Keene Adventist Elementary School



Student Handbook
And Code of Conduct

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General Information For
Keene Adventist Elementary School

History

Keene Adventist Elementary School began under the name “The Texas School” in January, 1893. The first teacher was Ella E. Evans.

That school was located on what is now the library parking lot of Southwestern Adventist University. The classroom served as the church on the weekend.

Within months, Keene’s church school students and a number of academy students “matriculated” at Keene Industrial and Missionary Academy, attending classes in a five story building called Academy Hall.

By 1912, the “normal school” was located in a separate building, at the corner of Hillcrest and Elm, and was administered by as many as seven faculty. In the late 1950’s, the building was replaced by SWAU’s Evans Hall, and Keene’s elementary students enjoyed a new brick building on North College Drive. This building, now known as Moran Hall, was then named the “Ella E. Hughes Demonstration School.”

Perhaps the most significant move for Keene Adventist Elementary School was to the present facility on Pecan Street.

Who We Are

Keene Adventist Elementary School, KAES, is a co-educational day school offering pre-school through eighth grade. It is operated by the Texas Conference of Seventh-day Adventists and the Keene, Texas Seventh-day Adventist Church to provide a Seventh-day Adventist Christian education.

KAES Mission Statement

Our Mission: **Pursuing the joy of salvation, knowledge, leadership and community**.

Salvation: 1 Thessalonians 5:16 tells us to be joyful always. It is our goal to encourage joyful hearts as we teach children about the free gift of salvation. It isn’t something we earn; we can’t boast our achievement. We proclaim His goodness as we worship Him.

Knowledge: We strive to create active learning opportunities that will develop a passion and purpose for learning.

Leadership: Our students learn and develop the habits of leadership. We celebrate leadership and create leadership roles for all students to take action in leading others to Christ.

Community: As part of a vibrant community, we engage in building relationships, serving community organizations such as animal shelters, parks, disaster response depots, and food banks. Through this work we prepare students to be exceptional citizens in this world and the world to come.

Philosophy

KAES believes man and the universe to be the handiwork of a Divine Creator who guides and sustains all. God is considered the Source of all knowledge and wisdom, and His revealed will is the standard of right and truth. With this as its philosophical foundation, KAES endeavors to provide its students with an educational program that leads to a full commitment of their spiritual, intellectual, physical, and social resources to the service of God and their fellow man.

The prime purpose for the existence of KAES is to provide a quality education in an atmosphere conducive to the total development of the student. The Christian philosophy, as taught in the classroom and which permeates all services and activities, shall preserve the distinctive personal quality of life and open to each student the development of a satisfying practical religious experience. It is the goal of KAES to prepare individuals who are maturing as Seventh-day Adventists to be productive, worthy citizens.

"True education means more than the pursuable of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." --Education, p. 13

Objectives

Compatible with the philosophy, emphasis is placed on the spiritual, academic, physical, and social development of each student. We recognize this as a joint effort of the students, parents, teachers and the community at large through support established and maintained by a link of communication between the school, home, and community. Attendance at KAES will provide the following opportunity for students:

Spiritual Objectives

1. Develop a Christian philosophy based on sound spiritual principles
2. Recognize that Christ's life is the perfect example for all to emulate
3. Gain practical and theoretical knowledge of God's plan for our world
4. Realize that cooperation with God's plan for their lives brings the greatest satisfaction

Academic Objectives

1. Develop a strong scholastic foundation to continue their formal education
2. Develop basic skills, intellectual curiosity, habits of accuracy self-discipline, and responsibility
3. Desire to continue intellectual development
4. Discover creative abilities
5. Develop a respect for the dignity of worthwhile labor, regardless of social status
6. Serve the church through their chosen profession

Physical Objectives

1. Combine the knowledge of theology, nutrition, biology and kinetics for physical development
2. Receive training in physical development and care for one's body

Social Objectives

1. Develop the social graces and acceptable social behavior
2. Develop an interest in improving the community and country
3. Develop a personal concern for their fellow men
4. Develop an aesthetic and intellectual appreciation for proper cultural values

Non-Discrimination Admission Policy

Enrollment at KAES is open to all who are in harmony with the philosophy and objectives of Christian education.

Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply.

Keene Adventist Elementary School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policy, financial assistance, and other school administered programs.

Keene Adventist Elementary School does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Keene Adventist Elementary School and the Seventh-day Adventist Church.

Family Educational Rights and Privacy Act (FERPA)

The rights stated in FERPA include the privacy of one child to another. While discipline situations will arise, that does not entitle any parent to be notified as to the discipline given to the other student.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review their student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31) :

    - School officials with legitimate educational interest
    - Other schools to which a student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain studies for or on behalf of the school
    - Accrediting organizations
    - To comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in cases of health and safety emergencies
    - State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Accreditation

KAES is fully and unconditionally accredited with the Southwestern Union Conference of Seventh-day Adventists, Adventist Accrediting Association, the Board of Regents of the General Conference, and the Texas Private Schools Accreditation Commission (TEPSAC). It is also recognized by the Texas Education Agency.

Admissions

Applying

Applications are available on the school website. All applicants are thoroughly reviewed by the Admissions Committee for approval. A transferring student must submit school records indicating satisfactory character and academic recommendations, and in some cases may be interviewed by the admissions committee before action will be taken on the application. Membership in the Seventh-day Adventist church is not a requirement for admission; however only those students who have a sincere desire to grow spiritually, academically, and physically, and who are willing to abide by school policies should apply.

AGE REQUIREMENT

First Grade	6 years of age by September 1, 2025
Kindergarten	5 years of age by September 1, 2025
Pre-K	4 years of age by September 1, 2025

Per Texas Conference Policy, age is always calculated as of September 1 of the current school year for the purposes of establishing eligibility.

REQUIREMENTS, PROCEDURES & EXPECTATIONS FOR ADMISSION

New students and students previously un-enrolled who are returning to Keene Adventist Elementary School must complete the following process and provide the required materials before the application can be considered.

1. Submit fully completed application
2. Provide 2 completed student recommendation forms (grades 1 – 8) as outlined below:
    a. One reference should be from a former math or English teacher
    b. One reference should be from a teacher, pastor or youth worker
3. Provide a copy of the most recent report card (1-8).
4. Provide any existing or previous IEP's, 504 paperwork, and/or any other documentation of formal learning evaluations or support plans
5. Entrance testing may be required at an additional charge

Upon completion of the application process outlined above, all students will be required to have an interview with school administration with a parent present.

In order to ensure the best possible Christian environment for our young people, Keene Adventist Elementary School reserves the right to refuse the student whose behavior in the past has not been acceptable, or whose learning support needs exceed the ability of Keene Adventist Elementary School to provide. Acceptance of all students will be subject to review by the Administrative Committee.

Once accepted, all new students will receive a "provisional" status for a 9 week period. The provisional status success requirements will be utilized to help make decisions regarding enrollment status at the conclusion of the provisional period.

