



Kenston Forest School

General Handbook

Upper School Grades 8-12

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.



Kenston Forest School General Handbook – Upper 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 strong character in an atmosphere that stresses family values and Judeo-Christian ideals. Our vision statement is “every child is known and valued.”

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.

The Honor Code and Student Pledge calls for each student to commit to his/her fellow students that, “I will not lie, cheat, or steal, nor tolerate the actions of those who do.”

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, parent, or guardian 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 Upper School students (grades 8-12) and their parents an overview of policies, 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, and other handbooks, on a regular basis. We do our best to keep all parties informed, please support us in this process by doing your part.



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. A statement of honorable intent requiring signature by parents and students is completed at the beginning of each school year. An Honor Pledge Ceremony, sponsored by the National Honor Society, is held in the fall of each year. All students and faculty sign the honor pledge at the conclusion of the ceremony.

Honor Code Pledge. Upper school students shall write and sign the following pledge on all graded assignments: “I have neither given nor received any help on this work, nor am I aware of any infraction of the Honor Code.” NOTE: If a student becomes aware of an infraction of the Honor Code during a graded assignment he/she should not sign the pledge, but seek advice from a faculty member as soon as practicable.

Violations of the Code. There are four violations of the student Honor Code. These are lying, cheating, stealing, and toleration of lying/cheating/stealing. Any person subject to the Honor Code who intentionally violates it by committing any of these four acts is guilty of an honor violation.

Honor Code Violation Disciplinary Actions. Violations of the Honor Code will be brought before the National Honor Society Advisors to determine the need for an Honor Council hearing. The Advisors will consult with the Head of School to reach a decision which is based upon the student’s grade level, the severity of the current violation, and any past violations. Infractions of the Honor Code are considered extremely serious. Penalties for convictions range from additional community service hours, to in-school suspension, and/or possible expulsion. Repeat violations of the Honor Code shall result in increased punishments.

Honor Council. The Honor Council is composed of 4 students who are members of the National Honor Society and 2 members of the faculty who are selected by the National Honor Society Advisors. They are charged with hearing the case, determining guilt or innocence, and making a recommendation for punishment to the Head of School. The Head of School has final authority in the matter and can accept or modify the recommendation. Please note, charges of plagiarism are identified through the school’s use of TurnItIn.com, which will identify the plagiarized components of written work and the sources used. This report is used as the evidence to proceed with charges against the student without an Honor Council being held, all other procedures will be followed.

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 direct any questions to the Upper School Administrative Liaison.

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, Class GroupMe apps, or the school's website. Information of an immediate nature will be sent by the Instant Alert System.

Parent Communication. 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.

Weather and Emergency Notices. In the event of inclement weather, the school's opening may be delayed (usually 2 hours), school may be closed, or students may be dismissed early to ensure everyone's safety during travel. The Kenston Forest School Instant Alert System and Facebook page will be used to notify families of closings or early dismissals. 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, our Facebook page, and broadcast on Richmond television stations.

4. Academic Affairs & Guidance

Hours. Normal school hours for the standard academic day are 8:30 a.m. to 3:00 p.m. On standard days, academic classes are 50 minutes each. A "Power 25" period prior to lunch is reserved for students to make-up missed assignments, get additional help as needed, and for school/grade assemblies as needed. The standard break between classes is 4 minutes. See "Bell Schedule" for more information, page 6 of this document.

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 avoid interrupting classes. Student guests must have permission to attend classes or break/lunch activities. All student guest requests must be submitted in advance.

If parents desire to visit the school to see a teacher, deliver materials to a student, etc, they are expected to report to the main office upon arrival.

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.

Kenston Forest Kick-Off Event. This important event is scheduled at the beginning of the school year, prior to the first day of school. It provides students and their families an opportunity to visit the school, tour the campus and classrooms, and meet the teachers to learn general information and requirements for the coming year. All families should attend.

Parent/Teacher Conferences. Parents or a classroom teacher may request a conference at any time, as needed. 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). Please remember, KAV-SIS is an invaluable resource for information regarding the



day-to-day academic performance of your child. We strongly encourage parents to check their student's portal regularly .

Bell Schedule:

US STANDARD DAY		
Event	Time	Duration
	8:26 AM	0:04
P1	8:30 AM	0:50
	9:20 AM	0:04
P2	9:24 AM	0:50
Break	10:14 AM	0:15
	10:29 AM	0:04
P3	10:33 AM	0:50
	11:23 AM	0:04
P4	11:27 AM	0:50
	12:17 PM	0:00
POWER 25	12:17 PM	0:25
US Lunch	12:42 PM	0:30
	1:12 PM	0:04
P5	1:16 PM	0:50
	2:06 PM	0:04
P6	2:10 PM	0:50
	3:00 PM	

General Grading Scale. All grades are entered as numbers or percentages.

The following table can be used for all courses to translate number grades:

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



Progress Reports. All Upper School classes utilize online computer grade reporting through KAV-SIS. Students as well as parents have access to the most recent grades at all times. Teachers are required to update these gradebooks on a weekly basis. Whenever a grade below a 77 occurs on a test or major assessment, the teacher will post a comment. Teachers may also post comments for other concerns, such as missing homework, failure to turn work in on time, etc. Parents are strongly encouraged to respond to comments in a timely manner to help foster a collaborative partnership with their students' teacher. Additionally, at the close of the first and third marking period, all teachers will write progress comments, which will be printed on the students report card.

Report Periods. Formal reporting periods occur four (4) times during the school year (quarters). Eligibility for Head of School's Academic Lists, club memberships, etc., is determined from these quarterly grade averages.

Exams. At the end of each semester, exams are administered in each Upper School class. The semester average is determined as: 40% grade average from the 1st quarter of the semester, 40% grade average from the 2nd quarter of the semester, and 20% end-of-semester exam. Therefore, these exams influence the semester average, not the quarter average.

Head of School's All Academic List with Honors: A student making 93 or higher in all classes during a reporting period qualifies for this honor.

Head of School's All Academic List: A student making 85 or higher in all classes during a reporting period qualifies for this honor.

Class Ranking. Kenston Forest School ranks only the valedictorian, salutatorian and historian in a senior class. Ranking is not done for other seniors or for underclassmen.

