



**KEHOE-FRANCE**  
Deo - Patriae - Disciplinae

# Family Handbook

**Kehoe-France Southshore**  
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# **Section A:**

# **Kehoe-France**

# **General Information**

## WELCOME

We are very excited and honored that you have chosen Kehoe-France for you child(ren). We have an open door policy and encourage families to visit, participate in events, ask questions and make suggestions at any time. Please thoroughly read this handbook/policy manual so that you are familiar with the KF practices, procedures, and policies. Be sure to ask questions if there are any details you do not understand or areas you need further information or clarification.

## INTRODUCTION

### Preface

This handbook and policy manual has detailed information about our program. This handbook may be revised from time to time at the discretion of Kehoe-France School.

### History of Kehoe-France

Kehoe-France was founded in 1949 as a Day Camp for boys and girls under the direction of Patricia Kehoe and Frank A. France. The partnership was sealed in 1952 when Patricia Kehoe became Mrs. Frank A. France. The camp operated in Audubon Park and at various rented facilities until February of 1958 when it moved to the present location at 720 Elise Avenue in Metairie.

What was the area like at that time? Elise Avenue was a one-lane dirt road with wide ditches on either side. West Metairie Avenue did not exist. Neither did Veterans Boulevard. Clearing and developing the land was a real effort. It was heavily wooded with much underbrush covering what was actually a swamp. Thousands of truckloads of mud had to be hauled in before any construction could begin. Only our pioneering spirit and the vision of what Kehoe-France would one day become kept the effort moving.

We seemed to have been unmindful of the situation on Wall Street, for in 1957-58 the country suffered the worst recession since the Great Depression of 1929. Financial backers were difficult, if not impossible, to find. However, there were a few people who shared our vision, who not only gave moral support but loaned financial support as well. We do not wish to embarrass them by mentioning their names. It is sufficient that they know, and we will be forever grateful for the faith that they had in us and in our dreams.

That first year the main building, a two-story structure, with living quarters upstairs, was completed. The pool was completed on Mother's Day, 1958. In June of that year, camp opened on schedule as it has every summer since 1949.

Each year improvements and buildings have been added to the physical plant. In September 1962, the school program began with an enrollment of 42 preschool students and two teachers. The school grew quickly. In the following year, there were five divisions of preschool, and the next year there were ten.

In September 1966, two 1st grades were added, and one grade was added each year thereafter until 1974, when the first 8th grade graduation was held.

On March 15, 1996, Kehoe-France's growth reached across Lake Pontchartrain to Covington with the purchase of River Forest Academy. Today, there are over 650 students in both Kehoe-France School and Kehoe-France Northshore.

Since its beginning, Kehoe-France's growth and development have been strong and steady. Much of the credit must go to the dedicated teachers, loyal parents, and eager students who have passed through its doors. Kehoe-France was founded without the aid of debenture bonds, endowment, or fund-raising drives. It was at its beginning, as it is now, funded solely with student tuition and personal funds from the founders.

We cannot foretell what the future will be for Kehoe-France, but its present state seems to justify all that we have put into it in thought, work, time, and funds.

### **Facilities**

Kehoe-France is situated on fourteen (14) acres with a wide variety of indoor and outdoor facilities.

Facilities include swimming pools, tennis courts, soccer/football field, playground equipment, library media center, STEM lab, state of the art band room, activity center, music room, and computer labs. Kehoe-France meets all of the State Board of Health and Fire Marshall regulations.

## **Mission Statement**

The mission of Kehoe-France is to give each student a strong academic foundation, promote social skills and physical well-being, and nurture cultural and ethical development in a caring and aesthetically pleasing environment.

Based on a history of traditional ethics, Kehoe-France looks to the future with a long-range, strategic plan to reinforce the values of honesty, compassion, personal integrity, and fairness. A commitment to teamwork, sharing, and cooperation needs to be promoted in intra-level and intra-discipline, with all teachers and administrators being flexible and open to change for improvement on a daily and long-term basis. Because Kehoe-France is a private school, there is the capacity for upgrading education by directly addressing the individual needs of students.

## **Vision Statement**

Through collaboration and continuous learning, Kehoe-France will be a place of excellence where all students are engaged in high quality, real-world learning. A professional and highly motivated staff, in partnership with parents, will encourage children to achieve their full potential and become responsible citizens who are lifelong learners.

## **Core Values**

We believe in:

- Challenging all students to achieve their fullest potential in a supportive educational environment.
- Promoting academic success so that learning will become a lifetime pattern.
- Respecting and embracing individual differences and diversity within the community.
- Taking an active role in service opportunities in the school and community.
- Demonstrating fairness in our judgements and actions and being honest with ourselves and others.
- Taking ownership of our behavior as individuals and having the courage to think and act independently.
- Partnering with parents to develop a good working relationship for maximum student growth.

## Goals

It is our goal to help the children recognize their capabilities and to provide the opportunity and guidance to develop them. It is our aim to develop a child's curiosity, self-concept, self-discipline, and problem-solving ability.

We strive to meet each child's developmental needs, realizing that they will not enter at the same level nor will they all reach the same level of achievement at the end.

We attempt to imbue the child with compassion and respect for his/her fellow man and to practice courtesy and consideration in his/her relationships.

We strive to promote and encourage each child to develop interests in cultural and worthy leisure time pursuits.

A child who has been educated at Kehoe-France should have the faculty of critical analysis, the ability to meet new problems, independence of thought, self-direction, and self-discipline.

The desired learner outcomes for all students who exit Kehoe-France School at the end of their elementary years are as follows:

- The student will demonstrate functional skills in communication (reading, writing, speaking and listening), mathematics, science, and computer technology.
- The student will demonstrate an ongoing enthusiasm for learning, drawing from positive educational experiences in school.
- The student will demonstrate an appreciation for the visual and performing arts, foreign language, and physical fitness and wellness.
- The student will demonstrate self-discipline and problem-solving skills to investigate the world around him/her.
- The student will recognize and value his/her own uniqueness with opportunities to investigate and seek out areas of particular interest to him/her through participation in curricular and extra-curricular activities.
- The student will effectively demonstrate responsibility and self-direction and utilize time efficiently on group and independent projects.
- The student will demonstrate compassion and respect for his/her fellow man/woman and practice courtesy, consideration, and self-discipline in his/her relationships.
- The student will demonstrate an appreciation of all cultures with an emphasis on the dignity and importance of every individual.
- The student will demonstrate the ability to live a productive life, and through an awareness of his/her own self-worth, will strive to become a contributing member of the community.

## Admissions & Finances

### Admissions

Parents of children seeking enrollment in Kehoe-France are required to participate in a comprehensive orientation. These sessions are scheduled October through May. Registration for new applicants opens in the fall for the upcoming school year. An enrollment application for 8 week olds to 7<sup>th</sup> graders along with a copy of the birth certificate and registration deposit is required. Children applying for Kindergarten through 7<sup>th</sup> grade must submit an enrollment application along with the registration deposit. Should your child not be accepted (academically or otherwise) the registration deposit would be refunded. The registration assessment fee is not refundable.

The Kehoe-France Admission Office will then request a Confidential Teacher Evaluation Form, transcripts and school records from previous schools. Students applying for Grades 1 through 7 are required to take an admission test.

Along with the testing for admission, students seeking admission to Grades 1 through 7 must successfully complete their current grade, possess at least average academic ability, receive a good recommendation from the school the student is currently attending and have at least one parent attend an information session.

