



# Kenston Forest School

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## General Handbook

### Upper School Grades 8-12

Academic Year 2009-2010

**Kenston Forest School**  
75 Ridge Road  
Blackstone VA 23824

**[www.kenston.org](http://www.kenston.org)**

**Phone: (434) 292-7218**  
**FAX: (434) 292-7455**  
**ELC: (434) 292-7444**



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## 1. Philosophy/Objectives

Kenston Forest School is a private co-educational day school founded in 1966 that admits students of any gender, race, color, national or ethnic origin. It is fully accredited by the Southern Association of Colleges and Schools and by the Virginia Independent School Association. The mission of Kenston Forest School is to develop in each student the qualities of leadership, scholarship, service, and good character in an atmosphere that stresses family values and Judeo-Christian ideals. As we execute our mission, students hold the core values of integrity first, service before self, and excellence in all we do. Each student pledges to his/her fellow students that “I will not lie, cheat, or steal, nor tolerate those who do.” This handbook provides Upper School students (grades 8-12) and their parents an overview of policies, regulations and other information. This general handbook has companion handbooks applicable to certain groups (e.g., Honor Council, Community Service Requirements, etc.). Check the school website [www.kenston.org](http://www.kenston.org) and the Kenston Forest School Kavalier Student Information System (KavSIS) for expanded policy details, other handbooks, policy letters, and updates.

## 2. Honor Code

**General.** The Kenston Forest School Honor Code states “I will not lie, cheat, or steal nor tolerate those who do.” This is a basic statement of honorable behavior. The Honor Code is a covenant between students expecting honorable behavior and rejecting dishonorable behavior in others. Students, having practiced these principles here and having seen the benefits they bestow, are expected to live by these virtues the rest of their lives. A statement of honorable intent form is attached at the end of this document or a copy can be downloaded from KavSIS and is required for signature by both parents and students. Additional details concerning the Honor Code and Honor Council are found on the school website [www.kenston.org](http://www.kenston.org) or in KavSIS.

**Violations of the Code.** There are four violations of the student Honor Code. These are lying, cheating, stealing, and toleration of lying/cheating/stealing. 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 Pledge.** Upper school students shall write and sign the following pledge on all tests and research papers: “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 test or research paper, he/she should not sign the pledge, but seek advice from a faculty member as soon as practicable.



**Honor Council.** Details of the composition and administration of the Honor Council are contained in a separate handbook.

**Honor Code Violation Disciplinary Actions.** Violations of the Honor Code will be brought before the Honor Council. Infractions of the Honor Code are considered extremely serious. Penalties for convictions range from community service to expulsion. Repeat violations of the Honor Code shall result in increased punishments.

### 3. Communication Between Home and School

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

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

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

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

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

**Weather and Emergency Notices.** In the event of inclement weather, the opening of school may be postponed, school may close early, or school may be closed. The Kenston Forest School Instant Alert System will be used to notify families of closings. If conditions warrant, buses may pick up/discharge students on main roads only. This decision will be



made by individual drivers based on local weather and road conditions. Closings will be communicated through the Instant Alert System and broadcast on Richmond television stations and local area radio stations.

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

## 4. Academic Affairs & Guidance

**Hours.** Normal school hours for the standard academic day are 8:30 a.m. to 2:50 p.m. On standard days, academic classes are 50 minutes each. The first academic period is preceded by a homeroom period (10 minutes) to allow for lunch ordering, attendance recording, and announcement reading. The standard break between classes is 5 minutes. See “Bell Schedule” below for more information.

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

**Open House.** This important event is scheduled at the beginning of the school year. All students and parents are invited to participate. This event allows parents and students to meet teachers and get general information and requirements for the coming year. Although students and parents may ask teachers questions about the courses, this is not an appropriate forum for lengthy individual parent-teacher conferences.

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



**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

**DE and Advanced Studies Course Grading.** Dual Enrollment (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 scale in the table above. However, the raw number/percentage earned in DE classes is multiplied by 106% prior to entry into the Kenston Forest School grading system. Advanced Studies grades are multiplied by 104% prior to entry into the Kenston Forest School grading system.

