



Kenston Forest School

General Handbook

Lower School Grades K-7

Academic Year 2009-2010

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1. Philosophy/Objectives

Kenston Forest School is a private co-educational day school founded in 1966 that admits students of any gender, race, color, national or ethnic origin. It is fully accredited by the Southern Association of Colleges and Schools and by the Virginia Independent School Association. The mission of Kenston Forest School is to develop in each student the qualities of leadership, scholarship, service, and good character in an atmosphere that stresses family values and Judeo-Christian ideals. As we execute our mission, students hold the core values of integrity first, service before self, and excellence in all we do. Each student pledges to his/her fellow students that “I will not lie, cheat, or steal, nor tolerate those who do.” This handbook provides Lower School students (grades K-7) and their parents an overview of policies, regulations and other information. Check the school website www.kenston.org and the Kenston Forest School Kavalier Student Information System (KavSIS) for expanded policy details, other handbooks, policy letters, and updates.

2. Honor Code

General. The Kenston Forest School Honor Code states “I will not lie, cheat, or steal nor tolerate those who do.” This is a basic statement of honorable behavior. The Honor Code is a covenant between students expecting honorable behavior and rejecting dishonorable behavior in others. Students, having practiced these principles here and having seen the benefits they bestow, are expected to live by these virtues the rest of their lives. Additional details concerning the Honor Code are found on the school website www.kenston.org or in KavSIS.

Violations of the Code. There are four violations of the student Honor Code. These are lying, cheating, stealing, and toleration of lying/cheating/stealing. Penalties for Honor Code violations are dependent upon grade level, type of offense, and any previous offenses by the student.

Disciplinary Actions for Honor Violations (Grades 2-5). The following guidelines suggest likely responses to violations of the Honor Code. Corrective actions may be modified in response to the severity of the violation.

First Offense. The teacher talks with the child. The student is not allowed to play at recess for 1 week. The teacher notifies parents by note and telephone.



Second Offense. If applicable, a zero on work is given. The child is sent to the Director of Instruction. The child is required to write a 50-word letter to parents telling about the offense; the child must return the letter signed by a parent the next school day. The conduct grade is lowered.

Third Offense. A parental conference is held with the Director of Instruction, Headmaster and the teachers. The child is informed that his/her return to Kenston Forest School the following year is in jeopardy.

Disciplinary Actions for Honor Violations (Grades 6-7). The following guidelines suggest likely responses to violations of the Honor Code. Corrective actions may be modified in response to the severity of the violation.

First Offense. The teacher talks with the child. The parents are notified. If applicable, a zero on work is given, and the conduct grade is lowered.

Second Offense. The child is sent to the Headmaster and told he/she may not be able to return to class if behavior continues. The student is denied extracurricular activities. If applicable, the academic grade in that subject is lowered one letter grade. The child's conduct grade is lowered. The parents are notified by phone and in writing.

Third Offense. The student goes before a faculty council. Suspension is likely. The child is informed that his/her return to Kenston Forest School the following year is in jeopardy.

3. Communication Between Home and School

Addresses and Telephone Numbers must be provided to the school office for parents/guardians home and work locations, along with cellular telephone numbers. Please notify the office immediately of any changes in address or telephone numbers, and ensure the contact information is always current in the Kenston Forest School Instant Alert System.

E-mail is an efficient tool for communication between parents and the school. E-mail provides a record of the communication and does not interrupt parent or teacher schedules. E-mail addresses of faculty members can be found on the school website www.kenston.org.

Instant Alert System. This computer-based system connects the school and parents with instant communication. The automated communications system will keep parents informed much more rapidly and efficiently. Parents can customize how they want to receive messages (e.g., phone, e-mail, etc.). More information on this program can be found on the school website www.kenston.org.



Other Communications from School. Important information is provided on a regular basis. The school may send the information home with the student, e-mail the information, utilize conventional mail, or post the information on KavSIS or school website www.kenston.org. Information of an immediate nature will be sent by the Instant Alert System.

Parent Communication/Visits during School Hours. Parents may call the school office as necessary during school hours to get information, leave messages for a teacher, student, etc. If messages are left for a teacher, the teacher will return the call as soon as practicable. If parents desire to visit the school to see a teacher, deliver materials to a student, etc., parents are expected to report to the school office to check-in, instead of directly to the classroom.

Weather and Emergency Notices. In the event of inclement weather, the opening of school may be postponed, school may close early, or school may be closed. The Kenston Forest School Instant Alert System will be used to notify families of closings. If conditions warrant, buses may pick up/discharge students on main roads only. This decision will be made by individual drivers based on local weather and road conditions. Closings will be communicated through the Instant Alert System and broadcast on Richmond television stations and local area radio stations.

Suggestion Program. Students, parents, faculty, and friends are encouraged to help the school better serve students, strengthen programs, streamline operations/procedures, and operate “smarter” by submitting constructive ideas. Suggestions should be serious. Offer suggestions to correct any shortcomings. Email suggestions to suggest@kenston.org.

4. Academic Affairs and Guidance

Hours (Standard Academic Day). Normal school hours for the standard academic day are 8:30 a.m. to 2:50 p.m.

Supervision Before/After School Hours. There are after-school activities, events, and organization meetings that are supervised by school personnel. During other times, school supervisory personnel cannot always be available. Therefore, Kenston Forest School can *not* be held responsible for students on the property during times other than those specified above.

Visitors. All visitors must register in the main office. Visitors include anyone who is not a staff member or a registered student. Visitors must avoid interrupting classes. Student guests must have permission to attend classes or break/lunch activities. All requests for student guests must be submitted in advance.



Open House. This important event is scheduled for the beginning of the school year. All Pre-K through Grade 12 students and their parents are invited to participate. This event allows students and parents to meet the teachers and find out information and requirements for the coming year. While teachers may be asked brief questions about their class, this is not an appropriate time for lengthy, individual conferences with teachers.

Parent/Teacher Conferences. A parent or teacher may request a conference. Parents and teachers must work together and communicate in order to best meet a student's needs. Conferences may be scheduled at mutually agreed upon times between parents and teachers (and/or administration).

Homework. Homework is an extension of the regular school program, beginning in kindergarten and continuing through twelfth grade. This work complements and reinforces classroom learning. The assignment of homework is the responsibility of the classroom teacher. Pupils are responsible for completing **all** homework.

