

# Kensington Woods SCHOOLS

## *Quick Reference Policy and Information Sheet, 2015-2016*

### Information:

**Telephone:** 517-545-0828                      **Office Hours:** 7:30 am – 4pm Mon. – Fri.  
**Fax:** 517-545-7588                              **Class Hours:** 8:15 am – 3:40 pm (Mon. – Thurs.)  
**Web:** www.kwoods.org                              8:15 am – 12:00 pm (Friday)

### **Lunch:** 11:55-12:25 (Monday – Thursday)

Juniors and Seniors have provisional open campus privilege at lunch. 6<sup>th</sup>-10<sup>th</sup> grade students have closed campus lunch all year.

Students may bring their own lunch. Refrigerators and microwave ovens are available for students through the School Store. The School Store also sells pizza for \$1 a slice on Wednesdays. The Parent Group sells 6” subs for \$2 on Monday and hot dog and chili dogs for \$1 on Thursday.

### **Drop Off, Pick-Up and Supervision:**

You may drop off and pick up your student at the South entrance (visitor parking lot). We ask that you please pick up your student by 4pm in the South parking lot unless they have made prearrangements to stay after school with a teacher or organized club. We can only assure student supervision inside the building between 7:30am and 4pm. Before 7:30 or after 4pm, students must make prearrangements to stay after with a teacher. Students must leave the building at 4pm if they have not made prearrangements to stay after with a teacher.

### **Parking:**

Students must use the far South parking lot for parking. Visitors may use the front South parking lot.

### **Parent/Staff Meeting Time:**

Staff telephone and email directories can be found on our website, www.kwoods.org. Feel free to communicate with staff through voicemail or email at any time or set up a meeting at a mutually agreeable time. We also conduct Parent/Teacher Friday afternoons after each marking period as well as a Parent/Teacher night in October (see school calendar for specific dates).

### **Policy:**

Please see the student handbook for more detailed policy. The following is a brief summary of some of the policy that parents reference most often. This list is neither a complete explanation of any one policy nor a complete list of school policy.

### **Semester Attendance Policy:**

To provide maximum opportunity for learning, a student should not be absent. Regular attendance is one of the most important factors affecting student achievement. Results of study after study demonstrate that students who attend school regularly do better than those who are frequently absent. Good attendance increases student achievement.

### **If a student is absent, a phone call to the school office from a parent/guardian excusing the absence is required within 24 hours from the day of absence.**

Accumulating 10 or more hours of absences (excused as well as unexcused) in any one class will result in the loss of credit in that class. Students may make up an excused absence within 2 weeks of the absence by

staying after school on an hour for hour make-up basis. Missing more than 15 minutes of a class without a parent excuse is considered an absence.

### **Dress Code:**

Examples of clothing not considered appropriate for school include:

1. Hats, hoods or headwear
2. Clothing that exposes the stomach or back (no bare midriff)
3. Revealing tops with low necklines (modest necklines are required).
4. Tube tops, halter tops, tops with spaghetti straps, tank tops
5. Clothing that reveals underwear
6. Shorts and skirts must extend past the fingertips when standing straight even if tights are worn
7. Leggings, jeggings and spandex pants must be worn with shorts, skirts, dresses or shirts that extend past the fingertips when standing straight
8. Pajamas and/or slippers
9. Torn or shredded clothing is not acceptable above the fingertip length
10. Clothing with slogans or images related to illegal substances, alcohol and tobacco.
11. Clothing that displays words, pictures or symbols that are derogatory, racist, violent, obscene, vulgar or otherwise offensive or distracting.
  - Hats are not allowed on campus and will be confiscated if seen.
  - Any student who comes to school in violation of the dress code will be sent home to change clothing if they cannot correct the dress code violation.

### **Cell Phones:**

Use of cell phones is forbidden inside the school building during class time and in restrooms at all times. Students must have their cell phones turned off during class time. Cell phone use is only permitted during break time or with express permission by the staff during class time. If cell phones are visible or heard during class time without permission they will be confiscated and held until a parent comes in to retrieve the phone.

### **Academic Probation:**

Any student receiving two failing grades on their report cards at the marking period or the semester will be placed on academic probation and must meet with a team of faculty to develop an improvement plan that will include a requirement for the student to meet outside of class time consisting of a combination of after school, before school, lunch and Saturday in an effort to pass failing courses.

If the student fails to follow through with the improvement plan their continued enrollment at Kensington Woods Schools will be in jeopardy and they may not be eligible to continue at Kensington Woods the following semester.

### **Promotion, Retention, Credit Recovery:**

Students at Kensington Woods Schools are expected to be in a full schedule each semester (including dual enrollment). Students must pass all core classes required for the Michigan Merit Curriculum in teacher-led classes through Kensington Woods. For details related to promotion, retention and credit recovery please see the student handbook.

### **Drugs, Alcohol, Illegal Substance:**

A No-Tolerance policy is strictly enforced for all situations involving possession, being under the influence or suspicion of being under the influence of any illegal or controlled substance.