

The Kingswood School



2016-2017

Student/Parent Handbook

Rod Dupree, Principal
Marianne Nicholson, Assistant Principal

1001 Reynolda Rd.
Winston-Salem, NC 27104

General.....	4
Schedule	
Check-In	
Breakfast/Lunch	
Late Check-In	
Tardies/Skipping	
Leaving Campus	
General Cont.....	5
Absences	
Hall Passes	
Money	
School Supplies	
Electronic Devices	
Medicine	
General Cont.....	6
Accident Reports	
Lost and Found	
Gang Activity	
Dress Code	
Academic Progress.....	7
Credit Policy	
Course Selection	
Progress Reports	
Grading Scale	
Transportation.....	8
Buses	
Visitors	
Search and Seizure	
Laws, Rules and Regulations.....	8-9
Sexual Harassment	
Fighting	
Alcohol and Drug Abuse	
Bullying	
Safety.....	9
Fire and Tornado Drills	
Lockdown Procedures	

Student/Schoolwide Behavior Expectations....
Appendix (PBIS/SWAG)

Welcome to The Kingswood School

2016-2017 SCHOOL YEAR

The policies and procedures contained in this handbook are designed to help our school run smoothly so that the students will have a successful experience at The Kingswood School. This information has been carefully prepared so that it will help the student adjust to the school and to become an integral part of it. The staff is eager to help students succeed in reaching their goals. In turn, the student will need to do his/her best each day to help insure his/her own success. These policies and procedures are part of the Winston Salem/Forsyth County Schools policies.

Mission

Our mission as an alternative school is to work together to implement an educational program with application of appropriate educational and therapeutic support services that aggressively explores the concepts of alternative learning: Traditional approaches to teaching and learning have not worked for our students, so we approach things differently in an environment of professional collaboration and in partnership with students, their families, and significant support systems in the life of each student.

Vision

Each student assigned to the Kingswood school will experience caring relationships with all Kingswood staff, engagement in rigorous curriculum designed to teach students to be proficient problem solvers and learners. Instruction and support services are provided in a highly structured environment designed to minimize distractions and risk factors for the purpose of enhancing and improving each student's abilities and each student's identity as a successful learner and a productive member of society.

Kingswood's Belief Statement

The students and staff at the Kingswood School believe in the equality of all people. We believe that we each are responsible for our own actions and the quality of our work. We believe in respecting each other's property, ideas and opinions. We believe in promoting appropriate social interaction among ourselves and in being conscious of how we present ourselves to others. We believe our staff will provide knowledge of the curriculum, our students will provide the willingness to learn, and success will prevail for our students and staff at Kingswood.

General School Information

School Phone Number: 336-703-4128
School Fax Number: 336-631-1096

1001 Reynolda Road
Winston Salem, NC 27104

School Colors: Green and White

Principal: Rod Dupree
Assistant Principal: Marianne Nicholson

SCHEDULE

Student school day is from 7:30 am to 1:55 pm. All students will be given a copy of their schedule.

CHECK IN/BREAKFAST

Every student should advance to the Kingswood building upon arriving on campus. All students are to enter the Kingswood building through the door above the chapel. Student and their possessions will be identified and attendance will be taken at the time of check-in. Students will proceed to the cafeteria for breakfast and remain there until a teacher directs them to their first period class.

FOOD -- BREAKFAST AND LUNCH

Students may get an application for free or reduced-price breakfast/lunch in the main office. Students who were on free or reduced breakfast/lunch last year can remain on that status the first 20 days of school. After this point, if another lunch application has not been completed and returned to child nutrition, the student is responsible for the full price of each meal.

Students are not to cut in line in the cafeteria and are to return trash to its proper place. Lunch may not be taken from the cafeteria.

LATE CHECK-IN

Any student who arrives on campus after 7:25 am should report to the front office for check-in and sign-in procedures. Students will then be given a note for classroom entry,

Students should not be on campus before 7:00AM or after 2:30PM.

TARDIES TO CLASS AND SKIPPING CLASS

Expectations of students: Attend all classes and be on time. Tardies and absences from class will affect the student's Participation Grade.

Since tardies and skipping are disruptive to the school's positive learning environment, there will be consequences for skipping class or having unexcused tardies. Classroom teachers will deal with the first three (3) unexcused tardies each quarter. On the fourth tardy, the teacher will write an office referral. Ten (10) unexcused tardies equals one (1) absence.

LEAVING CAMPUS

Once a student is on a school bus, he/she is considered being on school property. Regardless of how the student gets to school, once he/she is on school grounds, he/she may leave only after following proper procedures. Students need to be aware that if they take another student under 16 years of age off campus without proper office authorization, they are subject to prosecution for contributing to the delinquency of a minor.

Check-out Procedures:

Students will sometimes have a legitimate need to leave school during the instructional day. The parent/guardian must sign the sign-out log in the office prior to the student leaving campus. Students are not allowed to sign themselves out.