**No Interim Progress Reports.** All Upper School classes utilize online computer grade reporting through KavSIS. Students as well as parents have access to the most recent grades at all times. Therefore Interim Progress Reports will not be issued. Parents are encouraged to request a conference with faculty to discuss any areas of concern about student progress. Information about access to the KavSIS online grading system will be available on the school website, [www.kenston.org](http://www.kenston.org).

**Report Periods.** Formal reporting periods occur four (4) times during the school year (quarters). Eligibility for Headmaster's 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 1<sup>st</sup> quarter of the semester, 40% grade average from the 2<sup>nd</sup> quarter of the semester, and 20% end-of-semester exam. Therefore, these exams influence the semester average, not the quarter average.

**Headmaster's List with Honors:** A student making 93 or higher in all classes during a reporting period qualifies for this honor.

**Headmaster's 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 and salutatorian in a senior class. Ranking is not done for other seniors or for underclassmen.

**Valedictorian/Salutatorian.** Valedictorian/Salutatorian ranking requires a student attend Kenston Forest School for both semesters of the junior year and both semesters of the senior year and successfully complete at least two courses designated Advanced Studies or DE.

**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.

**Transcripts/GPA.** All courses, including DE and Advanced Studies, are displayed on Kenston Forest School reports/transcripts as numbers (percentages). 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 Electives Which May Be Available		
Prealgebra 8	English 8, 9, 10, 11, 12	Curr Events/Debate
Algebra I	Creative Writing	Sociology
Geometry	American Literature	Psychology
Algebra II	British Literature	Ethics/Philosophy
Math Analysis	World Literature	Religion
Precalculus		Intro to Business
Calculus	Civics 8	Economics
Business Math	World History I, II	SAT Review
	US History	Aviation
Earth Science 8	US Government	Graphic Design
Physical Science	European Culture	Drama
Biology	Western Civilization	Art I, Art II
Chemistry	Revolutionary War	Public Speaking
Physics	Civil War	Computer/Tech
Ecology	Cold War	Web Page Design
Botany		Journalism/Yearbook
Enviro Sci	Intro to Languages 8	Health
Zoology	French I, II, III, IV	Drivers Education
Marine Biology	Spanish I, II, III IV	
Forensic Science		
Anatomy		



<b>Grades 9-12 Minimum Courses/Credits Required For Graduation</b>			
<b>Credits Required to Graduate</b>	<b>Course</b>	<b>Typical Year Taken</b>	<b>Prerequisite</b>
4 English	Eng Grammar & Comp	9	
	World Literature	10	HS Eng Grammar & Comp
	American Lit (or DE)	11	HS Eng Grammar & Comp
	British Lit (or DE)	12	HS Eng Grammar & Comp
3 Math	Algebra I	9	
	Geometry	10	
	Math Elective	11	See table of electives
3 Science	Physical Science	9	
	Biology	10	
	Science Elective	11	See table of electives
3 Social Studies	World History I or II	9 or 10	
	US History or DE	11	
	US Government or DE	12	
2 Foreign Language	Spanish I or French I	9	
	Spanish II or French II	10	Spanish I or French I
1 Art/Health/Tech	Health or Art or ITE 115 Preparation	9-11	
7 General Electives	See table of electives	10-12	See table of electives
<b>23 TOTAL</b>		<b>9-12</b>	
10 hours x years at KFS	Community Service	ALL	

**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 ½ credit. Transfer students must successfully complete at least six high school courses at Kenston Forest School to be considered for graduation. Each student in grade 8 will take both Introduction to Spanish 8 and Introduction to French 8. Students will start Foreign Language I in the 9<sup>th</sup> grade for high school credit. Algebra I is the only course that an 8<sup>th</sup> grader may count toward the 23 required credits for graduation. Students considered for Algebra 1 in 8<sup>th</sup> 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 8<sup>th</sup> grade subjects do not.



