in the case of a death in the family or attendance at a funeral.)

Absences are excused for:

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

Absences: Pre-planned (excused)

We encourage families to take vacations during the school holidays. Long absences from school often place a burden upon the student, especially when multiple tests or quizzes are given during the student's absence. 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. If the teacher has the work ready, the student may receive the work prior to the vacation. All student work should be turned in promptly when the student returns from the vacation. *The remaining work will be given to the student upon return.* The student will schedule make-up tests with the teacher.

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. Taking students out for "fun days," etc.

Early Dismissal

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.)

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.

Shadow Days: As students approach high school, it is expected that they might shadow at their future school. Students will be allowed an excused absence for **two** shadow days in the **8th** grade, in addition to any school sponsored shadow days.

Suspension from School:

Suspension from school is considered an **unexcused absence**.

Truancy:

Truancy is a serious offense; it is missing school for any 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 seats at the start of class will be marked tardy. **After five tardies in a quarter, 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; during severe weather conditions, tardies will not be marked 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 tardies is a *

1-3 unexcused tardies is a +

4-5 tardies is a v

6 or more tardies is a –

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 *the hallway* or any classroom without adult supervision. Moreover, students, siblings, or friends should not be outside the building without adult supervision.

Halloween

We do not celebrate Halloween at Kingswood Academy. Instead, we focus on the lives of the Saints by having an all-school Saints Fair. We also do not have Halloween parties in the classrooms. Thank you for respecting the mission of the school.

VI. Communication with the School

Visitors

All visitors must sign in with the office before proceeding to any other part of the school. Parents will not be let in at any other door of the building other than the front door. This rule is for the safety of all our children and should not be taken lightly. Parents who come to school on a regular basis will be given a Kingswood nametag, which they are requested to wear at all times while in the school. 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 Admissions.

Parents may want to visit their child's class, however, to ensure that it is not disruptive to the class, all visits should be scheduled with the teacher in advance. Classroom visitation provides an opportunity for parents to better appreciate the learning process and allows them to better supervise their child's progress. 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 visits are limited to thirty minutes so as not to disrupt the learning environment. Parents, please refrain from having a parent-teacher conference during a scheduled classroom visit. 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. Each teacher has been assigned a kingswoodacademy.org email address that is published on the school homepage in order to facilitate this two-way communication. Parents are asked to use this email, instead of the teacher's personal email, for all school communications. Teachers will do their best to answer this email on a daily basis during the week but may not respond as quickly during the weekend. Teachers prepare a report card each quarter summarizing the student's progress for the parents. Teachers will provide information about academic progress through Educate. Grades will be updated each week.

Parent/Teacher conferences are held twice during the year; please see the school calendar for the dates. 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 child. We encourage very open communication and appreciate your feedback to the school. The most effective way to have your 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. 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 Administration. Administration 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 Administration of the filing of the concern.
 - A meeting will promptly be arranged between the parent, the Board President (or a designee), Administration, and any other persons designated by the Board President or

- Administration, to address and attempt to resolve the concern.
- Administration 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, the secretary or nurse will notify you to pick up your child **within an hour**. After an hour has elapsed, the next person on the Emergency List will be contacted to pick up the child. Symptoms that would require calling the parents to pick up the child include, but are not limited to:

- Fever above 100.4 degrees
- Nausea and vomiting
- Severe pain
- Severe upper respiratory symptoms (sneezing, coughing)
- Diarrhea
- Pink eye
- Lice

No child should return to school after an illness until he/she has been free of fever for 24 hours without the use of a fever-reducing medicine OR vomit free for 24 hours.

A doctor's note is required, should a student be absent for three days or more. There must be valid documentation for any student who misses 20 or more days in order to be promoted to the next grade.

Any child, who has contracted lice, must go home and cannot return until the student is **completely free** of lice.

PE class

As attendance and participation in all classes are important for a well-rounded education, a student will need a doctor's note and a note from a parent or guardian to be excused from Physical Education class. The homeroom teacher should also be notified prior to the day's class. Parents must email the parents regarding restrictions and release date. Instead of participating in PE the student will go to PE class and watch.

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.