ABSENCES

Each student is expected to attend school every day. When the student is absent, a parent/guardian should contact the school on the morning of the absence and send a note to the school within three (3) days of a student's returning to school. That note should tell the date(s) and reason for the absence plus have the parent/guardian's signature. Continued unexcused absences will be considered as grounds for a parent and/or administrative conference. Students receive a "0" for missed classes unless work is made up.

Students must be present until 10:45 a.m. to be considered present for the day. Students who check-in after 10:45 a.m. will be counted absent for that school day.

HALL PASSES

Students are required to obtain a hall pass from the teacher each time they leave a class during the scheduled class time. Hall passes must be properly filled out to be valid and must be shown to school personnel upon request. Hall passes must state all of the areas a student has permission to attend.

MONEY

Students at The Kingswood School should **not** bring money to school other than what is needed for breakfast or lunch.

SCHOOL SUPPLIES

Students are responsible for furnishing their own school supplies (pencils and paper).

ELECTRONIC DEVICES

Cell Phones and any other electronic devices are not allowed at school. Students in possession of any electronic device must turn it over to administration immediately upon arrival at school. The device will be locked in the school safe. Students who refuse to comply with the electronic device guideline will face disciplinary action and their device will be locked in the school safe according to the policy to follow. The Kingswood School will not be responsible for the above items if stolen. Students and parents will sign a cell phone/electronic device contract that states consequences for not adhering to the policy:

1st Offense: Administrator/teacher takes phone; phone is kept in safe and returned to student at the end of the school day

2nd Offense: Administrator/teacher takes phone; phone is kept in safe for 5 days and returned to student at the end of school on the 5th day

3rd Offense: Administrator/teacher takes phone; phone is kept in safe for 5 days. Parent may pick up phone after 5 days.

*Refusal to give up phone will result in a 1 day suspension from school.

If the policy continues to be broken a parent conference will be scheduled immediately to discuss other actions concerning the policy and repeated offenses.

MEDICINES

If medicine must be taken during the school day, it must be in the properly labeled original bottle. All medicine should be taken to the office immediately, locked in a cabinet, and dispensed according to the doctor's written directions. A written doctor and parental authorization form must be completed and filed in the main office before any school personnel can administer any medication. No medicine,

prescription or nonprescription, will be given to any student unless this form is properly signed by the doctor and parent. Forms are in the main office.

ACCIDENT REPORTS

In case of an accident on campus, be sure to report it immediately to the office so that an accident report can be completed.

LOST AND FOUND

Lost and found items will be stored in a closet in the main office. Articles of clothing should not be left in the main office or guidance. The Kingswood School is not to be used as a storage facility for personal items.

GANG ACTIVITY

Gang activity will **NOT** be tolerated at The Kingswood School. Gang activity includes, but is not limited to:

- Symbols
- Signs
- Drawings
- Dress/clothing with gang symbols (including gang symbols on belts)
- Shoes not laced up properly
- Discussion of gangs or gang activity
- Body language or gestures of gangs

Students will be given a warning for the first Gang Activity offense and recorded in the Gang Book for reference. Thereafter, students will be disciplined according to school board policy.

DRESS CODE

The Winston Salem/Forsyth County Schools have adopted a system-wide dress code. Students at The Kingswood School are expected to adhere to this code. Parents are asked to familiarize themselves with the dress code as well. **Students who come to school and are inappropriately dressed the first time will have to call a parent and have appropriate clothing brought to them.** Additional violations of the Dress Code will result in administrative action.

The following dress or appearance is prohibited. (*Policy 5131, Article IV*)

- a. Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent
- b. Halter or bare midriff tops, or bare midriffs
- c. Spaghetti straps or tank tops (**straps must be the width of a credit card**)
- d. Strapless shirts, off one shoulder or tube tops
- e. Bare feet
- f. Short shorts or skirts with or without leggings (**shorts and skirts must be at least mid-thigh reach**)
- g. Pants, slacks or jeans that sag below the waist (must be worn at natural waistline)
- h. Hats, caps, bandannas, sweat bands or any head gear
- i. Underpants or bras showing or worn as outerwear
- j. Provocative, revealing attire that exposes cleavage
- k. Any symbols, styles or attire frequently associated with gangs, intimidation, and violence
- l Long/Oversized T-shirts (must be tucked-in)

**** Administration will ultimately determine appropriateness of clothing****

ACADEMIC PROGRESS

CREDIT POLICY

In each class at least 25% of the quarter grade will be based on participation, which includes coming to class, being on time to class, and working on class assignments during the entire class period. The remainder of the grade should be based on performance, which includes labs, tests, quizzes, projects, and assignments. Regardless of the **Participation Grade**, the student must have a minimum 'D' average on the performance portion of the grade in order to pass each nine weeks. Upon completion of course requirements, all students will take semester exams that will count 25% of the final grade.

COURSE SELECTION

The guidance counselor will make course selections for all students based on previous course and credits obtained from the previous school. However, course selections may not be the same as the last school attended due to the limited courses offered at Kingswood. Every effort will be made to give each student courses that are needed to move to the next grade level.

PROGRESS REPORTS

Student progress reports will be provided on line via the internet or other electronic means. Student progress reports will be updated in Power Parent. Midpoint of each nine weeks, teachers will complete an interim progress report on each student.