Provisional status success requirements:

- Academic: Student has demonstrated good work ethic, is on a growth trajectory, and is in good standing in all of their courses as reported by their teachers
- Behavioral: Student is quick to accept responsibility for any behavioral issues that may have arisen, and is a positive

contributor to the culture of their class and school, while avoiding any significant behavioral issues with their citizenship status remaining in "good standing"
- Parent Support: Parents are supportive of school policies, procedures and expectations and are working hand-in-hand with their student, their student's teacher(s), and school administration as needed, while upholding high standards with communication, reading and responding to school communication, providing prompt responses as needed, and communicating any questions or concerns in the appropriate manner.

At the end of the 9 week provisional status period, academic and behavioral reports will be reviewed by the local administration. If it is determined that students have been successful during their provisional period, they will be taken off provisional status for the remainder of the year. If it is determined that students were not successful during their provisional status period the administration will recommend of the student one of the following:

- Be required to remain in provisional status for another 9 week period, or
- Be required to remain in provisional status for another 9 week period, and along with their parents be required to sign a performance agreement further defining and outlining expectations for continued enrollment, or
- Be asked to withdraw. Should a student and family be asked to withdraw and not agree to do so, the Administration will recommend expulsion to the school board.

Current students who fail to meet academic or behavioral standards anytime during the year may
also be subject to a provisional status. Should this occur, the student and their parents will be required to meet with administration where a behavior agreement may be required by administration.

The primary goal of the admissions process outlined above is to set a standard for school admissions where students can thrive spiritually, socially, and academically and will align with our school's mission.

Privilege of Enrollment

Enrollment at KAES is a privilege, not a right. In order to safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance and to dismiss any student whose presence is deemed detrimental. A student may also be asked to withdraw because of the behavior of one or both parents.

Application process

- Complete and submit all necessary forms (i.e. application, consent to medical treatment, transportation, photo release, acceptable internet use…).
- Provide grade reports, attendance, and behavioral records from previously attended school.
- Submit any applicable individual education plan or specialized learning diagnosis.
- Submit current immunization records.

Pre-School, Pre-kindergarten, Kindergarten, and First Grade Enrollment

Keene Adventist Elementary School embraces the philosophy of developmental readiness for school entrance and follows the regulations set by the state of Texas which state the age of eligibility for each of those grades. Students admitted into Pre-School must be 3 years and have a readiness evaluation. A student admitted to pre-kindergarten must be four years of age on or before September 1 of the school year in which the student applies for entrance. Similarly, a student must be five years of age on or before September 1 to be eligible for entry into kindergarten, and six years of age by September 1 to be eligible for entry into first grade.

Academic Placement

Appropriate academic placement of the learner is a fundamental principle of education. The following factors are to be considered in grade or level placement.

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement as determined by:
    - Standard achievement test scores
    - Teacher observation of the student's ability to reason and to express ideas logically
    - Teacher evaluation of academic progress
- Prior school performance as evidenced by cumulative records, report cards, and conversation with personnel of the previous school attended. In the event that such documentation is unavailable, assessment tools will be administered to assist in placement.
- Grade placement may be re-evaluated resulting from student's performance and testing, and by administrative recommendations with approval from the Texas Conference Office of Education.
- The Academic Committee, which includes the classroom teacher(s) of concern, a representative of the Texas Conference Education Department, a representative of the KAES Board, the vice principal, and the principal determine the final grade placement.

Financial Policies

Statement of Financial Responsibility

Prior Balances:

Prior to a student enrolling, any unpaid balances from prior year(s) at KAES or any other Texas Conference schools must be paid in full. This includes but is not limited to tuition, after school care, music, and/or cafeteria. Any request for an exception must be made in writing to the Finance Committee.

Collection Policy:

- Statement balance is due on the 1st of each month (August – May).
- Statement balance paid in full by the 5th of each month will receive a $5 discount per student.
- Statement balance not paid by the 20th of each month will be subject to a $25 late fee per student.
- Statement balance not paid by the end of each month will be subject to the guidelines below.

In the event your account remains unpaid by the 20th day of the month, one or both parents must meet with the KAES Principal and/or School Treasurer and present an adequate explanation as to why payment has not been made. If it is determined that severe and unusual circumstances exist, special arrangements will need to be made for a short-term delay in payment of the account. Absent such approved arrangements for delayed payment, the student will no longer be eligible to attend KAES.

All special arrangements must be approved by the KAES Finance Committee.

Before a student is enrolled, the parent or guardian must accept financial responsibility by signing the financial agreement on the application form.

The parent or guardian must pay in full when due all tuition fees, charges for supplies, meals, after-school-care, and all other costs incurred while the student is enrolled at Keene Adventist Elementary School.

If the account becomes delinquent, the parent or guardian will assume all collection costs and/or other charges incurred by Keene Adventist Elementary School in collecting the account.

The records of students transferring to another school may be held at KAES until all financial balances are paid.

Student aid may be interrupted or stopped if the student becomes a disciplinary problem, or if his/her grades do not average a "C" for the previous nine-week period.

All payments will be applied to unpaid tuition first; any other amounts for after school care, music, etc. will be applied after tuition is paid.

Multi-Member Discounts

- Multi-member discounts will be based only on the number of children from the same immediate family.
- The Third Child Discount is $24.00 per month.
- The Fourth Child Discount, and above is free.

Non-Sufficient Funds Charges

1st instance	=	$25.00	2nd instance	=	$35.00

After the second time cash/cashier's check or money order will be required until regular payments are established again.

Accidents and Insurance Coverage

Keene Adventist Elementary School provides limited accident insurance for students which is in force while at school and for up to one hour while traveling to and from school directly and without interruption. This is a supplement to your personal insurance and thus subject to limits.

Children who receive injuries while at school must report them immediately to their teacher. Injuries to children while going to or from school must be reported immediately to the principal's office.

A statement of insurance coverage is available to read in the KAES office.

Fundraising

All fundraising efforts are to be approved by the principal. All funds are the property of KAES and/or KAES authorized sub accounts. All funds raised at KAES will be used for the benefit of KAES. All other solicitation will be prohibited.

Attendance

The attendance policy of Keene Adventist Elementary School is designed to encourage all students to develop habits of punctuality and responsibility. A pattern of poor attendance limits academic achievement and results in decreased mastery levels. According to the Texas State Law, a student must be in attendance a minimum of 160 days.

Absences

Parents are to report all unplanned absences to the school office by telephone on the day of the absence. In addition, upon returning to school after an absence, a written excuse note should be submitted to the school on the day the student returns to school. The note must contain the student's name, the date of the absence, the reason for the absence, and the parent's signature. Notes may be emailed to the office as well. More than three consecutive days of school missed for illness or injury must be verified by a physician's note. Teachers will assist students in making up missed work for excused absences.

