

KENTWOOD PREPARATORY SCHOOL

Parent/Student Handbook

(Rev. 6/25/09)

Kentwood Preparatory School is committed to the development of every child, both as a person and as a student. Because the school is a community, it is imperative that order and efficiency be maintained to foster the well being of the entire community. At Kentwood Preparatory School, we believe that each member of the school community bears a share of the responsibility for making the school a better place in which to teach and learn. Continuing enrollment is an earned and maintained privilege, not a right guaranteed by admission.

Recognizing a trend of the past decades, misunderstandings between families and schools have been resolved with litigation. A clear understanding of the school's practices via this Handbook has helped us avoid such unpleasantness. Students should remember that Kentwood Preparatory School is an independent school, and that enrollment is voluntary. All should understand, therefore, that their presence in school is an implied consent to support the school community, its goals and objectives, and its standards of conduct.

The purpose of this Handbook is to assist students and their families in understanding our school's goals and standards. Also, it specifies procedures so that the faculty and students may conduct the school's primary business, learning, with minimum distractions and maximum success. Understandably, much of the above will vary in practice from grade to grade within our grades 2-12 school. Nonetheless, the principles are constant and paramount in importance. Students should know the Handbook well, because it contains useful information. More importantly, they should realize that the spirit and intent of this guide, rather than its specific wording, make all that is written here vital to the community.

Understanding, acceptance, and commitment to this spirit will help all our students to develop the sense of pride they should feel for our traditions, our strong faculty, and our high standards of education.

TABLE OF CONTENTS

Purpose	04
Program Overview	04
Behavioral Guidelines	07
Consideration of Others	07
Personal Integrity	07
Academic Integrity	07
Student Leaders	08
Problem-Solving	08
School wide Procedures	09
Attendance	09
Religious Holy Days	09
Bereavement	09
Tardiness	09
Absences	10
Hours of Operation	10
Homework	10
Emergencies	11
Students Going Home With Other Students	11
Media Center	11
Computer Software	12
Lunch	12
Messages and Classroom Disruptions	13
Medication	13
Toys, Games, Trading Cards	13
Cell Phones	14
Conferences and Reports (Lower School)	14
Evaluations (Lower School)	14
Academic Evaluation of Student Progress (Middle and Upper School)	14
Clubs	16
Physical Education	16
Rules, Social Skills & School Uniforms	16
Basic Rules	17
Transportation	17
Buses	17
Bikes	17
Skateboards	17
Automobiles	17
Off Limits	17
Off Campus	17
Gum and Candy	17
Radios, Cameras, CD Players, iPods	17
Drugs, Cigarettes, Alcohol	17
After School Activities, Practices and Extra Help	17
Social Skills	17

School Uniform	18
Out of Uniform Days	19
Evening, Weekend Functions and Clubs	20
General Information	20
School Organization	20
Health Information	20
Immunizations	20
Physical Examination Requirements	20
Notification of Illness	21
Early Dismissal	21
Communicable Illness and Infestations	21
School Calendars	21
Parent Concerns	21
Invitations and Birthday Parties	21
Signature Form	22
Index	23
Frequently Asked Questions	

PURPOSE

The basic educational purposes of Kentwood Preparatory School are: 1) preparation of its students for life and 2) development in its students of the necessary academic, social, behavioral, physical and problem-solving skills to enable them to live constructive lives in a rapidly changing society. Kentwood is dedicated to helping families with children who have special behavioral, learning and social-emotional needs. Kentwood offers a diagnostic, prescriptive teaching, and learning experience for the physically normal, intelligent children who, for a multiplicity of causes, have not been able to benefit from a regular school program. The purposes of Kentwood are:

1. To identify the family dynamics, crises, and needs, and the student's academic, behavioral and social-emotional deficits and strengths.
2. To develop prescribed programs that will remediate the student's deficits, reinforce the student's strengths, and, if necessary, teach the student compensatory skills.
3. To work with the student and family to insure a happy, well-adjusted and functioning family unit.
4. To assist students in fulfilling their potential and to assume their rightful place in society as well-adjusted, happy and productive individuals.

The Kentwood school program is based on a cognitive behavioral model designed to give intensive skills training in reading, writing, math, and study skills. The model includes a social skills and behavior modification approach to social-emotional issues, self-image, and the development of confidence as a learner within a supportive and understanding environment.

Kentwood is non-discriminatory in admissions and employment practices and recognizes the value student and staff diversity can bring to the program.

KENTWOOD - PROGRAM OVERVIEW

I. Kentwood Preparatory School believes that a symbiotic relationship exists among the social-emotional-academic-family gestalt of each student and that, especially with "special needs" students, deficits in all of these areas must be treated by a multidisciplinary approach involving academic and therapeutic interventions.

