

Kenyon Woods Middle School Student Handbook



Welcome to
Kenyon Woods Middle School

This handbook is provided to be a resource to you as navigate your way through the school year. It is filled with directions, policies and procedures. If you have any questions regarding life at KW, please feel free to ask any teacher or administrator.

Vision Statement

Empower each other to “Dream Big” and make our dreams a reality.

Mission Statement

The mission of Kenyon Woods Middle School is to provide a rigorous curriculum, establish high student expectations, encourage one another to be honest, respect others, act responsibly, and empower each other to become lifelong, 21st century learners.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student will be responsible for the following:

- To read and become familiar with all student conduct rules
- To attend school daily, prepare for class and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, or the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property and the property of others

Students have the following rights as they pertain to addressing student conduct:

- To be safe at school
- To be treated fairly, courteously and respectfully
- To bring complaints or concerns to the school Principal or staff for resolution
- To tell his or her side of the story before receiving a consequence for a student conduct infraction

Kenyon Woods Middle School Attendance

Attendance Policy

Absence from school is excused for illness, funerals, and family emergencies. Dental and routine doctor appointments should be arranged during non--school hours and vacation days whenever possible. If it is absolutely necessary to schedule an appointment during school hours the student must present an appointment card or doctor's note upon returning to school.

All work missed due to an absence for any reason must be made up. The student must take the initiative to contact the teacher for the missed assignments and return the completed work within the limit set by the teacher. Assignments for absences of three (3) or more days may be obtained through the Attendance Office at the request of the parent or guardian. In those cases when the student knows he/she will be absent from school before the day of absence he/she should report this information to the Attendance Office. A note from his/her parents should also be submitted at this time. ***Vacations are not considered excused absences.***

Truancy

Truancy is being absent without permission from any scheduled class or activity to which a student has been assigned. The first offense may in a Dean's Detention. Additional offenses will result in In and may result in a referral to the county truant officer for additional action. Class work missed during the truancy may not be made up.

Tardiness to School

Classes begin at 9:00 a.m. Students should plan to arrive by 8:50 a.m. to give themselves sufficient time to prepare for their first class.

Students who arrive late for school must report immediately to the Attendance Office. Parent verification of the tardiness must be received at that time.

Parents will be contacted when a student has accumulated five tardies to school. Results of parental contact may be a conference, after school detention, ISI or any other action deemed necessary to resolve the situation.

Tardiness to Classes

KWMS uses HERO to track tardies to class. You are considered tardy to class if you are not in the classroom by the time the bell rings.

STEP	TARDIES	Action taken	Message to Student/Family
1	Tardy #1	Automated contact home	Your student has been tardy to 1 class.
	Tardy #2	Automated contact home	Your student has been tardy to 2 class, on the next one, your student will receive a lunch detention
	Tardy #3	Lunch Detention	Your student has been tardy to class 3 times and has served a lunch detention. Consequences will be escalated if your child continues to be tardy to class.
2	Tardy #4	Automated contact home	Your student has been tardy to 4 classes.
	Tardy #5	Automated contact home	Your student has been tardy to 5 classes. They will be assigned 3 restricted lunch detention with the next tardy occurrence.
	Tardy #6	3 lunch detentions	Your student has been tardy to 6 classes. They have been assigned 3 restricted lunch detention.
3	Tardy #7	Automated contact home	Your student has been tardy to 7 classes.
	Tardy #8	Automated contact home	Your student has been tardy to 8 classes. They will be assigned further consequences on the next tardy to class.
	Tardy #9	1.5 hour after school dean's detention or 5 days of lunch detentions	Your student has been tardy to 9 classes. They have been assigned either an after school detention or 5 days of restricted lunch.
4	Tardy #10	Administrative contact home	
	Tardy #11	Automated contact home	Your student has been tardy to 11 classes. They will be assigned further consequences on the next tardy to class.
	Tardy #12	1 day of ISI and loss of privileges	Your student has been tardy to 12 classes. They have been assigned one day of ISI and have lost all hall privileges.
5	Tardy #13	No pass status	You have been tardy to class 13 times or more. You are not allowed to have a pass to any area in the school.
	Tardy #14	Possible Parent Shadow or class escort	You have been tardy to class 14 times or more. You will be required to be escort to class by a parent or school assigned escort.
	Tardy #15	Loss of privileges, loss of entrance to athletic competitions, dances, activities and clubs. If the student is involved in athletic competitions and/or activities, theatre productions not related to a class, one week suspension from practice	You have been tardy to class 15 times or more. You have lost the privilege of attending activities or athletic events, participating in activities/athletic events until you have 10 full school days without a tardy to class.