Valedictorian/Salutatorian/Historian. Valedictorian/Salutatorian/Historian ranking requires a student to attend Kenston Forest School for both semesters of the junior year and both semesters of the senior year and successfully complete at least three courses designated Advanced Studies or Dual Enrollment. A student must have met the requirements for induction into the National Honor Society.

Graduate of Academic Distinction. This designation is earned by students in good standing who have maintained an overall grade average of 90 or higher for courses attempted for high school credit and have met the requirements for induction into the National Honor Society.

Transcripts/GPA. All courses, including DE and Advanced Studies, are displayed on Kenston Forest School reports/transcripts as numbers (percentages). Official transcripts should be requested by email from the Upper School College Counselor. Students should refer to the official transcript for their current GPA. Kenston Forest School's grading system is based upon the cumulative average percentage. The school converts the cumulative average percentage to calculate a student's GPA. If colleges require conversion to GPA, a 4.0 GPA scale is used.

General Academic Requirements. The academic program is designed to respond to the individual needs and interests of students. The program promotes demanding academic standards. Course offerings are continually under review and updated annually in order to meet student needs and interests and to ensure the inclusion of new skills and concepts.



Summary of Required Courses and Possible Electives Offered			
<p style="text-align: center;"><u>MATH</u></p> <p>Pre-Algebra 8 Algebra I Geometry Bridges to Algebra Algebra II Math Analysis Pre-Calculus Calculus Statistics</p> <p style="text-align: center;"><u>SCIENCE</u></p> <p>Earth Science 8 Physical Science Biology Chemistry Physics Ecology Botany Environmental Sci. Geology Oceanography Forensic Science Anatomy Agriculture</p>	<p style="text-align: center;"><u>ENGLISH</u></p> <p>English 8, 9, 10, 11, 12 Creative Writing American Literature British Literature World Literature</p> <p style="text-align: center;"><u>HISTORY</u></p> <p>Civics 8 World History I, II US History US Government European Culture Western Civilization Revolutionary War Civil War Cold War US Presidents</p> <p style="text-align: center;"><u>FOREIGN LANGUAGE</u></p> <p>French II, III, IV Spanish I, II, III, IV</p>	<p style="text-align: center;"><u>ELECTIVES</u></p> <p>Current Events/Debate Sociology Psychology Religion - Regular/DE Economics Computer Science Drama Art I, Art II Public Speaking Computer/Tech Web Page Design Journalism/Yearbook Health Drivers Education Service/Leadership Lifetime Fitness & Wellness Art History Inventions & Innovations in Technology Personal Finance Robotics Foundations of Learning I, II</p>	
Grades 9-12 Minimum Courses/Credits Required For Graduation			
Credits Required to Graduate	Course	Typical Year Taken	Prerequisite
4 English	Eng Grammar & Comp World Literature (or Advanced Studies) American Lit (or DE) British Lit (or DE)	9 10 11 12	HS Eng Grammar & Comp HS Eng Grammar & Comp HS Eng Grammar & Comp
3 Math	Algebra I Geometry Math Elective	9 10 11	See table of electives
3 Science	Physical Science Biology Science Elective	9 10 11	See table of electives
3 Social Studies	World History I or II US History or DE US Government or DE	9 or 10 11 12	



2 Foreign Language*	Spanish I Spanish II	9 10	Spanish I
1 Art/Health/Tech	Health or Art or Computer Science	9-11	
7 General Electives	See table of electives	10-12	See table of electives
23 TOTAL		9-12	
10 hours per US year	Community Service	ALL	10 additional for NHS Members

*Students currently enrolled in French must complete a minimum of French I and II to meet graduation requirements

Graduation Requirements. Students must earn a minimum of 23 high school (grades 9-12) credits and Community Service requirements to be considered for graduation. Of these 23 credits, 4 English, 3 math, 3 science, 3 social studies, 2 foreign language, 1 art/health/technical, and 7 additional electives are required. Each 2-semester course (grades 9-12) successfully completed awards one credit. Each 1-semester course (grades 9-12) successfully completed awards $\frac{1}{2}$ credit. Transfer students must successfully complete at least six high school courses at Kenston Forest School to be considered for graduation. Students will start Spanish I in the 9th grade for high school credit. Algebra I is the only course that an 8th grader may count toward the 23 required credits for graduation. Students considered for Algebra 1 in 8th grade must receive a recommendation from the Grade 7 mathematics teacher and complete a math readiness test from the Algebra I teacher. Algebra I grades factor into high school transcripts/GPA; other 8th grade subjects do not.

Students who have a documented learning difference that calls for exemption from the school's Foreign Language requirement are required to take Foundations of Learning I and II. Students with learning differences must understand accommodations do not apply in Advanced studies courses, dual enrollment courses, or courses they choose to take beyond those required for graduation or for which they are not recommended by the previous course teacher.

Community Service. Community Service encourages responsible citizenship by providing students an opportunity to become involved in the needs and concerns of others. Additionally, this service acquaints students with organizations that work to meet those needs in the community. Students in grades 8-12 are expected to accomplish 10 hours of community service each year as part of grade progression and graduation requirements (total of 50 hours). There are many ways for a student to fulfill these requirements. Students inducted into the school's National Honor Society Chapter will need an additional 10 hours for graduation.

Course Scheduling. The faculty advise students on course selections. The Upper School Administrative Liaison prepares individual student schedules. Students are expected to fill all 6 periods with academic classes.

Adding or Dropping Courses. No course can be added or dropped from an Upper School student's schedule after the designated add/drop date of the given semester. Exceptions to this policy (e.g., medical, late transfer student, etc.) require the Head of School's written approval.

Promotion to the Next Grade. Requirements for promotion:

- A. If a student in grade 8 fails one or more core subjects (English, math, science, or social studies), the administration will review the student's academic situation to determine whether he/she will be retained in grade 8 or promoted to grade 9.



- B.** To be considered a Sophomore, a student must have earned at least 5 total high school credits, must have passed English 9, and must have accrued at least 10 hours of Community Service for each high school year completed at Kenston Forest School.
- C.** To be considered a Junior, a student must have earned at least 10 total high school credits, must have passed English 10, and must have accrued at least 10 hours of Community Service for each high school year completed at Kenston Forest School.
- D.** To be considered a Senior, a student must have earned at least 16 total high school credits, must have passed English 11 (or DE equivalent), and must have accrued at least 10 hours of Community Service for each high school year completed at Kenston Forest School.

