

Kenwood Middle School

2008-2009
Student Handbook

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Property of: _____

Address: _____

Period	Subject	Time	Teacher
1			
2			
3			
4			
5			
6			
Advisory			
Lunch			

Mission Statement

The mission of Kenwood Middle School is to provide a positive, safe learning environment where students are prepared for future growth.

Vision Statement

Our collective vision is to empower students with academic skills to build courage, character, and confidence while providing a safe, positive, learning environment.

Beliefs

1. A positive, safe learning environment fosters increased levels of achievement.
2. Appreciation of diversity enhances knowledge, cooperation and respect.
3. Responsibility for discipline and learning must be shared by the total school community.
4. All students should be given the opportunity to learn.
5. Exposure to current technology promotes transition into future learning.
6. Parent-teacher-administration communication and cooperation is necessary for student progress and for decisions made regarding the students' best interests.
7. Varied assessment tools give a more complete view of the total student and help ensure that decisions made are the best for each individual student.
8. Varied instructional strategies aid in reaching students with different learning styles.

Knights' Code

- I will respect myself and others at all times.
- I will be responsible for my actions and my learning.
- I will have the courage to do what is right.
- I will represent Kenwood Middle School with loyalty and pride.
- I will work to gain trust of others with integrity and honesty.

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General Information

STUDENT RIGHTS AND RESPONSIBILITIES

Each student will receive a copy of the Student Rights and Responsibilities. This policy covers many areas of student behavior which will lead to disciplinary action, suspension, or expulsion. It is the responsibility of each student to know and understand this policy. Parents are to acknowledge the receipt of this information by signing and returning the bottom half of the cover letter. Return this acknowledgment to your advisor.

ATTENDANCE

Students in middle school must attend each class 85% of the days school is in session (students may miss no more than 27 days in any class). School sponsored events do not constitute absences for this purpose. Absences due to extenuating circumstances will be reviewed at the end of the year for appropriate action. Parents should retain documentation from doctors if a review becomes necessary. Parents will be notified after five absences and after ten absences, even if the school has been notified. This will allow parents to keep up with total absences. Notes for absences must be turned in to the front office/secretary. **ANY STUDENT ABSENT FROM ANY CLASS FOR MORE THAN 15 MINUTES IS COUNTED ABSENT FOR THAT CLASS PERIOD, TO INCLUDE EARLY DISMISSAL.** This could be a factor in calculating attendance as it relates to promotion and retention.

MAKE-UP WORK

Students are sometimes absent for various reasons. It is the student's responsibility to see the teacher about make-up work. The following guidelines have been set up to assist students, parents, and teachers in the event a child misses class work:

1. The child may want to call a friend to get assignments missed.
2. A student must wait until he/she returns to school to get make-up work. The student then has one day for each day missed to turn in work.
3. Only after the student has been absent **THREE** consecutive days can work be requested by a parent. The school should be given 24 hours notice to prepare the assignments.

*NOTE: Students who are suspended are not given make-up work EXCEPT for nine-weeks tests or unit tests.

ARRIVAL AND LATE TO SCHOOL POLICY

Parents and Students should be aware that the school cannot provide early morning supervision for students. **NO STUDENT** is to enter the building before 7:00 a.m. without administrative approval. This is for your child's safety.

At the time of the 7:10 bell, all students will proceed directly to their 1st period class. 7:10 – 7:25 is the time designated for students to eat breakfast. Students should check in with their 1st period teacher before proceeding to breakfast.

Because we have daily announcements at the beginning of the school day, it is very important for students to be at school and in their first class on time. Students arriving late to school for any reason other than doctor's appointments or late buses will be given a tardy note to class and are subject to the discipline policy.

BICYCLES, SKATEBOARDS AND SCOOTERS

Students may ride bicycles to school. Bicycles are to be secured to the bike rack. ALL KMS STUDENTS who ride bicycles must wear a bicycle helmet. Failing to wear a helmet could result in a Juvenile Citation. NO SKATEBOARDS OR SCOOTERS OR ROLLERBLADES - they cannot be secured on the bike rack and are not allowed on school grounds.

BUS CONDUCT

1. All rules that apply to school behavior apply to bus behavior as well.
2. Students should be at designated stops at the scheduled time.
3. Students should obey the bus driver at all times.
4. Students should conduct themselves in such a manner that will not disturb the driver or other persons on the bus.
5. Students should not tamper with any of the safety devices on the bus such as door latches and fire extinguishers.
6. Students should keep all body parts within the school bus at all times.
7. Students should help keep the bus clean at all times by keeping all debris off the floor.
8. Students should maintain a quiet speaking voice and should refrain from yelling at all times.
9. Students should keep the aisles clear at all times.
10. Students should remain seated at all times the bus is in motion.
11. No large band instruments or large projects will be allowed.
12. Students shall get off at the regular stop unless they have a note signed by the principal to do otherwise.
13. Individual drivers will go over bus rules with all students they transport.