Signed Papers: All students in grades K-7 take their graded papers home on a weekly basis.



Grading Scales. The grading process is varied in grades K through 2 to diminish unnecessary academic pressure and to encourage learning for the sake of learning. Headmaster’s List recognition begins in the third grade.

GRADING SCALE (Kindergarten)
Chart of Mastered Skills M = Mastered P = Progressing Toward N = Needs Improvement

GRADING SCALE (GRADES 1-2)
E = Excellent S = Satisfactory N = Needs Improvement U=Unsatisfactory

GRADING SCALE (GRADES 3-7)							
Excellent		Good		Average		Poor	
100	A+	92	B+	84	C+	76	D+
99	A+	91	B+	83	C+	75	D+
98	A+	90	B+	82	C+	74	D
97	A	89	B	81	C	73	D
96	A	88	B	80	C	72	D
95	A	87	B	79	C	71	D-
94	A-	86	B-	78	C-	70	D-
93	A-	85	B-	77	C-	69	F

CONDUCT
E = Excellent S = Satisfactory N = Needs Improvement U=Unsatisfactory

RESOURCE CLASSES
E = Excellent S = Satisfactory U=Unsatisfactory (A student who receives a U in any resource class is not eligible for the honor roll.)



Interim Progress Reports. Progress reports for all Kindergarten-Grade 5 students will be sent home near the middle date of each grading period. Parents are encouraged to request a conference with faculty to discuss any areas of concern outlined in progress reports. Progress reports may include comments concerning behavior in addition to academic performance. Progress reports do **not** need to be signed/returned to the school. The issue dates of progress reports will be posted to the school website, www.kenston.org. Classes in grades 6 and 7 utilize online computer grade reporting. Students as well as parents have access to the most recent grades at all times. Therefore, formal, printed Interim Progress Reports will not be issued. Parents are encouraged to request a conference with faculty to discuss any areas of concern about student progress. Information about access to the KavSIS online grading system will be available on the school website, www.kenston.org.

Report Cards. Report cards are issued four (4) times during the school year and brought home by the student. Each report card in Kindergarten – Grade 5 requires a parent’s signature. These signed report cards must be returned to school within two (2) school days. Kenston Forest School will charge a fee of \$10.00 in the event of loss of a report card. Report card issue dates will be shown on the school website www.kenston.org. Report cards for students in grades 6-7 are generated by KavSIS and do not require parental signature or return.

Exams. No exams are given below the sixth grade. In the sixth grade, semester exams are given in mathematics and language arts. In the seventh grade, semester exams are given in the academic subjects of mathematics, language arts, social studies, and science.

Headmaster’s List with Honors (Grades 3-7). A student earning the grade of “A-” or higher in all core academic classes, “S” or higher in all resource classes, and “S” or higher in all conduct grades is eligible for this honor each quarter.

Headmaster’s List (Grades 3-7). A student earning the grade of “B-” or higher in all core academic classes, “S” or higher in all resource classes, and “S” or higher in all conduct grades is eligible for this honor each quarter.

Scholastic Achievement Recognition Event (Grades 3-7). Students are eligible to participate in this activity if they have earned Headmaster’s List (or Headmaster’s List with Honors) in ALL of the first three quarters of the academic year.

Seventh Grade Graduation. A graduation ceremony is held for students who successfully meet the academic requirements for promotion to the eighth grade/Upper School. Students who have maintained an overall academic average of 95 or greater in grades 5-7 and have no Honor Violations or significant discipline infractions are eligible for the designation of Graduate of High Distinction. (Additionally, students who transfer to the Kenston Forest Lower School after the 5th grade must have maintained a 95 or greater average in all Kenston Forest School academic classes.) Other than valedictorian/salutatorian designations, there is no other class ranking.



Academic Programs. The Lower School comprises grades kindergarten through seven. Administrators, teachers, and support staff work to create a nurturing and flexible atmosphere in which children can grow academically, physically and emotionally. Academically, the emphasis is on teaching fundamental learning skills in a traditional structured setting, coupled with respect for individual needs and differences. Co-curricular experiences are provided through classes in library skills, physical education, art, and music.

Language Arts. The goal of the Language Arts program is to help students learn to read, write, and communicate effectively in the English language. Each grade integrates language arts into its entire curriculum. Each teacher has developed a curriculum guide from which to base the year's instruction using adaptive methods to meet learning styles. Three language arts series incorporate a variety of teaching strategies.

Accelerated Reader. The Accelerated Reader, an important component in Kenston Forest School's educational program, is a computer based system that reinforces and strengthens reading skills by motivating students to read and enjoy quality literature. Accelerated Reader combines the elements of a book list of quality books, a reading point motivational system, and a brief computer test to ensure comprehension. All students in grades K-7 participate in the program. Each classroom has a computer dedicated to Accelerated Reader testing.

Mathematics. The main goal of the Kenston Forest mathematics department is to instill in the students an appreciation for mathematics in their everyday lives and to apply mathematical skills in practical situations while helping create and maintain a positive attitude toward mathematics. The mathematics department strives to ensure that basic and essential mathematical concepts are introduced at the appropriate level and that students are afforded adequate practice for mastery. Mathematics instruction is a cumulative sequential curriculum enabling the mathematics program to ensure continuity of instruction and challenging all students to develop critical thinking skills through real life applications and experiences.

Science. The goal of the science program is to enable students to recognize and understand scientific issues and be able to solve related problems using creative and critical thinking skills. It is accomplished through a building and additive sequence that continues to the day of graduation.

Social Studies. The social studies department encompasses a wide range of learning experiences with the purpose of introducing various areas of study to its students. The goal is to enlighten students about the past, which gives them understanding of the present in anticipation of the future.

Physical Education. The purpose of the physical education program is to develop physical coordination, an understanding of how to play games and sports, a healthy



attitude through physical performance, and the ability to cooperate, take turns, and win or lose gracefully. Physical education places a great deal of emphasis on teamwork. All students are given the same opportunity to participate and are encouraged to do their best within their individual ability. All students in kindergarten through the seventh grade participate in the physical education program on a regular basis.