**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 are expected to accomplish 10 hours of community service each year as part of grade progression and graduation requirements. There are many ways for a student to fulfill these requirements. Information concerning Community Service guidelines is available on KavSIS.

**Course Scheduling.** The Guidance Director advises students on course selections and prepares individual student schedules. Students are expected to fill all 6 periods with academic classes.

**Adding or Dropping Courses.** No course can be added to an Upper School student's schedule after the designated add/drop date of the given semester. No course can be dropped by an Upper School student after designated add/drop date of the given semester without incurring a possibly significant academic penalty. Exceptions to this policy (e.g., medical, late transfer student, etc.) require the Headmaster's written approval.

**Promotion to the Next Grade.** Requirements for promotion:

- 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.
- 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.
- 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.
- 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 are encouraged to contact the Guidance Counselor to insure they are taking proper course loads for grade level and graduation. See KavSIS for a list of offered classes and requirements.

**Advanced Studies Courses.** Advanced studies/honors courses do not earn college credit. Advanced studies courses include French III, French IV, Spanish III, Spanish IV, pre-calculus, chemistry, as well as non-DE physics and non-DE calculus if offered.

**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. 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 that 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. 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](http://www.southside.edu).

**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 Headmaster. 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 slips for each student attending a field trip will be on file in the office. An updated permission slip is required each new academic year. See the back of this handbook or the school website [www.kenston.org](http://www.kenston.org).

**Summer Reading.** Summer reading is assigned for Upper School. Summer reading is used for assessment by the English department at the beginning of the school year.

**Summer School.** Summer school courses may be offered if there is sufficient demand by several students. Offerings change each summer.

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



**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 Headmaster approval is requested.

**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.

**Bell Schedule.**

STANDARD		
Event	Time	Duration
	8:25 AM	0:05
<b>HR</b>	<b>8:30 AM</b>	0:10
	8:40 AM	0:05
<b>P1</b>	<b>8:45 AM</b>	0:50
	9:35 AM	0:05
<b>P2</b>	<b>9:40 AM</b>	0:50
Break	10:30 AM	0:15
	10:45 AM	0:05
<b>P3</b>	<b>10:50 AM</b>	0:50
	11:40 AM	0:05
<b>P4</b>	<b>11:45 AM</b>	0:50
US	12:35 PM	0:25
Lunch	1:00 PM	0:05
<b>P5</b>	<b>1:05 PM</b>	0:50
	1:55 PM	0:05
<b>P6</b>	<b>2:00 PM</b>	0:50
	2:50 PM	

Assembly (generally Friday)		
Event	Time	Duration
	8:25 AM	0:05
<b>HR</b>	<b>8:30 AM</b>	0:10
	8:40 AM	0:05
<b>P1</b>	<b>8:45 AM</b>	0:40
	9:25 AM	0:05
<b>P2</b>	<b>9:30 AM</b>	0:40
Break	10:10 AM	0:15
	10:25 AM	0:05
<b>P3</b>	<b>10:30 AM</b>	0:40
	11:10 AM	0:05
<b>P4</b>	<b>11:15 AM</b>	0:40
	11:55 AM	0:05
<b>P5</b>	<b>12:00 PM</b>	0:40
US	12:40 PM	0:25
Lunch	1:05 PM	0:05
Meeting	<b>1:10 PM</b>	0:25
	1:35 PM	0:05
Meeting	<b>1:40 PM</b>	0:25
	2:05 PM	0:05
<b>P6</b>	<b>2:10 PM</b>	0:40
	2:50 PM	



## 5. Services

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

**Class Duties.** Individual classes will be responsible for the raising and the lowering of the flags of the United States of America and the Commonwealth of Virginia. Individual classes are assigned zones of the campus to patrol for cleanliness. Execution of these duties does not count toward Community Service credit. Class responsibilities are posted on KavSIS.