Medication

Teachers should not administer medications to students. The exception is emergency medication such as an inhaler. A written order for **prescription medications** must be obtained from the student's licensed prescriber. The order includes: *Student's name, date of birth, Licensed Prescriber signature and date, Licensed Prescriber phone number, Name of medication, dosage, route of administration, frequency and time of administration, Diagnosis requiring medication, Intended effect of medication/Possible side effects, Time interval for reevaluation, Approval for student to carry emergency medication on his or her person and self-administer.*

Prescription medications should be brought to the office in a container labeled appropriately by the pharmacist or licensed provider.

Over the Counter Medications should be brought in the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

Parents may come to school to administer medication to their children if they wish.

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 student 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/Eye Exam 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

The ways of the Lord are not comfortable, but we were not created for comfort, but for greatness, for good.

Procedures

Pre-K – 5th grade should line up in their assigned spots and wait for their teacher. Students are expected to show virtue while waiting in line and while walking to their classes. Jr. High students should line up along the wall and steps, leading to the junior high hallway until a faculty/staff member lets them inside. Beginning with the sixth grade, students then proceed independently to their classroom.

***All forms of electronic devices, including cell phones, smart watches, or iPods, are not allowed.** All items should be checked in with the homeroom teacher upon arrival, and the teacher will give them back at the end of the day.

Failure to adhere to this policy will result in the confiscation of the device. The student's parent can retrieve the device from Administration.

Uniform Code 2022-2023 School Year

The Purpose of Kingswood's Uniform Code – Development of Virtue

In a society that is obsessed with self and an attitude of *“It's all about me,”* the virtues of humility and obedience are rarely witnessed. At Kingswood, we want our students to *“stand out”* by their actions – their life of virtue. Asking students to wear particular articles of clothing or specific colors provides an atmosphere of dignity and respect. No student should feel that he/she is not part “of the group” (clique) because of their attire. All students are ***children of God and precious in His eyes.***

Additional Reasons

Requiring students to wear uniforms is a practice, which enhances their education. First, by having a dress code, the students know, in fact and in reality, that they are involved in an activity that requires them to dress properly. In the business world, if a uniform is not required, employees are to comply with an explicit or implicit dress code, appearing clean, neat, and modest.

Second, uniforms eliminate the distractions created by trying to dress competitively with their fellow students or to be attractive to members of the opposite sex or to simply “show off.”

Finally, it fosters school pride, a sense of unity, and self-pride and self-respect in the children which, in turn, fosters respect for others. The uniform must be clean, pressed, and neat, fit properly, not be worn out, faded, or stained. Modesty in appearance governs.

The Uniform Code for Girls

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 check it 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 this age. For this reason, no make-up or nail polish (except clear) 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. Hair should be neatly groomed and no hair coloring is allowed (pink, blue, green, purple). Girls are allowed to wear navy blue, dark green, brown, or black headbands, barrettes, or ponytail holders. (Please keep these color choices in mind when purchasing hair accessories)

Girls Pre-K - 4th Grade:

Navy/green plaid drop waist shift jumper worn to the middle of the knee

Wear shorts under jumper for modesty (required)

Black or navy blue leggings can be worn under the jumper or skirt in cold weather.

Navy school uniform blue pants can be worn during cold weather.

1st - 4th white oxford long or short sleeve shirt (no polo shirts please) w/Kingswood monogram

PreK and Kindergarten can wear the white polo shirt w/Kingswood monogram

Dark green w/school monogram round neck cardigan sweater or ¼ zip fleece w/Kingswood monogram

Navy blue knee-high socks, tights, turn-cuff, or crew socks

Solid color only: black, navy blue, or dark brown leather dress shoes or black, navy blue, tan, or dark brown boat/dock shoes (No clogs, backless shoes, slippers, moccasins, open heel, crocs)

Two-tone plaid or two-tone solid Sperry shoes are allowed in the approved colors of black, navy blue, tan or dark brown (no pink, red, green, orange etc.). Non-marking soles preferred. ***Boots may be worn outside but must be changed before entering the classroom.***

Girls 5th - 8th Grade:

Girls: For Mass days, girls in grades 5-8th must wear white button down Oxford shirt w/Kingswood monogram (*Fourth grade may wear the Peter Pan button down collar w/Kingswood monogram*).

Navy/green plaid skirt worn to the middle of the knee.

Black or navy blue leggings can be worn under the jumper or skirt in cold weather.

Navy blue pants can be worn during cold weather.

5th - 8th must wear white Oxford (Short/Long Sleeve Shirt w/Kingswood monogram) with white camisole underneath the shirt, (keeping modesty in mind) and optional vest, sweater, or fleece (*Fourth grade may wear the Peter Pan button down collar w/Kingswood monogram, no polos to be worn*).