Excused absences and tardiness will be granted for the following reasons:

- Illness
- Death in the family
- Medical or dental appointments
- Court appointments

- School trips

Approved Absences Extension Policy
The student will be responsible for completing and turning in any missed assignments, projects, and tests when he/she returns. In order to receive full credit, students will complete and turn in missed assignments due to an excused absence, school trip or pre-approved planned leave; students will have one day to make up work for every day missed. Extensions will not be granted past the end of the term.

Unexcused Absences
We realize parents do take their children out of school for reasons other than those stated above. Please realize this is an unexcused absence and policies will be followed.

Prearranged Leave of Absence
Keene Adventist Elementary School supports quality family time and encourages families to plan their family vacation during scheduled school vacations. Great effort has been put forth to ensure that our major vacation dates are aligned with Chisholm Trail Academy and Southwestern Adventist University. Missing multiple days of school has a negative impact on a student's education experience. Valuable class interaction is missed when absences occur. When planning vacations, parents need to consider the following policy.

An absence request form (available from the office) must be submitted to the office at least one week in advance of the planned absence. If approved, students will be marked absent but will be able to make up work according to the policy below. Each student will be granted no more than five pre-arranged absence days each year. Students will be responsible to collect and complete assignments when they return from the approved prearranged leave. Students will have one week to complete assignments after returning from the approved prearranged leave. Teacher directed activities such as presentations, debates, experiments, etc. cannot be made up. Absences in excess of the approved five day limit will be subject to attendance and late work policies.

Tardiness
Parents are requested to have students arrive at school early enough so that they can be in their seats and ready for morning worship at 8:00 a.m. When students enter the classroom after 8:00 a.m., the morning routine, including worship, is interrupted and valuable instruction is compromised for all students in the class.

Excessive Absences/Tardies
Students who are consistently tardy/absent will have their records reviewed by administration. Discipline action may occur (i.e. loss of citizenship points).

School Hours
Monday – Thursday: 8:00 a.m. to 3:00 p.m. Friday: 8:00 a.m. to 2:00 p.m.

Closed Campus

When students arrive on campus they are to stay at KAES until leaving for the day. In an emergency, a parent or guardian may grant permission for their child to leave campus by calling the office. To leave**,** students must be signed out by their parent/guardian at the administrative office. Students learning before 3:00 must be picked up prior to 2:30 to not disrupt school dismissal. Students returning to school must check in at the administrative office.

For the purpose of scheduled KAES sponsored activities the term "campus" is defined to include the Keene Seventh-day Adventist Church, Chisholm Trail Academy, and Southwestern Adventist University. The mobilization of students to these activities is not considered a field trip.

For their protection, students may not leave the campus with anyone other than the parent or guardian without written permission from the parent or guardian, or verified permission by telephone (a special procedure is followed for this).

Before and After School Arrangement

Students who arrive before 7:50 a.m. should enter the gymnasium and sit until dismissed to the classroom. Arrivals between 7:50 a.m. and 8:00 a.m. may go directly to the classroom. Students should be in their rooms and seated by 8:00 a.m. Students not in their seats and ready for the day will be marked tard**y.**

After school is dismissed, students are to remain with their teacher until they are picked up. Those walking should leave the campus immediately. Unsupervised students remaining on campus later than 3:15 p.m. (by the school clock) will be signed into After School Care(ASC) and assessed a minimum charge of one hour. The hourly rate is $5.00 for the first hour and $2.00 for each hour after. ASC closes at 6:00 p.m. daily, and 5:00 p.m. on Fridays. If you have more than one child and one is in an afterschool program, arrangements must be made for the child not in the activity. Any child remaining on campus not in an afterschool program will be checked into ASC.

ASC is provided as a service to parents of current KAES students and is an extension of the school program. Students who disregard the rules or disrespect the director or teacher in ASC will be disciplined and may be suspended temporarily or permanently removed from the ASC program.

- The gymnasium is closed to all students after school, unless they are being supervised by an authorized adult.
- Siblings are not allowed to stay in after school activities they are not officially participating in.
- Any students that are leaving for a game before 4:00 and the coach is not available to supervise, will be able to stay in ASC at no charge until the coach can supervise them.

Pick-up Procedures After Regular School Hours
From time to time students will need to be picked up outside of regular school dismissal. Parents, guardians or anyone who is picking up a student outside of regular school dismissal is asked to sign out the student. Your child is precious and invaluable. These procedures help to ensure that our teachers, coaches, and chaperones are certain where students are after school hours. Subsequently students will not be allowed to wait outside unsupervised and will need to be inside with their coach or teacher.

Children who are on a sports team (gymnastics, football, basketball, soccer, volleyball, etc) will need to be signed out with the coach after practice or a game.

If children are on a field trip that arrives back after school has dismissed they will need to be signed out with the teacher.

Children that are attending after school tutoring, after school bells or after school marimba will need to be signed out with the supervising teacher. Supervising teachers will walk students over to after school care five minutes after the tutoring or music classes' regular ending time.

Children in after school care will need to be signed out from the ASC supervisor.

Curriculum

The core curriculum includes Bible, language arts, mathematics, social studies, science, PE, music, and art. Middle school students take technology as an additional course.

Grading Scale

Symbols used in grades PK & K

Symbol	**Definition**
I	Achieves objectives and performs skills independently
P	Progressing toward achieving objectives and skills
NT	Needs more time to develop
[ ]	Not addressed in this marking period.

Symbols used in grades 1 & 2

Symbol	Description
E	Excellent work
S	Satisfactory Work
N	Need for improvement

Letter grades used for grades 3 - 8

A 93-100%	C 73 - 76%
A- 90 - 92%	C- 70 - 72%
B+ 87 - 89%	D+ 67 - 69%
B 83 - 86%	D 63 - 66%
B- 80 - 82%	D- 60-62%
C+ 77 - 79%	F 0 - 59%

KAES provides assistance to struggling students through tutoring, mentoring, and academic support programs.

Parents should contact the local education agency, Keene ISD, if they suspect their child needs to be evaluated for a disability under the Individuals with Disabilities Education Act (IDEA).

To be promoted from one grade to the next, a student must attain an overall average of 70% or higher for the year in all core subject areas. The overall average shall be derived by averaging the final numerical score for all courses taken.

The parent or guardian of each student who has not successfully completed a subject shall be notified by KAES as soon as possible of any summer program available in the district that may permit the student to complete successfully the failed subjects or courses and advised that their student must take summer school to be promoted to the next grade.

To participate in extracurricular activities such as sports, a “C” grade average must be maintained in each core subject. Determination regarding eligibility to participate and notification to the student will be made at least a week in advance.

Advanced Placement

Skipping a grade is not an educational recommendation for most students. If parents would like to make a request, they must fill out the request from the TX Conference Office of Education by January 1. The final decision remains with the superintendent. There is no appeal process.