Minimum Courses and Courses Required for Graduation. Students and parents are encouraged to contact the Upper School College Counselor to ensure they are taking proper course loads for grade level and graduation.

Advanced Studies Courses. Advanced studies courses do not earn college credit. Advanced Studies grades are multiplied by 104% prior to entry into the Kenston Forest School grading system. Advanced studies courses include French III, French IV, Spanish III, Spanish IV, and Chemistry.

Dual Enrollment. Dual Enrollment (DE) courses are Southside Virginia Community College (SVCC) courses that are taught at Kenston Forest School. Successful completion of these courses earns SVCC college credits and satisfies KFS graduation requirements. DE courses may be taught by SVCC-provided instructors who are guest instructors at Kenston Forest School, or may be taught by Kenston Forest School instructors who have met specific qualifications to instruct these college courses and are approved by SVCC. DE courses are each one semester in length.

If a student enrolls in a DE course in the fall, that student is expected to take the corresponding DE follow-on course (if applicable) in the spring. Each DE semester-length course earns $\frac{1}{2}$ credit toward graduation from Kenston Forest School. DE courses are reported to Southside Virginia Community College (SVCC) solely by letter grade based on the SVCC grading scale. DE courses are scored on Kenston Forest School grading reports based on a number/percentage on the Kenston Forest grading scale. However, the raw number/percentage earned in DE classes is multiplied by 106% prior to entry into the Kenston Forest School grading system.

The SVCC grading scale, Associate's Degree, course credit transfer, and the guaranteed admission/transfer program is available through the SVCC website www.southside.edu. Credit awarded by SVCC may or may not be accepted by a student's enrolling college or program. It is the responsibility of the student/family to research this topic and make an informed decision to enroll in dual enrollment courses offered at Kenston Forest School. Students attempting an Associate's Degree through a 2-year college program should work closely with the college's school counselor.

Testing. On an individual basis, 11th and 12th grade students are strongly encouraged to take the Scholastic Aptitude Test (SAT) and or American College Test/Achievement Test (ACT) at their own scheduling and expense. Test dates are emailed to all students as well as testing requirements.

Textbooks. Textbooks must be purchased for all required courses. A textbook list is available on our website and a book sale is sponsored each summer to help families obtain the required textbooks. Amazon is a great resource as well.



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.

Power 25 Meeting. At the beginning of each week, the Student Government Association presents a short assembly mandatory for Upper School students. During this meeting, students have a devotional and scripture reading/lesson sponsored by the Fellowship of Christian Athletes. The meeting also includes the Lord's Prayer, the Pledge of Allegiance, and announcements. This assembly provides an opportunity to recognize students' achievements, notice of upcoming events, and reminders of Kenston Forest School values.

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)." On "Virtual Learning Day(s)" classes will continue to meet at normal times with asynchronous learning. Instruction and work will be assigned and graded in a manner consistent with in-person instruction and standard classroom conduct applies. Google Meet and Google Classroom are critical to this process, so please be sure your student has joined the class for each of their courses. Invites will be extended in the beginning of the school year. Please also understand that many classroom teachers utilize these sources outside of in-person instruction to provide invaluable, supplemental resources to their students. Please refer to the course syllabus for these guidelines.

External Courses. Any student who desires to take courses external to Kenston Forest School and count those credits toward graduation must obtain prior approval from the Head of School. Official documents showing courses, grades, and credits must be received from the external school. Grades from the external institutions do not factor into Kenston Forest School grade averages. Transcripts from external schools are maintained and attached to Kenston Forest School transcripts.

Retaken Courses. Student schedule permitting, students may request approval to retake a course at Kenston Forest School. When retaking a previously failed course (or a course passed with a low score), the original course grade and the retaken course grade are retained on the student's transcript and in essence are averaged. However, only one credit toward graduation is awarded for successful completion of the course. A retake should be completed before a higher progression course has been completed. In cases where retakes of courses are taken at external schools, the original grade is shown on the Kenston Forest School transcript and the transcript from the external school is attached. No grade averaging occurs.

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 statements for each student attending a field trip will be required.

Summer Work. Summer work is assigned for many Upper School courses. Summer work can be accessed through the school's website and is used for assessment by the classroom teachers at the beginning of the school year.



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.

Privileges. Privileges are earned and do not automatically accrue. A privilege to a group of students during a previous year is not an automatic entitlement in subsequent years. There may be class-wide and individual privileges based upon demonstrated excellent performance. Student government officers are encouraged to bring privilege ideas to the attention of the student government sponsor for review before approval is requested from the Head of School.

Publications. Approved school publications such as newspapers and yearbooks may be prepared in regularly scheduled classes as components of the approved curriculum. Alternatively, faculty sponsors may support after-school work on such school publications. Publications are subject to review and editing.

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. 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.

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, and 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, inappropriate displays of affection, and inappropriate language or acts 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.

1st offense - The bus driver will warn the student of dangerous activity and report any incident of dangerous activity or continued misbehavior to an administrator. The parents will be notified.

2nd offense - A conference will be held with an administrator, the student, and his/her parents.

3rd offense - The student will be suspended from the bus for a to be determined period. 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.

NOTE: 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. Students who hold a valid driver's license are permitted to drive to and from school daily. All drivers shall exercise safe driving practices, obey the school speed limit of 15 miles per hour and park only in the designated areas for students. Vehicles shall yield to buses in motion at all times. 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. Students who drive to school shall park in the front parking lot, please be advised the closest row to the school building is reserved. Driving or parking on grassy areas during the academic day is prohibited. Car audio systems must be played in a responsible manner and exhaust noise must be kept to a minimum when entering and exiting campus. Students must enter the school buildings upon their arrival on campus, they may not remain in their vehicles until the start of school. Student driving and parking on campus are privileges that can be revoked for improper or unsafe driving practices, noise violations, and other repetitive disciplinary concerns as determined by administration.

No student may return to any vehicle in the student parking area during school hours without being accompanied by an administrator.

Parents bringing children to school in the morning or picking up in the afternoon are asked to not block the traffic lanes. If you need to park to enter the buildings please use a marked parking space. ***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.