Resource Program. To enhance learning in the Lower School, the curriculum includes resource classes in art, music, library, Latin, and conversational Spanish. The resource program provides each student the opportunity for personal growth and the exploration of individual interest. All children in kindergarten through seventh grade attend resource classes every week.

Community Service Projects. Community service encourages responsible citizenship. Such service provides our students an opportunity to become involved in the needs and concerns of others and acquaints the students with organizations that work to meet those needs in the community. Each class, K-7, is responsible for one community service activity of their choice.

Promotion to the Next Grade. In some instances, a teacher or teachers may recommend that a student be retained in order to give that student the opportunity to master the skills and develop the emotional and social maturity necessary for success at the next grade level. If a child has not failed a grade but is weak in certain areas, it is sometimes recommended that the child be placed in the next grade so that he or she may demonstrate proficiency at that grade level. If a student fails a major subject, the administration will review the students' academic situation to determine if the child is eligible for promotion.

Field Trips. All field trips are considered educational and as such attendance is required for all students in the class. Field trips normally take place during the regular school day. Occasionally, trips will involve early morning departure, late evening return, and/or overnight stays. Fees involving transportation, admissions, etc., are normally charged for students going on field trips. Students act as ambassadors for Kenston Forest School and will be briefed on the dress requirements for individual trips. Signed permission slips for each student attending a field trip will be on file in the office. An updated permission slip is required each new academic year. See the back of this handbook or the school website www.kenston.org.

Summer Reading and Math. Summer reading and mathematics are assigned for credit in incoming grades 3-7.

Summer Programs. A summer school program may be offered on the basis of demand. The classes offered are enrichment programs for grades 3-7. Offerings vary each summer.

Volunteer Program. The Volunteer Program is made up of parents, grandparents, alumni, and friends who help in the classroom, office, and library primarily during school hours. Anyone interested in serving as a volunteer should call the office for coordination.



5. Services

Bus Transportation. Kenston Forest School provides bus transportation along major routes to most students within our service area. For safety, buses only operate on state-maintained roads. Students going to or from school or a school activity shall behave in a responsible manner while going to or from their bus stop, while waiting for a school bus, while on a school bus, or immediately after being discharged from a school bus. Good bus discipline is essential since misbehavior at a bus stop or on a bus represents a potential danger. Students must remain seated at all times. Glass containers shall not be carried on the bus. Electronic devices are allowed when silent or used with earphones. The bus will depart the pick-up point if the student is not present at the scheduled pick-up time. Bus drivers should be notified as soon as possible when it is known a student will not be riding. Once the bus is boarded, students may not disembark until the bus reaches the intended destination or drop-off point. A student must have written permission from a parent and approval from the office in advance to ride a different bus or be discharged at a different drop-off point. Riding a school bus is a privilege. Students unable to abide by the rules will be disciplined or deprived of their privilege to ride the bus for a specified time or permanently. Serious violations of discipline on the bus may result in immediate suspension or removal from the bus regardless of the number of the offense.

Computer Use. The school offers access to computers and the internet to enhance the educational experience. Kenston Forest School has limited control over the information available on the internet. A fraction of the material on the internet is controversial and offensive. Kenston Forest School does not condone the use of such material and takes reasonable precautions to limit access to this material. All students will have adult supervision and instruction in the responsible use of this technology. The use of Kenston Forest School computer systems is not a right, but a privilege. It is understood that computer system users give consent to monitoring their computer system activity. Inappropriate activity, or failure to adhere to the rules and regulations of the Technology Program found on KavSIS, will result in a limitation or cancellation of technology privileges and/or other disciplinary action.

Crisis Team. A crisis management team exists to keep the school prepared in case of unforeseen or emergency incidents. The team utilizes Quick Reaction Checklists to facilitate response execution.

Driving and Parking. All drivers shall exercise safe driving practices and obey the school speed limit of 15 miles per hour. Vehicles shall not be parked or operated on the bus circle until after the final bus has departed school at the end of the academic day. Vehicles shall yield to buses in motion. Drivers are urged to use the front parking lot when dropping off children in the morning. Visitors are urged to park in the front parking lot during the academic day. Driving or parking on grassy areas is prohibited.



For safety reasons, parents dropping off children between 8:15 and 8:30 a.m. and picking up children in the afternoon **must** park in a lined parking spot in the front parking lot. **Traffic lanes cannot be blocked at any time.**

Fire Drills and Tornado Drills. The teacher in each classroom will give the students instructions for these drills. Written instructions for these drills are posted in each classroom. Fire drills at regular intervals are required by law and are an important safety precaution. Tornado drills are held each spring. It is essential that when the first signal is given, everyone obeys promptly and proceeds via the prescribed route as quickly and as safely possible to their assigned emergency location.

Library Use. The library is used to support and develop information-literate students and independent learners. Students shall not bring food or drinks into the library. Consideration of others is expected at all times. Students must have written permission from their classroom teacher to be in the library during class periods unless with a scheduled class. Reference books, current newspapers and periodicals must remain in the library at all times. Old issues of magazines may be checked out overnight with permission from the librarian. Books may be checked out initially for 2 weeks and renewed for additional time.

Lost Items. All removable clothing (e.g., jackets, sweaters, hats, gloves, and sweatshirts), backpacks, and athletic gear should be clearly labeled. Lost items are kept in the main office for 30 days before they are donated to a worthy charity.

Lunch and Lunch Facilities. Students in grades K-1 eat lunch in the ELC, and students in grades 2-7 eat lunch in the school lunchroom. On special occasions, such as class parties, students may eat in a classroom. Teachers accompany their classes to their lunch area and remain there for the entire lunch period. A student may either bring a lunch from home or purchase a lunch or other “daily” items from the school. The cafeteria also has drinks, ice cream, and snacks available for students. Menus/ price lists are posted on the school website www.kenston.org. Orders for cafeteria meals/items will be taken each morning for that day’s lunch. Parents are welcome to join their child/children for lunch but are expected to notify the teacher in advance.

Medical. Parents must notify the administration in writing if their child has any medical condition that requires special consideration. In order to better serve your child, parents are encouraged to share educational, psychological, and/or physical evaluations with the Director of Instruction and the Headmaster. Any information of this nature is considered confidential.