Academic Achievement Honors

Recognition for academic achievement in grades 3-8 at KAES will be based on the following criteria to be recognized quarterly, based on the grading period:

- Honor Roll: 80-100% in each core subject
- Principal’s Honor Roll: 90%-100% in each core subject

To be recognized at graduation, based on the 7th and the 8th grade year:

- Silver Cords: 84% in each core subject
- Gold Cords: 90% in each core subject

Students must be enrolled and attend KAES during their entire 8th grade year to earn graduation cords.

Parent Teacher Conference

Parent teacher conferences are scheduled after the first reporting period and as needed throughout the year. Parents are encouraged to communicate with the teacher at any time regarding their child's progress.

Acceptable Use Policy

Terms and Conditions for Student's Use of the Computer Network

- To gain access to computer network, e-mail, and the Internet, all students must obtain parental permission. Each student must sign and return the User Agreement and the signed parent permission forms to their classroom teacher. We ask that the student and parents/guardians read each of the conditions of the AUP, then sign to indicate a commitment to keeping the letter and the spirit of this policy.
- Since the KAES network is provided to allow students to conduct research and to communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is considered a student privilege—not a right, and entails responsibility on the student's part.
- Students are responsible for good behavior in communication on the KAES network, just as they are anywhere on the campus. It is expected that users will comply with school standards and will honor the agreements they have signed.
- KAES takes very seriously the responsibility for appropriate use of the KAES network. Teachers will guide and facilitate students toward resources acceptable within the framework of the general school standards.
- If a student should access an inappropriate site inadvertently, they shall report this to the teacher immediately. If that is done, they will not be considered to have intentionally accessed such material.
- Network storage areas may be treated like school lockers. Network administrators may review files, and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that stored files will be private.

Student Responsibilities

- The student assumes responsibility for any KAES user account to which he/she is given access.
- The student agrees:
    - Not to interfere with the functions of any computer, network or the Internet, or cause disruption to any service.
    - Not to attempt unauthorized access to systems, networks, data resources, or programs.
    - To respect the usage guidelines and acceptable use policies of all networks.
    - To follow all generally accepted rules of network etiquette.
    - To be polite and courteous in all communications.
    - To be responsible with all computer hardware and software.
    - To respect others' passwords, folders, work, and files.
- The student agrees to respect:
    - All intellectual property rights of the owners or licensors of all systems which are part of, or accessed through the internet and all other networks.
    - All laws of the United States and of the various states.
    - Copyright laws, and to observe them.
    - The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the Internet and other networks, and the confidentiality of any information regarding the accounts of the other users.
- Some of the material available on the Internet or local networks may be racist, sexist, obscene, pornographic or violent in nature, therefore inappropriate to use for KAES students. Students agree not to look for or to access this inappropriate material. Students further agree to cooperate with the faculty in any precautionary steps they may take to ensure appropriate use.
- The student agrees not to use the internet or the KAES Network for:
    - The acquisition, creation, and distribution of any material which is offensive, obscene, harassing, sexiest, pornographic, racist, malicious or slanderous, nor for any activity which may be considered unethical, immoral, or illegal.

    - Any activity in which the purpose is to obtain private commercial gain. (This would be appropriate at home.)
- Without specific permission of a teacher, the student will not subscribe to mailing lists, news groups, on-line computer games, or any other internet or network services.
- The student will not correspond through the Internet with unknown persons unless it is a classroom learning activity authorized by the teacher.
- The student acknowledges that information which is obtained through the accessing of any system on the internet or other networks may not be accurate or true.
- The student understands that the use of the Internet and other local networks is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.
- The student understands that any activity not in accordance with these general use policies may result in the loss of access, personal payment of any fees incurred, and other disciplinary or legal action.
- The student agrees not to download program and/or files without prior consent from a teacher.

Range of Consequences

The consequences for violating any portion of this use agreement will range from an interview with the classroom teacher, to a formal interview with the Principal. The student's privilege to access the KAES Network will be suspended. Should a student purposely access inappropriate material, they will not only lose access privileges, but may be subject to other disciplinary actions. The parents will be contacted and informed of any such misconduct.

Limitations of Liability

KAES has installed special filters that block the majority of unacceptable sites, and takes other precautions through classroom management to promote the proper and safe use of the Internet; therefore, if a student should access inappropriate material, the school will not be liable. KAES does not guarantee that the services provided through the KAES network will be free from errors, or without defects. KAES will not be responsible for any damages you may incur, including, but not limited to loss of data, or interruptions of service. KAES is not responsible for the accuracy or quality of the information obtained through the KAES network or that may be stored on its system. KAES will not be responsible for any financial obligations arising through the unauthorized or inappropriate use of the system.

Harassment Policy

Definition of Sexual Harassment: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written or physical behavior. It includes offensive pictures, graffiti, and jokes and gestures, offensive sexual conduct made as a condition of academic status, progress, benefits, honors or activities. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Harassment can take the form of verbal, physical, or emotional abuse, such as bullying, online or otherwise. Keene Adventist Elementary School is committed to providing a school environment free from harassment of any type for all students. Incidents of harassment should be reported so school authorities may take appropriate action. Students who harass others are subject to discipline up to and including expulsion.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal or to another responsible adult.

Discipline

Due Process

Student violations of the standards of behavior will result in disciplinary measures. Self-control, self-government, and acceptance of responsibility for one's behavior will be emphasized in each situation. Every effort is made to help the student take ownership for the problems they have created and to help come up with solutions. The discipline approach will vary depending on the circumstances of the misconduct, the individual student, and the school community. The first desire of the school is for discipline

to be an opportunity for growth. Some offenses may be so grievous that some of the steps may be by-passed. The following steps may be taken when corrective discipline is needed:

1. Conference between student and teacher.
2. Conference between teacher and parent. Students may be included.
3. Conference with teacher, parent, and principal. Students may be included.
4. Discipline Committee session called by the school principal or acting administrator. After all information has been gathered the Discipline Committee will make a decision. The parent(s) or guardian will be informed of that decision.
5. School Board action. When expulsion is recommended it must be acted upon by the KAES Board.

Student Conflict Resolution

KAES operates under the principle of non-violence for resolution of all conflicts. All disputes and conflicts between students should be resolved by verbal negotiations in an atmosphere of trust and good will. Students are encouraged to utilize a teacher administrator or the guidance counselor as a negotiator/facilitator in the communication process.

Discipline Committee

This committee will consist of the principal, vice-principal, board chairperson, youth pastor, and the classroom teacher.

The principal or Discipline Committee will apply appropriate consequences based on their understanding of the situation. Discipline can be in many forms from a loss of privileges, in school suspension, suspension, counseling, medical evaluation, expulsion, and others based on the situation and frequency of discipline administered.

Probation

Students who exhibit a serious infraction or continuous misbehavior may be placed on probation. A student who breaks their probation with continued misbehavior may be automatically suspended for up to five days, after which time they must appear before the discipline committee before being reinstated.