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. A student may either bring lunch from home or purchase lunch from the cafeteria. The cafeteria also has drinks, ice cream, and snacks available for students. In addition to lunch, the cafeteria serves items at morning break. Menus/ price lists are posted on the school's website under the Kenston Connect tab on the homepage. There are water bottle filling stations and/or water fountains throughout campus for student convenience or water can be purchased in the cafeteria. Students are permitted to have water only in all academic buildings unless otherwise directed. Students violating break, lunch, or cafeteria rules may be removed from the cafeteria in addition to other disciplinary actions.

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 an administrator or the Head of School. Any information of this nature is considered confidential. State law requires parents to furnish the school with documents signed by a physician, showing proof of inoculations with the month, day, and year of the immunization indicated. All students are requested to have periodic check-ups. Each student participating in extracurricular sports activities must have a yearly physical. The yearly sports physical must be documented on specific forms as required by state athletic leagues. Links to these forms are available on the school's website under the Athletics tab.



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

6. Student Conduct

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

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

Basic Rules of Behavior. Campus-wide rules are critical to the success of all students and are established to encourage positive behavior, good manners, and safety. Unacceptable behavior away from school is also considered a violation of Kenston Forest School's principles and may 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.
 - A. Known use or possession of alcohol, illegal drugs, tobacco, vaping, or nicotine products on school grounds, buses or at school sponsored functions. These infractions can result in punishment whether they occurred on school property or not and penalties could include suspension or expulsion.
 - B. Rules regarding social media, text message or verbal threats, theft, drug possession, assault, creation, possession and/or transmission of pornographic images or materials, "sexting," etc. may result in disciplinary action by Kenston and state or federal agencies. These infractions can result in punishment whether they occurred on school property or not and penalties could include suspension or expulsion.
 - C. Possession of firearms, knives, arrows or other such projectiles, explosive devices (fireworks, for example) on school grounds, buses or at a school-sponsored event. Students who participate in organized competitive events (for example, marksmanship and target shooting, skeet shooting, archery, etc.) may apply to the Head of School for special permission to safely store those items under the supervision of the Head of School in a secure location on campus, in accordance with Virginia law.
2. Acts that damage school property and/or another's individual property.
 - A. Theft of another person's property.
 - B. Intentional damage to school property, including, but not limited to, desks, restroom facilities, and lockers.
3. Acts that jeopardize the student's and/or another's safety.
 - A. Skateboards, scooters, roller blades, bicycles or motorized vehicles are not permitted in school parking lots, walkways or in school buildings.
 - B. Gang activity of any kind will not be tolerated and will result in immediate expulsion.
4. Acts that are detrimental to the student's and/or another's education.
 - A. Disrespect or discrimination of any kind directed towards other students, teachers, administrators, staff, visitors or the school itself.
 - B. Continual disruptive behavior in the classrooms or hallways, including boisterous behavior during class breaks, blocking traffic flow in walkways and misusing permission to leave class.
 - 1st Offense – student immediately sent back to class with warning
 - 2nd Offense – conference with school administrator, parent notification, possible detention
 - 3rd Offense – parent conference with school administrator, detention



- C. Abusive, derogatory, or profane language.
 - D. Public Displays of Affection during school, school sponsored events, or on buses.
 - 1st Offense – administrator conference with involved students, parent notification
 - 2nd offense – parent conference, detention
 - 3rd offense – suspension/probation
5. Acts in violation of the Honor Code.

When such violations occur, the Head of School and those designated shall gather the pertinent information, determine whether or not law enforcement should be notified, and determine the school's disciplinary response. Penalties can include but are not limited to community service, detention, in-school-suspension (ISS), out-of-school suspension (OSS), or expulsion.

7. Dress Code

Dress Code (General). 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 student, please understand that once you have signed the emergency contact form, you are agreeing to abide by the following dress code guidelines, please do not expect to ask for forgiveness because you didn't know:

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 in the front, or the base of the neck in the back.
- Shirts that button down the front, must be fully buttoned

Bottoms

- Belts are not required, however, no excessively baggy pants are allowed.
- 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.
- Gentlemen's hair may not be worn below the shirt collar in the back or the eyebrows in the front.
- Gentlemen should be clean shaven, including sideburns, which must be neatly trimmed and should not be below the level of the middle of the ear. Medical notes limiting a gentleman's shaving are only accepted from a Board Certified Dermatologist (required annually).



- 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 of any type, 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).
- Visible body piercings (except those specified above) are not allowed.
- 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.

Professional Dress Days: On occasion, students will be required to dress professionally for special events held at or away from school. These days will be referred to as Professional Dress Days. Dress code requirements for Professional Dress Days are in addition to standard dress code requirements.

- Ladies may wear dresses with an appropriate hem and neckline (see above) or dress slacks with a blouse or sweater with an appropriate neckline.
- Gentlemen may wear appropriate dress pants (not cargo) and collared dress shirts with ties. Jackets are optional but encouraged.
- Shorts and jeans are not appropriate.
- Nonathletic footwear that strikes a reasonable balance between a professional and school environment are encouraged. Tennis shoes, flip-flops, and slides are not acceptable.

Professional Dress Days include Forensic competition, Scholastic Bowl, National Honor Society Honor Board Signing Ceremony, Spring Seminar, and the National Honor Society Induction Ceremony. Other days throughout the year may be deemed Professional Dress Days. These days will be announced in advance. Students not dressed per the stated dress code requirements will not be allowed to participate in the event(s) of the day.

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, ask permission, not forgiveness. Parents are expected to actively support the dress code daily by overseeing what their children wear to school.

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.) Time absent from class for corrective action is



considered UNEXCUSED and may 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 as soon as possible. Return to class is at the discretion of the administration. The student will be required to leave their cell phone in the possession of office personnel until the end of the school day.
- **2nd offense** – the student is expected to correct the situation as soon as possible. Return to class is at the discretion of the administration and the parent/guardian will be contacted. The student will be required to leave their cell phone with office personnel.
- **3rd offense** –the parent will be contacted by the administration. The student and parent shall meet with an administrator upon the arrival of the parent, and the student shall serve a detention.
- ***If a student is found out of dress code and asked to fix the issue then later found out of dress code again on the same day, they will receive an honor code violation and a day of ISS.***
- ***Students who continually violate these policies may be subject to more stringent punishments.***

EXCEPTION: Gentlemen found not in compliance with the shaving requirements of the dress code shall be issued a warning that compliance must be met before the start of the next school day. On that next school day, if compliance is not met, the student shall not be admitted to class and will be denied academic reprieve to make-up missed work. When a student is issued a warning, a member of the school staff will notify one of his parents via email. A medical note from a board certified dermatologist can limit shaving requirements, however, it must be renewed annually.

