

# Kingswood Golden Knight Honor Code



Dear Kingswood Student,

## **WELCOME TO KINGSWOOD ACADEMY!**

School plays an important role in preparing you to lead successful and happy lives. This student handbook will prepare you to be a successful student.

At Kingswood you will find yourself constantly encouraged to live the virtues. That is because we know that living virtue is how a child of God should act. It will help you be truly happy. Always keep in mind that growing in virtue is a Kingswood student's most important achievement.

### **KINGSWOOD ACADEMY HONOR CODE**

- 1. I will show integrity and practice self-discipline.**
- 2. I will obey the rules of the school and the classroom.**
- 3. I will respect others and their property.**
- 4. I will give my best effort in everything I do.**
- 5. I will strive to grow in virtues.**

### **Kingswood Academy Character Program**

Each month, you will learn the definition of the school-wide virtue. Your teacher will explain other virtues similar to the school-wide virtue. Your teacher will also teach you ways to practice the virtues that you learn.

I have read the Kingswood honor code with my parents and I will try to live virtue and obey the school rules and procedures.

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Student signature

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Parent signature

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Date

**Lost and Found Procedures:**

Articles left on the playground or around the school will go in a lost and found. If not claimed, things left in the classroom will also be put in the lost and found box. Articles left at the end of the semester or school year may be given away. PLEASE ASK YOUR PARENTS TO PUT YOUR NAME IN ALL OF YOUR COATS, SWEATERS, SWEATSHIRTS, ETC.

**School Office**

During school hours, students may come to the office only with the teacher's permission and the office pass. If your parents are planning to pick you up at school for an appointment or other reason, you should stay in your classroom until your parents arrive. The office will call the classroom when they arrive.

**Virtue Tree**

Your teacher will often recognize your efforts to grow in virtue with a written note that will go on Kingswood's Virtue Tree. You may also recognize someone for their efforts. At the end of each quarter, these notes will go home along with your report card.

**Student Conduct**

As a Kingswood student you should treat your teachers and all other adults with respect and be kind and considerate toward your fellow students. We expect you to develop those traits and behaviors that will make life more pleasant for you and everyone around you. We expect you to...

- Help your parents and teachers without being asked.
- Be kind and cheerful with other students.
- Forgive others and ask for forgiveness.
- Always greet your teachers and any adult cheerfully and by name.
- Arrive on time to school.
- Be responsible for doing your homework and chores promptly.
- Take care of your own and others' belongings.
- Be honest with your teachers, your fellow students, and all others.
- Always respect adults.

## **Student Procedures**

These procedures tell you what we expect from you in school and on the playground.

### Entering and Exiting the Building:

1. Enter and exit in a quiet and orderly manner.
2. Keep hands, feet, and other objects to yourself.
3. Go directly to your classroom, car, or designated area.
4. Always walk in the hallway.

### Morning Procedures:

1. Be in line for class by 8:25 A.M.
2. Be respectful during prayers and the pledge of allegiance.
3. Sit up straight in your assigned seat and listen to directions.

### At Mass and School Assemblies:

1. Enter and exit in order. (On stairs and going through doors, keep to the right.)
2. Keep hands, feet, and other objects to yourself.
3. Be quiet and attentive during the Mass or program. Don't fidget!
4. Stay in your spot until your class is dismissed.

### When in Class:

1. Enter the classroom and take your seat. Get ready to work.
2. Pay close attention to your teacher.
3. If you don't understand something, raise your hand and wait for teacher recognition before you ask your question.
4. Keep your desk and classroom neat.

-of-uniform day. Serious dress code infractions, such as non-navy blue pants or gym shoes/boots on a regular uniform day, will require that a parent bring approved clothing to the school's office before a student may rejoin his or her class.

**Out of uniform days:** On out of uniform days, you are encouraged to continue to dress professionally. No jeans or sweatpants will be allowed unless specifically stated. Clothes should be modest and in good taste.

## **Discipline Policy**

Kingswood students make the effort to behave with honor at all times. When you fail to do so, you should honestly admit your fault and make amends for what you have done. That means that if you do something wrong, you will have to put things right.

Possible consequences include missing recess or one of the following:

For being late--stay after school

For disorder—clean the class or desks, etc.

