

***Kenmore Middle  
School***



***Student-Parent  
Handbook***

***2023-2024***

200 South Carlin Springs Drive  
Arlington, VA 22204  
Phone: 703-228-6800  
Attendance Line: 703-228-6802  
Fax: 703-998-3069  
<https://kenmore.apsva.us/>

### **Mission**

To provide a balanced learning environment of intellectual, social, cultural, and physical experiences designed to meet the needs of early adolescents.

### **Vision**

All students will learn to create, inquire, communicate and connect.

#### **Administrative Staff**

Principal	David McBride	703-228-6804
6th Grade Assistant Principal	Jason Love	703-228-6805
7th Grade Assistant Principal	Octavia Knigge	703-228-6811
8th Grade Assistant Principal	Christine Joy	703-228-6774
Director of Counseling Services	Kaitlin Bresnahan	703-228-6806
Dean of Students	Cherita Harrod	703-228-2254

#### **School Counselors and Support Staff**

6th Grade Counselor	Roshell Neal	703-228-6797
7th Grade Counselor	Joseph Caldwell	703-228-6798
8th Grade Counselor	Elliot Johnson	703-228-6796
8th Grade & Counselor for English Language Learners	Israel Salas	703-228-6814
Interventionist Counselor (All Grades)	Alvin Truesdal	703-228-6800

#### **Frequently Called Numbers**

Administrative Assistant (Attendance)	Amalia Archer	703-228-6802
Registrar	Emily Harvey	703-228-6799
Clinic	Rosa Maria Vanwey Lee Harper-Chen	703-228-6803 703-228-6795

# Arlington School Board

References throughout this document to School Board Policies (SBP) can be found on the School Board Policy site <https://go.boarddocs.com/vsba/arlington/Board.nsf/goto?open&id=B26QVF6B23A6>

*The Kenmore Middle School Student Handbook is aligned with the Arlington Public Schools Handbook and School Board Policies.*

## Kenmore's History

Kenmore Middle School has an exciting history which now includes someone special—YOU! That's right; your involvement in the life of the school *matters* and your work this year will go down in history. Let's make it the most fabulous year ever at Kenmore Middle School! Kenmore first opened in 1950 as an elementary school. Kenmore was named in honor of the home of Betty Lewis, George Washington's sister. The original Kenmore home is located in Fredericksburg, Virginia. In 1956, it became a junior high school for grades 7<sup>th</sup> through 9<sup>th</sup>. In 1977, Kenmore became an intermediate school for just the 7<sup>th</sup> and 8<sup>th</sup> grades. In 1990, the school system implemented the middle school program and Kenmore became a middle school for students from 6<sup>th</sup> to 8<sup>th</sup> grade. When Kenmore Middle School became heavily crowded in the late 1990s, planning for a new building began. This planning centered on bringing a state-of-the-art facility to the Kenmore community. Construction began in the summer of 2004, and the new building was opened in 2005.

The **arts and communications technology focus** began in 1994 and was designed to create an outstanding instructional program. Art is a universal form of communication and is integrated throughout the learning experience at Kenmore through dance, movement, drama, visual arts and music. Since the creation of the school's focus, the use of technology has transformed and all schools in APS have embraced the value of technology to enhance instruction.

Kenmore Middle School provides rich diversity, acceptance of differences, many languages, service projects, field trips, and arts integration. While you are at Kenmore you will take part in some form of visual and performing arts.

In 2011, our school was honored to host a visit by the President of the United States. Former President Obama spoke with the entire student body and met with a small group of students and teachers regarding arts and technology education, and then he delivered a policy speech on education.



Our school colors are green and gold and our mascot is a Cougar. We hope this year is a rewarding, exciting, challenging, and inspiring experience. Kenmore's Faculty & Staff wishes you all the very best for the upcoming school year!

# School Calendar

Please see the school calendar on the APS website, using the links below.

- [2023-24 School Year Calendar](#) [2023-24 APS School Calendar](#) ([Calendario en español 2023-2024](#))

## Attendance

### Absences

Regular attendance at school is directly related to academic achievement! It is important to attend school daily. Did you know:

- Chronic absenteeism (missing 18 or more school days per year) is a primary cause of lower academic achievement even when the absences are "excused" or understandable.
- Regular school attendance improves the chances that your child will read on grade level.
- Students who attend 90 percent or more of the school year are more likely to graduate from high school on time.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with peer conflicts, or facing some other potentially serious issues.