Gentlemen found to be in need of a haircut shall be provided one calendar week to comply. The parent will be notified of the requirement via email. Students who fail to comply will not be allowed to attend school until acceptable compliance is met per administrative approval.

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.

8. Attendance

Attendance is critical to a student's educational experience and success at Kenston Forest School. Absence from class is detrimental to student academic performance. 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. 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 which require multiple days missed are strongly discouraged and must be approved by administration 48 hours in advance for students to receive credit. Students who travel on school days for personal reasons are responsible for assignments in the same time-frame as in-person students and must directly contact all teachers whose classes they will miss prior to their absence.



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. 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 days, a physician's note is required upon the student's return to school in order to qualify for academic reprieve.

Kenston Forest's accreditation through the Southern Association of Independent Schools requires we be in compliance with the Virginia Department of Education (DOE) Attendance Guidelines (<https://www.doe.virginia.gov/programs-services/student-services/attendance-school-engagement>). 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 missed classes for full-year courses, and 9 missed classes for semester-long courses. We reserve the right to request a parent/administrative conference if a student's attendance is of concern.

Absences. Absences are 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. Parents are strongly encouraged to monitor their child's course attendance through KAV-SIS.

1. **School Sponsored absences (SSA)** School-sponsored absences include, but are not limited to, Kenston Forest School athletic activities (see the Athletic Handbook for athletic policies), school club events, college visits, and field trips sanctioned by the school. 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. College visits are limited to 3 per year beginning in the junior year and require prior approval from an administrator and proof of visit from the college(s). Such absences do not accumulate towards the 18 (year-long course) or 9 (semester-long course) allowed.
2. **Excused Absence Medical** (indicated **EAM** in comment section on Absence Summary in KAV-SIS). Students receive an EAM for any illness or doctor appointment in which an official doctor's note is received. Students are given academic reprieve for missed work. Assignments given prior to the absence are due the day the student returns. Excused absences accompanied by a medical note are subject to administrative review and may count towards the 18 (year-long course) or 9 (semester-long course) allowed.
3. **Excused Absence Parent** (indicated **EAP** in comment section on Absence Summary in KAV-SIS). Students receive an EAP for any absence accompanied only by parent note, phone call, fax or email to excuse the student for a valid reason, which is approved by administration. In the case of a known absence for a full school day or any portion thereof, the student must notify all teachers whose classes will be missed and make arrangements to complete ALL assignments or assessments prior to their departure. In the case of extended absences (i.e. funerals or family trips) an administrator should be notified 48 hours in advance of the absence and a plan put into place to keep the student on track in his/her classes. Documentation from the parent may be received via email, fax, phone, class communication apps, or office sign in/out logbook. If parent provided documentation is not approved by administration, then the absence is considered UNEXCUSED. Students are given reasonable academic reprieve for missed work. Assignments given prior to the absence are due the



day the student returns. Parent excused absences count towards the 18 (year-long course) or 9 (semester-long course) allowed.

4. **Unexcused Absence** (indicated A in Kavisis) includes any absence unaccompanied by a medical note, an acceptable parent note, and/or are NOT approved by administration. Students will receive a "0" for any grades given in class that day. Students are also responsible for all assignments due upon their return to class as if they were present. Unexcused absences count towards the 18 (year-long courses) or 9 (semester-long courses) allowed and excessive unexcused absences may be considered "truant" per DOE regulations.

Advanced Studies and Dual Enrollment courses are subject to Loss of Credit in accordance with SVCC's attendance policies.

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. Students should contact all classroom teachers when they are absent to receive assignments, so as to not fall behind in coursework.

If a student is absent due to illness for three or more consecutive days, a physician's note is required upon the student's return to school in order to qualify for academic reprieve. In cases of a contagious illness or condition, a child should not return to school until he/she has received a physician's clearance to return. If participation in athletics or other physical activity is limited or prohibited by illness or injury, parents are expected to send an explanatory note to the appropriate coach or instructor. 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, 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.

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.***

Tardiness. A student might be tardy to school due to late arrival or a student might be tardy to class due to delay moving from one class to the next.

- A. Students arriving late to school must report directly to the office, sign in, and receive an admission slip to report to class. Non-drivers brought to school late by a parent or guardian must be signed in by this person. Failure to properly sign-in is *unexcused* and is considered SKIPPING.
- B. A student who arrives late due to a late bus will be given academic reprieve (this is SSA).
- C. Teachers shall not admit students without an admittance slip issued by the office. School administrators have the final say in determining if the tardiness will be excused or unexcused.

Note to Parents – A signed note stating, "Please excuse my child's lateness to school," with no reason given will NOT be granted academic reprieve.



Tardy to school records are updated daily, accrue per class period, and reset at the end of each semester. Once a student accrues 3 unexcused tardies, he/she serves 1 hour of after school detention. There is no limit to the number of detentions a student may serve in a semester. Students who continually arrive late to any class may be subject to more punitive action per administrative review. For student drivers, punishment could include the loss of driving/parking privileges on campus.

Reporting In - Reporting Out. In all instances, students must sign out in the office logbook. Students must write their name, the time in or out, a brief reason for the absence, and sign the office logbook. If the student is being picked up or dropped off by a parent or guardian, then the person responsible for the student must sign the logbook (not the student). If the student returns to school that same day, he/she must sign back in. Failure to use the office logbook results in an unexcused absence. The school administration reserves the right to verify and approve early sign-outs. Students are not permitted to go off-campus for break, lunch, etc., without express written authorization from an administrator or Head of School. No student may leave campus during the academic day without signing out and having appropriate permission.

9. Technology Policies

Electronic Learning Devices (laptops, iPads, tablets, etc.) Cell Phones, Smart Watches The school supports the proper use of these devices for learning purposes. Students who wish to use these devices to support their academic success must obtain teacher permission and must respect this privilege by not misusing these devices. These devices cannot be a distraction from learning and cannot be used to distract others. 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.

