

# Kensington Woods

## SCHOOLS



## **Student Handbook**

**Revised August, 2019**

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# **KENSINGTON WOODS SCHOOLS**

## **BOARD OF DIRECTORS**

Mr. C. J. Phillips, President

Mr. Walt Boomgaard, Vice President

Ms. Kari Olds, Secretary

Mr. Craig Calkins, Treasurer

Ms. Lyndsay Grasman, Trustee

## **SCHOOL ADMINISTRATOR**

Mrs. Jessie MacGonigal Pratt

## **KENSINGTON WOODS SCHOOLS VISION**

To prepare each student for success in college, career and life through an engaging, challenging and innovative educational program that is student centered and promotes character and values.

We are committed to providing an environment where students can:

- Develop intellectual and academic potential to the fullest degree, preparing them for college and for challenges facing them now and in the future.
- Relate education to relevant, real world experiences, exercising active citizenship and developing individual potential and social responsibility.
- Students discover responsibility for their own learning and their own lives as well as empathy for all people.
- Become independent, confident thinkers who regard education as an enriching life-long ambition
- Develop strong character affirming the worth and dignity of each individual.

# SCHOOL PHILOSOPHY

A good school is small and personalized; has passionate, hard working teachers; is led by strong leaders; engages a diverse community; and provides real-world learning experiences. Kensington Woods is a great school that believes in the following principles:

## **Small Schools:**

The intimate scale reinforces meaningful everyday connections with teachers, advisors, and peers.

## **High Engagement:**

The curriculum is centered on high engagement activities that require students to be active problem solvers and contributing team members.

## **High Expectations:**

Despite students' past academic performance, we believe strongly that every student can succeed academically and reach our high standards for character.

## **Real World Learning:**

Learning is centered around real work, in context, with significance outside of school. Adult mentors and advisors connect students to their interests and the world of work.

## **Character Education:**

Good character is the cornerstone to success. We define character as values in action and believe that good character needs to be taught and modeled by everyone at Kensington Woods

## **Education is Everyone's Business:**

Kensington Woods breaks down barriers between school and community, serving the community while giving the whole community responsibility for education.

## **Culture for Continual Improvement:**

The Kensington Woods philosophy remains flexible, embracing change and responding to the needs of students and community in the spirit of continual improvement.

# CLASS SCHEDULE

Kensington Woods Schools

## 2020-2021 Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
In-Person students attend in-person; Remote students log in live. In-Person students can opt out of in-person Learning Lab and leave at 12:15 to attend Learning Lab remotely.				Mandatory remote meetings for Remote students. Remote work time for In-Person students.
<i>A Block</i> 8:00-9:10	<i>D Block</i> 8:00-9:35	<i>A Block</i> 8:00-9:35	<i>D Block</i> 8:00-9:10	<i>A Block</i> Remote Meeting 8:00-8:40
				<i>B Block</i> Remote Meeting 8:45-9:20
<i>B Block</i> 9:15-10:20	<i>E Block</i> 9:40-10:55	<i>B Block</i> 9:40-10:55	<i>E Block</i> 9:15-10:20	<i>C Block</i> Remote Meeting 9:25-10:00
<i>C Block</i> 10:25-11:30				<i>D Block</i> Remote Meeting 10:05-10:45
				<i>E Block</i> Remote Meeting 10:50-11:25
<i>Grade Level Advisory</i> 11:35-12:15	<i>F Block</i> 11:00-12:15	<i>C Block</i> 11:00-12:15	<i>Grade Level Advisory</i> 11:35-12:15	<i>F Block</i> Remote Meeting 11:30-12:05
<i>Lunch</i> 12:20-12:50	<i>Lunch</i> 12:20-12:50	<i>Lunch</i> 12:20-12:50	<i>Lunch</i> 12:20-12:50	<i>Teacher Professional Development</i> <i>Friday Afternoons</i>
<i>Learning Lab 1</i> 12:55-1:55	<i>Learning Lab 1</i> 12:55-1:55	<i>Learning Lab 1</i> 12:55-1:55	<i>Learning Lab 1</i> 12:55-1:55	
<i>Learning Lab 2</i> 2pm-3pm	<i>Learning Lab 2</i> 2pm-3pm	<i>Learning Lab 2</i> 2pm-3pm	<i>Learning Lab 2</i> 2pm-3pm	
<i>Daily schedule varies</i>	<i>Daily schedule varies</i>	<i>Daily schedule varies</i>	<i>Daily schedule varies</i>	
<i>After School Support after 3pm by appointment</i>				

# Kensington Woods SCHOOLS

## 2020-2021 School Calendar

*Tentative, updated 8/26/2020*

### 1<sup>ST</sup> SEMESTER

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August 17	Staff Starts
September 1	First day of school for all students
September 1-10	Soft Start half days (dismissal at 12:15pm)
September 2	New High School Student Placement Testing, 1-3pm Parent Orientation (remote), 6-7:30pm
September 4	No School
September 7	No School, Labor Day
September 9	NWEA Testing for all Middle School students - mandatory
September 17	Curriculum Night, 5:30pm-7:30pm (remote)
October 14	PSAT (9th graders)/SAT (12th graders) Testing Remote work day for 6-8, 10 and 11th graders
October 15	End of Marking Period 1; 1 <sup>st</sup> Semester, 1 <sup>st</sup> Progress Report
October 19	Student ½ day (12:15pm dismissal); Teachers afternoon PD
October 29	PSAT/NMSQT Testing (10th & 11th graders) Remote work day for 6-8, 9 and 12th graders
October 29	Parent/Teacher Conferences, 5-7pm (remote options available)
October 30	Parent/Teacher Afternoon conferences, 1-3pm (remote options available)
November 9	Student ½ day (12:15pm dismissal); Teachers afternoon PD
November 25-27	No school, Thanksgiving Holiday
December 17, 18	Student ½ day; 1 <sup>st</sup> Semester Final Exams
December 18	End of 1 <sup>st</sup> Semester
December 21 – January 1	No school, Holiday break

# Kensington Woods SCHOOLS

## 2020-2021 School Calendar

*Tentative, updated 8/26/2020*

### 2<sup>ND</sup> SEMESTER

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January 4	School resumes, 2 <sup>nd</sup> Semester begins
January 15	1 <sup>st</sup> Semester Awards Ceremony, 11am
January 18	No school, Martin Luther King, Jr. Day
February 1	Student ½ day (12:15pm dismissal); Teachers afternoon PD
February 11	Parent/Teacher Conferences, 5-7pm (remote options available)
February 12	Parent/Teacher Afternoon drop-in conferences, 1-3pm (remote options available)
February 15	No school, Winter Recess
March 18	End of Marking Period 1; 2 <sup>nd</sup> Semester, 1 <sup>st</sup> Progress Report
March 22	Student ½ day (12:15pm dismissal); Teachers afternoon PD
March 26	Parent/Teacher Afternoon conferences, 1-3pm (remote options available)
March 29-April 2	No school, Spring Break
April 12	Student ½ day (12:15pm dismissal); Teachers afternoon PD
April 13	SAT/PSAT testing
April 16	No school
May 3	Student ½ day (12:15pm dismissal); Teachers afternoon PD
May 27, 28	Student ½ day; 2 <sup>nd</sup> Semester Final Exams
May 28	End of 2 <sup>nd</sup> Semester
May 31	No school, Memorial Day
June 1	Senior Exhibition Night, 5:30pm
June 1 – June 11	Project Term
TBD	Commencement
June 4	2 <sup>nd</sup> Semester Awards Ceremony, 11am
June 11	Student ½ day; Last day of school
	Project Term Presentation Night, 6-8pm; <i>All 6<sup>th</sup>-11<sup>th</sup> required to attend</i>
June 14	Teacher work day



## ACADEMIC POLICIES

Kensington Woods holds high academic expectations for its students. The intent of the Grade Level Content Expectations, Michigan Merit Curriculum and the Every Student Succeeds Act were to truly allow students to reach their full potential by challenging all students. At Kensington Woods, we also believe that all youths have the ability to excel as students and leaders. We actively communicate to students and parents that while school can be challenging at times, it can also be the most satisfying experience in a lifetime, as learners realize the potential they can release when they believe in themselves. By maintaining the same standard of learning for all, we believe that every student who enters our building can truly be whoever they want to be.