II. Kentwood is keenly aware of the serious responsibility of educating young people who have special needs. We recognize that the whole family joins Kentwood, and that the whole family needs to work together with the school in order for us to achieve growth and development for the child and the family unit. Parent participation is a necessary part of the total education process. Parents are encouraged to request teacher conferences, to communicate suggestions for the betterment of the school, and to attend parent/student/faculty meetings.

III. Kentwood believes that self-esteem is vital to the child's growth. It is promoted in the students by the recognition that the adults with whom they interact considers them to be special and worthy people. We believe that a teacher's attitude toward each child is

crucial and can set the tone for others' attitudes as well. We believe that basic to a teacher's attitude is love and respect for children and belief in praise and encouragement for enhancing a child's growth.

IV. Compulsory homework has too often been an occasion for conflict at home, especially for the child who has difficulties. The parent-child relationship is threatened when the child struggles to do well for the parent and when the parent struggles to understand why the child does not learn effectively or is unable to do the assigned work. At Kentwood, the school and the family form a partnership and work together. No homework is given until the student has the necessary skills to work independently at home. The parents are instructed how much guidance and help to give. Parent involvement is kept to a minimum so as to foster a sense of independence, competence, achievement, and responsibility in the student.

V. Kentwood is a multi-sensory school relying heavily on a variety of creative educational techniques to inspire learning in each individual child. Our academic goal is to foster accomplishment, which will in turn produce feelings of success for each student according to ability. We believe in stimulating young minds and doing so in a way that is rewarding for the student. We believe that a student's potential is always more than it appears to be on the surface. We strive to develop this potential through creative teaching methods, sensitivity to individual needs, and supportive relationships between teachers, parents, and students. We believe that caring and supportive parents, teachers, and creative learning situations inspire students.

VI. Kentwood seeks to develop qualities of leadership and responsibility between its student and staff. We expect the faculty and students to conduct themselves in a way that exemplifies the true spirit of the school community. These qualities include:

- A. Respect for an individual's feelings
- B. Sense of dignity
- C. Courtesy and self-control
- D. Hospitality to newcomers
- E. Concern for others
- F. Good sportsmanship
- G. Kindness and humility
- H. Pride in dress and work
- I. Community service

VII. Kentwood believes in the maintenance of definite standards of organization and expectations in the classroom and throughout the school day. The most important factors in maintaining these standards are:

- **accountability** (understanding choices and consequences)
- **boundaries** (clearly defined limits of behavior)
- **consistency** (avoiding mixed messages, by consistent enforcement of rules)
- **structure** (clearly defined expectations in the home and in the school)

We often refer to these factors as the ABCS.

Specific goals include:

1. The building of strong foundations in the basic academic disciplines leading to placement and success in appropriate secondary schools and colleges. An acceptance of the principle that excellence is the school's standard of achievement in all aspects of school life.
2. The development of learning skills necessary for continuing educational experience wherein a capacity for self-education is instilled.
3. An appreciation of the importance of the arts in our culture and society.
4. An understanding of the importance of personal health and physical activity to one's well being.
5. A willingness and ability to face the pressures of competition and the development of a sense of proper perspective regarding competition.
6. An awareness and respect for others and their differences.
7. An awareness that in a community of people, leadership, teamwork, responsible citizenship, and concern for others are vital to the welfare of that community.
8. The realization that continuing enrollment at Kentwood Preparatory School is an earned privilege, not a continuing right, and is extended only to students who accept the school's standards of behavior and who demonstrate a willingness and ability to live up to their potential.

The Kentwood Preparatory School Faculty and Administration have adopted a policy of annual, formal evaluations of student performances for continuing enrollment. Each year, based on faculty assessment, students receive a spring letter from the Principal either inviting them to return or informing them that they no longer have the privilege of attending the school. Those decisions are made according to how well students and their families have worked with us to realize their potential. The following information regarding school rules, student behavior, and standards should be read carefully, for it is crucial to those decisions.

I. BEHAVIORAL GUIDELINES

A. CONSIDERATION FOR OTHERS

In conjunction with the Student Bill of rights, the simple phrase, "Consideration for Others," is the theme for all behavioral expectations at Kentwood Preparatory School. The school community fosters discipline through trust, reason, and self-control, rather than through a system of rules based on fear or the constant threat of punishment. Students are expected to conduct themselves with consideration for others at all times. "Others" includes Teachers, fellow students, parents, visitors and school property.

