



Kenston Forest School

General Handbook

Lower School Grades PK-7

Academic Year 2024-2025

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ACCREDITATION

Kenston Forest School is fully accredited through the Southern Association of Independent Schools (SAIS) and the Virginia Independent Schools Association (VISA). The Early Learning Center is licensed by the Virginia Department of Social Services of the State of Virginia.

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Kenston Forest School General Handbook – Lower School Academic Year 2024-2025

1. Philosophy/Objectives

Kenston Forest School is an independent, college preparatory school founded in 1966 that admits students of any gender, race, color, religion, nationality or ethnic origin. It is fully accredited by the Southern Association of Independent 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. Our mission promise is to know and value every child..

We execute our mission with a strong belief in integrity, leadership and accountability, stewardship and community service, academic excellence, and a supportive and loyal family atmosphere.

As a community united in its love of children and committed to the mission and values of the school, we believe a positive and collaborative partnership between the school and the student's parent(s) or guardian(s) is essential to the fulfillment of the school's mission. Behavior by the student's parent(s) or guardian(s) that is not in compliance with the school's policies or culture will not be tolerated. Inappropriate, aggressive, threatening, disparaging, or harassing behavior or communication (written or verbal) on or off campus (including school-sponsored events) towards a faculty or staff member of the school is detrimental to school culture and is in opposition to the school's goal of providing a safe and supportive environment for everyone in the Kenston Forest community.

Therefore, Kenston Forest School reserves the right to separate the student and family from the school for the current academic year or to not re-enroll the student if the school concludes that the actions of a student(s), parent(s), or guardian(s) make a positive and collaborative relationship impossible or seriously interferes with the school's accomplishment of its mission. The student(s), parent(s), or guardian(s) in question have the right to appeal this decision to the Lunenburg-Nottoway Educational Foundation by contacting its Board Chair. The decision of the Board shall be final.

This handbook provides Lower School students (grades PK-7) and their parents/guardians an overview of policies, procedures, regulations, and other information. Please understand a school environment must be adaptable in order to protect the safety of the faculty and students and the efficiency of the school's day-to-day operations. All necessary policy updates will be provided to families, however please check the school's website, www.kenston.org, for policy updates, expanded policy details, other handbooks, and policy letters on a regular basis. We do our best to keep all parties informed, please support us in this process by doing your part.

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2. Honor Code

General. The Kenston Forest School Honor Code states “I will not lie, cheat, or steal nor tolerate the actions of 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’s website.

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 2-4). 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 teacher notifies parents.
- Second Offense. If applicable, a zero on work is given and the conduct grade for that quarter is lowered. The child is sent to an administrator. The child’s conduct grade is lowered. Parents will be notified.
- Third Offense. In addition to other corrective actions, a parental conference is held with an administrator and the teacher(s). The child is informed that his/her return to Kenston Forest School the following year is in jeopardy.

Disciplinary Actions for Honor Violations (Grades 5-7). 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. If applicable, a zero on work is given and the conduct grade for that quarter is lowered. The child is sent to an administrator. Parents will be notified.
- Third Offense. In addition to other corrective actions, a parent conference is held with an administrator and the teacher(s). 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, Telephone Numbers, and Email Addresses must be provided to the school office for all parents/guardians. Please update any changes using KavSIS as soon as possible to ensure the contact information is always current. Please contact the main office if you have any questions.

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E-mail addresses of faculty members can be found on the school's website under the Quick Links tab on the homepage.

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's website on the Parent tab on the homepage.

Other Communications from School. Day-to-day information may be sent via email, in written form with the student, through conventional mail, posted on KAV-SIS, the school's social media sites, Athletics TeamReach App, a Class GroupMe app, or the school's website. 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 going directly to the classroom. **(All visitors including parents must sign in, wear a visitor's badge while on campus, and turn in their badge to the office when they leave campus.)**

Weather and Emergency Notices In the event of inclement weather, the opening of school may be delayed (usually two hours) or completely closed, or we may need to dismiss early to ensure safe travel home. The Kenston Forest School Instant Alert System will be used to notify families of such 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. In the event an Alternate Route Contingency Plan (ARCP) needs to be implemented, Kenston will share this information with all families. Closings will be communicated through the Instant Alert System and broadcast on Richmond television stations and local area radio stations.

4. Academic Affairs and Guidance

Hours (Standard Academic Day) Normal school hours for the standard academic day are 8:30 a.m. to 3:00 p.m.

Supervision Before/After School Hours. There are after-school activities, events, and organization meetings that are supervised by school personnel. School personnel are not available to supervise other students who remain on campus but are not participants in these organized activities and events. Therefore, Kenston Forest School ***cannot*** be held responsible for unsupervised students on the property.

Visitors All visitors must register in the main office, **(and wear a visitor's badge while on campus.)** Visitors include anyone who is not a staff member or a registered student. Visitors must not interrupt classes. Student guests must have permission to attend classes or break/lunch activities. All requests for student guests must be submitted at least 24 hours in advance to the Director of Admissions or the Director of Curriculum & Instruction.

Parent/Teacher Conferences. Parents and teachers must work together and communicate in order to best meet a student's needs. In grades 2-7, KavSIS will help parents and teachers identify potential concerns. Therefore, conferences may be scheduled at mutually agreed upon times between parents and

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teachers (and/or administration) as the need arises.