KAES Uniform Policy

KAES has a defined dress code policy. All students are expected to dress as the policy states on campus. All uniforms worn by students must meet the necessary requirements. To make sure all students wear the required uniform, the School Board has chosen landsend.com as the source to purchase school attire worn at KAES; however, some select items such as polo shirts or navy pants/skirts may also be purchased elsewhere at a lower cost.

All students are expected to be in proper uniform at the beginning of school. A grace period of 2 weeks will be given to new students attending KAES for the first time to be able to obtain proper school attire. Students not in proper dress will be immediately asked to go to the office where they must make arrangements to comply with uniform policy.

General Appearance Guidelines

The way a student grooms and dresses affects the general attitude of the classroom. Parents and students should use good taste in selecting school clothing that will enhance the learning environment. Principles of neatness and modesty will be upheld.

Overall appearance: All elements of a student's uniform must be clean and in good condition (no holes). All pants or shorts must have inside pockets only. No denim or denim-appearing clothing may be worn except on Jean-a-form Monday or unless otherwise authorized by Administration.

Hair: Hair, in style, color or length is not to be worn in a way that is distracting in nature.
Natural hair colors are required. Boys should wear their hair neat and trimmed. The school administration reserves the right to make final decisions on hairstyles that are not acceptable.

Jewelry/Make-up: Jewelry, except for watches, is not permitted. Cosmetic/Make-up should not create an artificial appearance or bring undue attention to the student. New piercings are not an acceptable reason to wear studs or to cover earlobes with band-aides. Unauthorized items will be confiscated and taken to the principal's office where they can be picked up the following Monday by the student's parents. The student will receive a detention mark(s) following the citizenship policy. Any jewelry not picked-up by the end of the quarter will be disposed of. This policy is expected to be followed at all school events. If a student is found wearing jewelry again within the same quarter after it has been collected, they will need to pay a $10 fee to have the jewelry returned.

Accessories: Miscellaneous gear such as sunglasses, bandanas, headgear, hats, etc. may not be worn within school buildings except on designated days.

Nail Polish: Only clear or neutral nail polish may be worn. This includes toenail polish on water or field day-type events when flip-flops or open toe shoes may be allowed.

Visible Body Markings: Marks that include, but are not limited to, real/fake tattoos or henna, will not be permitted. In addition, any ink drawings written on skin by self or others will require immediate removal.

Skirt Length: For girls, all skirts, skorts and shorts worn on campus or during school events must be at a length that is at or below the student's fingertips when arms are resting naturally straight at their sides.

Footwear: Footwear appropriate for the classroom and the playground is required. Shoes should be closed-toe and appropriate for PE. No Flip-Flops or Heelies® are permitted during regular class attendance; however, alternate footwear will be allowed during events for which a teacher has specifically stated they can be worn.

Outerwear (outdoors): Non-uniform winter coats may be allowed to/from school and during recess or PE if needed.

Outerwear (indoors): Classroom sweaters or jackets must be solid gray, black, white or solid navy, with no miscellaneous logos, markings or brand names. The KAES logo on these classroom sweaters or jackets is optional. KAES approved sweatshirts may also be worn.

GIRLS: Pre-School to 8th

Daily Classroom Attire:

- Bottoms: Navy pants, capris, shorts or skorts. KAES #80 plaid may also be used for daily wear.
- Shirts: Polo shirts (short or long sleeve) in the following approved colors:
    - WHITE
    - PALE YELLOW
    - HUNTER GREEN
    - LIGHT BLUE
    - LIGHT GRAY
    - LIGHT PINK
- Legs & Feet: Leggings and tights including knee-high socks, should be solid black, navy, gray or white in order to coordinate with the uniform.
- Shoes should be closed-toe and appropriate for PE, unless the teacher or administration specifically stipulates otherwise.
- In-classroom Outerwear: Solid gray or solid navy sweaters or jackets, without any non-KAES logos. The KAES logo on classroom outwear is optional. KAES approved sweatshirts may also be worn.

Formal Chapel/Performance Attire:

Bottoms: #80 PLAID SKIRT with solid white socks. If a skirt is worn, navy knit shorts or leggings may be worn for modesty and/or warmth.
6tA WHITE POLO with SCHOOL LOGO/Emblem. All undershirts must be white and tucked in, but the polo shirt is not required to be tucked in.

Field Trip Uniform:

Bottoms:	Nice blue jeans or navy pants.
Shirt:	One school field trip t-shirt will be provided for every student. This shirt must be worn for all field trips. This helps provide an additional layer of safety on trips.

BOYS: Pre-School to 8th

Daily Classroom Attire:

- Bottoms: Navy pants or shorts.
- Shirts: Polo shirts (short or long sleeve) in the following approved colors:
    - WHITE
    - PALE YELLOW
    - HUNTER GREEN
    - LIGHT BLUE
    - LIGHT GRAY
    - LIGHT PINK
- Shoes should be closed-toe and appropriate for PE, unless the teacher or administration specifically stipulates otherwise.
- In-classroom Outerwear: Solid grey or solid navy (front opening) sweaters or jackets, without any non-KAES logos. The KAES logo on classroom outwear is optional. KAES approved sweatshirts may also be worn.

Formal Chapel/Performance Attire:

Bottoms: NAVY pants or shorts with navy socks.
Shirt: A WHITE POLO with SCHOOL LOGO/Emblem. All undershirts must be white and tucked in, but the polo shirt is not required to be tucked in.

Field Trip Uniform:

Bottoms: Nice blue jeans or navy pants.
Shirt: One school field trip t-shirt will be provided for every student. This shirt must be worn for all field trips. This helps provide an additional layer of safety on trips.

Alternative Uniform Days:

"JEAN-A-FORM" Mondays: Jeans or shorts must be blue in color with no designs and made of denim material. Shorts length must meet the standard uniform guideline stipulated (at or below the length of students' fingertips). Approved Monday shirts must have KAES theme, emblem, logo or information on them. Shirts that are ripped, faded or stained will not be permitted.

KAES Uniform Resources:

Lands' End School Uniform
KAES website
1-800-469-2222
www.Landsend.com

FlynnO'Hara Uniformas
363 Carroll Street
Fort Worth, TX 76107
Phone: 817-292-5437
www.flynnohara.com

Country Creations (for embroidery)
110 N. Pendell Ave.
Cleburne, TX 76033
Phone: 817-645-8050
www.countrycreationsmonogram.com

School Activities Off-Campus

Occasionally, field trips, class trips, athletic teams, and performing groups will necessitate students being off campus during a school day and sometimes overnight. The medical consent/permission form signed at the time of registration will be considered as implied consent for all school activities both on and off campus. In addition, a specific permission form may be required for the student to go before the trip is taken.

It is our intent and hope that all students will go on school sponsored trips; however this is a privilege and not a right. Off-campus trips granted to those students who meet the following requirements.