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

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

**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 and obey the school speed limit of 15 miles per hour. Vehicles shall not be parked or operated on the bus circle until after the final bus has departed school at the end of the academic day. Vehicles shall



yield to buses in motion. Drivers are urged to use the front parking lot when dropping off children in the morning. Visitors are urged to park in the front parking lot during the academic day. Students who drive to school shall park in the gym parking lot if space is available. If the gym parking lot is full, students may park in the front parking lot keeping in mind that the closest row in front of the school building is reserved. No student may return to the student parking area during school hours without permission from a Director or the Headmaster. Driving or parking on grassy areas is prohibited. Car audio systems must be played in a responsible manner. Student driving and parking on campus are privileges that can be revoked for improper or unsafe driving practices.

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

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

**Lockers.** Each Upper School student is assigned a book locker. Student lockers are school property. The school retains the right to search any or all lockers at any time. Each student must use the locker assigned by the school and is responsible for all damage to the locker. Students shall not switch to another locker without consent from the office.

**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 a lunch from home or purchase a lunch or other “daily” items 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 website [www.kenston.org](http://www.kenston.org). Orders for cafeteria lunch meals/items will be taken each morning during homeroom. Specific Break and Lunch Rules may be found on KavSIS. 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 the



Guidance Director, the Director of Instruction, or the Headmaster. 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 website [www.kenston.org](http://www.kenston.org).

**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. 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.

**Testing.** Standardized tests (Comprehensive Tests of Basic Skills) for grades 8-10 are given in the spring. The Pre-Scholastic Aptitude Test is offered in October for 10th graders and 11th graders. If scheduling permits, all 12th graders take the Armed Services Vocational Aptitude Battery. On an individual basis, 11<sup>th</sup> and 12<sup>th</sup> grade students take the Scholastic Aptitude Test (SAT) or American College Test/Achievement Test (ACT) at their own scheduling and expense.

**Textbooks.** Most textbooks are owned by the school. Texts and materials for DE classes and *The Little Brown Compact Handbook* are purchased separately by students. Textbooks are distributed to students at the beginning of the school year. A certain amount of “wear and tear” is expected. Students will be required to replace severely damaged books at current replacement costs.

**Tutoring.** Teachers and students are frequently available to tutor students in various classes. Some teachers are available to be hired for private tutoring for other students in the school. However, faculty members shall not be hired to privately tutor any student in a class they teach.

**Weekly Refocus.** At the end of each week, the Student Government Association will routinely hold 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 notice of upcoming events, reminds students of Kenston Forest School values before the weekend, and provides a forum for messages.



## 6. Student Conduct

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

**Basic Rules of Behavior.** Rules in and out of the classroom are very important and are established to encourage positive behavior and good manners. Unacceptable behavior away from school is also considered a violation to Kenston Forest School principles. It will be considered a violation if a student performs any of the following on school property or at a school-sponsored event.

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

Specific examples relating to the prior list include the following:

- All students shall help maintain the physical appearance and well being of the school. They shall not intentionally damage school equipment. Students shall not sit or stand on desktops, tables, cabinets, radiator covers, etc.
- Students shall respect other classes and fellow students by walking quietly down the hall or sidewalk, and keeping to the right whenever possible. Students shall not intentionally block or hinder student or faculty traffic flow in halls or on sidewalks.
- Display of amorous affection between students does not have a place at school during the academic day or while students are involved as participants/attendants in school sponsored programs.
- Skateboards, scooters, roller blades, bicycles, and motorized vehicles shall not be operated/ridden on school parking lots, walkways, or in school buildings.
- Students shall not come onto school grounds, enter school buses, or attend school-sponsored functions while under the influence or in possession of any alcoholic beverage, illegal drugs, or in possession of tobacco products.
- Students shall not come onto school grounds, enter school buses, or attend school-sponsored functions while having in their possession any real or toy guns (including water guns), knives, or weapons of any kind.
- Any person who makes a verbal or written threat to or about a student, staff member, or another person associated with Kenston Forest School, while on a school bus, school property, or during a school event has committed a significant offense, and will be dealt with in a very serious manner.