### High School Graduation Requirements

*(Michigan Merit Curriculum and Kensington Woods Schools Requirements)*

All students wishing to obtain a Kensington Woods High School diploma must fulfill the Michigan Merit Curriculum and additional Kensington Woods Schools requirements.

Students will engage in a combination of course work and “real-world” application experiences during their time at Kensington Woods. The following credits, completed during grades 9-12, will be required for graduation. In addition to these credit requirements, students must complete one of their classes via an online learning experience and complete a Senior Exhibition before graduation. Students must also be accepted into a 2 or 4 year university or a military program before graduation.

Kensington Woods Schools recommends a more rigorous course of study in high school to prepare students for success after high school graduation. Studies from the Department of Education show that students who succeeded in challenging high school courses were more likely to go on to college and earn degrees. In addition, it found that the courses students took were a more accurate predictor of their success than grades, test scores or class rank.

Research shows a strong link between the academic rigor of students’ high school course of study and postsecondary degree completion. For example, 40 percent of students who took Algebra 2 in high school earned

a bachelor's degree, compared to 23 percent of those who stopped with Geometry. It is our mission to help all students succeed, not just those who want a college bachelor's degree. Today, those who plan to enter career pathway programs at two-year colleges and technical institutes are finding they have to complete rigorous requirements for entry into high-demand programs like nursing, dental hygiene, computer science, and engineering technologies.

Successful completion of these graduation requirements is necessary to earn a diploma from Kensington Woods. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program ("IEP"). Students with disabilities who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum.

Modifications through a Personal Curriculum in up to 2 academic areas may lead to a high school diploma, but 3 or more modifications will result in a certificate of completion only.

## Michigan Merit Curriculum Graduation Requirements

Subject	Credits
English	4.0
Mathematics Algebra 1, Geometry, Algebra 2 and 1 additional math credit	4.0
Science Biology, Chemistry or Physics, and 1 additional science credit	3.0
Social Studies Civics/Government, Economics, U.S. History, World History	3.0
Health & Physical Education*	1.0
Visual or Applied Arts	1.0
World Language**	2.0
Online Learning Experience	Pass
CPR/AED Training Requirement	Met

\*Additional credit in English, Math, Science or Foreign Language may be substituted for Physical Education credit. 3 seasons of KWHS JV or Varsity interscholastic athletics, 3 Fitness/Health designated Project Term courses or a combination of both may be substituted for the Physical Education requirement.

\*\* Additional credit in Visual or Applied Arts may be substituted for the second credit of World Languages.

## Kensington Woods Schools Graduation Requirements

Subject	Credits
<i>All courses must meet the minimum requirements of the Michigan Merit Curriculum</i>	
English	4.0
Mathematics <i>(Mathematics must be taken during a student's Senior year.)</i>	4.0
Science	3.0
Social Studies	3.0
Health & Physical Education*	1.0
Visual or Applied Arts	1.0
World Language**	2.0
Senior Year Advisory	Pass
Senior Exhibition	Pass
Online Learning Experience	Pass
Project Term	0.5 credit/year (9th-11th grade)
Additional Electives	to total 22 credits
College/Military Acceptance	Completed

## Dual Enrollment

Dual Enrollment permits an eligible\* high school student to take a college class while still enrolled in high school. The college class may be taken for high school credit, college credit, or both. The law that governs the dual enrollment program provides that a portion of the college cost may be paid by the school district. It does not cover fees for books, transportation, parking costs or activity fees. These costs, as well as any portion of the college tuition not covered by Kensington Woods, must be paid by the student's family. Eligible classes through dual enrollment are generally in academic areas where the course is not offered by Kensington Woods. The Principal must approve all dual-enrollment courses before the student registers.

If the student does not complete the eligible course or, if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course, and if the Academy has paid money for the course on behalf of the student, the following applies: the eligible student shall repay to the Academy any funds that were expended by the Academy for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student.

\*For a list of eligibility requirements, please see the school counselor.

## Post Secondary Enrollment Options Act

Public Act 160 created the Postsecondary Enrollment Options Act, which contains a provision that directs school districts to assist students in paying tuition and fees for courses at a Michigan public or private college or university, that are not for profit. For a student to qualify, the following conditions must be met:

1. Students are in grade 11 or 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, SAT or MME. The following table shows the complete list of scores that qualify students for dual enrollment:
  - Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, SAT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both Kensington Woods and a postsecondary institution during the Kensington Woods regular academic year and must be enrolled in at least one high school course there.
4. The school must not offer the college courses. An exception to this could occur if the Principal determines that a scheduling conflict exists, which is beyond the student's control.
5. The college course cannot be a hobby, craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

Kensington Woods will pay the lesser of:

- The actual charge for tuition, mandatory course fees, materials and registration fees or
- \$600 per class for up to two preapproved classes per semester

#### *Procedures*

1. Student secures a letter signed by the Principal indicating that the student is eligible to enroll under the provisions of P.A. 160 and presents it at the time of registration.
2. If the student does not complete the course, the postsecondary institution forwards to the school any funds that are refundable. If the school pays for books, the books are the property of the district.
3. The postsecondary institution will send the school notice of the course(s) the student has registered for and bill the district accordingly.

#### *Academic Credit*

1. The amount of high school credit granted by the school for a postsecondary course will be determined by the school.
2. The high school transcript shall include evidence of successful completion and postsecondary credits granted for a course taken for postsecondary credit.

Assessment	Test Section	Content Area	Minimum PDE Qualifying Score
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
SAT	ERW	Reading/Writing	480
	Mathematics	Mathematics	530
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77

## Testing Out Policy

The school will credit any pupil who can demonstrate mastery in the subject area content expectations or guidelines for that credit. Teachers will establish the assessment process that will measure a student's understanding of the subject area content expectations or guidelines that apply for each credit. Teachers will provide all students that wish to test out of a course: the learning objectives for that course; a summary of the course or syllabus; a sample written examination and/or a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine whether a student has mastered the subject area content expectations or guidelines is comparable to those required of students taking the actual course for credit.

If a student wishes to test out of a particular credit, students must register for testing out with the Counselor in the spring prior to summer break. Testing will then be held during a specified time in August.

The Teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

1. Achievement of attaining a grade of not less than 80% on a final exam in the course.

2. Exhibiting mastery through the basic assessment of that course, which may include a speech, a portfolio, performance, paper, project, or presentation.
3. The standards must be comparable to the standards used for the regular course.

The Counselor is responsible for notifying the student and their parents/guardians of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy will not be counted towards graduation; but will fulfill a requirement for a subject area course; and fulfillment of a requirement as to course sequence. A pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

If a student wishes to test out of a particular credit, please see the Counselor for additional information.

### **Promotion/Retention/Credit Recovery Policy**

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 (see handbook or program guide) in teacher-led classes through Kensington Woods.

A student may petition to take an academic course outside of a Kensington Woods Schools teacher-taught core class to be counted toward credit for graduation. A committee made up of an administrator, school counselor and at least one teacher will review the individual student's situation and course request to determine if it is in the best interest of the student to pursue the academic class outside of the Kensington Woods teacher led course offerings. The petition must be submitted no later than two weeks prior to the upcoming semester for which the alternate course is requested.