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 in the specified time provided.

Signed Papers. All students in grades PK-4 take their graded papers home on a weekly basis.

Grading Scales. The grading process is varied in grades K and 1 to diminish unnecessary academic pressure and to encourage learning for the sake of learning. The Head of School's All Academic recognition begins in the second grade.

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

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

GRADING SCALE (GRADES 2-7)							
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

RESOURCE CLASSES	
E = Excellent S = Satisfactory N = Needs Improvement U=Unsatisfactory	

Interim Progress Reports. Progress reports for all Kindergarten-Grade 7 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. If indicated, a teacher may request a conference.

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Progress reports need to be signed and returned to the school. The issue dates of progress reports will be posted to the school website.

NOTE: Classes in PK-1 do not utilize the online KavSis grading system. Classes in grades 2-7 utilize online computer grade reporting. Students as well as parents have access to the most recent grades at all times. Parents are encouraged to request a conference with faculty to discuss any areas of concern about student progress. **(It is important for parents to check KavSIS on a regular basis.)** Information about access to the KavSIS online grading system will be available on the school website. Please contact the Administrative Liaison if you have issues related to your **KavSIS** account.

Report Cards. Report cards are issued four (4) times during the school year. Each report card in Pre-Kindergarten–Grade 7 requires a parent’s signature. Signed report cards must be returned to school within a timely manner.

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. Exams count as two test grades in the second and fourth quarters respectively.

Snow Day vs. Virtual Learning Day. During the year, there may be days when school is closed and there will be no virtual learning. These days will be noted as a “Snow Day.” However, if weather conditions or other reasons require school to be closed for multiple days, these days may be conducted as “Virtual Learning Day(s).” During “Virtual Learning Day(s)” classes will continue to meet at normal times with asynchronous learning and instruction and work will be assigned and graded in a manner consistent with in-person instruction. Google Meet and Google Classroom are critical to this process, so please be sure your student has joined their classroom teachers group. Invites will be extended in the beginning of the school year. Students are expected to comply with normal classroom expectations for virtually assigned work.

Head of School’s All Academic List with Honors (Grades 2-7). 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.

Head of School’s All Academic List (Grades 2-7). 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.

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.) Valedictorian/Salutatorian/Historian ranking requires a student to attend Kenston Forest School for both semesters of the 5th, 6th and 7th grades. Other than Valedictorian/Salutatorian/Historian designations, there is no other class ranking.

Academic Programs. The Lower School comprises grades pre-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

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fundamental learning skills in a traditional structured setting, coupled with respect for individual needs and differences. Co-curricular experiences are provided through a variety of resource classes.

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 a curriculum guide from which to base the year's instruction using adaptive methods to meet learning styles.

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. Students are also tested every nine weeks using the AR STAR Reading Assessment. This program is used by teachers to assess student independent reading and to set reading goals for students.

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. Calculator use in grades 2-7 is at the discretion of the classroom teacher; if deemed necessary, then a four-function calculator will be provided. Cell phones may not be used as a calculator by any student.

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. All students in grades K-7 meet weekly with our STEM teacher to complete labs.

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. 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 physical education, art, music, library, computer, and character education. 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. Please be aware that some of the resource periods require students to access the Upper School buildings.

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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.

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. Students who meet all academic requirements by the end of the school year are promoted 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 or ends the year with a D+ or lower average in the core subjects (mathematics, reading/literature, English, social studies, and science) 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 all parents are urged to ensure that their child attends. 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. Parents of students with special medical conditions must provide medications (and instructions for their use) that may be needed during the trip. These medications are given to the teacher in charge.

Summer Reading and Math. Summer reading and mathematics are assigned for credit in incoming grades 2-7.

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 and Medical Policies

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. The bus will depart the pick-up point if the student is not present at the scheduled pick-up time. 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. If a child has no written note (or e-mail) permission, the child will ride his/her regular bus. In the event of last minute **emergency** changes, the office must be notified immediately. Bus drivers should be notified as soon as possible when it is known a student will not be riding.

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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 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. Boisterous play, fighting, and inappropriate language, acts or public displays of affection are not permitted. Excessively loud talking or yelling out of the windows is not permitted. Heads and hands must be kept inside the bus at all times. Discharging items from the bus windows is strictly prohibited. Glass containers shall not be carried on the bus. Electronic devices are allowed when silent or used with earphones.

Bus Disciplinary Actions. 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.

- First-offense The bus driver will warn the student of dangerous activity and report any incident of dangerous activity or continued misbehavior to the appropriate Administrator. The parents will be notified.
- Second offense A conference will be held with an appropriate administrator, the student, and his/her parents.
- Third offense The student will be suspended from the bus for a to be determined period of time. In disciplinary cases which necessitate the removal of a student from the bus, an administrator will arrange a conference with the bus driver, the student, the student's parents and the Head of School. Final action is the responsibility of the Head of School who will send written notification of such action to the parents.

Serious violations of discipline on the bus may result in immediate suspension or removal from the bus regardless of the number of the offense.