- Students shall not engage in gang activity either on or off school grounds. A gang is defined as any group of two or more persons whose purpose includes commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of the school activities, and creation of an atmosphere of fear and intimidation. Students shall be subject to immediate expulsion for participating in gang activity.
- There are certain rules that may have outside legal consequences if violated (e.g., social website/text message threats, certain theft, verbal threats, drug possession, assault, etc.). All parents should be aware that if students violate these rules they could be subject to state or federal laws in addition to punishment from Kenston Forest School. Serious off-campus misconduct may result in disciplinary actions by the school.

**Dress Code (General).** All students at Kenston Forest School are expected to dress in such a manner as to exhibit good taste, personal cleanliness, and respect for their appearance and reputation. Students understand that tasteful clothes contribute to the creation of an environment conducive to academic achievement and excellence, good behavior patterns, safety and security, development of one's self esteem, development of pride in the school, and esteem for fellow students by representing them with an image commanding the respect and admiration of the community. Clothing and accessories must not contain inappropriate messages or endorsements, or images of sinister nature. Student attire not specifically addressed in the dress code may be deemed inappropriate by school administrators. In such cases, the student will be informed not to wear certain clothing again. Parents and students with questions about specific clothes are encouraged to query school administrators; such queries are welcome. Parents are expected to actively support the dress code by overseeing what their children wear to school.

### **Boys' Dress Code.**

- Boys must wear pants that are properly fitted. Dress pants, khakis, corduroys, jeans, and shorts which are cuffed or hemmed are acceptable. Sweatpants and pajamas are not permitted. All pants must be designed for a belt and a belt must be worn and secured. Shorts must be no shorter than the point halfway between the center of the knee and the fingertips when standing with shoulders relaxed and arms fully extended down the side. All pants must be worn at the natural waistline.
- Boys must wear a fold-over collared shirt or turtleneck. Sleeveless shirts are not permitted. T-shirts, undershirts and tank tops are not permitted as outer garments. Shirts shall be buttoned up except for the top button or two buttons (or buttoned completely). Boys may wear sweaters and sweatshirts of appropriate size. Hooded sweatshirts will not be worn with the hood up. Collared shirts must be worn underneath sweatshirts and sweaters. Boys will have their shirts tucked in at all times. (Exceptions: Sweatshirts and certain overshirts are not required to be tucked in. All overshirts with "tails" shall be tucked in.)



- Camouflage apparel and other clothing designed specifically for hunting is not permitted.
- Dress shoes, tennis shoes or sneakers are preferred footwear. Properly secured sandals are allowed.
- Boys' hair shall be neat, clean, and well groomed. No unnatural hair colors are allowed. Hair shall not extend lower than the bottom of the shirt collar in back and shall not touch the eyebrows in front. Hair on the side shall not extend lower than the line formed from the corner of the eye to the bottom of the ear. Gentlemen shall be clean shaven below that line.
- Hats, caps, and sunglasses shall not be worn during the standard academic day or at indoor school assemblies/sports events during or after the standard academic day.
- Boys will not wear visible body piercings. Visible tattoos are prohibited during school activities.

#### **Girls' Dress Code.**

- Girls must wear clothes that are properly fitted. Dresses, skirts, slacks, pants, Capri pants, jeans and shorts which are cuffed or hemmed are acceptable. Sweatpants and pajamas are not permitted. If an ensemble is worn such that belt loops are exposed, a belt must be worn and secured. Skirts and shorts must be no shorter than the point halfway between the center of the knee and the fingertips when standing with shoulders relaxed and arms fully extended down the side.
- Girls may wear collared or collarless blouses, knit shirts, and sweaters. Sleeveless tops are not permitted. In addition to long or short sleeves, flutter sleeves and cap sleeves are permitted. T-shirts, undershirts and tank tops are not permitted as outer garments. All blouses and shirts must be of relaxed fit with modest necklines. If a blouse or other top with buttons are worn, they shall be buttoned up except for the top button or two buttons (or buttoned completely). Girls may wear sweaters and sweatshirts of appropriate size. Hooded sweatshirts will not be worn with the hood up. Blouses and tops designed to be worn not-tucked-in are permitted; other shirts shall be tucked in. (Exceptions: Sweatshirts and certain overshirts are not required to be tucked in. All overshirts with "tails" shall be tucked in.) All blouses and shirts must fully cover one's midriff at all times.
- Camouflage apparel and other clothing designed specifically for hunting is not permitted.
- Dress shoes, tennis shoes or sneakers are preferred footwear. Properly secured sandals are allowed.