Navy blue vest, green sweater vest, or ¼ zip fleece w/Kingswood monogram.

Dark Green or navy w/school monogram round neck cardigan sweater.

Navy blue, hunter green, white or black knee-high socks, tights, or crew socks. (This is the last year for colors other than Navy).

Solid color only: black, navy blue, or dark brown leather dress shoes or black, navy blue, tan, or dark brown boat/dock shoes (No clogs, backless shoes, slippers, moccasins, open heel, crocs)

Two-tone plaid or two-tone solid Sperry shoes are allowed in the approved colors of black, navy blue, tan or dark brown (no pink, red, green, orange etc.). Non-marking soles preferred.

For Gym (PreK- 8th Grade Girls):

Any Kingswood Spirit shirt

Traditional black w/Kingswood monogram sweatpants (No rolling up).

Traditional dark green w/Kingswood monogram sweatshirt or fleece.

Traditional black w/Kingswood monogram jersey shorts or black monogram shorts (No rolling up).

All white or black socks.
Gym shoes with ties or velcro (No slip-ons).

The Uniform Code for Boys

Boys' hair should be clean and well groomed. Hair must be above the shirt collar and reach no longer than the middle of the ear (exceptions for religion or ethnicity). Hair must not hang in the eyes. No hair designs are allowed. Facial hair should be well groomed, no mustaches or beards. Violations of this policy will be considered Dress Code Infractions. On Mass days, boys in grades 1st - 8th wear oxford shirts and navy-blue ties.

Pre-K - K Boys Grade:

Navy full elastic waist pants
White polo shirt, short/long sleeve w/Kingswood monogram
Dark green w/school monogram embroidered sweater or ¼ zip fleece w/Kingswood monogram
Navy blue or black turn cuff or crew socks
Solid Color Only: Black, Navy Blue, or Dark Brown Leather Dress Shoes with Ties or Velcro (No clogs, backless shoes, slippers, moccasins, open heel, crocs, etc.). Two-tone plaid or two-tone solid Sperry shoes are allowed in the approved colors of black, navy blue, tan or dark brown (no pink, red, green, orange etc.). Non-marking soles preferred.

1st - 8th Grade Boys:

Navy blue pants (1st grade boys can wear elastic waist pants)
Navy or black belt (No belt needed with elastic waist pants in 1st grade.)
White oxford short/long sleeve shirt w/Kingswood monogram (No polos please)
Zip fleece w/Kingswood monogram
Dark green w/school monogram embroidered sweater or sweater vest
Navy or black turn cuff or crew socks
Navy blue ties (Mon, Wed, Fri) for 6th - 8th Grades
Black, navy blue, or dark brown leather dress shoes (No clogs, backless shoes, slippers, moccasins, open heel, crocs) Two-tone plaid or two-tone solid Sperry shoes are allowed in the approved colors of black, navy blue, tan or dark brown (no pink, red, green, orange etc.). Non-marking soles preferred.
Boys must wear dark-colored (black or blue) socks with their uniforms. White socks are considered out of uniform, as is not wearing a belt. *(First grade boys do not need belt if wearing pants with elastic waist.)*

On Mass day, we ask that all of our students look their best. For Mass, boys from 1st – 8th 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.

For Gym (PreK-8th Grade Boys):

Any Kingswood Spirit shirt
Traditional black w/Kingswood monogram sweatpants (No rolling up please)
Traditional dark green w/Kingswood monogram sweatshirt or fleece
Traditional black w/Kingswood monogram jersey shorts or black monogram shorts (No rolling

up) All white or black socks. Gym shoes with ties or velcro (no slip-ons).

Gym uniforms consist of a green Kingswood t-shirt and black shorts or black sweats. In cold weather, students can wear any Kingswood 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.

On gym days, students are allowed to wear any Kingswood Academy Spiritwear. Students' gym grades will be based partially on their correct uniform dress. 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 Violations

Students not in uniform will receive an ***Out of Uniform*** notice and miss recess on that day. This includes students who come to school in worn-out or dirty uniforms. Colored hair is not allowed for boys or girls (pink, blue, green, etc.). Hair should also be well maintained and clean. Girls are considered out-of-uniform for non-clear nail polish or inappropriate skirt-length.

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.