Age	Cutoff Date
8 Week Olds	None
1 Year Olds	September 1 <sup>st</sup>
2 Year Olds	September 1 <sup>st</sup>
3 Year Olds	September 1 <sup>st</sup>
4 Year Olds	September 1 <sup>st</sup>
5 Year Olds	September 1 <sup>st</sup>
6 Year Olds	September 1 <sup>st</sup>

\*\*First grade applicants must be six (6) years old before September 1 of that school year

**KEHOE-FRANCE ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO THE STUDENTS OF THIS SCHOOL. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN, OR DISABILITY IN ADMINISTRATION OF EDUCATIONAL POLICIES, ADMISSIONS POLICIES, AND ATHLETIC AND OTHER SCHOOL-ADMINISTERED PROGRAMS.**

### Finances

Your deposit holds your place until the first tuition payment is due May 1. If tuition is not paid on time, your child may be placed on a waiting list.

#### **Tuition Refund Policy**

<b>Tuition Payment Due:</b>	<b>Covers:</b>
May 1 <sup>st</sup>	August, September, October, November
August 1 <sup>st</sup>	December, January, February
November 1 <sup>st</sup>	March, April, May





Parents/guardians are responsible for the tuition for the school year with the following exceptions:

1. 3 months' written notice prior to the commencement of the trimester, you will forfeit no tuition for that period.
2. Less than 3 months' written notice prior to the commencement of the trimester, you will forfeit 50% of the tuition for that period.
3. Less than 2 months' written notice prior to the commencement of the trimester, you will forfeit 75% of the tuition for that period.
4. Less than 1 month's written notice prior to the commencement of the trimester, you will forfeit 100% of the tuition for that period.

In the event that Kehoe-France is not or has not opened for classes and the academic school year does not take place, in whole or in part, due to any Act of God, including but not limited to weather, fire, flood, strike, labor dispute or similar cause beyond the control of the parties, then the tuition paying party shall not be entitled to a refund of tuition, fees, or other payments from Kehoe-France. In such an event Kehoe-France shall have no liability to make payments pursuant to the tuition refund policy as stated in the Kehoe-France Family Handbook and/or in the Kehoe-France tuition fact sheet.

### **Gulf Coast Bank & Trust Company**

Kehoe-France has reached an agreement to provide tuition financing through Gulf Coast Bank and Trust. The online tuition system is available 24/7 and offers the ease of account application and management, including the ability to schedule payments. The website is <https://tuition.gulfbank.com>. Should you need assistance or have any questions, feel free to contact a representative at 504-544-6370 or 1-855-335-2068.

## SCHOOL LIFE

### Attendance

**School Hours:** 8:00 A.M. – 3:05 P.M.

- **Students are tardy after 8:00 A.M.**

Grade Level	Time Gates Open	Location to Report
Grades 1-7	7:20 A.M.	report to the gym upon arrival
Preschool & Children's Center	7:30 A.M.	report to classroom upon arrival

### Before and After School Care

If a student arrives before 7:20 A.M. (1-7) and 7:30 A.M. (PS & CC), s/he is to be brought to the before school care program. You will be notified of fees and payment schedules before the beginning of school. No student may be brought on the main school grounds before 7:20 A.M. (1-7) and 7:30 A.M. (PS & CC), as there is no supervision. Any students remaining after 3:35 P. M. will be placed in the after school care program. The after school care program closes promptly at 6:00 P.M.

### Carpool Information

Grade Level	Morning	Afternoon
Little Pioneers and CC:	7:30am – 8:00am	2:45pm – 3:15pm
PK3, PK4, K:	7:30am – 8:00am	2:55pm – 3:35pm
1st – 7th:	7:20am – 8:00am	2:20pm – 3:35pm* *Students are dismissed at 3:05pm

It is important that every driver is considerate of others to keep the car pool drive moving. Please follow the instructions of the teachers who are supervising dismissal. **DO NOT BLOCK THE DRIVE** for any reason **OR LEAVE YOUR CAR UNATTENDED IN THE CARPOOL LINE**. Instruct the students in your car pool to watch for you and to come quickly to your car when traffic has stopped. Display your last name on a 12 x 18 (an open file folder). Above all, be tolerant, considerate, and patient. Children are to enter and exit the car from the side away from traffic. They are not allowed to go outside the gates unescorted. Please do not ask your children to meet you there. You **MUST** leave your car and come into the yard to escort them if you do not choose to drive into the car pool area. Pull all the way to the front of the drive. The Parish Police will ticket you if you block traffic.

### **PLEASE TURN OFF CELL PHONES WHILE DRIVING THROUGH CARPOOL.**

All preschool students at Kehoe-France must be picked up in the small drive. If you have children in preschool and grades 1-7, please pick up the preschool riders first and then proceed to large carpool and pick up the grade school riders.

It is imperative to the child and the teacher that you notify both if someone other than the usual driver is to pick up the child.

Teachers and staff of Kehoe-France, due to insurance regulations, are not allowed to open and close car doors in carpool.



### **Absences**

After a child has been absent, an email or note from the parent to the teacher will alert the teacher of the child's excuse. After an absence of more than three days of sickness, a student must present a doctor's certificate stating that the student is free of communicable disease in order to be re-admitted by school. In order to be eligible to receive grades, students shall be in attendance a minimum of 160 days a school year. Exception to the attendance policy may be made only in the event of extended personal illness, verified by a physician.

### **Severe Weather**

The official announcement for Kehoe-France closing will be heard over local radio and television. We use a "one call" system to notify all families. Parents are encouraged to pick up their child at any time that weather conditions warrant.

### **Early Dismissal**

No student is permitted to leave school during the day unless permission is requested by the parents. If the student is to be dismissed early, the parents should send a note to the teacher and request that the student be sent to the front office at the specified time. A parent is to sign out the student in the main office. Parents are asked not to request early dismissal except in the case of a real emergency. Follow this procedure:

1. Note to the teacher
2. Child reports to the office at the appointed time
3. Parent comes to the office to pick up the student
4. Parent must sign out the student

## SCHOOL PROGRAMS

### Athletics

#### Intramurals

Boys and girls who are in the appropriate grades at Kehoe-France School may participate in after school intramurals provided that they meet the eligibility standards for extracurricular activities.

#### Interscholastic Sports

Boys and girls in grades 5 through 7 at Kehoe-France School may participate in Varsity sports provided that they meet the eligibility standards for extracurricular activities.

#### Interscholastic Team Policy on Absences

A player who misses a practice or game without an excused absence will sit out the next game. Excused absences include but are not limited to: religion, illness, and family emergency.

Repeated missed practice and/or games will result in suspension/or dismissal from the team.

Parents or players are expected to communicate with the coach ahead of time when a player will miss a practice or game.

#### Eligibility Standards for Extracurricular Activities

Kehoe-France encourages all students to participate in all extracurricular activities; however academics and correct behavior are our primary concerns.

Only those students are eligible whose conduct is appropriate and whose application to study is satisfactory.

In addition, a student remains eligible for all extracurricular activities if s/he:

- Maintains a 2.0 average or above to remain eligible for extracurricular activities
- Must be present in school by at least 11:00 AM in order to participate in after-school activities. The only exceptions to this rule are a doctor's appointment or other extreme extenuating circumstance.

#### Swimming

You will be notified of swimming days. Please put your child's suit, cap, and towel in a waterproof bag. ALL SWIMMERS MUST WEAR SWIM CAPS. Caps and bags are available through the P.E. office. Label all clothing.

#### Summer Camp

Kehoe-France operates the oldest continuous Day Camp in the metropolitan New Orleans area. The Camp operates for 6 – 8 weeks every summer and is open to boys and girls ages 8 weeks to 13 years old. You will receive information on the Camp in the spring.