For missing homework—stay after school to finish it.

For speaking out—write a paragraph about the importance of respect, etc.

hi length, or tights, boys should wear navy blue or black socks with the dress uniform. (Athletic ankle length white socks are the appropriate choice with the gym uniform.)

On Mass day we ask that you look your best. On Mass days, all boys are asked to wear a tie. The uniform tie is solid navy blue. Jr. High boys are asked to wear the uniform tie every day.

Gym uniforms consist of a gold t-shirt and green shorts or sweats. In cold weather students should wear their green gym sweatshirt. Gym shoes are required. As we do not have adequate space for changing clothes, you are allowed to wear their gym uniforms on gym days. Students' gym grades will be based partially on their correct uniform. Kingswood sweatshirts with an appliqué are part of the school dress uniform and should not be used for gym class.

Please make sure that your uniforms have your name in them.

### **Uniform infractions**

Students not in uniform will receive a violation notice. After three violations, the student will receive a special notice will lose the privilege of participating in the next out

5. Do your assigned classroom chores promptly and completely. If someone is absent, offer to do the chore for that student.

### At Recess:

1. Use this break time to show kindness to your schoolmates. Make sure that everyone is included.
2. At morning recess, you may eat a small healthy snack. Make sure that trash gets into the trash bin.
3. Do not go out of sight of the yard duty teacher.
4. Never go into the street to get a ball. Inform the yard duty person if this happens.
5. Line up as soon as you hear the bell to end recess.

### Restroom Procedures:

1. If possible, use the restroom at recess time.
2. Ask permission to go to the restroom.
3. Use a quiet voice in the restroom.
4. Keep the restroom clean.
5. Wash your hands, please.
6. Return quickly to class.
7. Report any necessary information to your teacher.

### School Lunch Procedures:

1. Pack a healthy lunch. No candy or pop is allowed at school.
2. No fast food is allowed at school other than what is offered to all as the hot lunch program.
3. Eat what you packed for lunch. Do not share food as others have allergies or nutritional needs that you might not know of.
4. Stay seated until the lunch monitor says you can clean up.

5. Speak quietly and politely during lunch.
6. Eat using your best manners (close your mouth as you chew, sit correctly with your food in front of you). Be as neat as possible.
7. Bring unfinished food back home.
8. Dispose of trash. Clean up after yourself.

#### Homework:

1. Make sure that you take home all the books you need for your homework.
2. Complete the assignment by the date it is due. The work must be your own, not your parents' or friend's.
3. Read every night.
4. Assume you have homework. Be responsible to find out your homework assignment if you were absent from school or a class. Be ready to make up tests that you missed.

#### Dismissal Procedures

1. Be on time to the dismissal area.
2. Stay close to the door and talk quietly so that you can hear your name called.
3. Do not return to your classroom.
4. After you get into your car, do not get out again. If you have any reason to go back into the school, have your parents drive to the front of the school and go through the front door.

#### **Uniform Expectations**

Dressing nicely for school shows that you are a serious student and a person of virtue. You should

be in uniform at all times while on school grounds, unless it is a non-uniform day.

Girls are allowed to wear blue uniform pants during cold weather. No pants or sweatpants should be worn with a uniform skirt. In warm weather students are allowed to wear blue uniform walking shorts. If it is cold, a Kingswood sweatshirt or uniform sweater should be the first thing you add to your uniform. An outdoor jacket or coat is not a substitute for the uniform sweatshirt. No head gear will be worn inside the building.

Kingswood Academy asks that you dress professionally with your uniform clean and in good repair, with your shirt tucked in. The girls' skirts should be knee length. (To check, kneel down. Your skirt should touch or almost touch the floor.) Undergarments should never be visible.

Girls should aim for a simple elegance. For this reason, make-up is not permitted. The wearing of jewelry is limited to simple chain necklaces with a religious significance and, for girls only, single ear studs. Clear nail polish is allowed. Hair should be neatly groomed.

School shoes should be dress shoes of a solid color, either black or dark brown. Since we want you to be able to play at recess, it is important that all of the shoes have backs and have enough support (no clogs or sandals). Boots may be worn outside, but must be changed before entering the classroom. Girls' socks should be navy blue bobby socks, knee-