Medications. All prescribed drugs and over-the counter (OTC) medication must be turned in to the school office upon arrival on school property. Such medications cannot be distributed without written parental permission. Medication to be taken at school must be in the original prescription container or the original OTC container. Unlabeled, loose pills or liquids will not be given to students. At no time should a student self-medicate during



school. At no time should one student give or share any medication (prescription or OTC) with another student. ***Please caution your children about the importance of this rule.***

Immunizations. State law requires the furnishing of documents signed by a physician, showing proof (and date) of required inoculations against specified diseases. Parents should particularly note that there are very specific immunization requirements for students entering Kindergarten and Grade 6.

Examinations. All students are requested to have periodic check-ups. Any students participating in extracurricular sports activities must have a yearly physical.

Restricted Activity. If participation in athletics or other physical activity is limited or prohibited by illness or injury, parents are to send an explanatory note to the appropriate coach or instructor.

Testing. Standardized tests (Comprehensive Tests of Basic Skills – CTBS) for grades 2-7 are administered in the spring.

Textbooks. Lower School textbooks are owned by the school. Textbooks are distributed to students at the beginning of the school year. Although a certain amount of “wear and tear” is expected, textbooks must not be damaged in any way (e.g., torn covers, binding, or pages; writing or highlighting in the book; or water damage). Students will be required to replace severely damaged books at current replacement costs. Students must remember that these textbooks are the ***property of the school*** and the ***responsibility of the student***.

Tutoring. Some teachers are available to be hired for private tutoring for students in the Lower School. However, faculty members shall not be hired to privately tutor any student in their own class or any other class they teach.

Chapel. Each class, kindergarten through seventh grade, is responsible for a chapel program. Lower school chapel is held once a month. Each lower school classroom teacher also schedules morning devotions.

6. Student Conduct

Decorum. Students are expected to conduct themselves as courteous, considerate, ladies and gentlemen during the school day, while on school vehicles, and while participating in or attending school sponsored events. Students are expected to avoid all activity which is illegal, unethical, dangerous, or destructive.

Basic Rules of Behavior. Rules in and out of the classroom are very important and are established to encourage positive behavior and good manners. Unacceptable behavior away from school is also considered a violation to Kenston Forest School principles. It will



be considered a violation if a student performs any of the following on school property or at a school-sponsored event.

- Acts not in accordance with the laws of Virginia and/or the United States.
- Acts that damage school property and/or another's individual property.
- Acts that jeopardize the student's and/or another's safety.
- Acts that are detrimental to the student's and/or another's education.
- Acts that are considered disrespectful to the school, teachers, administrators, staff, or visitors.
- Acts that are disruptive in class to teachers, visitors, or other students.
- Acts of abusive or profane language.
- Acts in violation of the Honor Code

Specific examples relating to the prior list include the following:

- All students shall help maintain the physical appearance and well being of the school. They shall not intentionally damage school equipment. Students shall not sit or stand on desktops, tables, cabinets, radiator covers, etc.
- Lower School Students are not permitted to chew gum during the academic day. Students shall discard chewing gum only in lined trash cans.
- Students shall respect other classes and fellow students by walking quietly down the hall or sidewalk, and keeping to the right whenever possible. Students shall not intentionally block or hinder student or faculty traffic flow in halls or on sidewalks.
- Display of amorous affection between students does not have a place at school during the academic day or while students are involved as participants/attendants in school sponsored programs.
- Skateboards, scooters, roller blades, bicycles, and motorized vehicles shall not be operated/ridden on school parking lots, walkways, or in school buildings.
- Students shall not come onto school grounds, enter school buses, or attend school-sponsored functions while under the influence or in possession of any alcoholic beverage, illegal drugs, or in possession of tobacco products.
- Students shall not come onto school grounds, enter school buses, or attend school-sponsored functions while having in their possession any real or toy guns (including water guns), knives, or weapons of any kind.
- Any person who makes a verbal or written threat to or about a student, staff member, or another person associated with Kenston Forest School, while on a school bus, school property, or during a school event has committed a significant offense, and will be dealt with in a very serious manner.
- There are certain rules that may have outside legal consequences if violated (e.g., social website/text message threats, certain theft, verbal threats, etc.). All parents should be aware that if students violate these rules they could be subject to state or federal laws in addition to punishment from Kenston Forest School. Serious off-campus misconduct may result in disciplinary actions by the school.

Dress Code (Grades K-5). All students at Kenston Forest School are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance and reputation. Students understand that tasteful clothes contribute to the creation of an environment conducive to academic achievement and excellence, good



behavior patterns, safety and security, development of one's self esteem, development of pride in the school, and esteem for fellow students by representing them with an image commanding the respect and admiration of the community. Clothing and accessories must not contain inappropriate messages or endorsements, or images of sinister nature. Student attire not specifically addressed in the dress code may be deemed inappropriate by school administrators. In such cases, the student will be informed not to wear certain clothing again. Parents and students with questions about specific clothes are encouraged to query school administrators; such queries are welcome. Parents are expected to actively support the dress code by overseeing what their children wear to school.

For safety reasons, children in grades K-5 may not wear loose-fitting jewelry. Boys may not wear earrings.

For safety and hygiene reasons, students may not wear acrylic nails.

For safety purposes, shoes and sandals are to be worn securely on the feet. Footwear appropriate for the beach and pool areas may not be worn. Open footwear may not be worn during the regular school day unless it has a back/back strap worn securely around the heel. Footwear with excessively high heels is not permitted.

T-shirts are permissible, but may not be oversized or have inappropriate language or pictures displayed on them.

Students may wear shorts of a reasonable length.

Students may not wear garments that expose any part of the midriff. Students may not wear halter tops.

Hair is to be neat, clean, and well groomed. A male student's hair shall not extend lower than the bottom of the shirt collar in back and shall not extend below the eyebrows in front.

During the school day, hats and caps may only be worn for outside recess or outside physical education.

Athletic or jogging clothing may be worn and is subject to the above standards of appropriate dress.

Dress Code (Grades 6-7). All students at Kenston Forest School are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance and reputation. Students understand that tasteful clothes contribute to the creation of an environment conducive to academic achievement and excellence, good behavior patterns, safety and security, development of one's self esteem, development of pride in the school, and esteem for fellow students by representing them with an image commanding the respect and admiration of the community. Clothing and accessories must



not contain inappropriate messages or endorsements, or images of sinister nature. Student attire not specifically addressed in the dress code may be deemed inappropriate by school administrators. In such cases, the student will be informed not to wear certain clothing again. Parents and students with questions about specific clothes are encouraged to query school administrators; such queries are welcome. Parents are expected to actively support the dress code by overseeing what their children wear to school.