*Please make reference to the Student's Rights and Responsibilities manual for violation of bus policies.

Students must understand the importance of bus safety not only for themselves but for others as well. Violations of these bus rules will not be tolerated.

Students may be subject to regular school punishment for inappropriate bus behavior. For the safety of students and to help maintain discipline on buses, video cameras have been installed in buses and will record what happens on the bus while students are riding.

The school is not responsible for establishing bus routes or assigning drivers. Any questions concerning these matters should be directed to the Director of Transportation.

Students may be assigned to only one bus. They MAY NOT ride one bus in the morning and another bus in the afternoon. Students are not to ride buses home with other students. If you must ride another bus for more than one day, due to emergencies, please call the Transportation Department at 358-4089 to receive permission.

ANNOUNCEMENTS

Announcements are given the first thing each morning. Additional announcements are provided at the end of the school day. It is very important that you are quiet and attentive during announcements. Bus changes or replacements will be made at this time. Students will be held responsible for information provided during announcements. Please don't miss a deadline or activity because of not paying attention.

STUDENT DRESS CODE

The mission of our school is to provide the safest and best education atmosphere for the youth we serve.

In order to accomplish this mission the following dress code applies to our students during school and at all school functions and activities.

The details of the dress code are listed in "Student Rights and Responsibilities." Parents are reminded that they will be called when a student is not in compliance with the dress code. The second offense will be a referral for discipline. Parents will have to arrange to get appropriate clothing to the school for the student or have the student picked up from school. The student would be allowed to return upon meeting dress code requirements.

1. Coats or heavy jackets can not be worn to class. We would suggest sweaters, hoodies or windbreaker type jackets instead.
2. Clothing and/or accessories bearing patches, drawings, or sayings (stated or implied) that refer to drugs, tobacco, alcohol, weapons, obscenities, violence, gangs or sex (stated or implied) will not be permitted. clothing with sexually suggestive slogans such as "hot stuff", "sexy", "baby boy" or anything with the word "booty" or similar sayings. In particular, printed slogans that are emblazoned over the buttocks are not appropriate for school. Hooters or Playboy bunny shirts or other similar type shirts that objectify women are also inappropriate as school wear.
3. Pants will be worn over the hips at all times. No undergarments should be visible. Sagging is not allowed.
4. Shorts, skorts, skirts and dresses must measure 3 1/2 inches from the top of the knee cap. If leggings are to be worn under skirts, the skirts must be proper length. Shirts should not show stomach or back skin when the student moves. In addition, necklines should not show cleavage. If a strapped shirt is to be worn, it must be covered. No undergarments are to be worn as outer shirts. "Mainstreet", "hilltop", "brickcity", "southside" are just a few of the non-school affiliated titles we have seen worn by students in this area. These names sometimes change as they are recognized by adults as gang associated titles. To be safe, before you spend money on clothing and allow a name to be airbrushed, screen-printed, etc. you may want to make sure you are not identifying your child with a recognized gang.
5. Safe and appropriate footwear is required at all times. Flip flops are allowed but use discretion when participating in outdoor activities. Tennis shoes are required for PE. Shoe laces must be worn in shoes and laces should be the same in both shoes. Houseshoes or slippers are inappropriate for school.
6. Any unnatural hair coloring and/or styles that are deemed disruptive are not to be worn.
7. Clothing and/or accessories that are deemed disruptive and/or are a potential health or safety hazard (i.e. safety pins, chains, etc.), because of their nature or the manner in which they are worn, are not permitted.
8. Headwear may not be worn during the school day inside or outside the building. This includes headbands/sweatbands unless being worn to hold hair back from the students' face.
9. The school principal has the authority to modify any of the above rules based upon building conditions or activities.

GUIDANCE DEPARTMENT

School counselors promote educational success by enhancing the development of academic skills, interpersonal skills, and self-understanding. School counseling services also educate students in decision-making, problem solving, goal setting, self-esteem, and educational and occupational opportunities. Both student and parents should feel free to consult with counselors about classroom concerns, plans and decisions or personal concerns. Counselors will provide individual and group counseling as needed.

PHONE USE

School phones are for emergency use only. **Students reporting to the office to use the phone must have a pass from their teachers and that pass must be presented to the secretaries before using the phone.** Students will need to sign in on the Student Phone Log. Also, students will not be called out of class to receive phone calls. Cell phones must be kept turned off and inside the student's locker.