## SPECIAL EVENTS

### Parent and Student Visitation

All current students and parents are invited to visit the school on a designated day before the opening of school. Check the school calendar for these dates and times.

### Open House

In August, parents are invited to school to meet the teachers and fellow patrons. All parents are urged to attend in order to become better acquainted with the school, the teachers, and the other patrons.

### Stage Shows

Every student has the opportunity to participate in at least one stage show during the year.

### Holiday Parties

Teachers, in coordination with the room representatives, will decide when the class is to have a party. In elementary school, three parties are allowed each year.

### Birthday Parties

Each child's birthday is recognized by the Kehoe-France staff as a special day for that youngster, as well as his/her classmates and teacher. The birthday celebration, however, is purposely kept simple and child-centered. Treats (simple birthday cake or cupcakes, for example) for birthdays may be brought to school and served at snack time. The child's parents/guardians are also invited to take part by joining the children and teacher for snack. Arrangements must be made in advance with the teacher.

Because birthdays as well as other special days are observed in a low-key manner at school, parents are asked not to bring ice cream, gum, party favors, decorations, or gifts. The child's birthday observation at Kehoe-France is not intended to take the place of each family's special observance.

Invitations to private parties may not be distributed at school unless the entire class is invited.

Balloon bouquets, flowers, gifts, etc., are not allowed at school and will not be delivered by the office.

### Charitable Drives

All students in grades 1-7 participate in annual drives for the handicapped or the needy. Parents will be notified before each event.

### Family Nights

City Park Night, Trunk or Treat, Family Movie Night are open to all Kehoe-France families, relatives, and friends.

### Family Fun Day

Each spring, we celebrate family fun day in order to promote a strong sense of family and community. This is a day filled with fun and games for parents, guardians, alumni, friends and students alike.

### Photographs and Video

Kehoe-France reserves the right to photograph, audio and/or video record, or make other facsimiles of your child. All productions or reproductions of photographs, recordings, videotapes or other facsimiles may be utilized for publicity.

Students are not allowed to take pictures or videos of other students unless permission is given by the principal for a school function or activity.

## ACADEMICS

### Grading Scales

#### Pre-Kindergarten & Kindergarten

E	Excellent		
G	Good	√	Skills appropriately mastered for this quarter
S	Satisfactory	X	Improvement is needed
NI	Needs Improvement	N/A	Skill is not applicable for the quarter
N/A	Not applicable for the quarter		

#### Grades 1 - 3

A	Excellent	93 - 100
B	Above Average	86 - 92
C	Average	78 - 85
D	Below Average	70 - 77
F	Unsatisfactory	Below 70

#### Grades 4 - 7

A	Excellent	90 - 100
B	Above Average	82 - 89
C	Average	75 - 81
D	Below Average	70 - 74
F	Unsatisfactory	Below 70

- Conduct grades follow the academic grading scale.

**Grades are generated using the following weighted average:**

1 <sup>st</sup> & 2 <sup>nd</sup>		3 <sup>rd</sup> & 4 <sup>th</sup>		5 <sup>th</sup> - 7 <sup>th</sup>	
		75%	Tests	10%	Daily Grades
100%	Tests			15%	Quizzes
		25%	Daily Grades	50%	Tests
				25%	Exams

- Fourth grade 3<sup>rd</sup> and 4<sup>th</sup> quarter exam grades will be counted as two test grades.
- There will be no more than two tests scheduled on any day during the school year.

### Exams

- Exams are not given in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades.
- Fourth grade exams are phased in during the 3<sup>rd</sup> and 4<sup>th</sup> quarter
  - 3<sup>rd</sup> Quarter – Two exams
  - 4<sup>th</sup> Quarter – Five exams
- In grades 5-7 exams will be given in all major academic subjects
- There will be one dead day (no tests or quizzes) prior to the first exam day.
- Seventh grade students with an A average during every quarter will receive exam exemption for the 4<sup>th</sup> quarter.



## Homework

A reasonable amount of homework is assigned Monday through Friday. The amount of time a student spends in home study is almost always reflected in his/her caliber of work. In the learning process there is no substitute for personal effort. Home study is an important part of an educational program, and students should conscientiously organize their time for this program. Homework is viewed as an important part of the learning process. The purposes of homework are as follows:

1. Homework develops responsibility and a pattern for independent study. Parents should help develop this responsibility by providing a regular time and place to work, but should not do the homework. (Mistakes in homework show the teacher which lessons need to be reviewed before moving ahead.)
2. Homework provides the opportunities for immediate and/or delayed recall which are necessary for thorough learning. Therefore, much of the homework is reinforcement.
3. Homework can prepare students for class discussions of material assigned.

In all grades, there will be, from time to time, homework assigned over the weekend or over the holidays.

It is the student's responsibility to take down homework assignments accurately, even though they are posted on Renweb daily, and to bring home the required books. Failure to turn in required homework will result in the lowering of the nine weeks grade, as well as possible loss of privileges. All test papers in grades 1-7 are sent home. The faxing or electronic transmission of homework, projects, and signed papers will not be accepted by Kehoe-France.

## Promotional Policies

Grades 1-4:

- Students who fail reading are not promoted.
- Students who fail any two subjects other than reading are not promoted.
- Students who fail one subject other than reading may make up that work in an approved summer school in order to be promoted.

Grades 5-7:

- Failure in any two academic subjects will result in non-promotion.
- Failure in any one academic subject must be made up in a Kehoe-France approved summer school or private tutoring.
- Failure for the second semester in any academic subject constitutes failure for the entire year in that subject and must be made up in a Kehoe-France approved summer school or private tutoring.
- Failure in any two academic subjects for the second semester will result in non-promotion.

## Make-Up Work

In case of student illness, tests are made up at the availability of the teacher and student. In case of other absences, a make-up test may or may not be allowed, depending on the circumstances. If a student returns to school after an absence due to illness on the day of a previously scheduled test, she/he **cannot be required** to take the test upon return. Daily make-up work is at the discretion of the teacher. No exams will be given before exam week. Please do not ask the teachers to make an exception. When the student returns, exams can be scheduled with the teacher.

## Testing

- The preschool and kindergarten students (ages 3 and 4) receive a speech, hearing, and language screening during the school year if recommended by the teacher or requested by the parent(s)/guardian(s). The cost of the screening is absorbed by the school. Parents will be required to sign a permission form to receive this service.
- Achievement tests are administered in April to all students in grades 3 and above.
- There will be no more than two tests scheduled on any day during the school year.

## Tutoring Policy

- All KF teachers are to provide 30 minutes twice a week or 1-hour once a week for tutoring assistance to his or her students. (There is no cost for this service.)

## Online Information/Parent Communication

RenWeb's School Information System is used to seamlessly share data among administration, the classroom and home. From your parent portal, which can be accessed via mobile app or through any browser, you will be able to view your child's grades, assignments, notices, and forms all in one convenient place. Instructions will be emailed at the beginning of the school year with instructions on how to log in to your parent portal as well as tutorials and technical support.



## **Southshore Honors and Awards**

### **Honor Roll**

- 1st Honor Roll (Grades 5 and above) - an "A" in all academic subjects
- 2nd Honor Roll (grades 5 and above) - 1) In all academic subjects, all A's and B's and a 90% average OR 2) In all academic subjects, all A's and one B.
- Honor cards are awarded to students who achieve honor roll. Gold medals are awarded in May to any student who has achieved first honors all four periods. Silver medals are awarded for those achieving 1st or 2nd honors all four periods.
- There will be no honor roll for grades 1-4.