Boys' Dress Code.

Boys must wear pants that are properly fitted. Dress pants, khakis, corduroys, jeans, and shorts which are cuffed or hemmed are acceptable. Sweatpants and pajamas are not permitted. All pants must be designed for a belt and a belt must be worn and secured. Shorts must be no shorter than the point halfway between the center of the knee and the fingertips when standing with shoulders relaxed and arms fully extended down the side. All pants must be worn at the natural waistline.

Boys must wear a fold-over collared shirt or turtleneck. Sleeveless shirts are not permitted. T-shirts, undershirts and tank tops are not permitted as outer garments. Shirts shall be buttoned up except for the top button or two buttons (or buttoned completely). Boys may wear sweaters and sweatshirts of appropriate size. Hooded sweatshirts will not be worn with the hood up. Collared shirts must be worn underneath sweatshirts and sweaters. Boys will have their shirts tucked in at all times. (Exceptions: Sweatshirts and certain overshirts are not required to be tucked in. All overshirts with "tails" shall be tucked in.)

Camouflage apparel and other clothing designed specifically for hunting is not permitted.

Dress shoes, tennis shoes or sneakers are preferred footwear. Properly secured sandals are allowed.

Boys' hair shall be neat, clean, and well groomed. No unnatural hair colors are allowed. Hair shall not extend lower than the bottom of the shirt collar in back and shall not touch the eyebrows in front. Hair on the side shall not extend lower than the line formed from the corner of the eye to the bottom of the ear. Gentlemen shall be clean shaven below that line.

Hats, caps, and sunglasses shall not be worn during the standard academic day or at indoor school assemblies/sports events during or after the standard academic day.

Boys will not wear visible body piercings. Visible tattoos are prohibited during school activities.

Girls' Dress Code.



Girls must wear clothes that are properly fitted. Dresses, skirts, slacks, pants, Capri pants, jeans and shorts which are cuffed or hemmed are acceptable. Sweatpants and pajamas are not permitted. If an ensemble is worn such that belt loops are exposed, a belt must be worn and secured. Skirts and shorts must be no shorter than the point halfway between the center of the knee and the fingertips when standing with shoulders relaxed and arms fully extended down the side.

Girls may wear collared or collarless blouses, knit shirts, and sweaters. Sleeveless tops are not permitted. In addition to long or short sleeves, flutter sleeves and cap sleeves are permitted. T-shirts, undershirts and tank tops are not permitted as outer garments. All blouses and shirts must be of relaxed fit with modest necklines. If a blouse or other top with buttons are worn, they shall be buttoned up except for the top button or two buttons (or buttoned completely). Girls may wear sweaters and sweatshirts of appropriate size. Hooded sweatshirts will not be worn with the hood up. Blouses and tops designed to be worn not-tucked-in are permitted; other shirts shall be tucked in. (Exceptions: Sweatshirts and certain overshirts are not required to be tucked in. All overshirts with "tails" shall be tucked in.) All blouses and shirts must fully cover one's midriff at all times.

Camouflage apparel and other clothing designed specifically for hunting is not permitted.

Dress shoes, tennis shoes or sneakers are preferred footwear. Properly secured sandals are allowed.

Girls' hair shall be neat, clean, and well groomed. No unnatural hair colors are allowed.

Hats, caps, and sunglasses shall not be worn during the standard academic day or at indoor school assemblies/sports events during or after the standard academic day.

Ladies may wear conservative pierced or non-pierced earrings, but not more than two per ear. Other visible body piercings are prohibited. Visible tattoos are prohibited during school activities.

Corrective Action. Students in violation of the Kenston Forest School dress code will correct the violation prior to continued participation in class (or other activity). The homeroom teacher plays a major role in ensuring student compliance with the dress code. A student found to be not in compliance must correct the issue before he/she will be admitted to academic classes. On a standard morning, this means the student has from 8:30 to 8:45 to achieve compliance before academic time is lost. To achieve compliance, the student has several options:

Correct the issue "on the spot."



With permission from the homeroom teacher, the student may obtain an appropriate replacement article of clothing from a friend, locker, vehicle, or used clothing from the school office. The student may desire to purchase an appropriate replacement article of clothing from the school store. If required, the student may “charge” the purchase for later billing.

With permission of office staff, the student may use the office phone to request that a parent bring an appropriate replacement article to school.

Regardless of the method utilized, the student is prohibited from attending academic classes until compliance with the dress code is met (resulting in missed coursework which is not made up). Students who miss academic class must report to the office and will receive disciplinary action by the Headmaster. Parents are expected to mentor their students to use good judgment in their apparel and comply with dress code requirements.

After School. The dress code above applies to the standard academic day and also applies after school to Kenston Forest School student spectators at school activities such as home or away athletic contests. The following exceptions apply in these after school events:

Collared or collarless shirts (e.g., T-shirts, football jerseys, etc.), may be worn as outer garments by girls or boys (with or without a collared shirt underneath) at after school activities. Undershirts and tank tops are not permitted as outer garments. Girls may wear tasteful tops with or without sleeves.

Sunglasses and properly worn hats/caps are authorized for outdoor after school activities.

Attendance. The heart of the educational experience at Kenston Forest School is the classroom---where teacher and students engage in the learning process. Consequently, student attendance is critical to the success of this process. Absence from class is detrimental to student academic performance. Parents and students are requested to honor this vital dimension of school and keep absences to a minimum. On occasion, students will miss class because of illness or other legitimate reason, and at other times, students will be tardy (or leave early) due to medical appointments or the like. Parents are highly encouraged to schedule such appointments for times after school.

Absences – School Sponsored. Absences fall into two basic types: school-sponsored absences and non-school-sponsored absences. School-sponsored absences include, but are not limited to, Kenston Forest School athletic activities and field trips sanctioned by the school. School-sponsored absences are always given “academic reprieve,” allowing the student to make up missed work. Make-up work should be arranged prior to the absence. The final determination whether an absence is school-sponsored rests with the school administration.