Computerized reports cards are issued each nine weeks. They will list the completed courses with final grades as well as quarter grades on courses in which the student is currently enrolled. The report card grade is a combination of daily class grades, quizzes, test scores, assigned reports/projects, and participation. Final grades will be A, B, C, D, or F.

The student and/or his/her parents are encouraged to discuss academic progress with the teachers.

REPORT CARD DISTRIBUTION DATES

1st Quarter **Wednesday, November 10**
2nd Quarter **Wednesday, February 1**
3rd Quarter **Wednesday, April 19**
4th Quarter **Wednesday, June 21**

GRADING SCALE FOR 2016/2017

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 AND BELOW

TRANSPORTATION

BUSES

Students have the privilege of utilizing the transportation services of this school district. A student who fails to maintain appropriate conduct while on the bus, waiting for the bus, or walking to/from the bus stop may be suspended from riding the bus or may be subjected to other necessary action. No food or drink may be consumed on the bus. Contact the main office for information concerning the bus schedules.

VISITORS

ALL VISITORS MUST REPORT TO THE MAIN ENTRANCE FIRST AND HAVE A VISITOR'S TAG if they leave the office area and go into any other part of the building.

Visitors are not allowed on campus unless they have a specific appointment with staff members and are authorized by the office. Visitors who are not authorized and are loitering may face a misdemeanor charge of trespassing. Visitors are not allowed in a teacher's classroom unless the teacher has planned and notified the office that a visitor is waiting in the office area.

SEARCH AND SEIZURE

If an administrator has reasonable suspicion that a student is in possession of contraband, the student shall submit to a search of personal belongings. If the student refuses, the administrator may call the appropriate law enforcement agency and/or the student's parents. In addition, the student may be suspended from school for refusing to comply with a lawful directive.

LAWS, RULES, REGULATIONS, AND SWAG (Positive Behavior Intervention Support)

An orderly school is important to academic achievement. Disruptive behavior involves actions that interfere with the learning environment and/or the teacher's rules and expectations. Students engaging in disruptive behavior are subject to disciplinary actions.

The acts of theft, vandalism (includes writing on the wall, desk, etc.), damage to property, assault, possession of weapons, and harassment (verbal or physical) are violations of the law. Students participating in such types of behavior are subject to suspension or other disciplinary actions and referral to appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities.

SWAG (Positive Behavior Intervention & Support) is implemented at Kingswood. PBIS is an educational approach to student behavior. It is a program that assists the school in developing, implementing, and maintaining systems that create a positive and effective learning environment for all students while maximizing school safety.

SEXUAL HARASSMENT

Students have a right to be free from sexual harassment at school or while attending school activities. Please report any allegations to a school administrator. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other non-consensual and/or offensive verbal or physical contact of a sexual nature between students or between students and employees.

Physical sexual harassment includes touching, fondling, and/or grabbing a student in a sexual way without that student's consent or when the student finds such behavior offensive.

Verbal sexual harassment includes teasing, joking, and/or making lewd remarks of a sexual nature to a student without that student's consent or when that student finds such behavior offensive. Law Enforcement will be contacted in any instance of sexual misconduct.

FIGHTING

Violent behavior will not be tolerated. Students fighting on school property or at school-related activities will be subject to out-of-school suspension and/or charges by Law Enforcement.

ALCOHOL AND DRUG ABUSE

Students who possess, use, give away, sell, attempt to sell, or distribute drug paraphernalia, narcotic/prohibited substances, alcoholic beverages, controlled drugs (other than a drug medically prescribed for a specific student), or intoxicants of any kind while on school grounds or at any school activity, function, or event shall be suspended from school and may be recommended to the Board of Education for expulsion. Law Enforcement will be contacted in any instance of drugs or alcohol.

BULLYING

Winston Salem/Forsyth County Schools is dedicated to providing a safe environment conducive to student learning. Any offenses of bullying will be reported to Law Enforcement and investigated by administrators and Law Enforcement.

SAFETY

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held on a regular basis. (Fire drills are held monthly.) The signal is a continuous sound of the alarm. All students and staff members are expected to move quickly to the nearest exit anytime the alarm sounds. Three short rings will be the signal that everyone may return to the building. Roll will be taken by student's classroom teacher.

LOCKDOWN PROCEDURES

A *lockdown* is an emergency procedure that can be announced at any time and is used in response to a potential danger to students and staff. It is aimed at temporarily securing the school building until a potentially threatening situation can be resolved. Since emergencies are regarded as fluid situations that are in a state of constant change. Circumstances may dictate modifying procedures or moving from one approach to another. Responding in a calm manner, making thoughtful decisions, and taking responsible actions can reassure others and may help to prevent further panic, injury and even save lives.

Examples of situations that might necessitate a *lockdown* include an armed intruder, hostage situation, suspicious person on campus, fight, escaped prisoner in the area, or a bank robbery near the school. (Information about responding to disasters with widespread impact is contained in a separate document contained in this manual.) The principal/designee should determine, based upon available information, how to respond.