Promotion from middle school to high school is contingent on the student demonstrating proficiency in core subject areas.

#### *Credit recovery*

If a student fails a core (Michigan Merit Curriculum required) course they must make up that course in the Kensington Woods program the following semester or following year. Summer school or online credit recovery may be available in limited situations on a fee-based arrangement and must be approved by the Kensington Woods administration.



Seniors must be on track with credits and graduation requirements, including senior exhibition, at the beginning of second semester of their senior year in order to be eligible for graduation.

## Personal Curriculum

A personal curriculum (PC) allows modification to the Michigan Merit Curriculum (MMC) requirements. The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. All students are entitled to a PC. State statute allows personal curriculum modification in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the State Content Standards for Mathematics.
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

If requested by the allowable parties, a PC must be developed. The developed PC still needs to be agreed upon by the parent or legal guardian and the school designee before taking effect.

If the PC modifies 3 or more required areas, students will no longer be eligible for a Kensington Woods High School diploma and will receive a Certificate of Completion instead.

For more information on Personal Curriculum, visit the Michigan Department of Education Personal Curriculum website, [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html)

## Online Courses

Per the guidelines of the MMC, students must complete at least one class with online coursework. If you do not want your student enrolled in online courses, please contact the Main Office to schedule an appointment and discuss the possibility of a Personal Curriculum.

## **Advanced Middle School Students**

Middle school students (grades 6-8) taking high school classes can earn credits toward the completion of the graduation requirements of the Michigan Merit Curriculum. These classes do not count toward the number of credits required to meet the Kensington Woods Schools graduation requirements, regardless of the subject category. High school classes taken during middle school are not used in GPA calculations or class rankings. Any high school classes passed by middle school students fulfill the prescribed subject area requirements.

## **Class Rank/GPA**

The Board of Directors has authorized the use of a class ranking system for grades 9 - 12 as follows.

At the end of the freshman year, sophomore year, the junior year, and finally after the end of the first marking period of second semester in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.

1. Grade point average shall be computed by the final grade in all subjects taken during enrollment in grades 9-12. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank.
2. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the student(s) preceding him/her.
3. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.
4. In recognition of the heavier burden of advanced work, grade point averages shall be weighed by awarding extra units Advanced Placement courses when a student takes the AP exam.
5. Inclusion of a student in graduation honors such as a Valedictorian shall occur only if the student has been enrolled for 3 consecutive semesters.

- Honor Roll recognition is awarded to students after each semester. Honor Roll is defined as 3.5-3.74. High Honor Roll is defined as 3.75-4.0+. Any incompletes will factor as a failing grade for Honor Roll and class rank calculations.

Additional academic policy and requirements can be found in the Kensington Woods Program Guide available in the school office or on the school website.

## Grading System

A student attending Kensington Woods Schools will receive multiple grade reports each semester. Current progress reports are always available via MiStar.

### *Grading Scale*

A	100% -95%	B-	80% - 82%
A-	90% - 94%	C+	77% - 79%
B+	87% - 89%	C	73% - 76%
B	83% - 86%	C-	70% - 72%
		F (Failure)	Below 70%

## 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. At the time of being placed on academic probation the student and parent(s) will 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 with their teachers in order to relearn material and receive tutoring in an effort to pass failing courses.

Note: Students on academic probation will not be eligible for open campus privilege or to participate in extracurricular activities including field trips and athletics.

# CODE OF STUDENT CONDUCT

Kensington Woods Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success.

Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules.

When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies before, during, and after school:

- When a student is at school -- "at school" means in a classroom, elsewhere on school premises, off premises on school sponsored activities and off campus during lunch or attending class remotely.
- When a student is using school telecommunications networks, accounts, or other district services.
- When a student's action(s) interferes with the learning of others.

## **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services.

## **Student Rights and Responsibilities**

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. All students at Kensington Woods have the right to an education free of disruptions. There must be a balance between individual freedom and the orderly operation of the school and a classroom.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law.

Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

## **Violations of the Code of Student Conduct**

### *Gross Misdemeanors or Persistent Disobedience*

Under the Revised School Code, a student guilty of gross misdemeanors or persistent disobedience may be suspended or expelled by the authorized School Leader or by the Board.

### *Weapons, Arson or Criminal Sexual Conduct*

Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct on School property, in a School bus or vehicle, or at a school sponsored event shall be permanently expelled from the School, subject to reinstatement under the law.

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of "firearm" is defined as:

- Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device

A student in possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may be suspended by the authorized School administrator or expelled by the Board.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the School administrator including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons.

### *Physical Assaults Against School Personnel*

Under the Revised School Code, physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an School employee or against a person engaged as a volunteer or contractor for the School on School property, on an School bus or other School vehicle, or at an School-sponsored activity or event shall be expelled permanently, subject to reinstatement after 180 days.

Under School guidelines, any student who commits a physical assault against an School employee or against a person engaged as a volunteer or contractor for the School on School property, on an School bus or other School vehicle, or at an School-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

#### *Physical Assaults Against Students*

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on School property, on an School bus or other School vehicle, or at an School-sponsored activity or event shall be suspended or expelled for up to 180 days.

Under School guidelines, any student who commits a physical assault against another student on School property, on an School bus or other School vehicle, or at an School-sponsored activity or event may be suspended by the School administrator or expelled by the Board depending on the severity of the circumstances.

#### *Verbal Assaults*

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on School property, on an School bus or other School vehicle, or at an School sponsored activity or event against an School employee or against a person engaged as a volunteer or contractor for the School shall be suspended or expelled for a period of time as determined in the discretion of the School board or its designee.

Under School guidelines, any student who commits a verbal assault on school property, on a school bus or other school vehicle, or at a school sponsored activity or event against an School employee or against a person engaged as a volunteer or contractor for the School, or another student may be suspended by the authorized School administrator or expelled by the Board depending on the severity of the circumstances.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person; a bomb threat (or similar threat) directed at an School building, other School property, or an School event.

For purposes of this policy, the definition of assault also includes written threats.

### *Bullying*

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### BULLYING AND CYBERBULLYING ARE PROHIBITED

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

#### *Definition of Bullying*

“Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with the educational opportunities,

benefits, or programs of one (1) or more pupils.

- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying," any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school- sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

#### *Reporting and Investigating Reports of Bullying*

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the School administrator/principal. Complaints against the Educational Service Provider shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.



Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The School administrator/principal or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The School administrator/principal is the school official responsible for ensuring that this policy is implemented.

#### *Confidentiality*

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School administrator/principal, or the School administrator/principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

#### *Notification*

This policy will be annually circulated to parents and students, and shall be posted on the Academy website.

### *Reporting*

As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

### *Hazing*

Hazing is a violation of state criminal law and prohibited at all times.

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

A student who commits hazing on School property or at an School sponsored event will be subject to disciplinary action, including suspension and expulsion, and legal action.

### *Sexual Harassment*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

### *Damage of Property*

Vandalism and disregard for School property will not be tolerated.

Violations could result in physical or financial restitution, suspension or expulsion.

#### *Tobacco/Nicotine Use*

The School prohibits the use of any tobacco products on School property or at any School sponsored event. In addition, any tobacco advertising or promotion is strictly prohibited. This prohibition includes the use and possession of electronic, “vapor”, or other substitute forms of cigarette, clove cigarettes, chew/snuff or other devices for the intended purpose of consuming tobacco or any other substance. Violation of this policy will result in confiscation and could result in suspension or expulsion.

#### *Dress Code Violations*

If dress code violation cannot be corrected, the student will be sent home.