Absences – Non School Sponsored. Non-school-sponsored absences planned in advance are granted academic reprieve provided a signed parental authorization form is presented to the office at least 3 school days prior to the absence. For these planned absences, the student is expected to pre-coordinate the absence, and get school assignments from teachers. If a signed parental authorization form is not presented at least 3 days prior to the absence, the student must present a note from a parent, detailing the absence and *requesting* an academic reprieve. In these cases, school administrators determine if academic reprieve is granted. These signed request notes must be presented to the school office not later than the 3rd day following the absence, or the absence will be denied academic reprieve, and missed classwork/assignments will receive a grade of zero.

Absence Due to Illness. A child who has vomited or experienced severe diarrhea in the morning should not be sent to school that day. Children should be free of fever for 24 hours (without medication) before returning to school. In cases of a contagious illness, a child should not return to school until he/she has received a physician's clearance to return. If a student becomes ill, develops a fever (higher than 99°F) or vomits while at school, faculty or school staff will notify the parents to remove the student from school. In an emergency, a reasonable effort will be made to contact the parents or guardian prior to medical treatment. Should this effort fail, the student will be taken to the nearest medical facility.

Illness in School: If a student becomes ill, develops a fever (99 degrees and higher) or vomits while at school, faculty or school staff will notify the parents to take the student home. In an emergency, a reasonable effort will be made to contact the parents or guardian prior to medical treatment. Should this effort fail, the student will be taken to the nearest medical facility.

Tardiness. Arriving late is better than having an accident due to driving too fast for road conditions. All students arriving late to school must report directly to the office and sign in. A student who arrives late due to a late bus will be given academic reprieve. Other late arrivers may *request* academic reprieve by presenting to the school within three (3) school days a note signed by a parent/guardian (or by an acceptable specialist) explaining the reason for the late arrival.

Reporting In - Reporting Out. In all instances, students must sign out in the office logbook. If the student returns to school that same day, he/she must sign back in. Signing out of school early due to medical appointments, family emergencies, or similar situations is acceptable. Students must bring a note from their parents for administrative approval for pre-arranged doctor appointments, etc. When a family emergency arises, parents must call a school administrator to issue student permission for the early departure. For all early sign-outs, office (or ELC) personnel will escort the child from the classroom to the office (or ELC office) to meet the parent. In all instances, students must sign out in the office logbook (grades 2-7) or in the ELC office (pre-K through 1st grade). If the student returns to school that same day, he/she must sign back in.



Missed Work. Please call the office early in the morning if you would like assignments and necessary materials for your sick child. This procedure allows us to have the requested items ready by 2:30 p.m. Work missed due to tardiness/absence granted academic reprieve may be accomplished for credit and appropriate grade. Work missed due to tardiness/absence that was denied academic reprieve by administrators is not eligible for credit and grading. Students must make arrangements with the appropriate teachers to accomplish work missed due to tardiness/absence. This work must be completed within a reasonable time based on the nature and length of the absence. Work must be accomplished according to teacher directions and deadlines.

Attendance Award. To be eligible for perfect attendance, a child must be present at school at least 3 hours of each academic day.

Student Cell Phones. Communication devices such as cell phones, personal digital assistants, and other similar electronic devices are not allowed during the standard academic day for any reason and must be turned off and stored. If a student has a need to use a cell phone during school hours, specific permission must be obtained from an administrator. Outside the standard academic day, students may use cell phones on campus (e.g., after school, at games, on the bus, etc.). If a student fails to adhere to the cell phone policy, the faculty/staff member observing the violation will confiscate the device and present it to the Director of Instruction. The Director will issue disciplinary action as required, and may return the device to the student at the end of the academic day or directly to the parent/guardian of the repeat offender.

Electronic Games and Music Devices. Entertainment devices such as portable games, boom boxes, radios, CD players, DVD players, Walkmans, iPods, etc., are not allowed during the academic day. These devices must be switched off and stored.

Fundraising. The details of group fundraising ideas should be presented to the Operations Director for review/modification. The Headmaster must approve all class/club fundraising activities in advance.

Flag Etiquette. Students are expected to pay proper reverence to the flag of the United States. This includes facing the flag and standing at attention with the right hand over the heart (headgear shall be removed) during the ceremony of hoisting or lowering the flag, during the playing of the National Anthem, and during the Pledge of Allegiance.

7. Discipline

Discipline. Discipline is defined as instruction that corrects, molds, or perfects the mental faculties or moral character. Student discipline is essential and allows the student to reach his/her full potential in and outside the classroom. Kenston Forest School believes in providing a safe and productive environment to promote positive learning and development. The school has developed behavior rules and regulations to foster that



environment. Consistent, fair enforcement of these rules and regulations is paramount as is an environment of mutual respect between staff and student. Simply put, students are expected to conduct themselves as ladies and gentlemen, and treat others as they would like to be treated themselves.

Defacing/Destroying School Equipment/Property. In addition to receiving demerits, students who deface/destroy school equipment/property should expect to clean/repair/replace the damaged item(s) as required.

Detention Policy. Detention is a tool available to reinforce school rules. The Director of Instruction determines the duration and specific location of the detention as appropriate for the infraction(s).

Suspension Policy. Suspension from school may result from extreme or continued violations of school rules and regulations. There are two forms of suspension, in-school and out-of-school.

In-school suspension involves removing the student from all classrooms, breaks, and extracurricular activities and placing them in a secluded area on campus. Students will complete assigned coursework from their classes in this area during the day. The work will be turned in to teachers at the due time. The student is not to have interaction with other students while serving in-school suspension.

Out-of-school suspension involves removing the student from campus. Students in out-of-school suspension may not be on campus during school hours or attend or participate in extracurricular activities held on campus. Students, with prior approval, may come on campus after school hours only to meet with faculty to discuss assignments. Students are required to continue to complete coursework for all classes while serving the suspension.

Expulsion. Expulsion from Kenston Forest School is a very serious matter. It results due to extreme or repeated violations of Kenston Forest School rules. All decisions regarding expulsion will be made by the Headmaster in conjunction with recommendations from the administrative team. Appeals of any decision regarding expulsion must be made to the Lunenburg-Nottoway Educational Foundation Board of Directors.

