

THE KEARNS *Academy*

Student Handbook 2022-2023

The Kearns Academy
1710 McGuinn Drive
High Point, North Carolina 27265
Telephone Number (336) 885-7905
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The Kearns Academy
“A small school where Big Dreams happen.”

This handbook belongs to:

Name _____

Address _____

City/State _____ Zip Code _____

Phone _____

THE ACADEMY PROMISE

At The Kearns Academy, our staff promises to:

- Deliver quality, rigorous instruction.
- Offer opportunities to explore varied academic, career and athletic interests.
- Communicate frequently with students and their family.
- Provide a diverse and safe learning environment.
- Be available before or after school for tutoring and extra help.
- Be flexible, respectful, and supportive.

At The Kearns Academy our students promise to:

- Complete all academic assignments to the best of their ability.
- Ask for help from adults when needed.
- Attend all classes every school day.
- Be available before or after school for tutoring and extra help.
- Be flexible, respectful, and supportive.

At The Kearns Academy our parents promise to:

- Send students to school every day ready to learn.
 - Communicate frequently with staff members and teachers.
 - Fully participate in the school community.
 - Attend meetings or other events important to their students' education.
 - Be flexible, respectful, and supportive.
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Contacts

Principal	Dr. Bryan Johnson
Curriculum Facilitator	Ms. Margaret Wilmoth
Counselor	Ms. Heather Jones
Social Worker	Ms. Karen Harris
Office Support/Treasurer	Ms. Amanda Sparks

General Procedures and Information

Arrival and Dismissal of Students

Our school day is from 9:15 a.m. until 4:15 p.m. Classes will start promptly at 9:15 a.m. Late arrivals must check-in with the secretary in the main office. Students are expected to come straight upstairs once they arrive on campus each morning. Academy students are **NOT** to be downstairs on the campus of Welborn Middle School at any time.

Attendance, Absences, and Tardiness

The Kearns Academy school day is from 9:15 a.m. to 4:15 p.m. Attendance is recorded for each period.

Consistent school attendance is necessary for a student to achieve success. Therefore, students are expected to be in school except in cases of emergency or for a reason as listed below:

- Personal illness – A doctor's note should be provided for any illness of three or more days, and a doctor's note may be required at any time if it is the judgment of school officials.
- Death of a relative – limited to five days unless reasonable cause may be shown for a longer period of time.
- Observance of a religious holiday.
- Non-Emergency family trip – prior approval from the principal and notification of teachers required. Request must be made at least one week in advance. Teachers may require work to be done completed prior to the trip.
- Any other reason must be excused by school officials prior to the absence.

Absences

- Have your parent or guardian write a note that includes your name, date, reason for absence, and parent signature.
- Bring your note to the secretary in the main office where you'll be assigned a code.
- A student has three days to bring a note from home requesting to be excused.
- All absences are unexcused until a note is brought from home.
- For absences, make-up work should be completed within three days of absence.
- Students will be required to make up time after three absences in any one quarter.

Early Dismissals

An early dismissal will be granted for the same reasons as an excused absence. Parents must call or come to school to pick up the student. Students who leave school without arranging an early dismissal will be considered skipping and face disciplinary action. All students must sign out in the main office.

Tardiness

Promptness to class is very important. Tardiness not only involves the student who is late, but also disrupts the entire class. In order to avoid disciplinary action, the student should be in class and ready to work when class begins.

1. Teachers will handle tardiness on an individual basis.
2. Students will be referred to the principal when tardiness is a chronic behavior that a teacher has been unable to remedy
 - a. Prior to referral, the teacher will conference with the student, attempt communication with the parents/guardians by phone or in writing, and request counselor intervention.
 - b. The teacher will keep an action log to share with administration in the event of a referral.
3. Tardiness to college courses will be dealt with by the professor.

Counseling

Our counselor is available to help students with any areas of concern that they may have. The school counselor will help students with school problems, personal problems and individual needs, testing, career choices, summer programs, college planning, financial aid, scholarship, course registration, SAT, ACT, the North Carolina Scholars program, and vocational internships. The Counselor will listen when students just need to talk to someone. Students may make appointments to see the counselor or stop by the office and complete a request form if they have a need. Students visiting the counselor during the school day should bring a note/pass from the teacher.

The counseling office adheres to all the regulations concerning student records as defined by the Family Educational Rights and Privacy Act of 1974.

Discipline

At the Kearns Academy, we believe that each student has the right to have a positive teaching and learning environment, to have nurturing interaction with our faculty, staff, and administration and the right to be free from distractions caused by the inappropriate behavior of others. Each student will receive a copy of the “Guilford County Schools Student Code of Conduct” book, which defines the system’s expectations for proper behavior. The following policies are designed to add definitive clarity and to ensure consistent enforcement of the aforementioned code.

Attending a magnet school is a privilege that requires a high level of self discipline and maturity. Students are selected to attend the Kearns Academy because we believed that they possess those qualities. Our preferred method of discipline involves counseling from teachers, counselors and the principal as a means to get students to be self-correcting with their behavior. Any non-counseling discipline will be done only with the intent of helping students to grow in the areas of developing good relationships with others, respect for the right, dignity and safety of all individuals within the school and community, and respect for established school laws, procedures and processes.