For Junior High Boys, ***all buttons on the shirt should be fastened (including the top button), and the tie should be worn up to the collar.*** Failure to follow this policy will result in an Out of Uniform notice.

Any student who rolls up any part of the dress or gym uniform will receive an Out of Uniform notice. Violating this rule will result in a conversation with Administration. Any further violations will result in a detention. (Reminder: Three detentions are a suspension.)

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 skintight pants/jeans. 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 his/her 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. **Please remember that painting or spray-painting of hair is unacceptable.**

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).

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.

In order to provide a safe environment that is conducive to learning and fostering virtue, all students must demonstrate appropriate maturity and behavior for their grade level. **A child who causes disruption in the classroom, where the learning environment is compromised is subject to suspension or expulsion. Any student who poses a danger to another student, himself or herself or an adult will be put on immediate probation and a second offense will result in dismissal from the Academy. If, however, the initial offense is serious enough, it may warrant immediate dismissal from the Academy.**

Kingswood Academy has a policy of zero tolerance for any inappropriate or indecent language/behavior. Any violation of this policy may result in expulsion.

***Any student who is expelled from Kingswood Academy will NOT be allowed to enroll in the future.**

	Character Concern	Virtue Violation	Suspension/Expulsion
==	- Disobedience to adults - Talking back - Arguing with teachers - Disrespectful body language - Walking away when an adult is talking to the student or rolling of the eyes - Disrupting class - Disrespect to other students - Hurtful teasing - Actively excluding others - Losing one's temper with another student	3 Character Concerns - Disrespect to adults - Losing your temper with an adult - Cheating/forging signatures - Swearing - Skipping class - Harassing classmates in word (written or spoken) or actions - Damage to property	3 Detentions - Danger to self or others - Severe damage to property - Indecent behavior or vulgarity - Stealing - Possession of drugs, alcohol, weapons and or firearms
—	A Character Concern slip should be given to the student to be signed by a parent. If the student does not return it within two days, another Character Concern will be given. Students will write an essay explaining the virtues they were lacking in this specific incident. They will have a parent read and sign this essay. The essay must be given to their teacher the next day.	For students in grades 4 - 8: A Detention slip should be given for parents to sign and a copy should be given to the Principal. Students receiving a Detention slip will be required to serve detention in the afternoon from 3:30-4:30 P.M. on a determined date. For students PK -3, Students will be given a reasonable consequence and will meet with the parents to work on a behavior plan for the student.	After a meeting with the parent(s), the child will be suspended for the rest of the day. The suspension may be extended, depending on the seriousness of the incident. Seriousness of the action could be cause for expulsion from school. Students who are suspended will not have the option of making up missed tests. *3 Suspensions within a school year will result in Expulsion

Since All actions need to be virtuous, Administration reserves the right to interpret what behavior is improper (i.e., running or screaming in the hallway during recess) and the appropriate consequence.

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 Administration 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.

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 *an essay* about the importance of respect, etc.

Records

Only suspensions or expulsions will be noted in the student's permanent record file. Other infractions are not kept in the student'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 correctly assess 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 to grow in virtue, we do not 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 a member of the Executive Committee 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 a report.

Child Nutrition

Nutrition can affect many aspects of our lives: our weight, our energy level, our attention span, etc. A good menu is to provide a protein, a grain, a fruit and/or a vegetable for a snack and/or lunch. Milk, yogurt, or cheese provide needed calcium. (Students with diabetes or any type of special dietary need will inform the office *or nurse*, and all teachers will be notified.)

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.
To maintain an orderly classroom that is conducive to learning, students are not allowed to eat during class time. (Exceptions will be made for special circumstances.)
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 or 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 desserts for a lunch box. Raw vegetables with dip, pretzels, nuts and seeds, pickles, and cheeses can be healthy snacks.
4. No fast food is allowed. Jimmy John's or Subway sandwiches can be dropped off if a child forgets their lunch.
5. If the school or a teacher is providing a special treat or food, parents will be notified. Any parent that wants an alternative treat or food item is required to provide it for their student.