- Girls' hair shall be neat, clean, and well groomed. No unnatural hair colors are allowed.
- Hats, caps, and sunglasses shall not be worn during the standard academic day or at indoor school assemblies/sports events during or after the standard academic day.
- Ladies may wear conservative pierced or non-pierced earrings, but not more than two per ear. Other visible body piercings are prohibited. Visible tattoos are prohibited during school activities.

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

- Correct the issue "on the spot."
- With permission from the homeroom teacher, the student may obtain an appropriate replacement article of clothing from a friend, locker, vehicle, or used clothing from the school office. The student may desire to purchase an appropriate replacement article of clothing from the school store. If required, the student may "charge" the purchase for later billing.
- With permission of office staff, the student may use the office phone to request that a parent bring an appropriate replacement article to school.

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

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

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



**Attendance.** Student attendance is critical to the educational experience 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. State education policymakers mandate certain minimum teacher-to-student contact hours/days. If a student accrues more than 18 non-school-sponsored absences in a year-long course or more than 9 non-school-sponsored absences in a semester course, the student receives no credit for the class. When something extraordinary (severe illness, serious accident, etc.) causes an extended absence, the administration will review the student's case and work with the faculty and family to address the situation.

**Dual Enrollment Attendance.** When the SVCC-provided DE instructor is not available, a student in that DE class must report to school in normal fashion for homeroom. During the period(s) of the DE class with an unavailable SVCC instructor, the student reports to and remains in the library or other area designated by school faculty.

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

**Absences – Non School Sponsored.** All non-school-sponsored absences count toward the 9 absence/18 absence maximums detailed above. Non-school-sponsored absences planned in advance are granted academic reprieve provided a signed parental authorization form is presented to the office at least 3 school days prior to the absence. For these planned absences, the student is expected to pre-coordinate the absence, and get school assignments from teachers. If a signed parental authorization form is not presented at least 3 days prior to the absence, the student must present a note from a parent, detailing the absence and *requesting* an academic reprieve. In these cases, school administrators determine if academic reprieve is granted. These signed request notes must be presented to the school office not later than the 3<sup>rd</sup> day following the absence, or the absence will be denied academic reprieve, and missed classwork/assignments will receive a grade of zero.

**Absence Due to Illness.** A child who has vomited or experienced severe diarrhea in the morning should not be sent to school that day. Children should be free of fever for 24 hours (without medication) before returning to school. In cases of a contagious illness, a child should not return to school until he/she has received a physician's clearance to return. If 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, a reasonable effort will be made to contact the parents or guardian prior to medical treatment. Should this effort fail, the student will be taken to the nearest medical facility.

**Tardiness.** 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. Arriving late is better than having an accident due to driving too fast for road conditions. All students arriving late to school must report directly to the office, sign in, and receive an admission slip to homeroom or academic class. A student who arrives late due to a late bus will be given academic reprieve. Other late arrivers may *request* academic reprieve by presenting to the school within three (3) school days a note signed by a parent/guardian (or by an acceptable specialist) explaining the reason for the late arrival. Teachers shall not admit students without an admittance slip issued by the office, a note from the previous teacher, or a “pass” issued by the current teacher. School administrators have the final say in determining if the tardiness warrants academic reprieve. All tardiness that is denied academic reprieve will be recorded in the school office, entered in the student’s discipline record, and will therefore result in disciplinary action by the Headmaster.

**Reporting In - Reporting Out.** In all instances, students must sign out in the office logbook. If the student returns to school that same day, he/she must sign back in. 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 the Headmaster.