Driving and Parking All drivers shall exercise safe driving practices and obey the school speed limit of 15 miles per hour. Vehicles shall yield to buses in motion. Drivers must use the front parking lot when dropping off children in the morning. Visitors must park in the front parking lot during the academic day. Driving or parking on grassy areas is prohibited during the academic day. **Parking is not permitted beside the curb in front of the Early Learning Center building from 7:40 a.m. to 3:30 p.m.** The rear parking lot is reserved for administration and seniors, however, these parking spaces will be used for special events, which will be communicated with families when these events are announced.

For safety reasons, if parents bring children to school in the morning and/or pick up children in the afternoon and need to leave their car for any reason, they **must** park in a lined parking spot in the front parking lot. There are short-term spots marked near the ELC main entrance. **Traffic lanes cannot be blocked at any time.**

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



Library Use The ELC library is used to support and develop information-literate students and lifelong readers and learners and is designed for grades PK-4. The ELC library offers weekly classes for PK-4, flexible scheduling, research resources, and student projects. Students may not bring food or drinks into the ELC 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 other than the specified resource time. Grades 5-7 have access to classroom libraries and reading corners.

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 Pre-K eat lunch in their rooms, and students in grades K-7 eat lunch in the school cafeteria. On special occasions, such as class parties, students may eat in a classroom with teacher supervision, otherwise food is not permitted in any classroom on campus. Students are permitted to have water bottles filled with WATER ONLY to drink in their classrooms throughout the day. Teachers accompany their classes to the cafeteria and remain there for the entire lunch period. Students in grades 5 - 7 may eat at the picnic tables when given permission by a teacher in the cafeteria. Students who violate cafeteria rules will serve silent lunch detention at a separate table under the supervision of a faculty member. Any student who regularly violates the rules will be referred to an administrator.

Students 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. Students in grades K-4 are not permitted to bring or purchase carbonated beverages. Menus/price lists are posted on the school’s homepage under the Kenston Connect tab. Orders for cafeteria meals/items will be taken each morning for that day’s lunch. Students arriving late to school, place their order upon arrival, and the classroom teacher notifies the cafeteria staff. Parents are strongly encouraged to order and send the money on Monday for the lunches and/or individual lunch items their child wants for that week. Parents are welcome to join their child/children for lunch but are expected to notify the teacher in advance and MUST obtain a visitor’s badge from the main office.

Medical Parents must notify the administration and their child’s teacher 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 their child’s teacher, an administrator and the Head of School. Any information of this nature is considered confidential. Exposure to communicable diseases will be reported in writing to the parents of exposed students.

Absence Due to Illness. A child who has vomited, experienced severe diarrhea, fever or chills, shortness of breath, has developed a new cough, or has tested positive for COVID or flu within the past 24 hours should not be sent to school that day. Children must be fever-free, without medication for 24 hours before returning to school. In cases of a contagious illness or condition, a child may not return to school until he/she has received a physician’s clearance to return.

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, every 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. To prevent the spread of illness, students and faculty are encouraged to wash their hands frequently throughout the school day and to use hand sanitizer. Toys

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and Equipment are sterilized with a mild bleach solution.

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. Only authorized office staff can dispense medication. ***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.

Physical 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 asked to send a doctor's note to the appropriate coach or instructor outlining the injury and detailing the restrictions.

Testing Standardized tests for grades 2-7 are administered in the spring.

Educational Therapy - Kenston Forest School has a Learning Support Specialist on staff who can administer certain screening tests and may be able to provide various strategies to students who respond to different teaching styles. Students with current accommodations, their parent(s) or guardian(s), and classroom teachers will work through her to coordinate learning needs. If it is determined that a student needs an educational evaluation, please contact the Director of Curriculum and Instruction.

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 Teachers and students may be available to tutor students in various classes. However, faculty members shall not be hired to privately tutor any student in a class they teach. Please contact the office if you feel your student needs a tutor.

6. Student Conduct

A Kenston Forest Cavalier is a good human at all times in all places!

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

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encourage positive behavior and good manners. Unacceptable behavior away from school is also considered a violation of Kenston Forest School principles and will carry in-school punishment as well. It will be considered a violation if a student performs any of the following on school property or at a school-sponsored event.

1. Acts not in accordance with the laws of Virginia and/or the United States.
2. Acts that damage school property and/or another's individual property.
3. Acts that jeopardize the student's and/or another's safety.
4. Acts that are detrimental to the student's and/or another's education.
5. Acts that are considered disrespectful to the school, teachers, administrators, staff, or visitors.
6. Acts that are disruptive in class to teachers, visitors, or other students.
7. Acts of abusive or profane language.
8. 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 or deface school equipment, furniture, or other school property. Students shall not sit or stand on desktops, tables, cabinets, 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, vaping, or nicotine 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

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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.**

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.

Dress Code (Grades PK-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 PK-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, all footwear should be worn securely on the feet at all times. Dress shoes, tennis shoes, sandals, or sneakers are the preferred footwear. Shower shoes and slippers are not allowed.
- T-shirts are permissible, but may not be oversized or have inappropriate language or pictures displayed on them.
- Shorts, skirts, and dresses must be no shorter than the length of a horizontal 3 X 5 index card from the top of the kneecap or have a neckline below a horizontal 3X5 index card from the collar bones.
- All pants must be worn at the proper waistline, no excessively baggy pants are allowed.
- Students may not wear garments that expose any part of the midriff. Students may not wear halter tops, tube tops, tank tops, or camisole style tops as the main upper garment.
- Hair is to be neat, clean, and well groomed. No unnatural hair colors are allowed. Distracting fad styles are not permitted. 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, boys and girls may wear hats and caps only for outside recess or outside physical education per the classroom teacher's discretion.