BOOKSTORE

The bookstore will be open from 7:10 – 7:25 daily. All school supplies can be purchased during this time. Other school spirit items, such as T-shirts, will be sold.

SCHOOL BREAKFAST/LUNCH ACCOUNT PROCEDURES

The cost for breakfast this year will be \$1.15 per day. School lunch will cost \$2.25 per day. Each student will have an account (6 digit ID number) with the cafeteria and will be able to deposit money into that account. Parents are encouraged to send money to be deposited either weekly or monthly. Students are not to misuse lunch accounts or they may be punished under provisions in the Student Rights and Responsibilities Policy.

CAFETERIA BEHAVIOR

Students will:

1. Remain at their assigned table unless returning tray/trash to proper area.
2. Eat only in the cafeteria and refrain from taking any food or drink from the cafeteria area.
3. Use a low conversational tone when speaking with persons at their table and will refrain from speaking to others at any other table.
4. Remain seated until dismissed by a cafeteria monitor.
5. Raise their hands when needing a teacher or administrator and remain seated until recognized.
6. Remain in the cafeteria unless they receive permission from a monitor/teacher to leave.
7. Be responsible for clean up of the table and surrounding area - this includes washing the table and picking up any trash from the floor.
8. Food is not to be bought for others or exchanged.
9. Outside food (fast food) can be brought in and eaten with a parent/guardian in a conference room.

VISITORS

Parents are always welcome at Kenwood. However, all parents and other visitors **MUST** report to the office upon entering and must obtain a VISITORS PASS. Parents and visitors should also sign in when arriving and sign out when leaving the building. We feel these precautions are necessary for the protection of our students. **Students CAN NOT bring friends or relatives to school to go to classes with them.** This causes a disruption to the class. Any of the administrators will be happy to meet with parents whenever they have a concern. It is always wise to phone for an appointment ahead of time to insure a prompt meeting time and staff availability.

LOCKERS

Each student will be assigned a locker for personal use. Students should not give out their locker combination or share their locker with anyone. Lockers are school property and subject to search without notice. Students are responsible for the cleanliness and care for their locker as well as the contents. Bookbags will be stored in lockers, but books must be removed from the bag. Bookbag straps are **NOT** to hang from the closed lockers. Under no circumstances are lockers to be jammed for easy opening. This destroys the locker doors.

VALUABLES

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school. Students are cautioned to leave money/valuable items in their locker. Students are not allowed to bring radios, CD's, MP3 players, I-pods, PSPs and gameboys, cameras, Nintendo/video games, skate boards, baseball cards, playing cards, game cards, trading cards or any other type of toys to school. This will ensure students being responsible for their own items and reduce the number of missing items. Confiscated items will be secured in the front office to be picked up by a parent.

TEXTBOOKS

Textbooks are issued by the teacher. Students are responsible for their textbook until returned at the end of the current school year. All books are recorded by number by the teacher according to the condition of the book. Lost or damaged books must be paid for before another textbook may be issued or before school records may be transferred to another school. This includes library books and fines for overdue library books.

GRADES

Report cards will be distributed the week following the end of the nine weeks. Students' progress reports will be provided to all students twice during the nine weeks. Parents may monitor their child's grades by logging on to K-12 planet. Sign up for a login ID and password through the Guidance Office.

The grading scale for the Clarksville-Montgomery County School System is as follows:

A = 100 - 93	Outstanding Achievement
B = 92 - 85	Above Average
C = 84 - 75	Average Achievement
D = 74 - 70	Below Average
F = 69 - 0	Unacceptable Achievement

The tentative dates for report cards and progress reports to go home will be published in the CMCSS parent calendar.

GPA (Greater Potential for Achievement)

This is a system wide program developed to help all students become more organized and focused in their classes. Every student in each grade will participate in this program in order to have more consistency in the Clarksville-Montgomery County Schools.

HONOR ROLL/REWARDS

Students making no grade lower than a "B" will be placed on the honor roll for that nine weeks. Any student who is on the honor roll the first three nine weeks will be invited to the Jr. Civitan Annual Honors Banquet in May.

PROMOTION/RETENTION

A student will be considered for promotion to the next grade upon successful completion of five (5) of the six (6) subjects listed below:

- Language Arts
- Math
- Reading
- Related Arts/P.E. (or Band)
- Science
- Social Studies

If summer school is made available by the school board, the following stipulations will apply:

Students failing two (2) subjects as listed above must complete one subject successfully in summer school in order to be considered for promotion. Students failing three (3) subjects as listed above must complete two subjects successfully in summer school in order to be considered for promotion. Students failing the same course two years consecutively must take that course in summer school for credit in order to be promoted. Students under a second expulsion are not allowed to attend summer school without written permission from the Director of Schools.