During the standard academic day, students are not permitted to use personal cell phones, entertainment devices such as portable games, radios, CD players, DVD players, iPods, iPads, blue-tooth headphones, electronic tablets/readers, and smart watches etc. for any purpose unless they are under the direct supervision of a teacher. These devices must be switched off and stored in the pocket holders provided in each classroom when not in use.

Upper School students have the privilege of unrestricted access to electronic devices, including cell phones and smart watches, during break and lunch; however, earbuds/headphones may not be worn during the academic day inside or outside of school buildings unless directed by a faculty member or administrator.

Research has concluded that cell phone access in school decreases student productivity, negatively impacts students social-emotional wellness, reduces academic engagement, and in some instances threatens student safety. Please be advised the State Government is currently considering banning cell phones from use during the academic day at all schools. In the event this bill is passed, Kenston will comply with the regulations set forth by the State as interpreted by the Virginia Council for Private Education.

During the academic day, student electronic devices shall not be used as cameras or recording devices, unless under the direction of each teacher.

During the academic day, student cell phones/smart watches shall not be used as calculators. If a calculator is required (and the use is authorized by the teacher), the student must use a traditional calculator.

If a student fails to adhere to the cell phone/electronic device policy, the faculty/staff member observing the violation will confiscate the device and present it to an administrator.



1st offense – cell phone/electronic device confiscated, parent/guardian notified and item returned to the student at the end of the school day

2nd offense – cell phone/electronic device confiscated, parent/guardian notified to pick up the item at school

Use of cell phones or smart watches for unauthorized text messaging, photographing, videotaping, research or recording during school hours constitutes additional offenses and will result in greater consequences including the student's electronic device privileges on campus being revoked.

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 9.1 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 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.

Public Forum Music. Music is a welcome addition to certain forums to enhance the spirit of the event and is required in events like dances. Students must receive faculty permission to use the school's public address audio systems. If a student or student group desires music to be played in a public forum (assembly, sports event, etc.) the faculty sponsor of the group must first screen the proposed music, then that faculty member must request approval for the music from a school administrator.

9.1 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.

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)

10. Discipline

Disciplinary Actions. Kenston Forest School believes in providing a safe, productive environment designed to promote positive learning and development. The school has developed behavior expectations and policies to foster that environment. Failure to adhere to policies in this handbook will result in disciplinary action. Conduct which is deemed inappropriate, insubordinate, or destructive to the school staff, another student, school property, or another’s property will be referred to the appropriate school administrator for appropriate action. Infractions of some of the policies listed above, especially those dealing with health and safety of students and staff, are considered serious. Minimum penalties may include academic penalties due to unexcused absence from class and in or out of school suspensions until a conference can be held involving the offending student, his/her family, and representation from the school administration. Expulsion from school is a possibility, especially in the case of repetitive infractions and as deemed necessary by administration.

The following is an outline for illustrative purposes, and is not all inclusive. Kenston Forest specifically reserves the right to fashion disciplinary actions that appropriately respond to unacceptable behavior, at the sole discretion of Kenston Forest School, whether or not such disciplinary actions appear below.

Behavior	Disciplinary Action*
Possession or use of Illegal substances, alcohol, vaping, tobacco, other nicotine products, or prescription drugs on campus	<ul style="list-style-type: none"> ▪ 1st offense - Parent conference/3 days OSS ▪ 2nd offense - Parent conference/5 days OSS ▪ 3rd offense - expulsion



Dress Code Violations	<ul style="list-style-type: none"> ▪ Refer to the dress code section of this handbook for clarification and corrective action. ▪ If a student who violates the dress code and is required to correct the issue is then later found in violation on the same day, the student will receive an honor code violation and a day of ISS.
<p>Using racial slurs, foul, or offensive language, nuisance behaviors, i.e. uncooperative attitude, disturbing/disrupting class, refusing to participate, disrespecting a faculty member or administrator</p> <p><i>*Teachers are instructed to (1) warn the student about his/her behaviors, (2) warn and relocate the student within the classroom, and (3) remove the student from the classroom.</i></p>	<ul style="list-style-type: none"> ▪ 1st offense – Removal from class, Student-Teacher Conference, Parent notification ▪ 2nd offense – Removal from class, Parent, Student, Administrator Conference, Detention ▪ 3rd offense – Detention, Probation, Suspension, Administrator Conference
Fighting on school property or during school related/sponsored events and documented incidents of bullying	<ul style="list-style-type: none"> ▪ Suspension ▪ Probation ▪ Possible Expulsion
“Skipping” Class or School	<ul style="list-style-type: none"> ▪ 1st offense – Parent Conference/Detention ▪ 2nd offense – Suspension
Public Displays of Affection during school or school related/sponsored events	<ul style="list-style-type: none"> ▪ 1st offense – Administrator Conference with students involved; Parent notification. ▪ 2nd offense – Parent Conference/Detention ▪ 3rd offense – Suspension/Probation
Hall Roaming (repetitive use of permission to leave the classroom) - permission to leave the classroom is at the discretion of the classroom teacher, and violations could be considered skipping (see policy above)	<ul style="list-style-type: none"> ▪ 1st offense – student sent back to class with a warning ▪ 2nd offense – Administrator Conference with student/parent notification ▪ 3rd offense – Administrator conference with parent and student/detention

*Disciplinary Action may be changed or altered due to the severity of the incident and is at the discretion of administration

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, civility and mutual trust and respect.



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, all KFS networks such as e-mail accounts, and all 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:

- Physically striking or pushing another student in an attempt to incite fear or cause emotional or physical harm;
- Cornering or blocking someone in a threatening or bullying way; touching or pulling another person's clothing or person in an offensive, embarrassing manner;
- Making references to or spreading rumors and accusations about another student which result in emotional damage or are meant to intimidate.
- 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.
- Originating, circulating, or displaying sexually explicit, libelous, or obscene drawings, photographs, graffiti, letters, messages, phone calls, or electronic messages or mail.
- 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 or an administrator. 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, 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.

Drug and Alcohol Policy

Kenston Forest School acknowledges that substance abuse and chemical dependency are significant problems of concern for society at large and especially for adolescents. As an educational institution, Kenston Forest seeks to educate both students and parents about these problems and to help students who have developed such problems. Nonetheless, the school's first priority is to provide a safe environment and to facilitate successful completion of the school's curriculum. Quite simply, substance abuse is incompatible with the educational process. For this reason, use of illegal substances or alcohol and use of prescription drugs without permission are listed as major offenses which may result in expulsion.