- 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 and personal cleanliness. Students must understand that their choice in apparel is a direct reflection on Kenston Forest and its guiding principles, and it is designed to promote respect for self, others, and the academic environment. Each student's compliance with the dress code contributes to a positive school culture and a community image that promotes respect and admiration. Final dress code interpretation is subject to administrative discretion. Parents and students, please understand that once you have signed the emergency contact form, you are agreeing to abide by the following dress code guidelines:

Tops

- Collared shirts, sweaters, turtlenecks, mock turtlenecks, crewnecks, scoop necks, v-necks, blouses, or sweatshirts/hoodies. The neckline MAY NOT fall lower than the length of a horizontal 3 X 5 index card from the base of the neck directly between the collarbones.
- Shirts that button down the front, must be fully buttoned.

Bottoms

- Belts are not required, however, no excessively baggy pants are to be worn and pajama style pants, athletic pants or shorts, and leggings are not allowed, except when worn beneath a dress/skirt of appropriate length.
- Shorts, skirts, and dresses must be the length of a horizontal 3 X 5 index card from the top of the kneecap.

Footwear

- All footwear should be sensibly chosen for safety, activity, and season. Dress shoes, sandals, or athletic footwear are preferred.
- Students may wear flip flops, however, rubber shower shoes are not allowed.

Hair & Accessories

- Hair should be neatly cut and groomed and should not distract from the learning environment, fads, unnatural hair colors, and hair designs are not allowed.
- Gentlemen's hair length may not extend beyond the shirt collar (in the back) or the eyebrows (in the front). Gentlemen may not wear hair in any form of a ponytail.
- Gentlemen may not wear earrings; ladies may only have conservative ear piercings. Gauges are prohibited for both genders.

Not Allowed

- Clothes that are ill-fitting, have holes, rips or tears, are fraying, or are in general disrepair.
- Tops that are transparent, have spaghetti straps, tank tops, and bandeau shirts.
- Visible undergarments, or garments that reveal cleavage, or midriff.
- Pajama bottoms, fleece pants, athletic pants or shorts, yoga pants, leggings, or blankets.
- Hats, hoods, sunglasses and any type of earbuds/headphones may not be worn during the academic day. Earbuds/headphones may be used under the direction of a faculty member.
- Camouflage on any clothing or dress item (including shoes).

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- No tattoos or drawings on visible skin. Tattoos or drawings must be covered at all times at the student's expense.
- No unnatural hair colors, dreadlocks, mohawks, cuts with symbols or messages, or other distracting fads for either gender.
- All clothing must be void of suggestive pictures or slogans with gross overtones, frightening images, sexual references, alcoholic beverage or cigarette advertisements, or drug references.

Corrective Action (Grades 5-7): Students in violation of the Kenston Forest School dress code will correct the violation prior to continued participation in class (or other activity.) Time absent from class for corrective action is considered UNEXCUSED and will result in academic penalties (missed coursework which cannot be made up). Parents are expected to mentor their students to use good judgment in their apparel and comply with dress code requirements.

- **1st offense** –the student is expected to correct the situation, and will be provided with suitable clothing if needed. The student will be required to leave their cell phone in the possession of office personnel until the end of the school day.
- **2nd & 3rd offense** – the student is expected to correct the situation, and will be provided with suitable clothing if needed. The student will be required to leave their cell phone with office personnel and an administrator shall contact the parent/guardian.
- **4th offense** –the parent will be contacted to correct the situation, the student and parent shall meet with an administrator upon the arrival of the parent, and the student shall serve a detention.

EXCEPTION: Gentlemen found not in compliance with the hair length requirement of the dress code shall be issued a warning that compliance must be met within 5 school days. If compliance is not met, the student shall not be admitted to class and will be denied academic reprieve to complete any work missed. When a student is issued a warning, a member of the school staff will notify one of his parents. Students who continually violate these policies may be subject to more stringent punishments.

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 items again. Parents and students with questions about specific items are encouraged to query school administrators; such queries are welcome. Parents of students in all grades are expected to actively support the dress code by overseeing what their children wear to school.

After School Kenston Forest School student spectators are expected to dress in a manner that represents themselves and their school in a positive manner. Students are encouraged to wear "school day" ensembles. Students may be asked to correct inappropriate attire.

7. Attendance

Attendance is critical to a student's educational experience and success at Kenston Forest School. Absence from class correlates directly with low academic achievement. 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 and students are requested to keep absences to a minimum.

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In the interest of sound academics, absences should be limited to illness, family related emergencies such as severe illness, or death in the family. Family vacations during the academic calendar year are strongly discouraged and may result in academic penalty as determined by the administration.

Kenston's attendance requirements must be in compliance with the Virginia Dept. of Education Guidelines: <https://www.doe.virginia.gov/programs-services/student-services/attendance-school-engagement> This is a requirement for accreditation through the Southern Association of Independent Schools. The DOE policy states, "Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month." Kenston adheres to this policy of 18 school days and we reserve the right to request a parent/administrative conference if a student's attendance is of concern.