### **National Junior Honor Society, Delta Chapter**

The National Junior Honor Society gives recognition to students in the 7th grade who exemplify character, leadership, scholarship, service, and citizenship.

A candidate must have attained a 3.0 grade point average for the four quarters of the 6<sup>th</sup> grade year. A "D" or an "F" in an academic subject in any grading period during these four quarters will disqualify the student.

### **Subject Merit Certificates**

Honor certificates of merit are awarded in each subject to the student who has achieved a grade of "A" in that subject for Grades 5-7 but did not receive an honor roll medal.

### **Most Improved (Grades 5-7)**

These certificates are presented to those students who have made the greatest academic progress from one nine week period to the next.

### **American Legion Award**

This award is presented to the 7th grade student displaying those highest qualities of courage, leadership, character, service and scholarship.

### **Chaffin/Smith Award**

The 1st grade student who is outstanding in scholarship, leadership, personality and character receives this award.

### **Hank Swartzfager Award**

The kindergarten student who most exemplifies the traits that we remember in Hank's outstanding character and leadership receives this honor at the preschool final program.

### **Kevin Charles France Award**

This award is presented to the 7<sup>th</sup> grade student who displays a love for the subject of history.

### **Kyle Peters Award**

The 5th grade student who exemplifies Kyle's traits of humor, compassion, and character receives this distinction at the final awards ceremony.

### **Lawrence Martin, Jr. Award**

In memory of Lawrence, the 1st grade student who is outstanding in scholarship and exhibits a love of learning receives this honor during the end of year program.

### **Rose Franco Literary Award**

This award is presented to a 2nd grade student who shows talent in literary and penmanship skills.

**Longevity Medal**

All graduates who have attended Kehoe-France for eight years or longer receive these commemorative medals.

**Michael Wheat Award**

The 7th grade student who exemplifies Michael's concern for others and his desire to make others happy is honored with this award.

**Tucker McCrady Woods Fine Arts Award**

This distinction is presented to the 7th grade student who is most active and most outstanding in the arts.

## TECHNOLOGY ACCEPTABLE USE POLICY

Internet access is available to students and teachers at Kehoe-France. The Internet offers vast, diverse, innovative, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by allowing our students access to information from computers and people throughout the world. The primary purpose of the Internet connection in our school is educational, and its use will be limited to material considered by the administration as being appropriate for a school setting. Kehoe-France will supervise all use of technology, but the student must take full responsibility for his or her own actions. Students should realize that when accessing the Internet they are entering a global community, and any actions taken by them will reflect on the school as a whole.

- All use of the computer network must be in support of education and research.
- Students will not participate in the transfer of inappropriate or illegal material.
- Rules of network etiquette, including copyright laws, and behaving in an ethical and legal manner are required at all times.
- Text messaging, chatting online, and e-mail are not allowed while at school.
- Students are not allowed to download or install anything onto Kehoe-France computers.
- Vandalism or any attempt to harm or destroy data, hardware, software, or transmission of a computer virus is strictly prohibited.
- Image searching via search engines is not allowed. Students may search for education related photos via specific websites approved by the teacher.
- Should an issue regarding posts, comments, or other social media interactions be brought to the school's attention, the school may exercise its right to administer disciplinary action for those involved. This includes, but is not limited to, Facebook, Instagram, Twitter, and Snapchat.
  - Bullying or harassment via computers, cell phones, handheld devices, etc., both and off campus, is a violation of the Kehoe-France Acceptable Use Policy.

Use of the Internet is a privilege, not a right. Any violation of guidelines will be cause for termination of future access to the Internet, as well as disciplinary action deemed appropriate by Kehoe-France Administration. Expulsion may result.

## DRESS CODE GUIDELINES

### GENERAL INFORMATION

- School uniforms are required for grades PK4-7. Optional uniforms available for 8 weeks to PK3.
- P.E uniforms are required for students in grades 1-7.
- Students must be in full uniform (shoes included) for the entire year.
- All uniforms must be clean, properly fitted and in good condition.
- Only Kehoe-France sweaters/fleece/hoodies/jackets may be worn in the classroom.
- No logos other than Kehoe-France are allowed on apparel or school items.
- Appropriate dress is required at all school functions and activities.

### HAIR

- Kehoe-France does not recognize the following cuts or styles as acceptable: undercuts, beaded, dreadlocks, or any other contemporary cuts, dyed, streaked or bleached hair.
- Cuts, styles, and coloring from the summer months are not acceptable when school starts in august.
- Facial hair for boys is not allowed, and all boys must be clean shaven. Long, thick, and bushy hair is unacceptable.
- Hair ribbons, headbands, barrettes, yarn or ponytail bands must be: a) red, white, or blue; b) must be a reasonable width.
- Huge bows or bandannas are not allowed.
- Holiday themed ribbons and jewelry will be allowed one week before designated holidays as set by the principal.

❖ **During the school year, Kehoe-France reserves the right to rule on haircuts/hairstyles not specifically covered in the handbook.**

### JEWELRY

- Girls - post-type earrings for pierced ears, one earring per ear, one ring, one small neck chain, and a wristwatch. Dangling or loop earrings are not to be worn.
- Boys - one small neck chain, one wristwatch, and one ring. Earrings are not allowed to be worn by boys at Kehoe-France.

### MAKE-UP AND FINGERNAIL POLISH

- Make-up, fingernail polish, and fake fingernails are not allowed

## KEHOE-FRANCE UNIFORM LIST

<b>GIRLS UNIFORMS</b>	
<b>Pre-K4 – 4thGrade</b>	<b>5<sup>th</sup> – 7<sup>th</sup> Grade</b>
Blue jumper with Kehoe-France monogram on left chest	Blue plaid skort, which must be no shorter than three inches above the top of the knee OR blue plaid skirt no shorter than two inches above the top of the knee
Blue uniform walking shorts or blue uniform long pants	White blouse with pointed collar and blue Kehoe-France logo on top of pocket, either short or long sleeve
<b>Pre-K4/K</b> - White puffed short sleeve blouse with red piping on Peter Pan collar and sleeve <b>1st-4th</b> – White short sleeve with Peter Pan collar (no red piping)	<b>(optional)</b> white crewneck shirt worn under the blouse
<b>(optional)</b> white crewneck shirt worn under the blouse	<b>(optional)</b> Blue cardigan sweater/blue fleece with Kehoe-France logo on left chest
<b>(optional)</b> Red sweater/blue fleece with school insignia on left chest and with monogrammed last name on right chest in white	Footed tights in cold weather (red, white, navy, or black) <b>NO LEGGINGS</b>
Footed tights in cold weather (red, white, navy, or black) <b>NO LEGGINGS</b>	All undergarments should be white.
<b>Pre-K4/K</b> – white bobby socks (Kehoe-France logo socks are optional) <b>Grades 1st – 4th</b> – Kehoe-France logo uniform socks required; No other socks are allowed.	Kehoe-France logo uniform socks required; No other socks are allowed.
*Blouses may be eliminated under jumpers during hot weather – before October 31st and after April 1 <sup>st</sup>	

## GIRLS SHOES

<b>Pre-K4 and Kindergarten</b>	Keds Navy Ella <b>NOTE: If the student is above size 12, a Navy Mary Jane is to be used</b>
<b>1<sup>st</sup> – 4<sup>th</sup></b>	New Balance Navy Cross Trainer
<b>5<sup>th</sup> – 7<sup>th</sup></b>	Eastland Brown Plainview

## BOYS UNIFORMS

Pre-K4– 4thGrade	5 <sup>th</sup> – 7 <sup>th</sup> Grade
Long or short blue pants (no holes in knees or odd color patches). No logos on pants.	Long or short blue pants (no holes in knees or odd color patches). No logos on pants.
Blue or white oxford cloth short or long sleeve shirt with Kehoe-France logo on left chest	Blue or white oxford cloth short or long sleeve shirt with Kehoe-France logo on left chest
Navy web or elastic belt; belt must be visible (Exception: Preschool may wear elastic waist shorts/pants)	Navy web or elastic belt; belt must be visible
<b>(optional)</b> white crewneck shirt worn under uniform shirt	<b>(optional)</b> white crewneck shirt worn under uniform shirt
<b>(optional)</b> Uniform red sweater/blue fleece with school insignia on left chest and with monogrammed last name on right chest in white	<b>(optional)</b> Uniform blue cardigan sweater/blue fleece with Kehoe-France logo on left chest
<b>Pre-K/K</b> – solid white ankle/crew socks (Kehoe-France socks are optional – footies and no-show socks are not allowed) <b>Grades 1st – 4th</b> – Kehoe-France logo uniform socks required; No other socks are allowed.	Kehoe-France logo uniform socks required; No other socks are allowed.