#### *Leaving the School without Permission*

Students must have permission from a parent/guardian or school faculty member to leave campus.

#### *Improper Operation of a Motor Vehicle*

The school prohibits intentionally or recklessly operating a motor vehicle (i.e., speeding) as to endanger the safety of others on school property.

#### *Theft or Possession of Stolen Property*

A student may not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

#### *Academic Dishonesty*

The School prohibits conduct which includes, but is not limited to, plagiarizing, cheating, gaining unauthorized access to, or tampering with educational materials.

Do not use material from other sources without identifying them. Any passages that are directly or indirectly taken from another source must be acknowledged. We as teachers will show you how to include the ideas and words of other writers and how to acknowledge sources properly.

What we mean by cheating or plagiarizing is simply passing off someone else’s work – thinking or writing – as your own. We strongly discourage cheating and plagiarism because they subvert the development of the individual student’s talents and skills, because they erode the morale of all students and teachers, and because they undermine integrity and self-worth.

It is plagiarism if you:

- Copy or paraphrase ideas from another source without citation, either from another student's paper or from a published book or article.
- Plagiarism means deceiving or misleading your reader, not only about the source of specific phrases or sentences, but also about ideas and interpretations.

It is not plagiarism if:

- You quote another's words and acknowledge, in a footnote, the source of your quotation.
- If you indicate, in a footnote or within the body of your paper, the source of an idea you are discussing. You do not need to footnote ideas derived from class discussion or lectures or from conversations with friends, but it might be good courtesy to do so, especially if the ideas are not supported by your own examples and explanations. You do not need to footnote any general background works you read as long as you did not take specific ideas and interpretations from them to present as your own.

Those who assist in cheating or plagiarizing will be treated the same as those who try to profit from it. You are cheating if you let someone copy from your tests or papers, and you will be treated accordingly.

*Check with your teacher in advance if you have any questions about whether your practices constitute cheating or plagiarizing.*

## **Kensington Woods Drug/Alcohol Policy**

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, social probation, suspension and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, sale, or distribution of alcohol, drugs, and/or any mind altering substances (whether illegal or not) and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. This prohibition includes prescription drugs in violation of the Academy's medication policy. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes, but is not limited to, alcohol, illegal drugs or any other mind altering substances (whether illegal or not) including, but not limited to prescription drugs, bath salts, K-2, etc... and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

#### *Medical Marihuana & Prescription Drug Policy*

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and should a student disobey this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marihuana Act states that a person shall not sell or possess marihuana or otherwise engage in the use of marihuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

#### *Reasonable Suspicion Drug Testing*

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind altering substance (whether illegal or not). The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion." Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used alcohol, drugs, or any other mind altering substance (whether illegal or not);
2. The student's possession of, alcohol, drugs or any other mind altering substance (whether illegal or not) or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of alcohol, drugs,

or any other mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

The Academy should look at the totality of the circumstances when determining “reasonable suspicion.”

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student’s parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the drug test, disciplinary action will be taken.

If the results of the drug test are positive or a student admits to the substance abuse:

*First Offense:*

The student has two options for suspension:

1. The student will be placed on out of school suspension for five (5) school days and on social probation for thirty (30) school days. The student is also required to obtain a professional assessment from a licensed agency at the expense of the student’s family and follow the therapist’s recommendation. Or
2. The student will be placed on out of school suspension for ten (10) school days and on social probation for thirty (30) days.

*Second Offense:*

The student will be placed on out of school suspension for ten (10) school days from the date of the offense and a probable recommendation will be made to the Board of Education for the student’s expulsion.

Drug test results are considered confidential, but may be discussed with the student’s guidance counselor and other Academy staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

Students who test positive and who participate in extra-curricular activities are subject to restrictions of those activities as recommended by the Administration.

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

#### *Social probation*

Social probation is the removal of a student's participation privileges at school related activities, except for the attendance at regularly scheduled classes.

### **Exclusion from Kensington Woods**

During a period of suspension or expulsion, a student is not allowed on School property, in a School vehicle or to participate in or attend any before or after the school day School activities. This includes, but is not limited to, the student's attendance as a spectator, participant in sport activities, or weekend activities.

Suspension and/or expulsion will be listed as an authorized absence within the student's attendance record.

#### *Suspensions of 10 School Days or Less*

The student will be provided:

- Oral or written notice of the charges
- An opportunity for the student to present his/her position
- An explanation of the School's evidence, if the student denies engaging in the act of misconduct

#### *Suspensions of more than 10 School Days or Expulsions*

The student will be provided:

- Oral and written notice of the charges
- An opportunity for the student to present his/her position
- An explanation of the School's evidence, if the student denies engaging in the act of misconduct
- An opportunity to secure legal counsel
- An opportunity for a hearing before the Board of Directors which includes the right to present evidence and call witnesses on the student's behalf as well as to cross-examine witnesses who testify on behalf of the School administration

Where a recommendation is made for a long-term suspension or expulsion, **30**

a letter will be sent to the parent/guardian of the student informing them of the following:

- The alleged act of misconduct
- The applicable provision of the Code of Conduct
- The recommended disciplinary action
- The right to a hearing before the School Board of Directors
- The date, time and location of the scheduled hearing
- That the hearing may be conducted in closed session if the parent and/or student so requests but any decision will be made in open session
- That the student, at the hearing, may:
  - Be represented by legal counsel
  - Present evidence and call witnesses on his/her own behalf
  - Cross-examine witnesses who testify for the School administration

If legal counsel is retained by the student/parent, the School Leader must be notified at least 48 hours prior to the hearing, so the School can make arrangements to have its own attorney present. The hearing is not a formal legal proceeding and will not be conducted in accordance with court rules or rules of evidence.

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record ("CA 60"), and shall be transferred to any other private or public elementary school in which the student may seek enrollment.

#### *Interviews of Students by Police or Other Public Agencies*

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.



### *Notification to Law Enforcement Agencies*

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires incidents occurring at school be reported to a local law enforcement agency.

## **Dress Code**

The appearance and personal hygiene of Kensington Woods students is important to the educational environment. Kensington Woods has designated the following dress code to be adhered to by staff and students:

- Students are expected to dress professionally and situationally appropriate at all times.

When dressing for school, students should consider the following questions:

- Does my clothing advertise a product or service that references drugs, alcohol, tobacco or other illegal substances?
- Am I dressed appropriately for the weather and today's activities?
- Am I dressed appropriately for the situation?

Examples of clothing not considered appropriate for school include, but are not limited to:

- Hats, hoods or headwear
- Clothing that reveals underwear
- Pajamas, slippers, blankets or pillows
- Clothing with slogans or images related to illegal substances, alcohol and tobacco
- 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 (outside of designated Hat Days) and will be confiscated if seen.***

Any student who comes to school in violation of the dress code will be given the opportunity to correct the dress code violation. If they cannot correct the violation, they will be sent home.

## **Wireless Communication Devices**

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDAs), e-readers, iPods, BlackBerry's/smart phones, Wi-Fi enabled access devices, video broadcasting devices and laptops.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Violation of this policy may also result in the seizure and search of the cell phone or WCD as well as disciplinary action, up to and including expulsion. In addition, the student who possesses a cell phone or other WCD shall assume responsibility for its care. At no time shall the School be responsible for preventing theft, loss, or damage to cell phones or other WCDs brought onto its property.

WCD use is not permitted in classrooms at any time or hallways during class time without explicit instruction given by teachers. The use of cell phones and electronic devices is also forbidden in restrooms at all times. Students must have their cell phones/WCDs turned off during class time.

If cell phones or electronic devices are used inappropriately they will be confiscated by staff and given to the office for the device to be picked up by the student at the end of the school day. Repeat offenses will cause the device to be held in the office until a parent comes in to retrieve the phone. A student's refusal to hand over their phone to staff is considered insubordination and may prompt an automatic 1-day suspension.