- All financial obligations, including tuition, must be met prior to the trip, or arrangements must be made prior to the trip date.
- Have an eligible citizenship grade of 80% or higher.
- All grades should be 70% or higher.

All school and classroom rules are in force during any off-campus experience. In addition, rules and regulations specific to the event or activity may be introduced.

Parents accompanying field trip groups must have a completed and approved Verified Volunteer background check and volunteer form on file in the office. Siblings are not permitted on field trips as they can be a distraction to supervising students on field trips.

Visitors

Anyone on campus who is not an enrolled student or member of the faculty/staff is considered a visitor. Visitors are welcome and encouraged to visit KAES. Visitors are, however, required to register with the office upon arrival on our campus.

Students are not to bring school age relatives or friends to school without the permission of the teacher and the office. Permission must be received a minimum of one day prior to the visit. If the visitor is unaccompanied by an adult, he/she will provide the teacher with an emergency phone number where a parent or responsible party can be reached. Student guests will observe school regulations and dress policies.

If a parent should want to visit the classroom, arrangements should be made with the teacher at least the day before the visit.

Medical Emergencies

In cases of serious emergency, such as injury, accident or sickness, the school will attempt to contact the child's parent or guardian. If the parent cannot be reached, and medical aid is needed, the teacher or principal will, in their best judgment, arrange for the necessary care. All students will have a consent to treat form, signed by a parent or guardian, on file in the administrative office.

Medication Policy

Pursuant to Texas Education Code 21.914, Keene Adventist Elementary School is authorized to administer oral medication to students during school hours ONLY after parents and physicians have signed permission forms (available in the school office). It is our policy that such medication will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or to be well enough to participate in learning activities. We define medication to mean all drugs, whether prescription or over-the-counter.

The Library

Library books may be kept for a one-week period, however check out may be renewed as many times as needed. When a book is lost, the student will be charged the cost to replace the lost book with the same title in new condition (minimum cost of $20.00).

Cafeteria

Our school operates a full cafeteria and serves only vegetarian meals.

You may purchase a single item or a complete lunch. You may also purchase drinks only. Money for the cafeteria must come through the office to assure proper credit to your account. You may put money on your account at any time. You may choose to restrict your child from purchasing lunches or single items from the cafeteria by notifying the school office.

Prices are:

Preschool-3rd	$4.50
4th-8th	$5.50
Adult/Visitors	$5.50

Music Lessons

Music lessons are available during school hours. Arrangements for lessons must be made through our music teacher Mrs. Infante. Music teachers and classroom teachers will work together to choose the best time for lessons that will impact classroom academics least. A variety of instruments are offered for lessons. Billing for lessons will be handled through the office and reflected on your monthly statement.

Lockers

Lockers are the property of KAES and are provided for the personal use of students enrolled in the upper grades. Padlocks may be placed on lockers but must be approved and registered with the homeroom teacher. The combination or key for locks must be given to the homeroom teacher. Lockers may be opened and/or inspected by the faculty members at any time. It is the responsibility of each student to keep the locker clean. Money and other valuables should not be stored in student lockers. The school is not responsible for articles left in lockers. A $200.00 minimum fine will be imposed upon a student who damages or defaces any locker.

Telephone/Cell Phones

Students will not be called out of class to take phone calls unless for a parental emergency. Messages may be left at the office and will be delivered to the teacher for relay to the student.

Cell Phones: Students are not to have cell phones in their possession during the school day between 8:00-3:00 unless explicit permission has been given by the teacher per occurrence. Phones need to be kept out of sight in a backpack or locker. Internet capabilities for phones and watches must be turned off. Cell phones will be taken from students and will be returned after a $10.00 fee has been paid. Parents may pick up the cell phone from the office at any time during office hours.

Unauthorized Items on Campus

Items not consistent with school purposes such as electronic items or toys will be confiscated and kept by KAES and returned at the teacher's discretion. Anyone buying/selling, trading or possessing these items will be disciplined. Any exceptions must be approved by the principal.

All weapons, drugs, alcohol, and cigarettes are strictly forbidden at all times. Students will be sent to the disciplinary committee if any of these items are found in their possession which could lead to expulsion.

Acceptable Reading Material

Students attending KAES are encouraged to bring literature to read that upholds Christian values as presented in the Bible that help train the mind and character for eternity through a closer relationship with Jesus. Literature that has inappropriate material such as witchcraft, excessive violence, inappropriate language, sexuality and adult themes should be left at home. If material is questionable, students will be asked to leave it at home.

Property Rights

The student is expected to replace or pay for damage done by him/her to school property or the property of others. Damage to school or personal property is considered a serious offense.

A $200.00 minimum fine will be imposed upon a student who damages or defaces any locker.

The school assumes no responsibility for damage to or the loss of books, clothing, electronics, musical instruments, bicycles, or other personal property left by anyone on the school grounds or in the school building either during or after school hours.

Textbooks are the responsibility of the student. The student is expected to pay the replacement cost for any damaged or lost books. The school will have the responsibility of assigning and inventorying all textbooks. Students should provide book covers to prevent damage.

Publications and Posting Announcements and Signs

All publications, announcements, and signs must be approved by the principal. The announcements are to be posted on the bulletin boards provided after approval.

Unprinted Regulations

Regulations adopted by the school administration/board and publicly announced to the students will have the same force as if printed in the Handbook.

Severe Weather Days

On days that Keene Adventist Elementary School must close due to bad weather, a text and email will be sent to parents and guardians via Parent Alert.

In weather situations Keene Adventist Elementary School follows the same guidelines as the Keene Independent School District. Any time KISD closes for bad weather, Keene Adventist Elementary School will also be closed. Keene Adventist Elementary School will not always follow closings that KISD takes that are not weather related.

Responsibilities and Expectations

The Student's Responsibilities:

- Recognize that attendance at Keene Adventist Elementary School is a privilege
- Follow the Christian principles for student behavior while at school and at school affairs
- Be mutually respectful and honest in relationships with teachers, staff and fellow students
- Take advantage of the academic opportunities offered at school
- Cooperate with school staff
- Assist the school staff in maintaining a safe school for all students
- Support and participate in school activities
- Recognize that all personal and school property is to be treated with respect and care
- Recognize that student rights go with student responsibilities

The Parent's Responsibilities:

- Guide the child from the earliest years in the development of socially acceptable standards of behavior, in exercising self-control, and in being honest and accountable for his/her actions

- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn
- Discuss with the child the home and school rules and as a family and establish the consequences resulting from violation of those rules
- Be sure the child's attendance at school is regular and punctual and all absences are properly excused with a signed and dated note
- Encourage the child to be responsible for his/her personal appearance and hygiene and to comply with the dress code of the school
- Provide a suitable quiet location where the child can do his/her homework with appropriate supervision and encouragement
- Reach out to teachers/administration if you have questions or concerns.