## BOYS SHOES

<b>Pre-K4 and Kindergarten</b>	K-Swiss Black, Velcro only <b>NOTE: If the student is above size 3, he is to use the Stride Rite Black Cooper, Velcro only</b>
<b>1<sup>st</sup> – 7<sup>th</sup></b>	New Balance Black Cross Trainer, Lace Only <b>NOTE: If the student is below size 10.5, he is to use the Stride Rite Black Cooper, Lace only.</b>

- ◆ Any uniform question not specifically addressed in this section shall be ruled on by the school principal.
- If an item is not on the list mailed to the parents before school, it is not part of the uniform and, therefore, not permissible.
- Optional uniforms available for Little Pioneers, Children Center, and Pre-K3.

## SPIRIT DAYS

- Spirit shirts may be worn every Friday with school uniform. (unless otherwise informed by the principal)
- Black and Gold days will be designated by the principal.



## General Information

### Office Hours

#### Kehoe-France Southshore

The office is open from 7:00 A.M. to 4:00 P.M. Monday through Friday.

### Safety Drills

Regular fire, tornado and lock-down drills are held to completely indoctrinate the children in safety and evacuation procedures.

### Visitors

All visitors, including parents, are required to sign in at the office so your whereabouts can be known if it becomes necessary to locate you. This requirement is necessary for safety and also to prevent disturbances and interruptions during the teaching process.

If a parent or guardian wishes to visit his/her child's classroom or teacher, the teacher must be contacted in advance so that the visit may be scheduled and the principal's office notified. Visitors not currently associated with Kehoe-France must contact the school principal, who will schedule their visit at a time convenient for all involved. While guests are on campus, they should be in the company of their host and are subject to school rules.

### Accident and Illness

In the event of an accident or illness, the school nurse will contact the parent. If the parent cannot be reached, then the person designated by the parent in case of emergency will be notified.

It is imperative that the school has on file the signed health card for every student.

***It is the parent's responsibility to update the health card as changes occur. Please be certain that we have accurate emergency numbers on file.***

Kehoe-France dispenses doctor prescribed medication that is sent to school in the pharmacy container with the proper permission slip.

A child should not be brought to Kehoe-France if s/he shows signs of illness, e.g., fever, rash, vomiting, diarrhea, earache, stomach ache, evidence of childhood or other contagious diseases. If a child becomes ill while attending school and is sent to the office, the parents/guardians will be called and arrangements must be made to pick up the child from Kehoe-France. They may not return to school until they are symptom free for 24-hours.

Kehoe-France will send home any student found to have either live lice or nits (lice eggs) and students in that class will receive a notification letter. The school requires that the child stay home until the eggs are no longer visible and they will be checked upon return to school.

### Soiled Clothes

Parents will be notified to come to school to change your child's clothing if she/he soils his/her clothing. Our insurance carrier allows absolutely no exceptions to this rule. This does not include 8 week olds - two year olds still in diapers.

### **Identifying Belongings**

All clothing, including school and P.E. uniforms, jackets, and shoes, must be labeled with name tapes. In addition, all lunch kits, books, and any other personal belongings should be identified with the student's name and grade.

**NO OTHER WRITINGS, LOGOS, OR OTHER SCHOOL NAMES ARE ALLOWED ON THESE ARTICLES.**

### **Supplies**

Kehoe-France will charge an activity fee on the book bill for all students. The fee covers charges for field trips, transportation for field trips, plays, parties, yearbook, and individual school pictures. The fee does not cover holiday pictures, and class pictures, etc., which are optional.

The bill for books, supplies, and activities is mailed to the parents. Please return it promptly with payment so that there is no delay in issuing materials.

### **Parents' Role**

Parents are encouraged to become involved in many ways:

- Room representative or assistant
- Supervising field trips
- Guest lecturer or demonstrator
- Help with costumes and parties
- Help in any other way you suggest

It is desirable to keep the line of communication open with your child's teacher. Keep the teacher informed of any changes in your child's physical or emotional state. The teacher will report any changes noticed at school.

### **Grade Level Representatives**

Mothers or fathers from each grade level are selected to serve as grade level representatives.

Representatives may volunteer for these positions on the volunteer form. The grade level representatives arrange for parties, field trips, and assist with special activities and projects. They also serve as an important line of communication between the home and school.

### **Parent-Teacher Conferences**

Conferences are scheduled for each student by parent or teacher request. These are planned to give the parents an accurate appraisal of the student's activities and progress. Kehoe-France feels that parents should be well informed of their child's performance. If a problem arises, please request a conference at any time. Teachers are always available (problem or otherwise) during the year to discuss a student's academic, social, or emotional well-being. For appointments, parents must contact the office by phone or the teacher by a written note/e-mail.

**When a classroom problem (social or academic) occurs, the first source of solutions should be a conference with the classroom teacher.**



## **Lunch Room**

All students may buy their lunch, drinks, or snacks on the prepaid program catered by Piccadilly, or they may bring their own lunch. Another option is to order a 10-day pass where your child can order lunch on days we are offering something they like. Lunch drink (milk or juice) must be purchased at school for preschool through grade 4 and is optional for grades 5 through 7.

Non-breakable thermos bottles are allowed for hot meals only. If your child uses a lunch box or bag, please label it clearly. No snap top cans or tap top cans are allowed at any time. Students are not allowed to receive special "fast food" delivered during their lunch period.

## **Snacks**

**For preschool only**, each day, one child is asked to provide snacks for the entire class. Your turn will come up about once or twice a month. If you forget your snack, we will call you in order to supply the snack. If you cannot be reached, please send a non-perishable snack for another day. If you send liquid snacks, you must send cups. If you or your child prefer, your child may bring his/her own snack every day and not participate in the rotation for snacks.

## **Lost and Found**

All articles found will be taken to the lost and found area. Lost articles which are not claimed will be given to charity. If the items have name tapes as required, they will eventually be returned. It is the student's responsibility to claim lost articles.

## **Field Trips (Grades 1-7)**

Only students in elementary school leave the school grounds for field trips. Kehoe-France students enjoy many educational field trips during the year. Students are expected to be in full uniform and to always conduct themselves in the exemplary manner expected of a Kehoe-France student. The Kehoe-France uniform sweater/fleece/hoodies should be worn for fall or winter field trips. The principal reserves the right to change the uniform policy for any field trips.