Parents should call the **Kenmore Attendance Line (703-228-6802)** or email Amalia Archer at [amalia.archer@apsva.us](mailto:amalia.archer@apsva.us) to notify the school of student absences. The attendance office determines if an absence is excused or unexcused as defined by [APS Policy Implementation Procedure J-5.1.30 PIP-1](#)

If your child has been absent for any reason, you must notify the school within two days of the students' return in writing. The notification is subject to monitoring and verification. If a note is not received within two days, absences will be marked and remain as unexcused.

Excused Absences will be considered for:

- Illness, quarantine of student, doctor, or dentist appointment
- Death in the family
- Observance of a religious holiday
- Summons to a court of law
- Violent storms or state emergencies
- Suspensions
- Severe family emergencies

### Extended Absences

All absences greater than five days require approval at least 10 days prior to the absence. Frequent absences or recurring absences may require documentation and approval by the Principal.

### **Unverified Absences**

If a student has five unexcused absences, the Attendance Specialist will arrange a conference with the student and parent/guardian to develop a plan to resolve the unexcused absences.

If an additional unexcused absence occurs, a meeting will take place with school staff, county officials, and the family.

If yet another unexcused absence occurs, a petition will be filed, and a hearing held in court with the parent and student.

Students missing 15 school days will be withdrawn from school and will need to re-enroll with the school registrar.

### **Late to School**

Students arriving at school after 7:50 AM must sign-in with **Ms. Archer** in the main office.

### **Tardy Policy**

Students are expected to come to school on time and be on time to all classes. When students have three unexcused tardies in a class the teacher will provide a warning and call home to notify the parent/guardian. After the fourth unexcused tardy, teachers will complete a discipline referral and call home to notify the parent/guardian. Consequences will repeat and escalate for every three additional tardies. Absence or tardiness is unexcused if the parent does not inform the school in advance or supply a note when the student returns to school within 2 days. ([J-5.1.30 Policy](#) and [PIP-1 Attendance](#)) [Attendance - Arlington Public Schools \(apsva.us\)](http://apsva.us)

### **Leaving School Early**

All parents/guardians are expected to sign out their child out of the main office prior to leaving. **A parent/guardian must have a valid government issued I.D. to show front office staff, which corresponds to the information in Synergy (emergency contact information), when entering the school and picking up their child.**

If the student returns that day, they should report to the main office before returning to class.

### **Make-Up Work**

Although make-up work cannot substitute for the full classroom experience, students have the responsibility to make up for missed classwork. Credit for make-up work is only given when the absence is excused. However, even without credit, the student is still responsible for making up work in order to continue to participate in the course. Based on School Board policy, [J-5.1.30 PIP-1-Attendance](#), credit for make-up work is only given when the absence is excused.

### **Attendance Help is Available**

Parents and/or guardians are encouraged to contact their child's counselor if they are concerned that their child is not regularly attending school.

# Student Rights and Responsibilities

## Cougar Pride

Kenmore's Cougar Pride Statement

**We Are:  
Respectful  
Responsible  
Safe**

The following Kenmore Student Expectations demonstrate "Cougar Pride". *We Are...*

### ***Respectful***

- Everyone is treated with respect and consideration.
- Students are expected to cooperate and follow the directions of staff.

### ***Responsible***

- Arrive to school and classes on time.
- Participate in class activities and turn in work on time.
- Complete assignments on time.
- Ask your teacher for help with missing assignments.
- Be prepared for class by bringing books, notebooks, paper, pens, your charged iPad etc. to class each day; bring gym clothes and athletic shoes to PE class.
- Avoid bringing large sums of money, expensive equipment, cameras, expensive phones, or other valuables to school.
- Food and drink must be consumed in the cafeteria or in the classroom with the permission of the teacher. Eating and drinking is **not permitted in the hallway, auditorium, or gym**.
- Take care of the building and materials.

### ***Safe***

- Treat others the way you want to be treated.
- Conduct endangering or harming others, including verbal or physical abuse, name-calling, inappropriate touching and/or comments to others will result in disciplinary action.
- Follow [APS Code of Conduct Guidelines](#). [Policy J-7.4 Student Code of Conduct J-7.4 PIP-1 Student Code of Conduct](#)

The Kenmore staff is committed to maintaining a safe and orderly learning environment. **If you see or hear of a potentially dangerous situation around the school, report it immediately to an adult. Confidentiality will be strictly maintained.**

# Expectations A-Z: Important Topics for Parents to Discuss with their Student

The goal of the Kenmore administration and its teaching staff is to ensure a high quality, rigorous education in a safe, supportive environment, whereby all students can achieve and succeed. Reviewing these expectations help to create this environment.