Special celebrations for holidays and birthdays allow for some special treats at school. These festivities should always be approved by the classroom teacher and should occur at the end of the school day. **Bringing a non-food item is encouraged for birthdays.**

Lunch Procedure

Students will be required to stay seated and eat their lunch until they are dismissed. When told to do so by lunch personnel, they may throw away their trash and clean up at their 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. Parents are encouraged to help their children to be responsible in this matter and not make forgetting their lunch a habit. **Students should not bring any food that needs to be heated. No student will be allowed to use the microwave or enter the kitchen nor can any lunch helpers heat anyone's lunch.**

No students are allowed in classrooms *or the hallway* during the lunch period or recess periods without a teacher or without permission. Being in an area that is unsupervised is considered a character concern and will have the consequence of clean-up duty.

RECESS PROCEDURES

Students should make sure that *all play balls/sports equipment are collected* after morning pickup, morning and lunch recesses, and at the end of aftercare.

All students are to wear a jacket or coat on chilly/cold days. Students who are not dressed appropriately for the weather will be sent to their homeroom. The students will go outside when the real feel is 15 degrees or higher.

Playground Rules

Students should:

- Finish their snack before going outside (Snack should be eaten in the classroom before going outside)
- Include others
- Use the appropriate ball/ equipment for the game
- Line up when whistle blows
- Collect and return all balls/sports equipment
- Use swings properly
- Use appropriate language
- Exhibit charity – Not Being Physical – shoving, hitting, kicking, tripping (Students should keep hands to themselves.)
- Stay on the playground – no leaving the playground or running in the road
- Practice self-discipline to refrain from the following actions:
 - Going in the shed or touching the chain or lock on the shed
 - Going down the hill
 - Tackling anyone
 - Hanging off basketball hoop
 - Purposely kicking or throwing balls on the roof
 - Teasing

- Walking or standing on picnic tables
- Pulling up the blacktop
- Talking to strangers
- Touching or teasing animals
- Giving piggyback rides

When a student violates a recess rule, the teacher(s) on duty will blow the whistle, and the student will be sent to sit on the bench.

Families are responsible for any damage done to school property.

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 Administration.

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 lost, 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 , all students in 3rd grade and above, should use cursive for all of their schoolwork.

Sharing of homework or doing homework together is NOT allowed; all students should do their own work. The use of AI will be considered plagiarism and is subject to the same consequences. 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 Assigned) September 15, 2021
(Subject) Spanish
(Name of Assignment) Conjugations

Late Assignments

Any student who fails to turn in work on the day it is due will receive a Missing Assignment notice (Blue slip) and will stay in at recess each day in order to finish the work. All blue slips are to be signed by a parent and returned the next day. **Failure to turn in the signed slip will result in a Character Concern.** A student who receives **five or more blue slips** will receive a **Homework Detention.**

Assignments will be accepted up to one week after the homework is due. Homework turned after that will receive a zero.

***Because students are expected to prepare for all tests/quizzes and do their best on all assignments, Kingswood Academy does NOT OFFER RETESTS OR EXTRA CREDIT.**

Plagiarism

To plagiarize is to deliberately copy another's work and then submit it as one's own.

It is a violation of the Seventh Commandment. Any student who engages in plagiarism will be subject to the following disciplinary actions:

First Offense

- Assignment will be Redone for ***Half Credit***
Zero Grade for Responsibility
- Behavior – Mandatory Detention
- Meeting with Parents

Second Offense

- Assignment will be Redone for ***Zero Credit***
- In-School Suspension to Work on assignment
- All homework will be done at home and due on the appointed days for *Zero Responsibility*. (Student can still earn homework points.)
- Meeting with Parents

Third Offense

- Meeting with Parents
- Meeting with Board
- Subject to Expulsion

Cheating

Any student found cheating on an assignment/test will receive a zero for the assignment/test. The student will receive a mandatory detention, and a meeting will take place with the parents.

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 schoolwork 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 the 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%

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, neither retakes will be given, nor 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, K-3rd 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:

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 2 4	Not measured at this level	3	30 34 38	95 wpm 115 wpm
1	6 12 16	35 wpm 50 wpm 60 wpm	4	40 44	115 wpm 125 wpm
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 -7th 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.

Character Grades

While it is extremely important that every person knows the Catholic Faith, it is even more important that we live our Faith. Kingswood Academy is firmly committed to helping our students become saints. Therefore, in addition to receiving academic marks on their report cards, students will also be graded on their character, how they live the virtues. Every person should strive to live his/her life in a manner worthy of the title *Child of God*.