Any communication between students and parents should happen during breaks to allow students to focus during class time. If it is an emergency, please contact the Main Office and we will get the student's attention immediately as appropriate.

Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Discipline Code of Conduct.

Kensington Woods prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students may use telephones located in the office for emergency reasons with the permission and supervision of a teacher or office personnel.

## **Bring Your Own Device Guidelines**

Bring your own Device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned wireless communication device is any technology device that emits an audible signal, vibrates, displays messages, or can send/receive a communication to/from the possessor brought into the school and owned by a student (or the student’s family), staff or guests.

### *Use of Personal Wireless Communication Devices*

- The possession and use of Personal Wireless Communication Devices, by students for educational purposes when in compliance with the Technology/Internet use Policy, other school policies, regulations, rules, and procedures, and local, state, and federal laws, is permitted. However, the possession and use of Personal Wireless Communication devices by students that are found to be disruptive to the educational process or environment are prohibited in accordance with this Policy. The School reserves the right to determine whether the device is disruptive.
- Personal Wireless Communication Devices are not required.
- Students will have access to school owned computers throughout the building as needed. As such, no particular software needs to be purchased.
- Users must read, understand, and submit a signed Network Internet Acceptable use Form, a Personal Wireless Communication Device Agreement and Device Use Form and further comply with this Policy.

### *3. Prohibitions*

- The use of a personal wireless communication device for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. Such activities are illustrated below in Section 9. The school reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use.

- These prohibitions are in effect any time during school hours on School's property, or at a School's event, while connected to the school's network.
- Users must immediately notify the principal or his/her designee if they have identified a possible security problem
- Disobeying the Network Internet Acceptable Use Form would be a student code of conduct violation.
- Teachers have authority over classroom procedures and therefore although it is the general policy to allow students to use personal wireless communication devices, a teacher may revoke permission to do so during his/her class if a student is in violation of the code of conduct or any other applicable guidelines.
- Any personal device containing inappropriate material (as determined by the Administration) shall be immediately confiscated, returned to only a parent/guardian, and permission to use the network shall immediately be revoked.

#### 4. *No Warranty*

The school takes no responsibility for any information or materials that are transferred through the Internet. The school makes no guarantees regarding the reliability of the data connection. The school will not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use any personal wireless communication device.

#### 5. *No Privacy*

The school reserves the right to monitor, review or examine all electronic information stored on or transmitted through devices operating on school grounds. As supported by State/Federal laws, system users should have no expectation of privacy in the contents of their files and records while on the equipment or network. The school reserves the right to monitor, review and inspect any device on school grounds.

The School reserves the right, but does not have a duty, to inspect, review, or retain electronic communications created, sent, displayed, received, or stored on or over its network while on the school's property, or during school events, while connected to the school's network .

Users should have no expectation of privacy in anything they create, store, send, receive, or display while connected to the school's network. Everything that users place in their personal files should be entered with the knowledge and understanding that it is subject to review by a third party. If illegal materials of software, music and videos, otherwise known as pirating, are found on a personal device, the permission to use the data system shall immediately be revoked.

#### 6. *Lost or Damaged Device*

The School assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to school; students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

#### 7. *Charging Stations*

It is recommended that personally owned devices come to school with a full charge. The device's battery charge should be sufficient for lessons requiring use of the device throughout the day. "Charging Stations" will not be provided.

### **Network and Internet Use**

Kensington Woods is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of school operations. It also recognizes that safeguards have to be established to ensure that the school's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for a student to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read and sign the Network and Internet Acceptable Use Agreement.

A user name and password will be issued to users upon receipt of this signed Agreement. Until then network use will not be allowed. The use of the Internet is a privilege, not a right. ***Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action, including suspension and/or expulsion, and/or legal action.***

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;

- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the School's firewall without authorization;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on School computers;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Facebook, Twitter, Snapchat, YouTube, etc. without specific permission from the Administration.

## **Driving and Parking**

Students may drive to Kensington Woods and park in the Kensington Woods student parking lot. Students must obey the counter clockwise traffic flow in the Kensington Woods parking lot.

## **Lunch Break/Open Campus**

Kensington Woods students in 11th and 12th grade may leave campus at lunch. The privilege of an open campus can and will be revoked on an individual basis should a student demonstrate that he or she is unable to handle the responsibilities associated with this privilege.

Kensington Woods students must conduct themselves as a responsible person while on their lunch break whether on or off campus.

Kensington Woods students are responsible for returning from their lunch break, prepared to work, and in class on time.

Students are responsible for cleaning up after themselves and for maintaining the good condition of the appliances they use.

Kensington Woods students who are required to stay on campus during lunch must be present the entire lunch period. Failure to do so will result in disciplinary measure equivalent to leaving campus without permission.

*The parking lot is off limits except on arrival & departure.*

## **Work Permits**

Any student wishing to obtain the necessary paperwork to receive a work permit should see the School Counselor. Work permits can be revoked based on a student's attendance, academic success and social behavior.

## **Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Displays of affections such as kissing, extensive embracing, sitting on someone's lap or any contact that may be considered sexual in nature will not be allowed on school grounds, in school vehicles or at any school-sponsored event/activity. Excessive displays of affection may result in suspension from school or possibly expulsion.

## **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft. Kensington Woods cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables.

## **Seclusion and Restraint**

The safety and wellbeing of all the students at Kensington Woods is our primary concern. Training in various discipline techniques have occurred using the MDE guidelines for seclusion and restraint. Restraint and seclusion are reserved for those emergency situations as a last resort. If restraint and/or seclusion become necessary, staff members are responsible for informing parents of any discipline techniques used to manage student behavior.

# ATTENDANCE

## Attendance Philosophy

Regular attendance is the single most important factor 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. Poor or irregular attendance diminishes learning and lowers student achievement.

Time missed from class cannot truly be compensated for in any adequate way. A stimulating, thoughtful classroom discussion or analysis cannot be made up: the absent student missed the opportunity for give and take, for questioning and being questioned. Classroom learning is a communal endeavor: teachers and students learn by being able to share ideas in an open forum. Absent students miss the learning that comes from participation in the group process. Kensington Woods's goals for student learning emphasize the importance of communication skills, social responsibility, and respect for the ideas of others. Students cannot achieve these goals if they are not in class. Class time missed is learning lost. There is no substitute for attending class.

## Attendance Policy

Parents are urged to stress the importance of regular attendance and punctuality. These characteristics should be fostered by both the family and the school.

- Students are expected to arrive on time and attend all assigned classes.
- If students must leave school during the day, the parent must have contact with the school to grant permission prior to the student leaving. Students leaving campus must sign out at the office and sign in when they return
- If a student arrives at school after 8:25 a.m., the student must sign in at the office and the parent must call school with a reason.
- To excuse an absence, parents must call the School Office within a 24-hour period from the day of the absence
- Parents and students are responsible to keep track of the number of absences in each class period.
- Parents are urged to consider school hours and the school calendar when scheduling appointments and vacations.



## Excused/Unexcused Absences

Excused absences are approved absences reported to the school office.

Excused absences include:

- Absences for religious observances
- Absences for personal or family illnesses
- Absences for death of friends and family members
- Absences for medical or dental care
- Absences for participation in legal or court proceedings
- Reportable vehicle accidents
- Natural disasters or family emergency
- Absences for prearranged vacations. A parent may not excuse a student for a “personal day” or “skip day”
- Suspension out of school

*Please Note:*

- Students with excused absences may makeup class work. It is the student’s responsibility to make arrangements with their teacher to make up their work outside of class.
- Students may erase an excused absence from counting towards loss of credit by making arrangements with a teacher to stay after school. An hour of after-school time will negate an hour of accrued excused absence. Students wishing to make up an excused absence must obtain a form from the counselor and have their teacher sign the form once they have made up the absence.