Teacher and Staff Responsibilities:

- To bring Christ into every class and encourage students in the pursuit of spiritual growth, by precept and example
- Promote a climate of mutual respect and dignity
- By example teach honesty and common courtesy for other people and their belongings
- Maintain acceptable academic records, inform parents regarding student achievement and behavior, and be willing to consult with students or parents whenever necessary, particularly if there is a possibility of a low grade or failure
- Be alert to changing patterns in student behavior and prompt to refer for special help any student who seems to be in need of such assistance
- Explain items in the handbook which relate to students and require their observance
- Establish classroom rules and standards in enforcing school and classroom rules
- Be firm, fair, and consistent in enforcing school and classroom rules
- Handle individual infractions privately
- Distinguish between minor student misconduct best handled by the teacher and major problems best handled by the principal

The Administrator's Responsibilities:

- Give priority attention to fostering a strong spiritual atmosphere in our school
- Create within the school the best learning situation possible by developing an atmosphere of mutual respect with the school staff
- Organize effective school schedules and teaching assignments and require effective classroom management and instruction
- Work with staff, the KAES School Board, and the Texas Conference Department of Education to formulate effective school policies and familiarize students and parents with these policies
- Be firm, fair, honest, and consistent in all decisions affecting students, parents, and staff
- Demonstrate, by work and personal example, respect for law and order, self-discipline, and genuine concern for persons coming under administrative authority
- Assume the responsibility of enforcing school policies and ensure that all discipline cases are resolved promptly.

KAES School Board Responsibilities:

The KAES School Board perceives that its first and greatest concern is to provide the means for every student in their constituency to receive a quality Christian Education.

The Board also understands that quality education can occur only in a lawful, tranquil environment which protects the rights of both the student and staff.

For these reasons, the Board agrees to:
- Inform the students, staff and parents of the behavior expected of each member of the student body by publishing and distributing the KAES handbook
- Provide and maintain a well-qualified staff who, in cooperation with the principal, will be responsible for the students while under the legal supervision of the school
- Give full support to the staff in its administration of the school policies
- Consider in a fair and consistent manner the resolution of student behavior problems which have been brought to it, in accordance with KAES and Conference policies, as well as State and Federal Law
- Encourage a program of continuing education for teachers and staff in the area of their discipline

- Assure the operation of Keene Adventist Elementary School in accordance with the Constitution and Bylaws, established by the school constituency and the Southwestern Union Conference Education Code Book, copies of which are available for reference in the school office

Texas Conference Department of Education Responsibilities:

- Provide quality resources which include curriculum, finances, continuing education, evaluation, legal counsel, etc.
- Act as final authority in the resolution of disputes after all local means have been exhausted

Grievance Procedure

The success of KAES depends in large measure upon the fullest cooperation between parents, teachers and students. When parents are concerned about a report, a criticism, or a complaint made by a student or fellow parent, they are encouraged to first notify the teacher, then if necessary, the administration in matters of this kind. Judgment should be withheld until a thorough and proper investigation can be made. By working together, parents, teachers, and students can avoid and resolve most serious problems.

In the event a resolution cannot be agreed upon the parents desire to appeal to authorities higher than the KAES Administration, or in the event that the grievance involves the Administration, then the following guidelines are to be followed as outlined in "Legitimate Concerns" on pages 26-27 of the Southwestern Union Conference Office of Education School Board Manual.

- If a parent becomes concerned with some action of a teacher, past or present practice, he/she is asked to speak to the teacher directly about what is viewed as a problem.
- If no satisfaction is realized, he/she is to talk to the principal about the problem. If it is felt the principal is part of the problem, the complaint shall go directly to the school board chairperson.
- The principal will endeavor to bring the parents and teacher together to solve the problem.
- If the concerned parents are still dissatisfied, they must put their complaint in writing to the school board chairperson. If a teacher is involved and the principal has not been able to resolve the problem, he/she will also contact the board chairperson.
- The principal and the school board chairperson will call a special meeting of the Texas Conference Superintendent of Education, the principal, the teacher, and the board chairperson to discuss the details of the problem.
- If the concerned parents have not been satisfied and they or the principal feel the problem needs further study, the board chairperson/principal will ask the teacher and parents involved to appear at the next school board meeting and present the complaint. All discussion will be kept confidential.
- After a complaint has been presented at the board meeting and an opportunity to reply has been made, the board may have questions for the parties involved, after which the board will go into executive session to further discuss the matter.
- At no time during the school board meeting may a complaint against a faculty member be brought up without first having followed the proper procedures as outlined previously.

Keys to Success in Middle School

1. Responsibility – The KEY to growth and maturity

What you're about to read will sound strange and almost unacceptable. We encourage you to let your student "fail" during their middle school years. It will be O.K., we promise! Let your student earn a bad grade, leave a project on the kitchen counter, forget homework, or make a wrong decision. The small consequence they will receive for their decisions today will help them to make better choices and smart decisions for tomorrow.

When you as a parent come to the rescue you are actually hindering the development of responsibility. You're not allowing a small error and a small consequence to do the teaching for the future. It is far better, and safer, for your child to learn this lesson while young, rather than when they are older and consequences can be life altering.

Whatever consequences they may face at school should be followed up at home with a discussion surrounding what happened and how to avoid that situation in the future. Use stories from your personal life and share what God's word has to say about the situation.

2. Don't wait to communicate!

Just like a pancake, a story always has two sides! Remember that the middle school years are a roller coaster of emotions and change. Perceptions change and can cause students to communicate to you at the end of a school day a story that may be one-sided or places them in the best light. Be open to know that there may be another side of the story and check with the teacher. KAES follows God's word when handling conflicts. (See Matthew 18:15 - 19.)

Whenever there is a concern over grades, a situation in the classroom, or a possible misunderstanding, please communicate quickly with your child's teachers. All personnel want your child to succeed and to have a great experience at KAES. In matters concerning the classroom, communication should always start with the teacher. If concerns continue, contact the school office to set up a time to meet with the principal.

3. Organization is the key in middle school.

Is your child inherently organized? Here's a good indicator: go look in your child's bedroom. Do they keep the room clean, picked up, trash free and everything in its place without being told? They are middle schoolers, so probably not! If this is the case with your child, they will probably have to be taught organizational skills. Organizational skills help to bring success. Teach your child to:

- Keep supplies handy – paper in binder; pencil, pen, and highlighter in a zipper pouch.
- Help your child to think ahead – what supplies do I need for tomorrow? For next week? Is there a project or test next week that I should work on?
- Check Google classroom for information on what is due and when.