Character Scale

- * Exceeds Expectations
- + Almost Always Meets Expectations
- ✓ Inconsistently Meets Expectations
- Rarely Meets Expectations

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 ***Knight of Honor Award*** stems from our mission to teach and reinforce character development. The Knight of Honor Award will be figured using the Character Development area of the report card. Requirements for the Knight of Honor Award include:

- No more than three *Almost Always Meets Expectations* (+) character grades
- Remaining character grades all entail *Exceeds Expectations* (*)
- 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 are **NO** failing grades and the grade average is more than 70%. Academic probation includes the following:

1. Loss of privilege to participate in athletics and other extracurricular 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

Students 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. A mandatory meeting between parents, teachers, student, and administration will be held prior to the final decision.

Letters of Recommendation

In order to receive a letter of recommendation for high school AP/Honors classes, a student must have A's in the classes at Kingswood Academy.

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 will not be assigned on weekends and tests will not be given on Mondays.

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 listed below. However, each child works at a different pace. A child may need additional homework time to complete assignments.

These are estimated times.

(Homework time does not include daily reading).

Kindergarten	10-20 minutes
First Grade	15-25 minutes
Second Grade	20-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes
Sixth Grades	60-70 minutes
Seventh/Eighth Grade	80-90 minutes

Missing/incomplete assignments will be made up during recess.

For every missed or incomplete assignment, students will receive a ***“Missing Homework”*** slip. Accumulation of five slips will result in a ***Homework Detention***, in which the student will stay after school to complete the assignment(s) or work on current assignment(s).

Athletic Participation

Sports often play an important role in helping students to grow in many virtues, such as leadership, kindness, discipline, fortitude, humility, and sportsmanship.

Kingswood Academy will compete with students according to the defined sex of the sports. (IE: The girls basketball team will only compete against other female athletes.)

To encourage students to live a life of Christian virtue and help them be successful academically, the following guidelines will be used to determine athletic eligibility:

Athletic Eligibility

	Eligible	Ineligible	Result
Academic	74% or above Mark in All Classes No Missing Assignments	Missing Work or Less than 74% in Any class	Student will NOT be allowed to participate in any game until all missing work is turned in

			and 74% achieved in each class
Behavior	Less than 2 Character Concerns in a week.	Two or more Character Concerns within one week.	Student will miss one game
	No Detentions	Detention	Student will miss one game and cannot attend the game
	No Suspensions	Suspension	Miss a Minimum of 3 games and cannot attend any of those games
	Exhibits Good Sportsmanship	Exhibits Bad Sportsmanship	Depending on the severity, student will miss one or more games and cannot attend missed game(s)

Student Athletes, who do not do their best academically or failure to follow school or classroom rules, are hurting the team. Due to lack of participants, the team may have to forfeit a game.

There should be at least 2 tests/quizzes and 3 homework/responsibility grades in the gradebook before a student athlete is ineligible in a class.

Students who receive a detention or suspension will **not be able to participate or attend** scrimmages, practice games, playoff or championship games. “Friendlies” are considered games and are subject to the same eligibility policy.

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 Administration. 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 should have high standards of behavior for the children for whom they are responsible. Parent chaperones should be made aware of any health conditions or allergies of the students in their group.

Parents who 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 must be background checked before attending a field trip. 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. Parents cannot bring younger siblings on field trips if they are chaperoning.**

Parent chaperones should not buy anything for 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.

Eighth Grade Class Trip

The class trip is a privilege, not a right, for the graduating class. Individual students or a whole class may lose this privilege for academic or behavioral reasons.

Benefit Dinner

Only current Kingswood Eighth-graders may attend the benefit dinner. Any former Kingswood graduate may attend as alumni.

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 TADS. TADS provides a variety of payment plans: monthly, quarterly, semi-annually or in full.

Probation Period for New Students

In order to provide an environment that is conducive to learning for all students and developing character formation, all new students will be placed on probation for 45 days. This period allows teachers and administration time to assess individual performance. Students who do not meet academic or character requirements may be dismissed from the Academy. Tuition will be prorated for the time of attendance.

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 for all school fundraising efforts. 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 several major fundraisers. Participation in fundraising is a vital component for our school. There are also minor fundraisers throughout the school year; please contact our Marketing Director to volunteer for any fundraising opportunity.

Each family has a Partner in Fundraising (PIF) commitment of \$1500 each year. This amount can be donated by businesses or other family members and is tax deductible.

Financial Aid

Please contact the Business Manager for details.

Sibling Differential

See Tuition Agreement.