Discipline Procedure

Students will be counseled for a first minor offense. The parent may be called and/or sent a letter of information. Serious behavior problems and their consequences are listed in the Guilford County Schools Student Code of Conduct book. Consequences for inappropriate behavior in the classroom will be handled first by the classroom teacher. If a student is referred to the principal, each case will be resolved on an individual basis.

Offenses that may require non-counseling intervention/consequences:

- Failure to follow the directions of staff members when they are given.
- Leaving campus without approval.
- Littering and/or defacing the school or another person's property.
- Inappropriate public displays of affection.
- Use of obscene or profane language or gestures.
- Failure to be self-correcting.
- Repeat incidences of minor "drama."

Grounds for immediate dismissal and application resonation:

- Possession or use of any item prohibited by law or deemed detrimental to the education process.
- Unauthorized entry into any other property that the administration deems off limits (i.e. nearby apartments).
- Fighting or intense incidents of "drama."
- Academic delinquency or consistent failures.

Student Misconduct

The principal will suspend students in the following instances:

- Assault
- Actions to incite students to violence
- Possession or use of weapons, use of threats or intimidation or any other actions which threaten the safety and security of students or staff
- Possession of and/or selling of drugs/alcohol
- Theft

The Guilford County Board of Education zero tolerance policy is in effect at the Kearns Academy. The policy states that a student:

- Shall have no stimulant or narcotic drug in his/her possession on school property
- Shall have no weapon in his/her possession or on school property or at any school sponsored function
- Shall not commit battery of an employee of the school system

Any violation of the above policy will result in disciplinary action that may lead to long-term suspension from school.

General Dress Code Requirements for Non-SMOD
Dress Code

DRESS CODE (GCS Code of Conduct: Rule 28)

*Administration has the authority to change the Non-SMOD Policy at their discretion and will have the final authority to decide if clothing complies with outlined rules.

- A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and are not disruptive to the educational environment.
- Headgear such as but not limited to hats, hoodies, bandanas may **not** be worn in the building at any time including before school. Any form of a hood must always remain off the student's head in the building.
- Administration has the right to confiscate headgear. Students may pick-up confiscated items after school in the main office.
- Offensive logos or symbols that contain profanity, references to drugs, tobacco, alcohol, weapons, or gang paraphernalia will not be permitted.
- Students' undergarments must be covered.
- Student clothing is not to expose inappropriate areas of the body.
 - o This includes but is not limited to tops, leggings, shorts, and shirts.
 - o No see-through clothing will be allowed.
 - o Length of shorts and skirts will be monitored. Recommended guideline: mid-thigh.
 - o Tops are not to expose midriffs or cleavage.
 - o Strapless, halter, spaghetti straps, or tube tops are not allowed.
 - o Shirts that either come with large armpit holes or are altered to have large armpit holes are not permitted.
- Students who wear inappropriate clothing will be allowed to change or correct the attire that is in violation of the rule.
- Consequence may include but is not limited to ASD, in-school disciplinary action and parent contact.

Emergency Parent Contact/Accidents at School

If a student is injured at school he should report to the school office (provided that injury is not debilitating). Parents will be called.

School Breakfast

A hot breakfast is available daily to Kearns Academy students on the second floor. Students are expected to come straight upstairs once they arrive on campus each morning. Students should NOT be outside the building, or downstairs on the campus of Welborn Middle School.

School Lunch

A hot lunch is available to all Kearns Academy students at mid-day. We eat our lunch in the Welborn cafeteria. The Kearns Academy maintains a "closed campus" setting for 9th and 10th grade students, meaning that they must remain on campus for lunch. 11th and 12th graders with a signed parental permission form and transportation are permitted to go off campus for lunch. 11th

and 12 graders should not bring lunch back to anyone. If 11th and 12th graders do leave campus for lunch students must be in class by the time class starts and food is not to be brought in to the classroom. Students are not permitted to order and have food delivered to school.

Students Messages/Telephone

Students are not allowed to leave classes to receive messages. Parents may leave messages in the main office to be relayed to students at the end of the day or when appropriate. The office telephone is a business phone and is not to be used by students unless they are given permission by the appropriate school official. Students will not be allowed to receive phone calls while they are in class. In case of emergency, messages will be taken and relayed to the students. **Cell phones** are not to be used while in class. Students will not be allowed to leave class because they have been called on their cell phone.

Medication/Medical Attention

A parent must complete a Parent Authorization Form before medicine can be administered at school. Once this form is on file in the front office, the front office personnel will administer medication to a student. Students are encouraged to immediately report every accident or injury to his/her teacher or the front office so that an Accident Report may be prepared and for proper medical care.

Academic Information

Interims/Report Cards

Interim reports are sent home each 3 weeks and Report Cards are issued to students at the end of each quarter. Parents should contact the school if either of these important documents is not received. College grades will not be listed on the mid term report, they are reported at the end of the semester.

Grading

The student's grade is a means of reporting to the students and his/her parents the progress made in each course every nine weeks. The letter grade indicates the teacher's evaluation of the student's work as reported each grade period. Credit is cumulative on a semester basis and the grade issued at the end of each semester will indicate the quality of work done during that total period of time.

The grading scale is as followings:

90-100	A
80-89	B
70-79	C
60-69	D
50-59	F