4. Homework

Homework should be done as soon as possible. When this becomes a habit, stress and anxiety are reduced, and a lifelong organizational habit is established. Please expect your child to have some homework every day. When they say "I don't have anything to do," question whether this is accurate. To help your child accomplish their homework:

- Set a specific time after school to complete homework.
- Have a couple of breaks within the homework time.
- Create a homework space in your home that is quiet.
- Your child should ask his or her teachers how to study for quizzes and tests and get any clarification for assignments before school is out.
- Bring all necessary books and binders home. Check with your child before you leave school to make sure they have everything they need.
- Students receive late work lists daily if they have any late work. Ask your child if they received one. If so, ask them to show you whether the assignments have been signed off as completed or if they are still missing. If it does not have a teacher's signature, it has not been turned in.
- Grades are on RenWeb which is accessible to you 24/7 via the Internet as well as progress reports which are emailed weekly.
- Review your child's completed homework and projects for neatness, clarity, and incompletion, but remember it is <u>their</u> work. Discuss the definition of plagiarism, as a zero is given for any plagiarized work.
- If your child feels overwhelmed with homework, please contact the teachers.

Middle School Policies

Late Work

Students are expected to have all assignments ready to be turned in at the beginning of class on the date due**.** The assignments will be deducted an automatic 20% on the first day the assignment is late. Any missing work turned in after the following Monday will be given a zero. A student that has a large amount of late assignments may be put on an academic contract.

Grades

Grades will be emailed on Friday of each week, except the first week of the quarter. Please check the email each week to see if your child has any missing assignments since each Monday is the deadline to turn in any late work.

Cheating

It is very important that our students show integrity in their school work. Academic honesty allows teachers to assess students' abilities and enables students to exhibit academic behavior that is increasingly important as they progress through the education system. It is our expectation that students display honesty in their school work.

Our goal is to ensure that each child understands the material given. Students may only assist a fellow student with understanding directions or one or two questions on an assignment unless a teacher specifically allows a peer tutor. If students need additional help they should ask the teacher for help (or a parent if it is homework). Assignments are considered individual assignments unless they are specified as a group assignment.

Definition and Examples of Cheating/Plagiarism:

- Copying another student's assignment and turning it in as their own
- Allowing another student to copy your work
- Changing grades on papers after they have been graded or changing grades in the gradebook
- Working with other students on an individual assignment
- Splitting an assignment
- Copying and pasting material from the Internet
- Using material that is not referenced or using exact wording without quotation marks
- Using hidden answers or electronics on quizzes or exams
- Giving another student help on a quiz or test
- Putting your name on a group assignment in which you didn't participate or on another student's paper
- Using AI on as assignment without specific permission from the teacher

Consequences of Cheating/Plagiarism:

1st Offense: The student will lose three citizenship points, receive a zero on the assignment and the parents will be notified.

2nd Offense: The student will lose five citizenship points, receive a zero on the assignment, the parents will be notified and the student will receive an in-school suspension.

3rd Offense: The student will lose seven citizenship points, receive a zero on the assignment, the parents will be notified, and the student will receive an at-home suspension.

*Most parent notifications will be done through email. The teachers are happy to meet with you at your request if you have further questions. We appreciate your support as we try to help your child learn from their mistakes.

Electronics

Students are not allowed to use any non-school related electronic devices during school hours. Recording and/or photographing students and teachers is prohibited without approval of the teacher. Electronic devices may be allowed for special purposes with approval of the teacher.

Middle School Behavior Policy

KAES supports a disciplinary plan where students are expected to treat others with kindness, courtesy, and respect. All rules and regulations apply at any time a student is on the school premises or under school supervision, whether it is during regular school hours or not. The rules apply off-campus whenever the student is under school supervision. All teachers, administrators, and adults acting in a supervisory capacity have authority over all students and must be obeyed.

When a student is experiencing difficulties in self-management, we will work together to formulate a plan of action to bring about positive change. This could include a warning, change in seating, restitution, writing, loss of privileges, lunch detention, chores, exercise or a behavior contract.

Self-discipline is the desired goal. Accumulating 3 or more detention marks in one week will result in additional consequences.

Detention Marks/Demerits	**Additional Consequence**
3	1 lunch detention
4	2 lunch detentions
5	In-school suspension
6+	Administrative action

If a child receives three suspensions within a quarter due to detention marks, a disciplinary committee will consider further action.

Students will begin each quarter with 100 citizenship points. Students will lose 1-3 citizenship points for minor infractions or the first occurrence of a minor infraction. Examples of minor infractions include:

- Running, shouting, or the use of playground equipment in the hallways (1 point)
- Uniform violations (1 point)
- Violation of classroom rules/procedures (1 point)
- Chewing gum (1 point)
- Misuse of computer (1 point)
- Disruptive behavior (1 point)
- Touching someone else's property (1 point)
- Defiance (2 points)
- Unkind behavior (1-2 points)
- Horseplay (1-2 points)
- Disrespect (2 points)
- Inappropriate language (1-2 points)
- Leaving an assigned area without permission (1-2 points)
- Taking or destroying someone else's property (1-3 points)

*Repeated offenses within the same grading quarter may result in increased point deduction.
*More severe offenses may result in more points being deducted with administration approval.

Students will lose up to 15 points for major or repeated infractions. Examples of major infractions include:

- Cheating
- Bullying
- Vandalism
- Fighting

Some situations may be either a minor or major infraction depending on the intensity or circumstances. Repetitive behavior may result in a major infraction.

Students who drop below 80 points in any grading period will not attend field trips, class parties, or other class activities during that period. Any student who has dropped below 80 points in any two quarters will be reviewed by the disciplinary committee.

All sports players are expected to exhibit a character that represents the school in a positive manner at all times. Players must maintain an 85% or higher in their citizenship grade to be able to be part of a sports team. If a player's citizenship grade drops below 85% during the season, the player will be suspended from the team. The previous quarter's grades will be used as a new sport begins to determine eligibility.

Middle School Field Trip Student Expectations

- Students must behave in a manner that represents KAES well. Rules that apply at school also apply on field trips. Students who misbehave may be unable to attend future field trips.
- Students are expected to treat chaperones with respect and follow the guidelines given to them by their chaperones.
- Cell phones are only allowed on the bus. Students are not allowed to use cell phones on field trips outside of the bus.
- Students are expected to wear their field trip uniform. They must wear jeans with no holes in them and the KAES field trip t-shirt. Students may not be able to attend if they show up out of uniform.
- Students may be required to have no missing work and no grades below a 70% to participate in field trips.

Middle School Field Trip Chaperone Expectations

- Chaperones are welcome and needed to ensure field trips are successful. However, there are often limited chaperone spaces.
- All adults who chose to chaperone are expected to assist the teacher in keeping students safe and to encourage students to represent KAES well.
- Chaperones must complete the volunteer forms in the office and must be approved by the Texas Conference after completing the training.
- Chaperones will be assigned students to be responsible for throughout the trip. Students must be with their chaperone at all times.
- Only parents of students are allowed to chaperone. Siblings and other adults are not allowed to attend middle school field trips.
- Chaperones should encourage a positive attitude which will help everybody have a great experience.
- Chaperones may need to drive separately on some field trips depending on the number of students riding in the bus.