B. PERSONAL INTEGRITY

At Kentwood Preparatory School, the primary responsibility for good conduct is placed with the student. All members of the school community are expected to practice, demonstrate, and encourage:

1. Respect for the dignity of and acceptance of differences in others, including students, faculty, staff, visitors, and associates outside the school.
2. A willingness to make decisions about personal and school matters, and to accept the consequences of those decisions.
3. Respect for the property of the school and others. No one should take property of others without permission.
4. A willingness to serve and contribute to the general welfare of the school.
5. A positive attitude and a constructive approach to the solution of individual and group problems.

Student behavior, which is deemed harmful to the student, to other students, or to the school's reputation, is subject to administrative action, which could include suspension or dismissal.

Harassment of any kind - physical, social, emotional, sexual - is a serious violation of "Consideration for Others" and will not be tolerated at Kentwood Preparatory School. If a student is found to be harassing or bullying another member of the school community, it may lead to suspension or other serious disciplinary action. Students should know that the school considers harassment or bullying behavior directed at another student to be unacceptable, even if it occurs outside of school. Any attempt to intimidate or otherwise bother a student after an allegation of harassment has been made will also be viewed as a serious violation of school rules.

A smile, a friendly greeting, and a gesture of kindness are traditions at Kentwood Preparatory School. Together with a willingness to lend a helping hand, these qualities help make our school a better place to work and play. It is important that our students represent the school appropriately, on and off campus and in the community. Again, students should be considerate of others, as they should expect others to be considerate of them.

C. ACADEMIC INTEGRITY

Students should learn early in their academic lives that “borrowing” ideas from another student or lifting a choice passage from the source are both harmful and dishonest. It is also a bad habit on which the student may come to rely. To do so is plagiarism -stealing someone’s ideas and passing them off as one’s own. Plagiarism and cheating are serious violations of academic integrity, which may result in probation, suspension, or other serious disciplinary action.

Students should neither give nor receive assistance in homework, quizzes, tests, or exams except as authorized by their instructors. This policy does not preclude students from working together to understand the procedures of their work, however. In fact, such cooperation is encouraged when it is helpful to the learning process. At the beginning of the school year, teachers will work with students to clarify precisely what practices are acceptable in regard to working together.

D. STUDENT LEADERS

Throughout the year, students (especially School Prefects) assume various leadership roles in the school community. It is important to the quality of life at school that they receive reasonable support from the student body. Recognizing that the judgment of student Prefects will be imperfect, nevertheless we expect others to fulfill their obligations as outlined by the Prefects. Furthermore, as the “senior” members of our school community, all have an additional responsibility to act as positive role models for the younger students.

E. PROBLEM-SOLVING

Occasionally, a student may resist direction from other students, teachers, or coaches. Certainly, the right to dissent is inherent in the community, but the manner in which one disagrees is important.

A public, unattractive display of temper is immature, undesirable, and an ineffective way to achieve resolution of a disagreement. A better way is to find a time to talk reasonably with the other person. After class or after the game, not during, are good examples of other times. If this is not possible, a student should talk with a teacher. If the student is not satisfied with the teacher’s response, the student can ask for permission to speak to a behavior specialist or administrator. Most conflicts are resolved in school, before the student leaves for the day. To avoid splitting a note will be sent home with the student only if he/she is unable to resolve the problem at school. This note invites the parent to get involved by calling the school. If a note is not received the student is probably trying cause a split between the parents and the school. We commonly refer to this procedure as “Chain of Command” which incorporates teaching of life skills and encourages them to advocate for themselves.

II. SCHOOLWIDE PROCEDURES

ATTENDANCE

PLEASE READ AND UNDERSTAND OUR POLICY ON ATTENDANCE

The Florida Legislature has amended the laws governing student attendance

1. ATTENDANCE

You have the right to 180 days of school per year.

- a. Each semester has 90 days.
- b. A student who misses more than 10 days out of 90 will fail that semester.
- c. If a student is absent five days within a 30 day period, the student fails the quarter, unless he or she makes up the time and the work.
- d. Under Florida law, the Principal has the authority to allow a student to make up days during vacation time.
- e. If a student is sick for three consecutive days, he or she must present a physician's note to the Principal to avoid failing.
- f. The work and time must be made up, but the student will not be denied the opportunity.

2. RELIGIOUS HOLY DAYS

You have the right to the free exercise of religion.

- a. If you are going to be absent for a religious holy day, your parents must let the school know in advance in writing.
- b. Under the Florida Department of Education attendance regulations, the absence must be recorded and the student must make up the work and time.

3. BEREAVEMENT

You have the right to receive support from the school when a loved one passes away. You also have the right to attend the funeral and memorial service of immediate family members.

- a. If you must travel out of town for more than three days, it is your responsibility to request to be excused from school and make arrangements with the school to make up the time and the work.