8. Programs, Events & Activities.

Early Learning. Kenston Forest School has a structured, state-licensed Pre-K program for children from 2½ to 5 years of age. A state-licensed Extended Care (before- and after-school) program is available for children up to 12 years of age. These programs are located in the Early Learning Center (ELC), which operates from 7:00 a.m. to 6:00 p.m. Monday through Friday. The Pre-K and Extended Care Programs operate according to the Kenston Forest School calendar. Extended care is available only on those days when Kenston Forest



School is open. More information is available upon request by contacting the ELC directly at (434) 292-7444, or alternatively through the main office at (434) 292-7218.

Educational Therapy. *Kenston Forest School has an Educational Therapist* on staff to administer screening tests and to provide various teaching strategies to students with a variety of needs and for students who respond to different teaching styles.

Preparation for School Start. Several sessions are scheduled to make students' transitions to new classes go more smoothly.

Orientation. Certain class groups (e.g., students new to Middle School) are invited to attend an orientation session prior to Open House. These sessions provide information and address issues unique to these groups.

Kindergarten Visitation. Prior to Open House, a period is scheduled for all incoming Kindergarten students and their parents to meet their teacher and see the facilities.

New Student Reception. Immediately prior to Open House, a reception is held for new K-12 students.

Forensics. The Association of Virginia Academies (AVA) sponsors inter-school competition in Forensics, in which Kenston Forest School takes part. Forensic activities include spelling, public speaking, monologue presentation, poetry reading, and prose reading. The competition is for students in grades 5-7. The AVA also sponsors a Fine Arts competition in grades 1-7. These activities develop individual skill, and encourage creativity, self-expression and sound thinking.

Anti-Drug Program. Fifth grade students participate in the "Too Good for Drugs" program once a week for four months. Sixth and seventh grade students participate in the "Stay on Track" program sponsored by the National Guard.

Grandparents' Day. Kenston Forest School loves its grandparents! Whether they are volunteering in the library, saving soup labels, coming out to encourage grandchildren at athletic events, or attending May Day, grandparents are welcome and their help is appreciated. Each year in the fall, Kenston Forest School honors its grandparents on Grandparents' Day. Grandparents are invited to attend a reception and a program presented by their grandchildren in grades Pre-K through Grade 5. Classroom visitation follows the program.

Field Day. Kenston Forest School holds its annual Green and Gold Field Day event in April. The AVA sponsors an inter-school Field Day competition for Lower School students in May.

May Day. A major project of the Lower School is the annual May Day celebration. After a program presented by the Lower School, activities are offered including lunch, games, carnival events, and booths that sell crafts, homemade foods, and baked goods. Parent



volunteers, faculty and students plan this part of the day's events. May Day is on the school calendar as a regularly scheduled school day for grades K-12.

Class Parties. Simple class parties, approved by the homeroom teacher and organized by the room mother, are held in each grade for appropriate holidays and for the end of the school year.

Dances. During the year, an Upper School class or the Student Government usually sponsors a dance for students in grades 6-8.

9. Athletics

Gymnasium Use. The gym and its athletic facilities may be used only under adult supervision. The stage area may be used only under adult supervision. No one is permitted on the stage during an official use of the gym (e.g., athletic contest, etc.). Abuse of the locker room facilities will result in suspension from their use. Lower school students in grades 4-7 are required to dress for physical education classes. Information regarding proper clothing for gym classes is sent home the first week of school. Kenston Forest School gym suits are not required. Athletic shoes are required for all students using the gym. No food or drink is permitted in the gym.

Competitive Sports. The mission of Kenston Forest School athletics is to provide a competitive athletic program while promoting and embodying the ideals of teamwork, sportsmanship, hard work, and self-discipline. Kenston Forest School participates in the Virginia Commonwealth Conference (VCC), which sets standards and expectations on academics, participation, sportsmanship, and conduct. Kenston Forest School's goal is to be competitive in the conferences while abiding by all conference rules and regulations. Kenston Forest School adheres to the regulations of the VCC and supplements them with its own, more detailed, policies for athletes and fans to follow.

Safety. Kenston Forest School strives to provide students a safe and enjoyable environment in which to participate, and strives to reduce potential safety hazards. It is important to understand that participation in athletics involves inherent risks. Coaches and administrative personnel will endeavor to act in a prudent manner in order to prevent foreseeable accidents and injuries. When athletes or teams use school athletic facilities such as the gyms, weight room, fields, etc., a coach or teacher provides supervision.

Parental Consent and Physical Exam. Each student participant must present to the school, prior to becoming a member of any athletic squad, a signed certificate attesting that he/she has parental permission to play and has been found physically fit by a licensed physician. A specific medical/consent form is required. A new medical/consent form and physical exam must be completed for each school year. One basic required form is located in the back of this handbook or the school



website www.kenston.org. The detailed required Virginia High School League physical form is available at the school website.

Eligibility. Our athletic conference has eligibility requirements, and Kenston Forest School has additional eligibility requirements. To be eligible for fall sports, a student must have achieved an overall grade average of C- or greater (in academics) AND an S or greater (in conduct) for the previous yearly (final) grade. To be eligible for winter and spring sports, a student must have achieved an overall grade average of C- or greater (in academics) AND an S or greater (in conduct) for the previous quarter. Ineligibility begins on the first day of the new grading period (quarter).

Programs Available. Kenston Forest School offers the following extracurricular sports programs:

Fall Sports.

Junior Varsity Football (Seventh Grade)
Junior Varsity Girls Volleyball (Seventh Grade)
Middle School Girls Volleyball

Winter Sports.

Middle School Boys Basketball
Middle School Girls Basketball
Middle School Cheerleading

Spring Sports.

Junior Varsity Baseball (Seventh Grade)
Junior Varsity Softball (Seventh Grade)
Varsity Golf (Seventh Grade)

Make-up Work. When teams are dismissed early for scrimmages or games, students shall get their assignments (for all classes) before leaving for the sporting event. Upon returning the next day, students will be responsible for the work covered or announced in the class they missed. Students must attend their classes in order to participate in any sports activity on the same day. The only exception will be for an approved absence that has been properly prearranged by parents (e.g., previously scheduled medical appointment) and communicated to the faculty.