Arlington Public Schools developed a Handbook and Student Code of Conduct. Please click [here](#) to review the documents. Kenmore students are expected to adhere to all of Arlington Public School's policies. Below are some items that are specific to Kenmore:

## **After School Help**

After school, all students must be in the After School Support Center (ASSC), with a specific teacher, in the library or participating in an organized activity.

By 2:45, all students need to be in a designated location, under the supervision of an adult. For safety, **no student is permitted to be in the building without adult supervision**. Students should also notify parents/guardians if they are staying after school. Parents, teachers are happy to write a note to verify your child's attendance with them after school, if needed.

Late buses are provided for students who participate in after-school activities. Late buses depart at approximately 4:30 P.M. from the cafeteria side of the building. The late bus does not drop off at every morning stop. Generally, the late bus stops are located at the nearest neighborhood elementary school. You may only take the bus if you are staying for a school activity. **Once you leave campus, you may not return and ride the late bus home!**

## **Bullying**

The definition of bullying according to the Virginia Department of Education is:

Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.

"Bullying" includes cyberbullying.

"Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Some key elements of bullying are:

- Intentionally aggressive behavior designed to inflict harm
- Repetitive behavior planned into the future
- Interpersonal relationship marked by an imbalance of power

To report bullying, contact your school counselor, grade level administrator or complete the [Bullying Report Form](#).

## **Bus Conduct**

APS bus transportation is an extension of the school day, and the same student behavior standards that apply in the classroom apply on the bus and at the bus stop. Riders are expected to respect the driver's authority, remain in their seats, keep their hands to themselves, their voices low, keep the aisles clear, and generally behave in a way that contributes to a safe, pleasant trip to and from school and help maintain an overall safe bus ride. A driver may report a behavioral concern to the principal for a consequence, and in serious situations, bus privileges may be taken away.

## **Cafeteria and Food Services**

We provide breakfast (7:20-7:50) and lunch to students. This year, breakfast will be \$2 and lunch will be \$3.50.

Interested families are encouraged to submit the Free and Reduced-Price Meal application on the [APS's Food and Nutrition Services website](#). Students approved for Free and Reduced-Price Meals may qualify for additional benefits such as waived or reduced fees for instruments, uniforms and field trips. Schools also benefit from funding opportunities based on Free and Reduced-Price Meal application numbers.

## **Cafeteria Behavior**

Students are expected to follow appropriate behavior during lunch:

- Food and lunch beverages are to be consumed only in the cafeteria or assigned lunch location.
- There will be no cutting or holding places in the lunch line.
- Students will remove their trash and recycling from the table and dispose of items into appropriate receptacles.
- Voices used at a reasonable volume
- Walking in and around the cafeteria areas.

## **Clinic Information & Medications at School**

The school health program at Kenmore is administered by a Public Health Nurse and Clinic Aide who may be reached at 703-228-6803. Any student reporting to the clinic must have a pass from a teacher, counselor, or an administrator unless an emergency exists.

To ensure that students take prescription and nonprescription (over-the-counter) medications safely, including THC-A or cannabidiol oil with authorization from a licensed practitioner, the school health nurse must administer the medications. The parent must bring the medication to the school health room for storage and provide documentation for administering it.

First Aid is rendered to ill or injured students by the Clinic Aide and/or the Public Health Nurse. Should conditions necessitate, students may be transported by ambulance to the Virginia Hospital Center. Students who are ill will not be permitted to go home without the permission of a parent, legal guardian or persons listed on the emergency card. **Except in cases of emergency, students should report to the clinic where a medical assessment will be made by the school clinic staff and a parent notified. Students should not call parents to be picked up when they are ill.**



### **Counseling Office Expectations**

Counselors are here to help students with problems and academic planning. To visit a counselor, students are expected to:

1. request permission from the classroom teacher.
2. obtain a written and signed pass from the teacher.
3. report directly to the counseling office.
4. return to class with a signed pass from the counselor.

If a counselor is unavailable to meet with you, please return to class and the counselor will reach out to you as soon as possible.