The policy will be followed and upheld over each semester period of time. In order to prevent tardiness to classes, students are encouraged to take all books for their morning classes with them at the beginning of the day and all books for their afternoon classes after lunch.

No Pass Policy

Students are not to be in the halls during class periods without a pass from a teacher or supervisor.

Attendance Before and After School Hours

The formal school day hours are from 9:00 a.m. to 3:28 p.m. Students should not arrive to school prior to 8:30 a.m. Students who enter the building after 8:30 a.m. and 8:50 a.m. must sit in the commons area until the 8:50 bell. Students may not be in any other part of the building unless they have an appointment with a teacher **and** a hall pass. After school, students are to report to the gym or the commons to wait until their bus

arrives. Students who are being picked up by their parents should exit through the main entrance. Parents should be in the designated area of the parking lot to pick up students by 3:28 p.m.

Special Activity for Perfect Attendance

The administration and staff at Kenyon Woods feel strongly that perfect attendance contributes to success for students, and therefore, deserves recognition. Perfect attendance is defined as attending all classes each day until the day of the activity. Request for the following exceptions should be made in writing and pre-- arranged with the Attendance Office:

1. Recognized specific religious holiday.
2. Funeral of an immediate family member.
3. School sanctioned field trip.

Kenyon Woods Dress for Success Policy

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following guidelines:

1. Does not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, phobic language or cruelty of any kind
2. Covers all appropriate areas at all times. Appropriate areas include: stomach, chest and sides (both male and female) and butt/pelvic/upper thigh areas.
3. Items such as tank tops, sleeveless shirts, any type of shorts, coats, jackets, etc. are all allowed provided they adhere to #2 of this Section. (Low backs are not a problem)
4. Jewelry is allowed, unless it becomes a safety concern.
5. Hats, hoods, and other types of head coverings are not allowed unless required for religious or medical purposes.
6. Footwear must be worn for health reasons (cannot go shoeless)

Students Have The Responsibility To:

- Wear appropriate clothing that follows these new guidelines
- Treat all staff with respect and dignity (i.e. share your opinions respectfully)
- Be open and straightforward; respectfully ask for a private meeting if they feel they are being treated unfairly

Students Have The Right To:

- Be given the reason for the dress code infraction
- Have options as to what to do to comply with the rules (call home, change into PE clothes or clothes in their possession/locker/Deans' Office clothing)
- Talk to an outside source about the issue, such as Guidance, another Dean, an administrator, or a teacher
- Be treated with respect and dignity
- Advocate for themselves without concern for consequences

IDs are part of the dress code and must be worn at all times in the building

Kenyon Woods Middle School Code of Conduct

Student Disciplinary Referrals

Students are expected to follow all school rules and regulations while in the building. If a student displays inappropriate behavior, the staff member in charge of the area will attempt to correct the unacceptable behavior. A student may be sent to the office if deemed necessary.

Disciplinary Steps:

Step 1: Teachers will handle day--to--day discipline in their classrooms. This may include student conferences, detention and/or parent contacts.

Step 2: If an issue cannot be resolved at the classroom level, a teacher will submit a student referral to the office. Further disciplinary action will be taken as warranted.

Step 3: Behaviors that persist following implementation of the above steps will warrant additional ISI and/or OSS days. Parents may be requested to attend a parent conference which may include student, teacher, and administrator. Students who are involved in serious or flagrant actions will be immediately referred to the office. Such action may include, but is not limited to: damage to school property, drugs, fighting, smoking, stealing, or swearing.

Recognition Programs

Recognition programs for both seventh and eighth grade students will be held at the end of the school year. The format for each activity will be shared with students throughout the year. In addition, PBIS recognition programs will be held once a quarter. In order to be eligible, student must have 0 referrals, 0 failing grades and less than 3 tardies to class.

Alternative Lunchroom

Alternative Lunchroom may be assigned to students who do not follow school rules and policies while in the classroom or the cafeteria. The Alternative Lunchroom is located in a classroom not being used for regular classes and is supervised by a staff member.

Rules for Alternative Lunchroom are as follows:

1. The first time a student is assigned to Alternative Lunch, it is usually for a period of one to five days. Each assignment thereafter may be increased by five day increments.
2. Students report directly to one of the Dean's Assistants in the cafeteria. Students are to be in the cafeteria when the bell rings, or they will be marked tardy. Being tardy will result in an additional day in Alternative Lunch.
3. Only good behavior counts as one day.
4. Students must bring work to do each day and do it after eating or the day will not count.
5. Talking is not allowed while in Alternative Lunch.
6. Students who do not behave or do not report to the cafeteria may be assigned ISI or may be assigned additional days in Alternative Lunch.