**Missed Work.** Work missed due to tardiness/absence granted academic reprieve may be accomplished for credit and appropriate grade. Work missed due to tardiness/absence that was denied academic reprieve by administrators is not eligible for credit and grading. Students must make arrangements with the appropriate teachers to accomplish work missed due to tardiness/absence granted academic reprieve. This work must be completed within a reasonable time based on the nature and length of the absence. Work must be accomplished according to teacher directions and deadlines.

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



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

**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 players on sports teams desire "warm-up" music to be played at home games, they must have their requested songs screened through their coaches and then reviewed/approved by the Operations Director. Faculty sponsors of other groups with songs prevalently featured in assemblies (e.g., senior assembly) must coordinate screening of material with the Operations Director

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

## 7. Discipline

**Disciplinary Actions.** Kenston Forest School believes in providing a safe and productive environment to promote positive learning and development. The school has developed behavior rules and regulations to foster that environment. Failure to adhere to regulations 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 Headmaster or another member of the school administration 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 suspensions from school until a conference can be held involving the offending student, his/her family, representation from the school administration, and/or one or more Board members. Expulsion from school is a possibility and an accepted penalty.

**Defacing/Destroying School Equipment/Property.** Students who deface/destroy school equipment/property should expect to clean/repair/replace the damaged item(s) as required.

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

**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. 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.

**Expulsion.** Expulsion from Kenston Forest School is a very serious matter. It results from extreme or repeated violations of Kenston Forest School rules. Recommendations for expulsion will be made by the Headmaster to the Lunenburg-Nottoway Educational Foundation Board of Directors, who makes the final determination.

## 8. Organizations & Clubs

**National Honor Society.** The object of the Kenston Forest School chapter of the National Honor Society 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. Requirements, membership selection, and responsibilities of the National Honor Society can be viewed on KavSIS.

**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. More details about the SGA including requirements for leadership positions and class officers may be found on KavSIS.

**Other School Clubs and Groups.** Membership requires a grade average of 77 or greater in the quarter that precedes the current quarter of club membership. Students must also have a supportive attitude to school programs and compliance with school policies.

- **Chorus.** Students in grades 8-12 may participate in the Kenston Forest School Chorus, called the Khorale. Students perform at various school functions such as graduation and musical programs during the year. Chorus members often travel for performances outside the school throughout the year.
- **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 ReFocus 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.
- Tri-Hi-Y. Each year, the Virginia YMCA sponsors a variety of programs to educate students on state government. Kenston Forest School students participate in the Model General Assembly (MGA) and the Model Judiciary (MJ). Through these programs, students assume the roles of state legislators as well as lawyers and witnesses to make learning come alive. Students are nominated to participate in the roles of these programs based on age, interest, and prior participation. Nominees for MGA and MJ who represent the school must be approved by the Headmaster.
- Miscellaneous Clubs. The following clubs may be offered depending on student interest and faculty sponsor availability: Library Book Club, Equestrian Club, Chess Club, French Club, Spanish Club, and Pep Club. Students desiring additional clubs should present ideas to the Headmaster.

## 9. 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 Commonwealth Conference (VCC) and post-conference state play is governed by the Virginia Independent Schools State Association (VISSA). The VCC and VISSA set standards and expectations on academics, participation, sportsmanship, and conduct. Kenston Forest School's goal is to be competitive in the conferences while abiding by all conference rules and regulations. Kenston Forest School adheres to the regulations of these governing bodies but supplements them with its own, more detailed, policies for athletes and fans to follow.

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

**Parental Consent and Physical Exam.** Each student participant must present to the school, prior to becoming a member of any athletic squad, a signed certificate attesting that he/she has parental permission to play and has been found physically fit by a licensed physician. A specific medical/consent form is required. A new medical/consent form and physical exam must be completed for each school year. One basic required form is located in the back of this handbook or the school website [www.kenston.org](http://www.kenston.org). The detailed required Virginia High School League physical form is available at the school 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 Headmaster 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 5 classes from the previous year or previous quarter and maintain a minimum overall average grade of 77 to compete. Attendance also determines eligibility to participate in individual games. For more information on eligibility for athletic programs, please refer to KavSIS.