CARE OF THE SCHOOL BUILDING

Our school is a beautiful building. It is very important to keep it clean and neat. All students are responsible for helping keep the building clean. Therefore, students who are caught purposely marking up the floor or marking on walls, desks or any other part of the school, may be disciplined for vandalism.

CANDY/GUM

Students may not bring candy/gum to school. Failure to comply will result in disciplinary action. Gum causes extensive damage to the school and violators will be disciplined.

DETENTION

One measure used in regard to student behavior is the use of detention periods. This is used by some classroom teachers. Morning, afternoon or lunch detention may be assigned. The teachers will be sending home copies of their classroom discipline policies.

The administration at Kenwood also uses detention for certain offenses. Students may be assigned either morning/afternoon detention or Saturday School. Students will be given a form at least 24 hours in advance of the detention to have signed by the parent or guardian.

Failure by the student to return the form may result in further disciplinary action to be taken. Students will be required to bring pencils and paper, and appropriate academic material will be given to the students. Parents are responsible for getting the student to detention (morning) or picking the student up (afternoon).

CLINIC

Students needing to see the nurse during the school day must have a clinic referral from their teacher. If a student is too ill to stay at school, the nurse will notify the parent for pick up.

Prescription medication must be in the original container, accompanied by the CMCSS Authorization for Medications form, signed by a doctor and a parent. Over-the-counter medication must also be accompanied by a CMCSS Authorization for Medications for, signed by a parent. Upon arrival at school the student will bring any medication to the office and given to the nurse. **Students may not keep medication with them during the school day.** Students may not take home any medication stored at school. Parents must pick up any unused medication. This is in accordance with system policy. Violation of this could result in expulsion.

LIBRARY

The KMS Library/Media Center is open daily from 7:10 a.m. to 2:15 p.m. All students are encouraged to check out books for class and for pleasure reading. Each book is checked out for 4 weeks at a time. The due date is stamped in the back of the book. If the book is returned late, there is a 5-cents per day overdue fine. If the book is lost or destroyed, it must be paid for. Students will not be allowed to check out another book as long as they have outstanding overdue books and/or fines or lost book charges. If the matter is not cleared up before transferring or the end of school, report cards will be held.

LOST AND FOUND

Students who find lost articles are asked to take them to the front office during the school day. Students are expected to check frequently in the office for lost items. These items are given to charitable organizations every nine weeks.

CONVOCATIONS

A few times a year, KMS will provide all-school assemblies/convocations for our students. Convocations can serve a variety of purposes and require a variety of behavioral expectations. Some will be "fun" assemblies where cheering, skits and celebration are expected. Some will be of a more serious nature where utmost respect is important.

Students will sit by grade level in an assigned area of the gym. Staff members will sit among the students and will be available for help. Any staff member also may correct any student who becomes disruptive. These students will be removed from the convocation.

DANCES

Four dances or socials are planned each year for students currently attending KMS. School clothes are the norm and dress code is expected to be followed for these dances. All parents are invited to attend.

Students should be aware that they must be at school and counted present the day of the function in order to attend the function. Students who are in ISS, suspended, or expelled may attend neither any Kenwood function nor any function at any other school in the school system during the time the punishment is being served. Students attending Kenwood functions are expected to be picked up promptly after the function (within 15 minutes of the ending time). Students who do not comply with this will be excluded from future events.

SELLING OF ITEMS

No items are to be brought to school to be sold unless they are items being sold by this school in a fund raising activity. No candy, gum, baseball cards or any other items may be sold for personal profit.

DISMISSAL/PARENT PICK-UP

Early dismissal for students must be before 2:00pm. Parent pick-up is located at the front of the building. Parking must be in a marked space, not along the curb.

ACCOUNTING AND FEE PAYMENT

When paying fees or services by check, the student's name should appear on the check along with a parent's phone number. All payments must be in cash, by money order, or by cashier's check after ??????.

FIRE DRILLS/TORNADO DRILLS/EARTHQUAKE DRILLS

Students are expected to remain quiet and follow teacher directions. Drills are required by state law and are considered serious. These drills are conducted to provide the best possible planning and safety for all students.

DELIVERIES

Students are not to have items delivered to them at school. All floral deliveries (flowers, balloons, etc.) must be made to your home address. These objects may NOT be transported on school buses.