## **Messages**

Every attempt is made to keep classrooms free of interruptions; therefore, a parent who desires to send an article or message to his/her child, or to the child's teacher, should always go to a secretary in the school office. The secretary or an aide will deliver the articles or messages at a time that will not disrupt classroom activities. Since a class may be on another part of the campus, sufficient time should be allowed for the message to be delivered. Teachers periodically check their mailboxes in the office; therefore, messages to teachers will normally be placed in their mailboxes. If a return call is desired, the teacher will return the call within a 24-hour period. If your call is not returned, please call back and notify the principal. Using e-mail is the most efficient method to contact a teacher. All teachers check their e-mail daily.

## **Publications**

A yearbook is published by Kehoe-France. The cost is covered in your activity fee. The yearbook is distributed in November of the following year. Our website and the weekly Friday newsletter provide a continuous flow of information to our parents.

## **Therapists**

Kehoe-France provides a free speech and language screening to students who are referred by their teacher. If further services are warranted, parents may choose to contract out additional services through the on-campus speech language pathologist. A speech language pathologist evaluates and treats the following areas of communication: speech sound production, resonance, voice, fluency, language (comprehension and expression) and cognition.

## **Counseling Program**

The Counseling Program is designed to assist every child in making the most of his or her educational experiences. The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success through academic, career, and personal/social development experiences.

## **Library**

The library media center's collection of print and non-print media is current, comprehensive and carefully selected according to the school's mission and instructional program. It consists of an extensive collection of more than 20,000 volumes. The library media collection includes Kindles and Accelerated Reader Enterprise. The library media center has a fixed schedule for Pre-Kindergarten through 4<sup>th</sup> grade. A flexible schedule is utilized for grades 5<sup>th</sup> through 7<sup>th</sup>.

# KEHOE-FRANCE TRADITIONS

## ALMA MATER

Oh, Kehoe-France, we sing to thee  
In honor, thanks and dignity  
The lessons learned within these walls  
Give character and strength to all.  
God and country, discipline --  
These truths we'll always hold within.  
And tho' the years will come and go  
Our memories will linger so.  
We'll face the future, knowing well  
The spirit goes with us to dwell.  
And ever will our lives enhance  
Always true to Kehoe-France.

## MOTTO

God, Country, Discipline

## COLORS

Red, Blue and White

## MASCOT

Pioneer

## FIGHT SONG

K-E-H-O-E F-R-A-N-C-E!

Kehoe-France!

K is for knowledge, we're here to learn!

With E for effort, success we're going to earn!

H is for health, for we're fit and strong!

And O is for organization, just to help the course along.

Up to an E meaning excellence, that is our goal.

F is for friendships to each and every soul.

Then take R for reliability, attainment is our A

add N-C-E that's Kehoe-France!

## PEP SONG

Let's give a cheer for Kehoe-France

Our Alma Mater dear

With colors blue and purest white

Our banners wave for right.

Now in our studies - and in our sports

We will always do our best

So raise your voices and give a big cheer

The blue and white of Kehoe-France.

**Section B:**

**Kehoe-France  
Assessment Policy**

## **PHILOSOPHY:**

We believe assessment should be viewed as an opportunity for learning, reflection, and growth. It should inspire an attitude that learning is never finished and it should involve all members of the school community at appropriate levels. Assessment should be used to support all types of learners. Assessment is a purposeful, comprehensive, authentic, ongoing, and observational tool to drive teacher instruction and student learning.

## **GUIDING PRINCIPLES:**

- Assessment is used to find out what students know and don't know to drive learning and teacher instruction
- Assessment should use different formats to support all types of learners
- Assessment should include the teacher and the student
- Assessment should be shared with all appropriate stakeholders so they can support the learning process
- Assessment provides feedback to teacher/student/parents to improve student achievement
- Assessment should provide an opportunity for reflection for both student and teacher, and help demonstrate an understanding of the relationship between input and outcome
- Assessment should empower the learning process
- Assessment should allow students opportunities to explore personal inquiries
- Assessment should allow opportunities for collaboration

## **ASSESSMENT METHODS:**

- Diagnostic/Pre-Assessment
  - Used to determine student's knowledge base and abilities and will therefore guide teacher instruction and support
- Formative
  - Used as an ongoing tool to evaluate student progress and learning within the unit, and provide feedback to guide teacher instruction and support
- Summative
  - Used as a conclusive tool at the end of a unit to evaluate mastery of the content
- Internal/External
  - Internal assessments are evaluated based on predetermined criterion
  - External assessments are evaluated based on a comparison to nationally normed tests

## **ASSESSMENT STRATEGIES (including but not limited to):**

- Diagnostic/Pre-Assessment
  - KWL Charts
  - Anticipation Guide
  - Pre-test
  - Interest Inventory
  - Self-Discovery Map
  - Survey
  - Writing Sample

- Formative
  - Observation
  - Questioning
  - Quiz
  - Work Sample
  - Entrance/Exit Slips
  - Test
  - Anecdotal Records
  - Discussion
  
- Summative
  - Portfolio
  - Presentation
  - Project
  - Essay
  - Standardized Test
  - Quarterly Exams, 4th-7th Grade
  - PK3 Celebration of Learning
  - 4th Grade Exhibition
  - 7th Grade Community Project
  
- Internal/External
  - INTERNAL-all diagnostic, formative, summative assessments listed above
  - EXTERNAL-GOLD (PK3), ACT Aspire (3rd-7th Grade)

**GRADING POLICIES:**

<b><u>Pre-K3</u></b>
• Teaching Strategies GOLD

<b><u>Pre-K4 &amp; Kindergarten</u></b>			
<b>Grading Scale:</b>			
E	Excellent	√	Skills appropriately mastered for this quarter
G	Good	X	Improvement is needed
S	Satisfactory	N/A	Skill is not applicable for the quarter
NI	Needs Improvement		
N/A	Not applicable for the quarter		

<b><u>Grades 1 - 3</u></b>			<b><u>Grades 4 - 7</u></b>		
A	Excellent	93 - 100	A	Excellent	90 – 100
B	Above Average	86 - 92	B	Above Average	82 – 89
C	Average	78 – 85	C	Average	75 – 81
D	Below Average	70 – 77	D	Below Average	70 – 74
F	Unsatisfactory	Below 70	F	Unsatisfactory	Below 70



Grades are generated using the following weighted average:

1 <sup>st</sup> & 2 <sup>nd</sup>		3 <sup>rd</sup> & 4 <sup>th</sup>		5 <sup>th</sup> - 7 <sup>th</sup>	
100%	Tests	75%	Tests	10%	Daily Grades
		25%	Daily Grades	15%	Quizzes
				50%	Tests
				25%	Exam

- IB Learner Profile and Specialist Checklists will be completed for all grade levels.
- Conduct grades follow the academic grading scale.
- Fourth grade 3rd and 4th quarter exam grades will be counted as two test grades.
- There will be no more than two tests scheduled on any day during the school year.

#### EXAMS:

- Exams are not given in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades.
- Fourth grade exams are phased in during the 3<sup>rd</sup> and 4<sup>th</sup> quarter
  - 3<sup>rd</sup> Quarter – Two exams
  - 4<sup>th</sup> Quarter – Five exams
- In grades 5-7 exams will be given in all major academic subjects
- There will be one dead day prior to the first exam day.
- Seventh grade students with an A average during every quarter will receive exam exemption for the 4<sup>th</sup> quarter.

#### REPORTING (Conferencing):

We hold first quarter mandatory parent-teacher conferences for all students from one-year-old through kindergarten. These conferences are scheduled by the teacher on Records Day and up to two weeks after. Conferences in the second, third, and fourth quarter are available upon parent request or required upon teacher request. For students in first through seventh grade, a conference can be scheduled at any point in the year either by parent request or teacher requirement.