Language

Language is thought to be an important aspect of the educational process and should be of continuous concern to each of us. At school, only the best and most appropriate language should be used and accepted. Use of inappropriate language will result in disciplinary action.

Assignment Notebooks/Planners

Assignment Notebook/Planners should be carried to each class every day.

Electronic Devices and Games

Electronic devices are not allowed during regular school hours or during after--school activities. All electronic devices must be kept in the student's locker or student may be subject to a consequence. These and similar items will be confiscated and returned to the parent.

Fights and Spectators at Fights

Fighting will not be tolerated on the way to or from school. Students who participate in fights will be suspended and/or assigned to Supervised Alternative Schedule (SAS). Voluntary spectators, or those who encourage, contribute to, or cause further disruption during a fight situation will also be subject to disciplinary action.

Cheating

Cheating includes copying the work of another student (homework, tests, etc.); plagiarizing from print, internet or other electronic sources, using “cheat sheets” during a test, and not fulfilling their portion of group work. Cheating will be handled between the issuing teacher and the administration. Both passive and active parties will be held accountable.

Possible Consequences

- Zero for the assignment
- Teacher detention
- Office referral
- Dean’s Detention
- Parent conference

Some Possible Scenarios

1. A student copying answers of another student’s worksheet.
2. Copying and pasting information from the internet into a report.
3. Typing word for word from a print resource.
4. In a group situation, the student not completing his/her part of the assignment and allowing another group member to do the work to avoid a lower grade.

ISI (In School Intervention)

Students assigned to ISI must bring supplies and materials for the day. This includes books, paper, pencils, pen, and lunch money. Students are responsible to request all assignments from teachers and to complete all homework. Students may purchase one lunch and up to two drinks while in SAS.

After School and Evening Activities

Parents should promptly pick up their students following after--school evening activities. We are sure you realize the importance of our students getting home safely in order for them to get a full night’s sleep for the following school day. Please check with your student prior to each activity to be sure of the pick--up time. Students who remain waiting for rides 15 minutes after the conclusion of an activity may be subject to not attending the next extracurricular function. Thank you for your cooperation.

To and From School Behavior

Infringement upon the rights of other students at bus stops, on buses, or walking to and from school may result in assignment to ISI and/or SUSPENSION from school. As there are no sidewalks leading up to our school students may not walk or ride bikes to school due to safety concerns.

Policy for Extra--Curricular Activities Participants

The following policy has been developed and adopted by the faculty. It pertains to extra-- curricular activities sponsored by the school.

1. Any student who is assigned to **ISI on the day** of an extracurricular activity **or** who causes problems **on the day** (and has been assigned a day in ISI) **cannot** be a spectator at an extracurricular activity on the day.
2. Any student who is suspended from school (**including In School Intervention or ISI**) **may not participate in any** extracurricular activities (as a performer or spectator) for the duration of the suspension. This policy takes effect on the day of the incident and ends when the student returns to school.
3. If a student misbehaves at an activity, he may not participate at the next activity (i.e. play, dance, skating party, etc.). An administrator will notify the student of this at the time of the incident and prior to the next activity.
4. A student must be in attendance for at least five (5) complete periods on the day of the activity to attend an extracurricular activity (District policy).
5. A student must be picked up within 15 minutes of the end of the activity. After 15 minutes, a warning letter will be mailed home. With the second offense, the student may not attend the next activity.

HERO PROTOCOL

Kenyon Woods Middle School is now a HERO school!

HERO encourages positive student behavior choices. When students demonstrate HERO behaviors, they will earn points toward exciting incentives. We invite students and parents to register your own HERO account so we may keep the lines of communication between home and school open. Once you register online, you may download the HERO app to receive push notifications about your student's HERO behavior throughout the day. Students and Guardians will each have a unique Hero login account.

To register, follow these easy steps:

- 1) Go to <https://access.heropowered.com>
- 2) Select the Parents or Students button
- 3) Click "CREATE AN ACCOUNT"
- 4) Enter the required information then click "CREATE USER"
- 5) Click "Add Student"
- 6) Enter student ID# and the appropriate student or guardian activation key code - This will be sent home with your student within the first few weeks of school.

Download the Hero App

Once you register online, you may download the HERO Student app from the Apple App Store or Google Play Store to keep track of HERO behavior history and Hero point balances.

HELPFUL LINKS:

For registration step-by-step instructions, go to:
<http://www.herok12.com/resources/Hero-QSG-PSE-Parents.pdf>

Hero Parent + Student Engagement Tools
<http://www.herok12.com/parent-student-engagement>