Team Selection. The opportunity to participate on an athletic team is a privilege, as well as a responsibility. However, it is not an entitlement. Details of how students are selected for team sports, playing position, playing time, starting lineup, simultaneous sports, as well as concurrent recreational sports may be accessed in KavSIS.

Uniforms and Equipment. The school provides the majority of the athlete's uniform, but personal items such as shoes, socks, practice clothes, and certain protective padding are the responsibility of the student. Additional personal items may include racquets and other required equipment. Students are responsible for any school-issued uniforms and



equipment during the season and must return these washed items following the last scheduled game. Students will be billed for any damaged or lost uniforms or school-provided equipment.

Student Athlete Transportation. Students are responsible for getting themselves to and from practices and games held at Kenston Forest School. School transportation is not provided for these activities. It is the students' responsibility to communicate practice and game start/end times to their parents/guardians. It is the school's intention to safely transport all student athletes to and from all contests not held at Kenston Forest School. The size of the team and the distance of travel determine the method of transportation. The school activity bus is the primary mode of conveyance, frequently supplemented by an activity van. Detailed rules concerning transportation to and from away games may be viewed on KavSIS.

Schedules and Directions. All sports schedules, maps, and directions to "away" games are posted on the school's website www.kenston.org.

Athletic Department Dress Code. Kenston Forest School students who attend athletic events as spectators/fans are expected to adhere to the dress code section of this document. School spirit attire is acceptable and encouraged (e.g., pep club shirts). Hats and sunglasses will not be worn by spectators at indoor events. Student athletes shall comply with the standard student dress code or in conformance to that team's modified dress code. The modified dress code will be discussed individually with each team by the coach and posted on KavSIS.

Kenston Forest School Code of Sportsmanship. Sports exist in our schools because they are beneficial for our students. Sports promote teamwork, enjoyment, education, physical fitness, and provide a healthy outlet for our energies. We have a code of sportsmanship to guide us--- an expectation for all coaches, players, cheerleaders and spectators. It is expected that coaches, players, cheerleaders and spectators have courtesy and respect for the rules, opponents, guests and officials; they are expected to have enthusiasm for playing the game and modesty and graciousness in victory or defeat; they are expected to display fairness and responsibility to the sport, to our opponents, and to our respective schools. Spectators who display poor sportsmanship or improper behavior at any athletic contest may be asked to leave the field or gym. For severe displays of inappropriate behavior, the person may be barred from attending any games for the remainder of the season.

Athletic Banquet. The accomplishments of the athletic teams are celebrated at an awards banquet. After a dinner for athletes, parents, and coaches, each head coach recognizes his/her players and highlights of the season. Players may receive certificates, letters, or trophies. Other awards recognizing athletic achievement may be presented at assemblies and graduation ceremonies.



10. Conclusion

The goal of school policies and actions is to act in the best interest of the student, student body, and school. The purpose of this handbook is to set a standard of conduct and create an atmosphere of respect and responsibility in the school. The absence of a specific rule in this handbook does not constitute approval for student action. If there is a conflict between a detailed policy handbook/letter and this document, ***the detailed policy handbook/letter takes precedence over this general document.*** A student is subject to discipline for behavior not mentioned in this handbook. The most effective behavioral policies are those that are reinforced at home, sending a unified message to students. Working together, the school, students, and their parents, can have a successful, productive, and successful school year. Printed versions of rules and regulations referenced in KavSIS are available upon request.

Kenston Forest School

KENSTON FOREST SCHOOL 2009-2010 HANDBOOK ACKNOWLEDGEMENT

I have read the General Handbook for the Lower School and
pledge I will support and follow the school policies set forth.

STUDENT NAME *(print)*

SIGNATURE

DATE

PARENT OR GUARDIAN NAME *(print)*

SIGNATURE

DATE

KFS FORM HB-1LS 6 AUG 2009

KENSTON FOREST SCHOOL

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DATE

PARENT OR GUARDIAN NAME *(print)*

SIGNATURE

DATE

KFS FORM HB-1LS 6 AUG 2009

KENSTON FOREST SCHOOL

**STUDENT EMERGENCY CONTACT INFORMATION
SCHOOL TRIP, AND URGENT MEDICAL AUTHORIZATION**

DIRECTIONS: Most fields should be self-explanatory. In the area of contacts, indicate the phone numbers, in order, that school officials should attempt until successful contact is made to pass urgent information about the student. For example, the 1st contact entry could be the child's mother at home, the 2nd could be the mother's cell phone, the 3rd could be father's cell phone, etc.

STUDENT INFORMATION

LAST NAME:	FIRST NAME:	GRADE	HOME PHONE: ()
ADDRESS:	CITY:	STATE	ZIP: COUNTY:
MEDICAL CONDITIONS/ALLERGIES:	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:	

CONTACT ORDER	PHONE NUMBER	CONTACT PERSON	LOCATION
1st	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (circle): HOME CELL WORK	RELATIONSHIP:	CITY:
2nd	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (CIRCLE): HOME CELL WORK	RELATIONSHIP:	CITY:
3rd	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (CIRCLE): HOME CELL WORK	RELATIONSHIP:	CITY:
4th	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (CIRCLE): HOME CELL WORK	RELATIONSHIP:	CITY:
5th	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (CIRCLE): HOME CELL WORK	RELATIONSHIP:	CITY:
6th	()	NAME:	ADDRESS OR FIRM:
	TYPE PHONE (CIRCLE): HOME CELL WORK	RELATIONSHIP:	CITY:

REQUIRED FOR STUDENTS WHO RIDE AN AFTERNOON SCHOOL BUS

Occasionally, it is necessary to close school early because of snow or other weather related emergencies. Please indicate specific instructions on where your child should go if no one is at home or at the after-school drop off point.

PARENT/GUARDIAN PERMISSION – SCHOOL SPONSORED TRIPS

I give permission for my child to take school-sponsored trips during the 2009-2010 academic year.

PARENT OR GUARDIAN NAME (print)	SIGNATURE	DATE
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PARENT/GUARDIAN PERMISSION – URGENT MEDICAL CARE

I, being the parent or legal guardian of _____, do hereby appoint a dependable adult representative of Kenston Forest School to act in my behalf in authorizing unexpected urgent medical, dental, surgical care and hospitalization in my absence during the 2009-2010 academic year.

PARENT OR GUARDIAN NAME (print)	SIGNATURE	DATE
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