### **Crisis Assistance**

Administrators and/or other APS staff members may be notified if it appears that a student may be in crisis. We have certified counselors who can assess and support students who require short-term crisis support. Counselors will also maintain a referral listing of external counseling service providers who may be able to provide long-term support to a student or family in crisis.

If you or someone you know is in crisis, please text NEED HELP to 85511, call 1-800-273-TALK, or dial 911.

### **Cell Phones, Laptops, Tablets, Other Portable Devices**

APS is committed to assisting students and staff members in creating a 21st century learning environment. To support this progress, APS issues an iPad to each student. Kenmore has an **“Away for the Day” phone policy**. Cell phones should not be visible during the instructional day, between the hours of 7:50 am to 2:34 pm, and should be kept in student lockers if brought to school. Students are prohibited from using phones (as well as tablets, and other mobile devices) in restrooms and locker rooms, unless there is a medical necessity or emergency. Parents/Guardians, multi-disciplinary team members, or other persons with knowledge of students who require access to personally owned devices as an accommodation shall make requests for such accommodations through their respective multi-disciplinary team. APS is not responsible for loss or damage of students’ APS issued or personal devices. Parents are responsible for damages, repair cost, and loss as described in the APS Acceptable Use Policy.

The following links are to the policies approved by the School Board.

[Policy I-9.2.5.1 Electronic Technologies Acceptable Use \(formerly 20-2.210\)](#)

[I-9.2.5.1. PIP-1 Electronic Technologies Acceptable Use Policy Implementation Procedures \(formerly PIP 20-2.210\)](#)

The following are the procedures for handling of offenses for students having phones out during the day:

- Staff who see the phone out will ask the student to hand them the phone.
- The phone will be labeled with the student name and ID, and brought to the main office.
- Parents/Guardians will be contacted to pick up the phone from the main office.

- After an initial offense, a referral will be written and processed by Administration. The student's device will again be confiscated, taken to the main office, and the parent must pick up the device from the office and the student will receive a disciplinary action.

### **Computer and Network Use**

All students are issued an iPad for instructional use and have access to the APS and Kenmore networks to access instructional materials only. Students agree to follow [APS Acceptable Use Policy](#) and Internet Safety Policy and use the network appropriately. Students who are found to use their device or access the network inappropriately may lose access to the device and/or network for a period of time. Students are expected to take care of their devices and protect them from damage. Students will only be issued one iPad, one case, one charging block, and one charging cable. Any lost or broken items will need to be replaced. Cost of repairs and the full AUP can be found through the APS Digital Device Website: <https://www.apsva.us/digital-devices/damage-to-devices/>

Each iPad is the property of APS and is intended for use only by the student to whom it is assigned, for academic purposes.

Students are expected to:

- arrive at school each day *with a **fully charged iPad***.
- keep the iPad in your possession or safely stored at all times.
- leave the iPad with their teacher if they need to leave the classroom without it.
- keep the device protected by using the APS provided protective case.
- avoid scratching or marking the screen and case
- avoid inserting foreign objects into the device, the case, or screen
- report any problems with their iPad to their EXCEL teacher as soon as possible so that the teacher can submit a repair request on their behalf
- retrace their steps if their iPad is lost or misplaced and inform all of their teachers/parents.

### **Grading Practices**

APS created policies, procedures and guidelines for grading students. Please review the following policies to ensure alignment with APS: [Policy I-7.2.3.34 Reporting Student Progress and Grades](#). At Kenmore we use equitable grading practices in the following ways:

- Eliminating zeros - students will receive **no less than a 50%** on any graded assignment on end of the quarter final grades. This ensures mathematical accuracy within the gradebook. Some teachers may use the 50% grade as a place marker during a grading period to note an assignment was not completed or needs to be re-taken.
- No grades for homework or warm-ups. These types of assignments are practice items to help teachers gauge levels of proficiency and are not to be given a formal grade in the gradebook.
- No grades should be given based on behaviors, such as a participation grade. This is to ensure students are graded based on their acquired knowledge and skills and nothing else.

### **Ordering of Food**

Given the school's responsibility to federal regulations, students are not permitted to order food from local restaurants for delivery to school, including UberEats, GrubHub, etc. Should this occur, food items will be held in the main office until the end of the day and then returned to the student.

# Activities

## Sports

Sports by Season:

- Fall (September - November) - Ultimate Frisbee, Soccer, Tennis
- Winter (November - February) - Basketball, Cheerleading, Swim & Dive, Wrestling
- Spring (February - May) - Track

All students **must have a current completed physical examination form on file in the clinic** in order to try out for an interscholastic sport.