Unexcused absences include:

- Absences that are not approved by the school
- Absences resulting from leaving class or school without being granted permission from a school faculty member
- Absences not reported by a parent within 24 hours.
- Absences resulting from missing more than 15 minutes from a class

*Please Note:*

- Students may not make up unexcused absences by staying after school.

## **Truancy**

A student is considered truant when absent from class without consent of parents or the school. Students who are truant cannot make up work missed.

## **Loss of Credit**

Accumulating 10 or more hours of absences (including excused as well as unexcused) in any one class will result in the loss of credit in that class.

## **Parent Notification**

Parents will be notified in writing when their child accumulates 5 absences in one class as well as a loss of credit letter when their child reaches 10 cumulative absences in one class.

## **Attendance Appeals**

Students and parents may appeal any attendance related decision to the school counselor in charge of attendance.

To initiate an appeal, you are expected to do the following:

1. Contact the counselor to set up an appointment to discuss the attendance concern.
2. Be prepared to present all explanations for absences at the appointment, including all documented-type absences.
3. Students or parents who wish to appeal the counselor's decision may contact the principal.

## **Tardy Policy**

A tardy is defined as missing less than 15 minutes of class without an excuse. Every 3rd tardy in the same class is considered an unexcused absence.

# EMERGENCY CLOSING INFORMATION

## Closings Due to Weather

Information regarding a Kensington Woods closing due to inclement weather will be advertised on WHMI Radio 93.5 and on the school's social media pages.

## Emergency Information & Evacuation

Student safety is a responsibility of the staff. All Kensington Woods staff members are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent / legal guardian, and filed in the school office. Emergency cards are distributed at the beginning of the school year and should be completed immediately. A student may be excluded from school until this requirement has been fulfilled. If any of that information changes during the school year, please promptly notify the school office.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes. During an actual situation, parents / guardians / visitors must return to their vehicles.

Situations may include external concerns such as hazardous material spills, police actions, etc. If a school wide evacuation becomes necessary, students can be picked up at Rise N Grind Coffee parking lot on M36.

## Tornado Procedure

The warning signal is an intermittent sounding tone. At the sound of the warning signal, students will assemble in designated areas immediately. Students will enter designated areas in silence and remain silent, crouched down with heads between knees and hands covering head. An all clear signal will be sounded to indicate the end of the drill.

## Fire Procedure

Unannounced fire drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event that a real emergency ever occurs. Each school area will be posted, showing the proper exit route. Students are to follow all staff directions and leave the building quickly and quietly.

# HEALTH INFORMATION

## Injury and Illness

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the office will follow Kensington Woods' emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An administrator in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### *When to keep your child home*

We want to work together to ensure that our children and their health are protected. Please keep your child home when they are sick. A student should not return to school until they have been fever free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

In the interest of your child's health and for the protection of other students, we will expect you to come for your child if he or she has a fever, cough, rash, head lice pink eye, or similar symptoms. Please let the office know if your child is absent with a communicable disease. If your child has been ill, be sure that he or she is fully recovered before returning to school.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers. Please notify us of changes during the year. Also, be sure that the people listed as your emergency names are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or injured during school hours, we will make every effort to contact you first.

## Medication/Treatment Policy

The definition of "medication" is prescription, non-prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, antihistamines, etc.

Before any medication or treatment may be administered to any student during school hours, the school requires that the student's parent/guardian give the School written permission and a request to administer medication(s) and/or treatment(s) to their child.

Written instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by Kensington Woods.

Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by the parent/guardian. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is required that an extra inhaler be kept in the Office.

A school administrator may discontinue the student's right to self-administer and self-possess medications if there is misuse by the student. The denial shall follow a consultation with the parent/guardian.

Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the student.

Prior to the beginning of the school year, parents/guardians are responsible to inform the School in writing of any medical issues that may require intervention during the school day.

Examples of medical issues may include but are not limited to life-threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma or any condition of a serious nature affecting the health of the student.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures

that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

## **Contagious Infections/Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include, but are not limited to, the following: conjunctivitis (pink eye), diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines. Parents/guardians are asked to please notify the school office if your child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Any child who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, the school administrator may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

# LEGAL NOTICES

## Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/School's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Principal at (517) 545-0828 to inquire about evaluation procedures and programs. The Counselor is the Section 504 Coordinator.

## Nondiscriminatory Policy

It is the policy of Kensington Woods to provide an equal education opportunity for all students. Kensington Woods admits students of any race, color, and national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies or other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at the School, or an School activity, should immediately contact the Principal. Any student making a complaint or participating in an school investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to educational opportunity.

## Teacher Qualifications

All of the teachers at Kensington Woods are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Kensington Woods teachers are all considered highly qualified in accordance to the ESSA Requirements for Highly Qualified Teachers. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

## **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of a school. It is, therefore, the policy of Kensington Woods that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the school.

## **Preparedness for Toxic and Asbestos Hazards**

This notification is to advise all parents, building occupants, and parent-teacher organizations, that the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon request. Kensington Woods is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. If you would like to review a copy of the plans for Kensington Woods, please notify the school office during normal business hours.

## **Pesticide Notice**

Kensington Woods is required by Michigan regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act, under most circumstances chemical treatments will be a last resort.

When the situation arises that a pesticide will be used on school property, a notice will be posted at the school entrances and posted on the school website. Both notices will be posted 48 hours prior to the application.



receive notice from the school via first class, United States mail postmarked three days before the application. If you wish to be added, please contact the Principal. Parents who register for the notification list must do so on an annual basis.

However, pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to request prior notification of the application of pesticides or herbicides, please see the Principal.

## **Access to Student Records**

Educational records of students at Kensington Woods are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974 and Michigan law. Parents/Guardians and/or students (eighteen years of age or older) who wish to read the educational record must call the school office to set up an appointment to review the academic file of your child.

Kensington Woods maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent.

## **Records Transfer**

Parents must notify the school office about plans to transfer their child to another school. Transfer will be authorized only after the parent and / or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Please contact an administrative assistant in the office for specific details. When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Please contact the Kensington Woods office to begin this process and allow up to 45 days for the school to comply with your request. If the school receives a record request from another school Kensington Woods will send, without consent, personally identifiable student information to that other school.

## **Parent/Family Involvement Policy**

### *Expectations*

Kensington Woods takes seriously the responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the State's challenging student performance standards. As such, we expect all parents to accept responsibility for supporting their child's learning, such as monitoring attendance or extracurricular time.

We understand the importance of establishing ongoing, good communication between the school and parents. The following list represents the present model for communication and interaction available to all Kensington Woods parents:

- Academic grade reports sent home with letters six times throughout the year
- MISTAR ParentConnect is available to all parents with an internet connection. Current academic progress, attendance and behavior reports are available through MISTAR
- Annual parent-teacher conferences to discuss individual student achievement.
- Access to staff through e-mail and telephone extensions with a 24 hour message return policy
- Flexible parent-teacher and parent-administrator meetings on a scheduled basis
- In addition, Kensington Woods has a webpage with a parent/student section that contains a copy of the Kensington Woods student handbook as well as other documents relating to the school program.

### *Goals*

While it is our expectation that all parents be present, participate and are partners in their children's education, our goal is to empower parents as leaders and decision makers who take the initiative to not only support the school, but also improve the school. The following are suggestions to offer parents a framework for participating in our school and being involved with our ongoing school improvement.