#### LEARNER PROFILE:

We will focus on three attributes per quarter. Parent, teacher, and student input will be required.

1st Quarter: Knowledgeable, Caring, Principled  
 2nd Quarter: Risk-taker, Communicator, Thinker  
 3rd Quarter: Reflective, Inquirer, Open-Minded  
 4th Quarter: Reflective, Balanced, Knowledgeable

#### STATEMENT OF REVISION:

Our assessment policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

**Section C:**

**Kehoe-France  
Academic Honesty  
Policy**



## **PHILOSOPHY:**

We believe individuals should make principled decisions with regard to academic honesty. We recognize, however, that everyone makes mistakes. From these mistakes, we expect the members of our learning community to accept responsibility for one's actions and demonstrate growth.

## **GUIDING PRINCIPLES:**

- Demonstrate and model academically honest behavior
- Produce and submit authentic work
- Take responsibility for your own actions and own work
- Promote personal integrity in teaching, learning, and assessment
- Provide guidance to students regarding an understanding of academic honesty
- Report and record on academic dishonesty
- Purposefully monitor the academic environment
- Provide teachers with materials and training necessary to guide students in maintaining academic honesty
- Expect high standards of integrity from all
- Recognize and celebrate authentic student work

## **ROLES & RESPONSIBILITIES:**

### Leadership Team

- Lead by example
- Ensure all policies are communicated to staff, students, and families
- Ensure policies are administered and enforced fairly and consistently
- Provide teachers with materials and training necessary to guide students in maintaining academic honesty

### Faculty

- Lead by example
- Ensure all policies are communicated to students and families
- Understand and implement all policies and enforcements fairly and consistently
- Purposefully monitor the academic environment and celebrate principled student behavior
- Report academic dishonesty to leadership team
- Review and understand materials and training provided for academic honesty
- Maintain current classroom materials including, but not limited to: homework, class work, quizzes, tests, exams, essays, and projects

## Student

- Lead by example
- Focus on being a principled learner
- Read, sign, and adhere to the academic honesty policy
- Ensure that all work submitted is authentic or ideas of others are fully credited and acknowledged
- Hold peers accountable to the same academic honesty standards
- Take ownership of learning by asking for clarification or seeking help when needed

## Parents

- Lead by example
- Review, understand, and uphold school academic honesty policy
- Encourage student to help cultivate a culture of academic honesty in his/her learning environment
- Encourage student to submit authentic work with ideas of others fully credited and acknowledged

## **DEFINITIONS** (including but not limited to):

1. **Plagiarism:** taking the work of another without citing credit and promoting inaccurate ownership. The idea of plagiarism is applicable to text (book, website, etc.) as well as but not limited to homework assignments, projects, art, music, dance, or mathematical proof
2. **Cheating:** the use or attempted use of unauthorized assistance on but not limited to any assessment, homework assignment, writing assignment, project, or presentation
3. **Collusion:** assisting or conspiring with another to complete an assigned task
4. **Forgery:** producing a copy of a document, signature, or work of art that is not your own
5. **Malpractice:** improper, illegal, or inappropriate activity or treatment by any individual in the learning community, particularly as it relates to gaining unfair advantages for a student in academic work
6. **Fabrication:** the creation of false data or citations, this includes verbal mistruths or misleading statements that could lead to academic gains as well as altering a graded assignment
7. **Misconduct:** unacceptable or improper behavior that leads to academic gain

**OUTLINE OF CONSEQUENCES:**

Depending on the severity of the infraction and the age of the student, the leadership team will determine an appropriate consequence based on our school discipline policy.

**STATEMENT OF REVISION:**

Our academic honesty policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

# **Section D:**

# **Kehoe-France**

# **Discipline Policy**

## Discipline Policy: Making Better Choices

*A discipline policy which focuses on communication with parents and direct consequences*

**Overview:** There are many ways to encourage kids to think their way to better behavior so that they grow to become self-confident, competent, moral and independent. Our discipline policy, "Making Better Choices," is a strategy that can do just that. It stimulates children to analyze both the choices they are making and the potential consequences for themselves and others. Below you will find additional information about the policy.

### GRADES 1-4

- A set of classroom rules will be clearly posted and used on yellow behavior slips.
- Ex. 1.) Follow directions.  
2.) Raise your hand before speaking.  
3.) Respect others.  
4.) Work and play cooperatively.  
5.) Be prepared for class.  
6.) Other: \_\_\_\_\_
- The student will take home a **YELLOW BEHAVIOR SLIP** (Making Better Choices Slip) if a classroom rule is broken following a verbal warning.
- This yellow behavior slip must be completed at home by the student (with parent if necessary) and signed by a parent before being returned the next day.
- **3 YELLOW BEHAVIOR SLIPS=1 CONDUCT REFERRAL**
- **3 CONDUCT REFERRALS = MORNING DETENTION (7:15 A.M. -8:00 A.M.)**
- **5 MORNING DETENTIONS = SATURDAY DETENTION (8:00 A.M. -11:30 A.M.)**
- ❖ At the end of the quarter, points will be deducted for each yellow behavior slip received, and that will determine the student's conduct grade.
- ❖ Points are determined by grade level policies.  
(Ex. If a child receives 3 behavior slips worth a 3 point deduction each in a 9 week period, conduct grade will be a 91 for that quarter.)

### GRADES 5-7

- A set of classroom rules will be clearly posted, and a conduct referral will be issued.
- Ex. 1.) Follow directions.  
2.) Raise your hand before speaking.  
3.) Respect others.  
4.) Work and play cooperatively.  
5.) Be prepared for class.  
6.) Other: \_\_\_\_\_
- Students will receive a conduct referral if a classroom or school rule is broken following verbal warning(s).
- **3 CONDUCT REFERRALS = MORNING DETENTION (7:15 A.M. - 8:00 A.M.)**
- **5 MORNING DETENTIONS = SATURDAY DETENTION (8:00 A.M.-11:30 A.M.)**
- ❖ At the end of the quarter, points will be deducted for each conduct referral received, and that will determine the student's conduct grade.
- ❖ Points are determined by grade level policies.

## Discipline Policy: Making Better Choices (Continued)

1. Parents are notified by phone before a morning Detention or a Saturday Detention by administration.
2. Morning Detentions will be held from 7:15 A.M.-8:00A.M. and supervised by the assistant principal, principal or designee.
3. Morning Detentions are monitored silent periods where students are writing constructive class work.
4. If a student is late for morning detention, they must make up the number of minutes they missed at the following morning's detention. (i.e.: if a student is late 15 minutes, they must come at 7:45 A.M. the next morning to serve those missed 15 minutes missed.) No student will be admitted into detention after 7:30 A.M. Thus, they will automatically be given an additional detention session. Every nine weeks, teachers will deduct points off final conduct grades for behavior slips/referrals received.
5. We will use the same grading scale for conduct as we use for academics: A,B,C,D, and F.
6. Grades 1-4: Each quarter is a new quarter. Grades 5-7: Conduct Referrals carry over each quarter. Conduct grades always start over each quarter.

**PLEASE NOTE: The administration and staff of Kehoe-France will administer the discipline policy consistently and appropriately. Students and teachers have a right to a safe campus where mutual respect exists and learning is the primary objective. The administration reserves the right to determine discipline based on the seriousness of a particular infraction and discipline history. Careful consideration is given to individual situations so that the school's response to the student is appropriate.**

### Homework and Tardies

- Students are tardy after 8:00 A.M.
- 4 tardies = morning detention
- Missed homework = points lost on daily/participation grade.
- If missed homework becomes an issue, a teacher will communicate with parents via:
  - Phone call
  - Email
  - Conference
- A student has extended time to complete homework when absent due to illness. We cannot require a student out ill to have homework the day after they are out.