For this reason: family vacations which require multiple days missed are strongly discouraged and must be approved by administration at least 48 hours in advance for students to receive credit. Ample time for family is provided in our academic calendar. Time away from school creates hardship for our classroom teachers. Students who travel on school days for personal reasons are responsible for assignments in the same time-frame as in-person students. The parent or student **MUST** contact all classroom teachers in advance to receive assignments that will be missed.

When something extraordinary (severe illness, serious accident, etc.) causes an extended excused absence, the administration will review the student's case and work with the faculty and family to address the situation.

In the event of an absence, a late arrival or early dismissal, parents are required to call the school in advance to inform us of the student's status regarding attendance, a valid reason, approved by administration must be provided. If a student is not at school and the school has not been notified by the parent, by 10:00 AM, the school will telephone or e-mail the parents and/or emergency contacts listed on the student's information form. If a student is absent due to illness for three or more consecutive school days, a physician's note is required upon the student's return to school in order to qualify for academic reprieve.

Absences Time missed from school is divided into four categories. A student is considered absent from the class if he/she is not in attendance for at least half of the class period. A student must be present for a minimum of 4 periods during the academic day to participate in after school co-curricular activities, including athletics.

1. **School Sponsored absences (SSA)** School-sponsored absences include, but are not limited to, Kenston Forest School athletic activities and field trips. School-sponsored absences are **NOT** given academic reprieve, and make-up work should be arranged prior to the absence. The final determination whether an absence is school-sponsored rests with the school administration. This applies to students able to participate in athletics.
2. **Excused Absence Medical (EAM)** Students receive an EAM for any illness or doctor appointment in which an official doctor's note is received. Students are given 3 days to make up missed work, however, classroom teachers have the right to adjust timelines and due dates as required.



3. Excused Absence Parents (EAP) Students receive an EAP for any absence accompanied only by parent note, phone call or email to excuse the student for reasons NOT accompanied by a doctor's note. Parent provided documentation must state the date of the absence and provide a brief description of the cause. Absence notes which do not state an acceptable reason result in unexcused absences. Students are given 3 days to make up missed work. Assignments given prior to the absence are due the day the student returns. Classroom teachers have the right to adjust timelines and due dates as required.
4. Unexcused Absence Students will receive an unexcused absence when there is no parent or doctor's note provided. Students are not given any time to make-up missed work and receive a "0" for any grades given on that class day.

Corrective Action Steps for Attendance The following outlines the procedures that will be followed by school administrators to address excused parental absence and unexcused absence concerns:

- 6 absences – an email will be sent by the appropriate school personnel notifying parents of an attendance concern.
- 9 absences – a parent conference is required, and an Attendance Truancy Plan is discussed.
- 15 absences – A parent conference is required, and an Attendance Truancy Plan is implemented. Students can no longer participate in ANY School Sponsored events that require missed class time from any class.

Tardiness All students arriving late to school must report directly to the office and be signed in by the person bringing them to school. A student who arrives late due to a late bus will be given academic reprieve. Any student not signed in by a parent or guardian 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.

Except for resource classes, students in Kindergarten through third grade are in self-contained classrooms. Once students move on to fourth and fifth grade, they may change for 1 or 2 classes. Students in sixth and seventh grades change classes for each subject. Getting to each class in a timely manner on a regular basis can be challenging and warrants a short period of adjustment at the beginning of the school year. Once students are settled into the middle school routine, there will be consequences for tardiness between classes.

Reporting In or Out In all instances, parents must sign students out in the office logbook. If the student returns to school that same day, parents must sign the student 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 personnel will escort the child from the classroom to the office to meet the parent. Children will not be released to anyone except those persons authorized on the student's Emergency Contact form. In the event this form needs to be updated throughout the year, please contact the office.



Missed Work. Please call the office by 10:00 a.m. if you would like assignments and necessary materials for your sick child. The requested items will be available after 3:00 p.m. on the date of the request. Work missed due to tardiness/absence may be completed for credit and appropriate grade provided the student has been granted academic reprieve. 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.

8. Acceptable Use Policy

Student Cell Phones Use of cell phones or smart watches as a phone or texting device and other similar electronic devices are not allowed during the standard academic day for any reason and these devices must be turned off and stored. Students are not to receive phone calls or text messages on their cell phones or smart watches during school hours. In case of an emergency, the parent should phone the office and we will have the student report to the office immediately. If a student has a need to use a cell phone or smart watch during school hours, specific permission must be obtained from an administrator. Outside the standard academic day, students may use cell phones and smart watches 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 an administrator. The administrator 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.

Other Electronic Devices Electronic devices such as portable games, smart watches, radios, CD players, DVD players, iPods, iPads, electronic tablets and readers, DS's, etc., are not allowed to be used for entertainment or non-academic purposes during the academic day. These devices must be switched off and stored in book bags. At no time, should students wear or use headphones and other listening devices during the school day, unless under the direction of a teacher. Students may not record audio and/or video of classes and meetings with teachers, school officials, etc. without the expressed permission of the teacher or school administrator. The school does not accept responsibility for loss or breakage of such devices.

With the advent of “smart phones, tablets, readers, and laptop computers, the school has entered the “BYOD (Bring Your Own Device)” era. The school has provided a wireless connection for all students and faculty in grades 2-12. All of the above permitted hardware is for the use of homework, research, and class work and may be used in the classroom but only with the express permission of the teacher. Such devices are not to be used for connecting to YouTube, Facebook, Twitter, Instagram, Snapchat, or other social networking addresses during the school day. The use of technology is a privilege, and like all privileges, can be taken away if it is abused. Technology is a tool, not a toy at school.