Family Cap

See Tuition Agreement.

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.

Re-Enrollment Fee for Following School Year

In January, families currently enrolled will be asked to pay a re-enrollment fee of \$100 per student (which will be applied toward tuition) to hold their place at the school for the following school year.

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.

Student Conduct (Parents and Students should read this together)

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 (students and parents should read this together)

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. Arrive at school before 8:20 a.m.
2. Show virtue while waiting in line and while walking to your class.
 - PreK-5th grade should line up in their assigned spots and wait for their teacher.
 - Jr. High students should line up along the wall and steps, leading to the junior high hallway until a faculty/staff member lets them inside. Beginning with the sixth grade, students then proceed independently to their classroom.
3. When morning prayers begin, refrain from talking.
4. Follow your teacher's directions for prayers and the Pledge of Allegiance.
5. Sit up straight in your assigned seat and listen to directions.
6. Keep hands and feet still.

***All forms of electronic devices, including cell phones, smart watches, or iPods, are not allowed.** All items should be checked in with the homeroom teacher upon arrival, and the teacher will give them back at the end of the day. **Failure to adhere to this policy will result in the confiscation of the device. The student's parent can retrieve the device from the Principal.**

Preparation for Class

1. Check to see which classes you have.
2. Bring textbooks and supplies (paper, pen, pencil, etc.) for two classes
3. ****Make sure you bring your assignment book to Every class***
4. Leave any personal care items in your locker
5. Check the area around your locker, making sure you left nothing on the floor.
6. Enter the classroom quietly

* Once you enter the classroom, you are not allowed to leave without teacher permission

In Class:

1. Upon entering the classroom, take your seat. 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.

The Holy Sacrifice of the Mass

There is nothing more important in life than participating at Mass. All students are expected to attend mass, unless previous permission is granted by the administration, students are ill, or a family emergency happens. In order to encourage and preserve reverence, students should:

- Quietly enter
- Place themselves in the presence of God
- Be quiet and attentive during the Mass or program. Don't fidget!
- Orally participate
- Receive Holy Communion reverently (hands folded and eyes focused on Our Lord)
- Grades PreK – 3rd silently leave one class at a time.
- ALL students in Grades 4th -8th QUIETLY pick up papers, books and kneelers and put them away.
- Altar boys clean up, making sure that cassocks and surplices are neatly on hangars.

*The hymnals/*Mass cards* 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.

At Recess:

1. Use this break time to show kindness to your schoolmates. Make sure that everyone is included.
2. Make sure that *all play balls/sports equipment are collected. On cold/chilly days, you must wear a jacket/coat. Students who are not dressed appropriately for the weather will be sent to their homeroom.*
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/*whistle* 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.

Playground Expectations

Students should:

- Finish their snack before going outside.
- Use the appropriate ball/ equipment for the game
- Collect and return all balls/sports equipment
- Use swings properly
- Use appropriate language
- Exhibit charity – Not Being Physical – shoving, hitting, kicking, tripping (Students should keep hands to themselves.)
- Practice self-discipline to refrain from the following actions:
 - ❖ Going in the shed or touching the chain or lock on the shed

- ❖ Going down the hill
- ❖ Tackling anyone
- ❖ Hanging off basketball hoop
- ❖ Purposely kicking or throwing balls on the roof
- ❖ Teasing
- ❖ Walking or standing on picnic tables
- ❖ Pulling up the blacktop
- ❖ Talking to strangers
- ❖ Touching or teasing animals
- ❖ Giving piggyback rides

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.
8. At lunchtime, Except for emergencies, **ONLY TWO students at a time are allowed in the restroom.** Those waiting to use the facilities should wait patiently in line.

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. **No use of the microwave will be allowed.**
No student may enter the kitchen without permission.
4. Eat what you packed for lunch. Do not share food as others have allergies or nutritional needs that you might not know of.
5. Stay seated for the first **20** minutes of lunch.
6. Speak quietly and politely during lunch.
7. 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.
8. Bring unfinished food back home.
9. Dispose of trash. Clean up after yourself.
10. **ONE student should return the lunch bin to the classroom designated area.**
***No one is allowed in the hallway without permission.**

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.

Please return this page to the office within two weeks of receiving this Handbook.

I have read the Kingswood Academy Parent Handbook and agree to follow the terms outlined in the Parent/Student Handbook.

Parent Signature

Parent Signature

Date