### Cell Phone Policy

- Cell phones that are seen or heard will be taken away and the student will serve a morning detention.
- A cell phone that is being used on campus by a student during school hours (7:30-3:30) will be taken away and the student will serve a Saturday detention.
- Parents will be called when cell phones are taken away and must pick up the phone from the school. The morning detention or Saturday detention will be served the next school day/Saturday after the offense.
- The use of smart watches is strictly forbidden. The same regulations on cell phone use are applicable to smart watches as well.
- Cell phones must be turned in to the cell phone box in the principal's office upon arrival each morning and may be picked up at dismissal each afternoon.

**Section E:**

**Kehoe-France**  
**Sexual Harassment**  
**Policy**

## **Sexual Harassment Policy**

Title IX of the Education Act of 1972 bans sexual discrimination.

**Kehoe-France will take timely action and effective, responsive action to address any acts of harassment, sexual or otherwise, among staff and faculty members, among staff/faculty members and students, and among students. Any and all alleged incidents shall be reviewed by the faculty committee.**

What is often considered teasing or a "boys will be boys" or "girls will be girls" attitude is in effect, harassment.

These acts can range from explicit and offensive sexual reference and name calling to unwelcome touching, intimidation, and indecent propositions.

Such acts are no longer considered as simply inappropriate behavior but are in fact sexual harassment, regardless of the age of the harasser.

Harassment is also a factor in name-calling between students of the same sex and ridiculing a student because of a disability, race, religion, or ethnic origin.

Kehoe-France will use reasonable means to identify and stop harassment of students by students as well as cases involving school personnel.

Parents, students, and school personnel are put on official notice that sanctions will be applied to conduct that is found to be sexual harassment.

How can a person identify harassment? If it makes them feel bad or scares them it should be reported immediately to the homeroom teacher, the principal or any administrative personnel. This person in turn will confront the harasser and after consultation with the principal and directors, action will be taken. This action can be in the form of a conduct report, suspension, or expulsion depending upon the degree and/or frequency of the acts. The range of remedies or penalties for an adult can range from a reprimand to termination. Action will also be taken if there is retaliation for bringing a complaint.

Parents are encouraged to discuss harassment in depth with their children and be sure that they are fully aware of their responsibility from both perspectives; as a recipient or as a perpetrator.

Parents, students, and school must face this issue squarely and openly to maintain a learning environment that is safe and secure for all students.



# **Section F:**

# **Kehoe-France Bullying Policy**

## Bullying Policy

Bullying is prohibited and is defined as one or more actions of abusive treatment of another.

Examples include but are not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- Teasing
- Putdowns
- Name calling
- Threatening looks
- Gestures or acts of aggression (Overt and Covert)
- Cruel rumors & false accusations
- Social Isolation
- Cyber-bullying

School personnel will not tolerate any bullying on school grounds or at any school sponsored activity. In addition, Kehoe-France expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). Kehoe-France expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling
- Parent conference
- Detention
- Suspension and/or Expulsion

# **Section G:**

# **Kehoe-France**

# **Special Needs Policy**

## **PHILOSOPHY:**

We believe that all students are unique learners with individual needs. We will do our best to accommodate and meet the needs of all students with the resources and relationships available to us. It is our goal to cultivate each student's greatest social-emotional and academic potential at our school.

## **GUIDING PRINCIPLES:**

- Foster a safe learning environment where all children can learn, recognize, and respect individual learners' needs.
- Provide appropriate challenges, with support, based on student's individual differences and needs.
- Implement differentiated instruction to best promote individual student growth and achievement.
- Use data driven practices to monitor student growth and communicate any changing needs to all appropriate stakeholders.
- Continue to develop and encourage an attitude of compassion and understanding between all teachers and students.
- Protect the privacy of a student's educational records.
- Further empower teachers with ongoing professional development for methods and strategies to provide appropriate and successful accommodations.

## **DEFINITION OF SPECIAL NEEDS:**

Our special educational needs population includes students who need accommodations or modifications to curriculum in order to meet their learning needs and facilitate continued social-emotional, academic growth. These students may include, but are not limited to: students with an active evaluation, English language learners with a barrier in language instruction, students in need of counseling support, students with medical or health issues, students with behavioral issues, high achieving or gifted students who are driven to pursue further inquiry.

## **ROLES & RESPONSIBILITIES:**

- First and foremost, the school will raise staff awareness of the needs of our exceptional students and then implement the following plan:
  1. Classroom teacher will identify and refer exceptional students to the school counselor
  2. Counselor classroom observation with documentation
  3. Parent-teacher-counselor meeting with documentation
  4. Administration and teacher meeting to discuss documented observations and determine recommendation
  5. If deemed necessary, counselor will refer student for appropriate evaluation

6. Upon receipt of evaluation, counselor will schedule a conference between parent-teacher-counselor (include other appropriate staff or student if necessary). Discuss recommendations provided by evaluation, and team completes an individualized student learning plan (ISLP) to be signed by all present that includes information regarding progress meetings
7. The counselor will document all meetings and provide appropriate feedback as needed

**SUPPORT GIVEN/SERVICES PROVIDED:**

Accommodations and modifications based on Kehoe-France individualized student learning plan (ISLP).

**STATEMENT OF REVISION:**

Our special needs policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.

# **Section H:**

# **Kehoe-France**

# **Language Policy**

## **PHILOSOPHY:**

We believe language is intertwined in all school functions and we aim to create a language learning environment that fosters the ability in students to think, create, and express themselves with confidence in at least the two languages of English and Spanish. We also aim to support students in their Mother Tongue language. We believe it is the responsibility of all teachers to assume the role of language teacher.

## **GUIDING PRINCIPLES:**

- Promote an appreciation for the essential role of language
- Support students in the language of instruction (English) as well as in the development of Language B (Spanish)
- Prepare students for the 21st century global society
- Enable our students to be internationally minded
- Recognize the benefit of students learning multiple languages and being exposed to the respective cultures
- Challenge our students in a multilingual environment
- Understand the connection of all languages
- Support our students with a Mother Tongue language that differs from our Language A or B

## **ACTIONS:**

- School presents visual representations of Language A and B around entire campus
- Teaching practices reflect the responsibility of all teachers to take part in language instruction
- Encourage students with a Mother Tongue language that differs from the language of instruction to share appropriately, but also support students to develop skills within Language A and B at school
- Assessments align with the language of instruction-Language A or B-and emphasize the important role of language in all learning

## **LANGUAGE A:**

- The Language A we offer is English
- Promote inquiry based authentic language learning
- Focus on the transdisciplinary nature of language
- All teachers accept role as a teacher of language

## **LANGUAGE B:**

- The Language B we offer is Spanish
- PK-3 through 4th grade students will attend Spanish twice a week. PK-3 through K attend in 25 minute sessions, 1st-4th attend in 50 minute sessions
- 5th-7th grade attend a 50 minute Spanish class every other day

- The focus of the curriculum is to develop the skills of listening, speaking, reading, writing, and media literacy in Spanish, in addition to a basic understanding of the culture
- Adherence to the Louisiana World Language Standards  
<http://www.louisianabelieves.com/docs/default-source/academic-standards/modern-language-standards.pdf?sfvrsn=11>

**STATEMENT OF REVISION:**

Our language policy will be posted in the family handbook and on the school website. During annual review, formal revisions will be considered, and feedback will be obtained from all appropriate stakeholders.