Clubs are based on student interest and staff sponsorship and vary from year to year. Students who wish to form a club will need to find a staff sponsor and together will complete the application form.

## Clubs and Sponsors

Please see [Kenmore's Extracurricular website](#) for information on sports, clubs and sponsors.

**2023-24 "No Play" Dates** – dates on which there will be no athletic events or fine arts performances due to religious observances

The no play dates listed below are considered no 'Play Dates'. These dates apply to athletic practices/ competitions or fine arts rehearsals/performances. These dates don't apply to VHSL postseason district, region, or state events.

## **DESIGNATED NON-PRACTICE AND/OR NON-COMPETITION/PERFORMANCE DATES**

*(This includes any out of season practices, conditioning, or weight training.)*

September 25	November 23	December 25
January 1	January 15	March 29
April 10	June 1	

## **DESIGNATED NON-COMPETITION/PERFORMANCE DATES (practices/rehearsals may be held)**

September 4	September 16
November 22	November 24
February 19	May 3

## **DESIGNATED NON-PLAY DATES AFTER 6:00pm (Practices may be held)**

September 15	December 7
April 9	April 22

**Fine Arts Exceptions:** Schools performing in special events that occur on holidays or holiday weekends. Examples of these events include holiday parades, bowl games and other performances associated with special performance opportunities and field trips for students.

## **Winter and Spring Break Special Exception Rule:**

APS varsity athletic teams may participate in tournaments and invitationals through the entirety of winter and spring break week with the exception of Sundays.

## Kenmore Student Expectations

	Hallways	Cafeteria	Bathroom	Auditorium
<b>We are RESPECTFUL</b>	<p>We follow all adult directions.</p> <p>We use polite school language.</p>	<p>We follow all adult directions.</p> <p>We use polite school language.</p>	<p>We clean up after use.</p> <p>We flush the toilet and wash our hands.</p> <p>We are private and allow others' privacy.</p>	<p>We follow all adult directions.</p> <p>We use polite school language.</p> <p>We are attentive and applaud after each performance.</p>
<b>We are RESPONSIBLE</b>	<p>We are on time to class.</p> <p>We have materials for class.</p> <p>We have a pass.</p>	<p>We clean up our area.</p> <p>We use an inside voice.</p> <p>We have a pass to leave.</p>	<p>We keep the bathroom clean.</p> <p>We return to class promptly.</p>	<p>We turn off technology during performances.</p> <p>We use an inside voice when entering and exiting.</p>
<b>We are SAFE</b>	<p>We walk on the right side of the hall.</p> <p>We keep hands, feet and objects to ourselves.</p> <p>We keep eyes up, earbuds out, and screen down.</p>	<p>We remain seated in designated areas.</p> <p>We keep hands, feet and food to ourselves.</p>	<p>We keep floors and walls dry and clean.</p> <p>We report problems to an adult.</p>	<p>We remain seated quietly during performances.</p> <p>We remain with the assigned teacher.</p>

## Resources: Steps to Follow for Resolving a Student-Related Concern

A successful school experience for students relies on a collaborative and respectful partnership between home and school. Good communication, clear procedures for responding to concerns and respectful relationships are the cornerstone in resolving student-related issues when they arise. Questions and problems are best resolved by those closest to the issue. Kenmore has developed this chart for parents and other caregivers to guide their ability to effectively navigate the most efficient way to reach resolution on issues involving their child.

Question or Concern	Step 1	Step 2	Step 3	Step 4
Academics & Grades	Specific Class & Teacher	Counselor	Grade Level Assistant Principal	Principal
Behavior	Specific Class & Teacher	Grade Level Assistant Principal	Principal	
Classroom Procedures	Specific Class & Teacher	Grade Level Assistant Principal	Principal	
Transportation	Bus Driver	Grade Level Assistant Principal	Supervisor of Transportation	Assistant Superintendent of Facilities and Operations
Extracurricular Activities/Clubs	Club Advisor or Coach	Director of Student Activities	Grade Level Assistant Principal	Principal
Curriculum	Specific Class & Teacher	Principal	Content Supervisor Director of Curriculum and Instruction	Chief Academic Officer
Special Education	Specific Class & Teacher Special Education Teacher Case Carrier	Student Support Coordinator Grade Level Assistant Principal	Principal	Director of Special Education
Medical Services	School Nurse	Grade Level Assistant Principal	Principal	