By attending Kenston Forest School, students and parents acknowledge the school's right to search a student's locker, car, possessions, or person at any time a student is on campus, participating in a school activity, or otherwise representing Kenston Forest. It has been our experience that drug and alcohol use rarely take place on campus. Nevertheless, professionals are now in substantial agreement that drug or



alcohol use on a regular basis, regardless of location or time, has an impact on the student's work and school life.

If a student's behavior, personality, grades, or relationships with others change noticeably, resulting in marked change in functioning in school, the school will contact parents, discuss the situation and recommend counseling or perhaps diagnostic evaluation. If after expressing concerns about drug involvement with the parents, those factors which were initially the cause of concern continue unabated, the Head of School may require the student to take a drug test. Such a test will be at the student's expense and will not take place until the parents have been notified.

If the student tests positively, yet there is no direct evidence of drug possession or use at school, the student will be required to submit to random drug tests throughout the remainder of his or her enrollment at Kenston. Should the student test positively on a random test, he or she will be required to withdraw from the school.

The school has a right to be concerned with the health, safety and well-being of its students at all times, and we are partners with parents in our shared goal of protecting children. Therefore, we expect parents who open their homes to private parties to chaperone those events in full accordance with Virginia law, and take every reasonable step to ensure that no student uses or possesses alcohol and other illegal drugs.

It is the school's practice to contact parents whenever a concern (or potential concern) becomes known to us. It is our expectation that parents will be cooperative and supportive in these instances, and that parents will take every reasonable step to address the concerns.

In the event that the school becomes aware of instances in which laws are broken, it is the school's policy to notify law enforcement and cooperate in any resulting investigation.

The school reserves the right to deny enrollment (or withhold re-enrollment) in the event of off-campus behaviors that threaten the health and well-being of students, disrupt the learning environment of the school and/or bring discredit to the school.

The school will promote educational programs about the dangers of drug and alcohol use and abuse. We are open to suggestions from parents for other preventative efforts.

Defacing/Destroying School Equipment/Property. 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 the rules of this Handbook. A school administrator determines the duration of the detention as appropriate for the infraction(s). Students serving detention will **not** be permitted to participate in athletics or in any other extra-curricular activities during the hours of after school detention. The assigned detention date may only be changed at the discretion of an administrator.

Suspension Policy. Suspension from school may result from significant or continued violations of school rules and regulations. There are two forms of suspension: in-school and out-of-school. Coursework accomplished during suspension may or may not be assigned grades. In-school suspension involves removing the student from all classrooms, breaks, and extracurricular activities and placing them in a secluded area on campus. Out-of-school suspension involves removing the student from campus. The punishment is to segregate the student from the rest of the student body. In school and out of school,



students may not participate in or attend athletic practices, contests, or any other school sponsored event while they are suspended. This includes both on and off campus events and athletic contests.

Over 500 colleges and universities make use of the Common Application for admissions purposes and require schools to report serious offenses. It is the policy of the school to report out-of-school suspensions and probations to college admissions officers.

Students who are suspended are allowed to make up missed assignments for partial credit as determined by an administrator. A maximum of 77 is the highest score they may earn on make-up work, however, this maximum may be adjusted based upon the seriousness of the infraction. Students in out-of-school suspension shall not be on campus during school hours or attend or participate in extracurricular activities held on campus. 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.

Probation. Students are placed on probation when their status at the school is in jeopardy. While on probation they are not allowed to participate in extracurricular activities and their re-enrollment agreement may be withheld.

Expulsion. Extreme, chronic or repeated violations of school policies can result in further school discipline, up to and including detention, in-school suspension (ISS), out-of-school suspension (OSS) which is reported to colleges, probation, withholding of the re-enrollment agreement and/or separation from the school (expulsion).

11. Organizations & Clubs

National Honor Society. The objective of the Kenston Forest School chapter of the National Honor Society (NHS) is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of the Upper School. The Honor Society has the responsibility of educating students on the values of personal honor and the scope of the Honor Code. Honor Society members are the primary action officers in the conduct of Honor Council proceedings. Membership is based not just upon scholarship, but also service, leadership, and character. To be considered a candidate for initial induction into the Honor Society, the student must meet all eligibility requirements set by the National Headquarters and the more stringent requirements of Kenston Forest School.

To be eligible for the Kenston Forest Chapter, candidates have a grade average of 90 or higher, must be enrolled in Algebra II or a higher level math, and must have completed the prerequisite number of semesters in the following academic courses:

- English – 5 semesters
- Science – 5 semesters
- Foreign Language – 5 semesters
- History/Social Sciences – 5 semesters
- Core/Academic Electives – 1 semester

Cumulative averages and high school courses taken during high school from previous schools will not be considered. Students may qualify for membership as early as the spring semester of their junior year. A student who does not meet the requirements in their junior year may still be considered for induction during their senior year. During the selection process, a student's character, extracurricular activities, service, work experience, and leadership activities are reviewed by the selection committee and weigh



heavily in the decision to extend a membership offer. Students who are offered membership have the right to decline, however, a parent signature is required to do so.

Membership in the National Honor Society is a privilege, and members are expected to be role models and exemplars in upholding the school's honor and disciplinary codes. In the event that a member of the NHS violates the honor code, or commits a serious disciplinary offense, a five-member faculty council, appointed by the Head of School, will review the student's standing in the National Honor Society and make recommendations to the Head of School that may include removal from the National Honor Society. Once a student is removed from the chapter, either due to a decline in academic standing (falling below 90) or as a result of a disciplinary infraction, he/she may not be reinstated.

Student Government. The Student Government Association (SGA) is an organization of students working in collaboration with the administration and faculty to promote the general welfare of Kenston Forest School. Every student in the school is a member of SGA. The SGA coordinates many aspects of student life such as conducting school assemblies, organizing student carnivals and festivals throughout the year, participating in planning cultural events, and coordinating the SGA elections. The SGA plays a leadership role in school-wide activities, internal fundraising and in the development of student-related policies.

Other School Clubs and Groups. Participation requires all participants to maintain academic eligibility in the quarter that precedes the current quarter of club activities. Students must also have a supportive attitude to school programs and compliance with school policies.