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 adhering to the acceptable use policy rules and regulations will result in a limitation or cancellation of technology privileges and/or other disciplinary action. The details of the acceptable use policy are contained in a separate document available on the school website.

School-Assigned Devices Kenston Forest School may provide students with a KFS-owned Chromebook, assigned as a 1-to-1 approach. These devices will be permitted to be used off-campus for Kenston Forest work, in accordance with the policies in this handbook. All acceptable and unacceptable uses apply whether on campus or off. The 1-to-1 specific policies are attached as section 8.1 below.

Acceptable Use Policy: Kenston Forest School provides access to the Internet as a means to enhance the learning opportunities for its students.

Expectations: Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the

policies below that include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the expulsion, suspension or revocation of Internet privileges.

Warnings: The Internet is a decentralized, immoderate global network; Kenston Forest School has no control over the content found there. Although the school provides content filters on its network that restricts access to inappropriate websites, the nature of the internet is such that those filters are not 100% effective. Therefore, it cannot be assumed that the school can censor or prohibit access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. Kenston Forest School guarantees no privacy when using the campus network, school-issued devices, or school-issued software, and further reserves the right to utilize network, content, and device monitoring as allowable by law. Unacceptable use will be recorded and reported to school administrative and/or law enforcement officials on a case-by-case basis.

Acceptable Use:

1. Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
2. Proper codes of conduct in electronic communications must be used at all times.
3. User accounts are to be used only by the authorized owner of the account for the authorized purposes. Users must respect the rights and privacy of others by not accessing private files.
4. Student users **MUST** exhibit exemplary behavior on the network as a representative of your school and your community. **ALWAYS** be polite!
5. Kenston Forest administration reserves the right to periodically make determinations on whether specific uses of the network are consistent with the acceptable use policies.

Unacceptable Use:

1. Providing any personal information regarding another person, including home address, phone

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number, etc., is strictly prohibited.

2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. **This is an Honor Code violation.**
3. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
4. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and or damage the software components of a computer or computing system is prohibited.
5. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
6. The unauthorized installation of any software, including shareware and freeware, for use on Kenston Forest School computers is prohibited.
7. Use of the network to access or process pornographic material, inappropriate text files (as determined by the IT Coordinator or Head of School), or files dangerous to the integrity of the local area network is prohibited.
8. Users may not incur any costs for the school through their use of the Internet service.
9. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC). This is an Honor Code violation.
10. Use of the network for any unlawful purpose is prohibited.

8.1 1-to-1 Chromebook Agreement

To better equip our students for learning, select grades will be moving to a 1-to-1 assignment of Chromebooks. These students will be issued a KFS-owned device that may be used off-campus for educational purposes. This will aid in assignment and completion of homework, research, and communication between student and teacher.

Receipt/Return

- This agreement must be signed by the student, parent/guardian before the device will be released.
 - Such devices remain the property of Kenston Forest School.
- Upon completion of the school year, or early exit from Kenston Forest School, each device and charger must be returned in working order to the IT Coordinator.
- Failure to return KFS property according to this agreement will result in a monetary charge equal to the full replacement cost of an equal or equivalent device.

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Acceptable Use

- Students are responsible for always abiding by all guidelines in this agreement and the student handbook.
- Students have no expectations of privacy when using KFS-provided technology whether on or off campus. KFS uses device, network, and content monitoring as allowable by law for the safety and security of students and KFS property.
- KFS-issued devices are for student use only and must not be loaned to or used by friends or non-students.
- KFS-issued devices are for educational use only and must not be used for inappropriate, illegal, or harmful activities as outlined in the student handbook.
- Care must be taken to avoid damages to KFS-issued devices. Misuse or abuse that results in damages may be penalized as outlined in this agreement.
- Lost or stolen devices will result in a monetary charge equal to the full replacement cost of an equal or equivalent device.

Charges

- Replacement Charger: \$15
- Damaged device: \$50
- Missing/Lost/Stolen device: Replacement Cost (\$425 as of August 2024)

9. Discipline and Disciplinary Actions

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 students. Simply put, students are expected to conduct themselves as ladies and gentlemen, and treat others as they would like to be treated themselves. Penalties may include but are not limited to: academic penalties due to unexcused absences for discipline, in-school or out of school suspensions, and possible expulsion due to repetitive infractions.

Defacing/Destroying School Equipment/Property In addition to receiving other disciplinary action, students who deface/destroy school equipment/property should expect to clean/repair/replace the damaged item(s) as required. Malicious acts of destruction and serious damage to property will be met with disciplinary action up to and including suspension and expulsion, as well as notification of law enforcement.

Detention Policy Detention is a tool available to reinforce school rules. After appropriate warnings, parental notification, and conferences with the teacher and/or Director of Curriculum & Instruction, violations of the Basic Rules of Behavior as well as any other behavior deemed inappropriate could result in detention. After school detention is held once a week. In addition to choosing which day of the week detention will be assigned, the Director of Curriculum & Instruction determines the duration, the specific

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location and nature of the detention as appropriate for the infraction(s). If applicable, students will **not** be permitted to participate in athletics or in any other extra-curricular activities during the time of the after school detention.