- Informal group meetings with the principal and counselor
- Organized volunteer opportunities in the classroom
- Contribution to the school e-newsletter
- Active Parent Group that:
  - Plans building improvement initiatives
  - Provides input on school policy where appropriate

- Helps with fund raising efforts for the school
- Builds a strong network of parent support

## **Visitors**

Parents and other adults are encouraged to visit the school. The Principal will ensure that visits do not disrupt the educational program and will require all visitors, including parents to register at the school office upon arrival and to pre-schedule classroom observations to avoid disruption.

## **Volunteers**

In order to provide a safe environment for all students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to certain volunteer assignments. Any decisions made by the School are final and are subject to the School's sole discretion. The Principal may be contacted for any questions or for further information.

Volunteer assignments include, but are not limited to the following:

- Volunteers who have access to a student without supervision of a staff member.
- Volunteers who are in charge of students during a field trip (including to/from a field trip).
- Volunteers for any school sponsored overnight trip.
- Volunteers who have a supervisory position over students at the school or at a school sponsored event.
- Volunteers who are a coach or activity leader.
- Volunteers who have a regular or substantial presence at the school.
- Volunteers who serve as an officer of a school parent group.

Volunteers must submit a completed volunteer form and a copy of their driver's license to the school office at least one week prior to the volunteer assignment. If a volunteer refuses to submit to a background check, the volunteer will be prohibited from volunteering at the school.

## **Children and Youth in Transition**

It is Kensington Woods policy to ensure that students who meet the federal definition of children and youth in transition have equal access to

the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at Kensington Woods. The Board annually appoints a McKinney-Vento Homeless liaison to perform all duties as legally required. Kensington Woods homeless liaison is the school counselor.

The school is committed to ensuring that there are no barriers to enrollment, attendance or the success of children and youth in transition. In addition, no student will be discriminated, stigmatized or segregated on the basis of their status. The homeless liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services children and youth in transition. Anyone seeking additional information should contact the school counselor.

## **Search and Seizure**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and should must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or the School's rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. When practical, a school administrator of the same gender as the student should search the student. All searches will be carried out in the presence of an adult witness. The search of a student does not extend to a strip search.

The Principal or his/her designee shall not be obligated but may request the assistance of a law enforcement officer in conducting the search. The Principal or his/her designee shall supervise the search. In the course of the search, the Principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Anything that is found in a search that may be evidence of a violation of the School's rules or the law may be either taken and held or turned over to the police. This includes items determined by the Principal or his/her designee to be a potential threat to the safety or security of others.

A student use of a motorized vehicle on School property is a privilege. Motorized vehicles brought onto school property by a students are subject to search by the Principal or his/her designee, without notice or consent. In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search.

Students who refuse to cooperate in allowing a search of a vehicle brought by them onto School property may be subject to disciplinary action.

## **Selective Service Registration**

Male students age eighteen (18) or older are required by law to register for the Selective Service.

## **Information Provided to the Military**

Two federal laws require that the school provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone listings. If you do not want the school to disclose this directory

information from your student's education records without your prior consent, you must notify the school in writing by the end of the first week of the school year.

## Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the School, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets
- School/teacher websites
- Internal school displays
- ENewsletter

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child's education record, please request an opt-out form from the Main Office. The School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports

- Electronic mail address
- Photograph/video/DVD used for educational purposes
- Student work used for educational purposes
- Degrees, honors and awards received
- Major field of study
- Dates of attendance
- Grade level
- Most recent educational agency or institution attended

Kensington Woods Schools will never sell directory information to 3rd parties.

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the ESSA (PL 107-110); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g, MCL 380.1136 Revised School Code Policy by Public Act 367 of 2016.

## **Mandated Reporter**

School administrators, teachers, counselors and social workers are required by law to report immediately any and all suspected cases of child abuse or neglect to Children’s Protective Services as the Department of Humans Services.

## **Statement of Compliance with Federal Law**

Kensington Woods Schools complies with all Federal laws and regulations of the U.S. Department of Education. It is the policy of the Kensington Woods Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefit of, or otherwise subjected to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Contact the principal of Kensington Woods Schools, Jessie MacGonigal Pratt, at 9501 Pettys Road, PO Box 206, Lakeland, Michigan 48143 or (517) 545-0828.

## **Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) Policy**

The Board of Directors of the Kensington Woods Schools does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The Academy's Title IX Coordinator(s) is/are:

School Administrator/Principal  
9501 Pettys Road  
Lakeland, MI 48143  
517-545-0828

Acting Dean of Students  
9501 Pettys Road  
Lakeland, MI 48143  
517-545-0828

Any inquiries about the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at [www.kwoods.org](http://www.kwoods.org). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the Academy will respond.



# COVID-19 PROCEDURES & POLICIES

Covid-19 policies and procedures fall under the Student Code of Conduct. Students who do not follow Covid-19 policies and procedures are subject to disciplinary action, which could also include movement to a remote learning environment. These policies and procedures are subject to change throughout the year based on updated guidance from government and health agencies and refinement of procedures. Full and updated Covid-19 procedures can be found at [www.kwoods.org/covid19](http://www.kwoods.org/covid19).

## Kensington Woods Staff and Student Commitment

We will commit to doing our best to keep one another safe and creating a place where we feel comfortable being ourselves and learning together. This means we will commit to doing the following things ourselves and help others keep their commitment, with kindness and caring, knowing, that although things are new and different, keeping our commitment will help keep us safe and the school building open:

- Wear our masks and wear them properly
- Practice regular safe hand hygiene (washing our hands for at least 20 seconds and/or sanitizing hands using hand sanitizer)
- Avoid touching our face
- Social distance (including close - under 6 ft. - proximity to others, passing of objects, etc.)
- Clean up after ourselves, sanitizing when necessary
- Stay home when we do not feel well or fail the health screener
- Regular monitor our health and should we start to feel ill, go home
- Behave responsibly when outside of school
- Be respectful towards others; we do not know what each person's situation is

## Facial coverings

While in Stage 4, masks must be worn at all times, except while actively eating. While in State 5, staff must wear facial coverings at all times and students must wear them during passing times and in common areas.

- A mask should completely cover the nose and mouth and fit tight and snug around the ears or head nose.
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect
- Dispose of disposable masks at the end of the day. Wash reusable masks at the end of each day.
- We ask that you provide your own mask whenever possible to allow for the best fit and comfort. However, each student will be issued a reusable mask the first week of school and disposable masks will be available in the Main Office for students who need or forget them.
- Individuals who claim medical exemption must turn in a letter from a medical professional qualified to diagnose the medical condition excusing them from wearing a facial covering prior to their first day of in-person attendance.
- Facial coverings (masks) are defined as “cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory-made or made by hand.”
- Face shields do not qualify as a facial covering but can be worn in addition to facial coverings.
- How to wear a mask, WHO video: [https://www.youtube.com/watch?v=9Tv2BVN\\_WTk](https://www.youtube.com/watch?v=9Tv2BVN_WTk)

### *Discipline*

If students are not wearing facial coverings or not wearing them properly, they will be asked to remedy the problem. If the student chooses not to fix the problem, a Connecting Room will be given and if they still refuse, they will be sent home. Continued incidents will escalate disciplinary actions, potentially resulting in suspension and/or transfer to remote learning.

It is incredibly important that all students have masks that are comfortable, fit well and that they practice wearing them for longer durations prior to school starting. Comfortable, well-fitting masks make a world of difference in how well an individual can tolerate wearing a mask.