- Fellowship of Christian Athletes (FCA). The FCA is a student-led organization that promotes Christian ideals, spiritual development, and community support. It is not limited to athletes only. An FCA representative shares a spiritual message during weekly assemblies.
- Forensics. Forensics is open to all students in grades 8-12. A faculty sponsor selects members for novice and varsity teams to compete in public speaking, monologue presentation, poetry reading, prose reading, creative writing and handwriting. This organization promotes individual skills and encourages creativity, self-expression, and sound thinking.
- Scholastic Bowl. Scholastic Bowl is sponsored by the Association of Virginia Academies (AVA). A Kenston Forest School academic team competes quarterly with teams from other schools in the AVA. The faculty sponsor chooses the members of the team.
- Interact. Interact is a Rotary sponsored service organization for high school students that strives to better the lives of others in our community, country, and world.
- Miscellaneous Clubs. The following clubs may be offered depending on student interest and faculty sponsor availability: Robotics, Book, Chess, Foreign Language, Fishing, Art, and Pep Clubs. Students desiring additional clubs should present ideas to the SGA for final approval by the Head of School.

12. Athletics

General Information. 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) and post-conference state play is governed by the Virginia Independent Schools Athletic Association (VISSAA). The VCC and VISSAA set standards and expectations on academics, participation, sportsmanship, and conduct. Kenston Forest School's goal is to be competitive in the conference while abiding by all conference rules and regulations. Kenston Forest School adheres to the regulations of these governing bodies but



supplements them with its own, more detailed, policies for athletes and fans to follow. These policies are outlined in the Athletic Handbook which may be accessed through the Athletics tab on the homepage of our school's website.

Athletic Scholarships. Kenston Forest School does not offer athletic scholarships and therefore, does not recruit athletes in the manner of colleges. The school seeks students who will actively engage in its academic programs and benefit from participation in extracurricular activities, including athletics.

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 required Virginia High School League physical form is available under the Athletics tab on the homepage of our school's website.

Enhancements and Supplements. Kenston Forest School bans the use of any substance that is not approved by the FDA, the Surgeon General, or the American Medical Association for use by student athletes for the purpose of increasing physical development, strength, or athletic performance. Student athletes who are found in violation of this policy shall be directed to the Head of School for corrective action.

Eligibility. Kenston Forest School has eligibility requirements that meet or exceed conference rules. Only a student who is properly enrolled as a full-time student, attends school regularly, and is in good standing according to school regulations is allowed to compete. Students must pass five classes from the previous year or previous quarter (5 credits towards graduation), may not earn more than one D, and must maintain a minimum overall average grade of 77 or above to compete. Attendance also determines eligibility to participate in individual games. The coaches, Athletic Director, and Head of School maintain the right to place an athlete on probation or suspend their privilege to play based on behavior, academic performance, and/or attendance at any time.

Programs Offered. Kenston Forest School encourages student participation in athletic programs. The school will field as many athletic teams as possible, based on student enrollment and interest in the sports. In addition to competitive teams at the varsity level, when possible, the school will field JV and middle school teams (varsity teams are targeted to be filled first).



SPORTS FOR LADIES			
PROGRAM	ELIGIBLE GRADES	SEASON	NOTES
Varsity Volleyball	8 – 12	Fall	
J.V. Volleyball	7 – 10	Fall	1
Middle School Volleyball	6 – 8	Fall	
Cross Country	8 - 12	Fall	
Varsity Basketball	8 – 12	Winter	
J.V. Basketball	7 – 10	Winter	1
Middle School Basketball	6 – 8	Winter	
Varsity Softball	8 – 12	Spring	
J.V. Softball	7 – 10	Spring	1
Varsity Golf (Co-Ed)	8 – 12	Spring	
Varsity Soccer (Co-Ed)	8 – 12	Spring	
Varsity Cheer	9 – 12	Fall/Winter	
J.V. Cheer	6 – 8	Fall/Winter	1

SPORTS FOR GENTLEMEN			
PROGRAM	ELIGIBLE GRADES	SEASON	NOTES
Varsity Football	8 – 12	Fall	
J.V. Football	7 – 10	Fall	1, 2
Cross Country	8 - 12	Fall	
Varsity Basketball	8 – 12	Winter	
J.V. Basketball	7 – 10	Winter	1
Middle School Basketball	6 – 8	Winter	
Varsity Baseball	8 – 12	Spring	
J.V. Baseball	7 – 10	Spring	1
Varsity Golf (Co-Ed)	8 – 12	Spring	
Varsity Soccer (Co-Ed)	8 – 12	Spring	
NOTES			
1. Coaches have the option to hold 6 th grade tryouts for J.V. sports if and only if the number of participants from the higher grades is inadequate to properly field a team.			
2. Students in 10 th grade may play J.V. football only with the approval of the Athletic Director, Head of School, and approval of the specific opposing team.			

Absences: Student athletes must be present for a minimum of 4 periods during the academic day to participate in after school practice, games, or other athletic activities. All absences must be excused with a valid note from the parent. If the absence exceeds 4 periods, only a medical note is acceptable to allow the athlete to play. Coaches should be notified in advance if this is a concern.

Make-up Work. When teams are dismissed early for scrimmages or games, students shall get their assignments before leaving for the sporting event. Upon returning the next day, students will be responsible for the work covered or announced in the class(es) they missed. Students shall be prepared for all classes on game days, because they will be required to attend classes if the games or scrimmages are canceled. Students who are missing four homework assignments or have failed to complete significant assessments (tests, papers, projects, etc.) in a timely fashion will not be allowed to attend practice or compete in games, as directed by the Athletic Director.



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, playing in Varsity and JV games on the same day, simultaneous sports, as well as concurrent recreational sports may be obtained from the Athletic Director.

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 golf clubs and other required equipment. Students are responsible for any school-issued uniforms and equipment during the season and must return those items at the end of every game and, if directed by coaches, after each practice. School-issued uniforms and equipment may not be taken home without the permission of the coach or Athletic Director. 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.

Schedules and Directions. All sports schedules, maps, and directions to "away" games are posted on the school's website 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, accessed via the school's homepage under the Athletics tab. Teams' modified dress code shall be approved in advance 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 field or gym. For severe displays of inappropriate behavior, the person may be barred from attending any games 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.



13. 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.