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 (ISS) 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 (OSS) 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. The Head of School determines the length of out-of-school suspension from 1-5 days.

Expulsion Extreme or repeated violations of Kenston Forest School rules may result in expulsion. Decisions regarding expulsion will be made by the Board, after input from the Head of School 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.

Bullying and Harassment Policy Bullying is defined as nonverbal, verbal, written, electronic or physical conduct based on a student's actual or perceived race, religion, creed, color, national origin, gender, sexual orientation, disability, size, age, view or abilities which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the school's resources and activities, or creating a hostile, offensive, or intimidating environment.

The ongoing mission of KFS is to foster a community not only of academic excellence but also of intellectual, physical, and moral excellence. To that end we practice and actively encourage an atmosphere of courtesy and civility.

KFS will not tolerate bullying or cyberbullying in any form. The following bullying policy statement applies to behavior at any school function or event, wherever that function or event is held. The bullying policy statement applies to behavior at all on and off campus activities, when those activities affect the learning and/or social environment at KFS. The policy applies to individual or group behavior. It includes any school-issued or owned electronic device, or KFS networks such as e-mail accounts, as well as behavior that occurs on personal devices if it negatively impacts the school environment.

The following constitute examples of conduct that may be deemed to be bullying, although this is not intended to be a complete list of such conduct:

1. Physically striking or pushing another student in an attempt to incite fear or cause emotional or physical harm.
2. Cornering or blocking someone in a threatening or bullying way; touching or pulling another

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person's clothing or person in an offensive, embarrassing manner.

3. Making references to or spreading rumors and accusations about another student which result in emotional damage or are meant to intimidate.
4. Abusive, disparaging, annoying or anonymous text messages, on-line postings, telephone or cell phone calls, or any similar malicious acts which are directed toward any member of the KFS community. These are both illegal and unacceptable by school standards. At the discretion of the affected party, legal action can result.
5. Originating, circulating, or displaying sexually explicit, libelous, or obscene drawings, photographs, graffiti, letters, messages, phone calls, or electronic messages or mail.
6. Sexually explicit or slanderous name calling, joke telling, or commenting about one's anatomy, asking for or suggesting sexual favors; making suggestive looks, sounds, expressions, or gestures.

Students who witness or are aware of the occurrence of bullying can speak anonymously to a faculty member, any Administrator or the Head of School. All reports will be investigated and appropriate action, including reporting to the proper authorities (police or medical), will be taken at the discretion of the school. The school may react to such behaviors with a range of responses up to and including long-term suspension, dismissal from school, and involvement of law enforcement officials.

Kenston Forest School does not tolerate harassment. In conformance with its general policy against discrimination, the school considers that it is a grave offense for any student to harass another student, or any other person who is present on school grounds or at school functions. Whether or not an act of harassment occurs on school grounds or at school related functions, it will be considered a grave offense if an act of student harassment interferes with the educational environment or disrupts school operations.

For example, if a student makes a harassing telephone call to another student at his or her home, the action may fall within this policy's prescribed behavior. Similarly, a student who uses his or her connections with the school to harass another student may violate this policy whether the improper conduct occurs on school premises, at a school function, or off school premises.

Harassment can be any activity which creates a hostile or offensive working or learning environment for members of one sex – whether such activity is carried out by a teacher or student. This may include: unwelcome school place jokes; making offensive remarks; engaging in unwanted sexual teasing or subjecting a student to pressure for dates or other sexual activity; sexual advances or unwelcome touching; unnecessary touching in any form; subtle pressure for activity; demanding favors with stated or implied promises. Inappropriate personal questions; remarks about a person's clothing, body, or activity; physical or verbal abuse is also harassment.

Kenston Forest School condemns harassment in any form in the workplace, classroom or living space. And we recognize the school's duty to provide each person with an environment free from such conduct. We expect all faculty and staff members to take immediate action to ensure their subordinate employees or students are not subjected to any form of harassment or intimidation. All staff, faculty and students are subject to this policy. Those engaging in harassment may also face personal liability for their actions.

A staff member, faculty member or student who believes that he or she has been subjected to harassment should report such behavior immediately. Such a report or complaint should be reduced to writing,

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identifying as clearly as possible the alleged harasser, and the date, time, and place of each act of harassment, the identity of any witnesses to each act of harassment and the relief sought. The person complaining of the actions must sign the complaint.

These claims or reports should be brought to the attention of a faculty member who shall immediately notify the Head of School.

Upon receipt of the complaint, the Head of School will appoint an investigator. In the event that the claim is made against the Head of School the Chairman of the Board of Trustees will be notified. The individual charged with harassment, or the parents, if a student is involved, will then be notified that a complaint has been lodged. The investigator will document the events specific to the charges. Upon receipt of the documentation from the investigator, the case will be submitted to an ad hoc committee composed of the Director of Curriculum and Instruction, a Head of School appointee, the president of the school's Board of Trustees, and a member of the Board appointed by the president. A hearing will be conducted into the allegations. At the hearing, all parties to the allegations will be given an opportunity to present relevant information to the committee. The hearing will NOT be conducted as a trial, but instead will be solely used to gather information. The findings of the committee and recommendations for appropriate action will be presented to the Head of School, who will make the final decision.