### **Cleaning & Hygiene**

- Students and staff will be asked to sanitize or wash hands at the beginning and end of each class period/lunch/recess.
- Cough or sneeze into your elbow or a kleenex, washing or sanitizing hands afterwards
- Avoid touching your face. If you touch your face, please wash or sanitize your hands immediately.
- Sharing of supplies will be limited. Shared supplies will be sanitized regularly. Students are encouraged to use and clean their own supplies when possible.
- Desks and chairs will be cleaned after each class session. Students will clean their own areas with an approved alcohol-based cleaner. Gloves will be provided for students who have sensitivities.
- CDC Hand Washing Video: <https://www.youtube.com/watch?v=eZw4Ga3jg3E>

## Social Distancing

- Students and staff will be asked to social distance whenever possible, which means keeping 6 feet apart whenever possible.
- Classrooms have been set up and scheduled to maintain maximum social distancing.
- If it's possible to social distance and students are not, they will be reminded by staff. If they continue to not social distance, a Connecting Room will be issued. If students still refuse, they will be sent home. Continued incidents will escalate disciplinary actions, potentially resulting in suspension and/or transfer to remote learning.
- Social Distancing Video: [https://www.youtube.com/watch?v=aMyx1uC\\_cuQ](https://www.youtube.com/watch?v=aMyx1uC_cuQ)

## Visitors

All visitors, including parents, will be screened with the Livingston County Health Department health questionnaire prior to entering the building. They will then report to the office to sign in and have a temperature check. If they fail the screening, they will not be admitted to the building.

No visitors, including parents, will be allowed in the building without administrator approval.

If a parent needs to drop off something to a student, there will be a bin outside the Main Doors to leave any items necessary. Please buzz the Main Office and let them know who the item(s) are for and staff will pick up and deliver the item(s) for you.

## Passing Time

- As you move through the halls, stay socially distant and do not stop to congregate, blocking traffic.
- Pay attention to markings on the floor and travel with the direction of traffic (like a road!)
- Students will be dismissed on a staggered schedule to allow for more social distancing.
- Students are expected to go in classroom and sit down when they arrive at the room if the room is available. Otherwise, they need to wait (socially distant) in the hall.

## **Lunch Time**

- During lunch, students are asked to keep socially distant, including when eating and waiting in line for the microwave or vending machine.
- Masks should stay on except when students are actively eating. If you get out of your seat to use the microwave, vending machine, etc., masks should be worn.
- Students will clean their area (eating surface and chair) after lunch with an approved alcohol-based cleaner. Gloves will be provided for students who have sensitivities.
- Students will wash or sanitize their hands at the beginning and end of lunch as well as before and after using the microwave and fridge
- No student will be allowed to order food delivered to campus
- Students are asked to sit in a set at a table
- Students will be able to pick their seats, but may not change seats during lunch.

## **Recess**

- Students will be expected to remain socially distant (6ft.+ ) at recess at all times.
- If students are on the equipment or on the wood chips (benches, play structure, etc.), they must wear a mask in addition to remaining socially distant.
- If they are not on the equipment, they may remove their mask if they remain socially distant.
- Students will wash or sanitize their hands at the beginning and end of recess
- Students should be aware of the shared contact surfaces of the playground equipment and avoid touching their face while and after playing on the equipment, making sure to sanitize hands at the end of recess.

## **Eating and Drinking in Class**

Teachers may designate a brief time during class to allow for a quick snack or drink. No eating in classrooms will be allowed outside of this time. Hands must be sanitized before and after eating.

Water will be allowed outside of designated snack time during class time ONLY if a student can drink it without removing their mask (i.e. through a straw slid up under their mask).

## **Bathrooms**

- Only one person will be allowed out of class at a time to use the restrooms during class hours (normal K Woods procedure).
- Students will not be allowed out of class during the first 15 minutes of class to allow for academic instructions to be given (normal K Woods procedure).
- Students will be asked to sign in and sign out of the classroom when leaving for any reason during class time.
- The number of students allowed in each bathroom at a time will be limited to keep social distancing. If there are people waiting for the bathroom, they must wait outside of the bathroom, socially distant.

## **Remote Learning Transition (if the building closes to in-person learning)**

- If the building is closed for in-person learning at any point, we will transition to remote learning.
- Students should bring their school items home for each class each day in case there is a surprise closure so they are prepared.
- We will keep the same morning bell schedule during remote learning. Afternoon Learning Lab schedules will be altered to better suite remote learning for the full student body.
- Google Classroom will remain the hub for all classes, students will meet virtually via Google Meet or Zoom..
- Student Schedules would remain the same.

# COVID-19 HEALTH DEPARTMENT GUIDELINES

Covid-19 Health Department Guidelines fall under the Student Code of Conduct. Students who do not follow Covid-19 policies and procedures are subject to disciplinary action, which could also include movement to a remote learning environment. These guidelines are subject to change throughout the year based on updated guidance from government and health agencies and refinement of procedures. Full and updated Covid-19 procedures, as well as additional information, can be found at [www.kwoods.org/covid19](http://www.kwoods.org/covid19).

## Health Screening for Students and Staff

All parents will be expected to screen their students using the Livingston County Health Department health questionnaire (see link above), including doing a temperature check, prior to leaving the house each day.

All students will be temperature checked and screening responses will be verified before they enter the building.

We are working on setting up an app where the questionnaire can be answered in advance and staff would know if a student completed the questionnaire (data will be kept private) prior to admitting them to the building to streamline the process. Please stay tuned for more information!

If a student fails the screening at the school, they will be sent home and not allowed into the building. Please do not send a student if you know they will fail the screening.

It is imperative you do not send a student who is ill or fails the screening to school. The only way we will be able to remain open to in-person learning is if we ALL follow this guideline. If a student remains at home due to symptoms or failing the health screening, but feels well enough, they will be able to log into their classes remotely and participate without penalty and not get behind.

If you are keeping your student at home due to symptoms and/or failing the health screening, please notify the office immediately for next steps about when the student can return to in-person learning.

All visitors, including parents, will be screened with the Livingston County Health Department health questionnaire prior to entering the building. They will then report to the office to sign in and have a temperature check. If they fail the screening, they will not be admitted to the building.

All staff will self-screen using the Livingston County Health Department (LCHD) health questionnaire prior to entering the building, including doing a temperature check.

### **If a student or staff member has symptoms**

If a student or staff member develops symptoms during the day, they will be quarantined until they are able to go home.

Students and staff are asked to consult with their family physician for next steps when they develop symptoms

### **Returning to School**

Each situation is unique, therefore when a student or staff member can return to the building will vary. Specifics will be determined on a case by case basis. However, in general, students may return (as long as there was no close contact with a positive case) when:

- Fever: at least 24 hours have passed with no fever without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken)
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

Please see this flowchart and the Parent Toolkit provided by the Livingston County Health Department for more information



## **If there is a positive case in the building**

Parents should alert the school if there is a suspected positive or positive case

Suspected positive and positive cases will be reported to Livingston County Health Department (LCHD). LCHD will notify the school of any suspected positives or positive cases.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school to encourage closer observation for any symptoms at home. If the student was not a close contact of the positive case, no quarantine is required.

Close contacts of any laboratory positive or clinically diagnosed cases of COVID-19 will be contacted by the Livingston County Health Department so they can take appropriate actions (including quarantining for 14 days).

If there is a positive case identified amongst students or staff, the building will be closed for 2-5 days for deep cleaning and all students and staff will transition to fully remote learning. The closure may be longer depending on number of students or staff affected by quarantine, which will be determined on a case by case basis. Due to our learning structure for this year, these closures would not affect the delivery of content because we will transition to remote learning during the closure.

Who is a close contact? For COVID-19, a close contact is most often someone that has been within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes. Every case is different, however, and LCHD has to look at how COVID-19 is spread and how we get infected when figuring out close contacts. LCHD helps determine close contacts every day and routinely investigates contacts to many types of contagious diseases.







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