**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
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 Tennis (Co-Ed)	8 – 12	Spring	
Varsity Golf (Co-Ed)	8 – 12	Spring	
Varsity Soccer (Co-Ed)	8 – 12	Spring	
Varsity Cheer	8 – 12	Fall/Winter	
J.V. Cheer	7 – 10	Fall/Winter	1
Middle School Cheer	6 – 8	Winter	

SPORTS FOR GENTLEMEN			
PROGRAM	ELIGIBLE GRADES	SEASON	NOTES
Varsity Football	8 – 12	Fall	
J.V. Football	7 – 10	Fall	1, 2
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 Tennis (Co-Ed)	8 – 12	Spring	
Varsity Golf (Co-Ed)	8 – 12	Spring	
Varsity Soccer (Co-Ed)	8 – 12	Spring	
<b>NOTES</b>			
1. Coaches have the option to hold 6 <sup>th</sup> 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 <sup>th</sup> grade may play J.V. football only with the approval of the Athletic Director, Head of School, and approval of the specific opposing team.			

**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.



**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 same day, simultaneous sports, as well as concurrent recreational sports may be accessed in KavSIS.

**Uniforms and Equipment.** The school provides the majority of the athlete's uniform, but personal items such as shoes, socks, practice clothes, and certain protective padding are the responsibility of the student. Additional personal items may include racquets and other required equipment. Students are responsible for any school-issued uniforms and equipment during the season and must return these washed items following the last scheduled game. Students will be billed for any damaged or lost uniforms or school-provided equipment.

**Student Athlete Transportation.** Students are responsible for getting themselves to and from practices and games held at Kenston Forest School. School transportation is not provided for these activities. It is the students' responsibility to communicate practice and game start/end times to their parents/guardians.

It is the school's intention to safely transport all student athletes to and from all contests not held at Kenston Forest School. The size of the team and the distance of travel determine the method of transportation. The school activity bus is the primary mode of conveyance, frequently supplemented by an activity van. Detailed rules concerning transportation to and from away games may be viewed on KavSIS.

**Schedules and Directions.** All sports schedules, maps, and directions to "away" games are posted on the school's website [www.kenston.org](http://www.kenston.org).

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

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



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

## 10. Conclusion

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

Kenston Forest School

## KENSTON FOREST SCHOOL 2009-2010 HANDBOOK ACKNOWLEDGEMENT

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

STUDENT NAME *(print)*

SIGNATURE

DATE

PARENT OR GUARDIAN NAME *(print)*

SIGNATURE

DATE

KFS FORM HB-1

6 AUG 2009

KENSTON FOREST SCHOOL

## KENSTON FOREST SCHOOL 2009-2010 STATEMENT OF HONORABLE INTENT

**STUDENT SECTION:**

My signature is my pledge that I have read the statements defining the Honor Code as part of the life at Kenston Forest School. I fully understand the stipulations of the Honor System and that I will be required to work within the bounds of the Honor Code.

STUDENT NAME *(print)*

SIGNATURE

DATE

**PARENT SECTION:**

I understand the stipulations of the Kenston Forest School Honor System and the Honor Code, which my child is required to obey.

PARENT OR GUARDIAN NAME *(print)*

SIGNATURE

DATE

KFS FORM HB-2

6 AUG 2009

KENSTON FOREST SCHOOL



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

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

**STUDENT INFORMATION**

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

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

**REQUIRED FOR STUDENTS WHO RIDE AN AFTERNOON SCHOOL BUS**

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

**PARENT/GUARDIAN PERMISSION – SCHOOL SPONSORED TRIPS**

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

PARENT OR GUARDIAN NAME ( <i>print</i> )	SIGNATURE	DATE
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**PARENT/GUARDIAN PERMISSION – URGENT MEDICAL CARE**

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

PARENT OR GUARDIAN NAME ( <i>print</i> )	SIGNATURE	DATE
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