The school shall promptly advise the complainant in writing, of the outcome of the investigation including any disciplinary consequences. To the greatest extent possible, the school shall strive to maintain the confidentiality of all persons who provide evidence in the investigative process. Retaliation against a person who in good faith complains or provides evidence under this policy is strictly prohibited.

The school reserves the right to refer allegations of unlawful conduct to appropriate law enforcement agencies. The filing of a criminal complaint or the conduct of a criminal investigation shall in no way affect the school's right to investigate allegations of sexual harassment.

10. Programs, Events & Activities

Early Learning. Kenston Forest School has a structured, state-licensed Pre-K program for children 3 and 4 years of age. A state-licensed Extended Care (before- and after-school) program is available for students through Grade 4. These programs are located in the exterior classroom at the rear of the school, it operates from 6:45 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 main office at (434) 292-7218.

Forensics The Association of Virginia Academies (AVA) sponsors an 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 for students in grades 1-7. These activities develop individual skill, and encourage creativity, self-expression and sound thinking.

Kenston Forest Kickoff Event This event is scheduled for the beginning of the school year. All Pre-K through grade 12 students and their parents are invited to participate. Students and parents have the opportunity to meet the teachers and find out information and requirements for the coming year. While

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teachers may be asked brief questions about their class, this is not an appropriate time for lengthy individual conferences with teachers.

New Student Reception On the day of the Kenston Kickoff event, a reception is held for all new K-12 students.

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 7. 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 school is the annual May Day celebration. After a program presented by the Lower School, activities are offered including lunch, games, carnival events and a bake sale. 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 from K-12.

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

Unless all students (both boys and girls) in a class are invited, students may not offer, at school, written or verbal invitations to birthday parties or other social activities. If such invitations are brought to school, they will be sent home.

Unless all students in a classroom are invited, other arrangements must also take place outside school (e.g. communication, transportation, gifts, sleeping bags, etc.) Kenston Forest School cannot be used as a messenger or meeting place.

Kenston Forest School does not provide transportation for group social functions not sponsored by the school.

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

Dances During the year, an Upper School class or the Student Government usually sponsors a dance for students in grades 5-7.

11. 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 6-7 are required to wear appropriate athletic footwear on days they have physical education classes. Information regarding proper attire 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

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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 Colonial 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. The Athletic Handbook is available on our 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- (77%) or greater (in academics) AND an S or greater (in conduct) for the previous yearly (final) grade and passed all courses and earned no more than one D in the final quarter of the year. To be eligible for winter and spring sports, a student must have achieved an overall grade average of C- (77%) or greater, passed all subjects and earned no more than one D (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). Attendance also determines eligibility to participate in individual games.

Safety Kenston Forest School strives to provide students a safe and enjoyable environment in which to participate in athletics 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. The detailed required Virginia High School League physical form is available on the school's homepage under the Athletics tab.

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

Fall Sports

- Junior Varsity Football (Grade 7)
- Junior Varsity Girls Volleyball (Grade 7)
- Middle School Girls Volleyball
- Junior Varsity Cheerleading (Grades 6, 7, 8, 9)

Winter Sports

- Middle School Boys Basketball
- Middle School Girls Basketball
- Junior Varsity Cheerleading (Grades 6, 7, 8)

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Spring Sports

- Junior Varsity Baseball (Grade 7)
- Junior Varsity Softball (Grade 7)
- Varsity Golf (Grade 7)

NOTE: VCC rules permit 6th graders to participate in certain JV sports in unique situations.

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 the Athletic Handbook located on the Kenston Forest homepage under the Athletics tab.

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 items washed following the last scheduled game. Students will be billed for any damaged or lost uniforms or school-provided equipment. School property which is not returned will result in the holding of a student's final report card.

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 found in the Athletic Handbook located on the Kenston Forest homepage under the Athletics tab.

Schedules and Directions All sports schedules, maps, and directions to "away" games are posted on the school's homepage under the Athletics tab, and updates are provided through the TeamReach App.

Athletic Department Dress Code 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 is detailed in the Athletics Handbook, pages 11 & 12, accessed via the KFS homepage under the Athletics tab. All changes must be approved by the Head of School and effectively communicated to all faculty.



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 facility. For severe displays of inappropriate behavior, the person may be barred from events for the remainder of the season.

Parental Support of Athletics. Parents of student athletes must assist the Athletic Department for two hours total per sports season in which their athlete plays. Assistance may include collection of gate fees, serving concessions, work on fields, etc. and will be managed by the Athletic Department. If a parent is unable to complete this responsibility on behalf of their student-athlete, then he/she will be responsible for donating \$250 on behalf of the athlete to Kenston Forest Athletics for each sport played.

12. Conclusion

The goal of school policies is to promote the long-term health, safety, and best interest of all students, families, faculty, and to preserve school culture as we strive to cultivate GOOD HUMANS! The purpose of this handbook is to set a standard of conduct and create an atmosphere of respect and responsibility within the school. The absence of a specific rule in this handbook does not constitute approval for student action and policies/rules may be amended at any time to provide the best possible school environment for all students. Any required changes will be updated in the handbook(s) and communicated with all families in a timely manner. 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 culpable for his/her choices at all times and therefore is subject to discipline for behavior(s) 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 and productive school year. Printed versions of rules and regulations referenced on line are available upon request.