4. TARDINESS

You have the right to begin classes on a timely fashion, unless the school notifies you of a change in schedule or plans. Arriving late to school is a distraction to everyone and cannot be tolerated. Repeated or chronic lateness will be considered a serious matter of discipline. If students elect to attend a late evening performance with their parents' permission, they should be prepared to follow through with daily responsibilities.

Students arriving after the first academic class has begun will go directly to the school counselor until that period has ended, as it is disruptive to the entire class for a student to enter late. The tardy student will be allowed to join the class at the end of the first period.

- a. Three tardies equal one absence
- b. A student who misses a class without an excuse from the teacher must make up the class.

- c. The student must make arrangements with the teacher to make up the class. The teacher will remind the student only once.
- d. It is the responsibility of the student to make up the time and the work.
- e. If a student must be late, the parents must call the school in advance.
- f. The same rules apply to missing classes and to tardies for class as do for missing school and tardies for school.

ABSENCES

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery. In order to accurately reflect the true picture of attendance for each student we ask that families supply the school in advance and in writing of any absence planned. Unplanned absences must be submitted in writing the day the student returns. Written explanations of absence can be from a parent/guardian or a medical facility. It will be the discretion of the Principal whether or not an absence will be considered excused.

HOURS OF OPERATION

For student safety, parents should make sure that their children do not arrive at school until the official starting time and do not remain on school grounds after official closing time since supervision is not provided. Before Care is offered beginning at 7:30 a.m. After Care is available from 3:00 until 5:30. Because staffing is available only until that time, if a child is picked up after 5:30 there will be an additional fee payable to that school employee.

HOMEWORK

One of the chief aims of the school is to assist each student in developing their academic potential to the fullest. Success in the academic field is greatly enhanced by efficient study habits. Much time in the classroom is spent acquainting the student with study techniques. Homework plays a major role in our school process. Managing its details and successful preparation of homework assignments are crucial to the achievement of individual and school goals. It is a part of our determination that students become self-educators. In the management of homework assignments, projects, papers, etc., we feel strongly that the student must learn self-management. Homework and its proper completion, quality, and timeliness are a primary student responsibility. Most families, when they enroll at Kentwood, have been fighting over the issue of homework. The assignments have not been written down, the work is too difficult, or the homework is done and then lost. The primary reason for trouble with homework is that our students do not have, nor have they ever been taught, the skills necessary to successfully do homework independently. Therefore, for the first 20 weeks after a new student enrolls in the Kentwood program, there is a "NO HOMEWORK POLICY". This affords us the time to teach the Kentwood methods to the students and to slowly allow them to practice these skills without causing family fights. When extenuating circumstances occur and the homework cannot be

completed, Middle and Upper School students are charged with the responsibility of notifying their teachers in a timely and appropriate manner. Parents should do so for Lower Schoolers.

Beginning after twenty weeks, students begin homework at Level One. They keep an assignment book and are taught organizational skills. Homework time is limited to twenty minutes each evening and homework and independent work skills are gradually increased factor level by factor level. In the higher factor levels of the homework program, homework is assigned in each subject almost daily. Regarding this homework, the faculty policy is to assign work that will require about thirty minutes per subject. Learning to manage these assignments efficiently is a necessary, life-long skill for every student. Students have study time during the school day, but usually a portion of the homework requires home study. Every student is required to have an assignment book and to write down the assignment for all courses.

Homework for Absentees:

Lower School assignments should be made up in the makeup classes held one day per week after 2:45 p.m. No homework will be assigned to students over school vacations, including weekends, Thanksgiving, Christmas, and Spring Break).

EMERGENCIES

We do follow, in general, Palm Beach County School District procedures for hurricanes and other local emergencies. However, due to several circumstances and in the best interest of our students we may waiver from those procedures. We will notify parents and families of those procedures at the appropriate time. Method of notification will be using our Schoolreach telephone system which automatically calls families with the phone numbers (home and cell) provided to the school and by using our email service. If we lose power after the hurricane, we will not have school. Please call and check our answering machine for the latest news. In addition, teachers are given your telephone numbers in order to contact you if anything changes. If all of those systems fail, listen to your local radio or television service (if available) for school announcements from Palm Beach County School District. In the event of hurricane or other local emergencies that develop during non-school hours, we will close school if the public schools announce closing over the radio or television.

STUDENTS GOING HOME WITH OTHER STUDENTS

The Office needs to be notified by the parents of both students (via telephone, email, writing) that their child is going home with another student or they are taking another child home with them. (This does not include carpool situations where the parents are merely taking the child to their home.) We ask this be done before noon so transportation and after school status lists are accurate and ultimately the safety of the child is guaranteed.

MEDIA CENTER

The Media Center is a very special place in school. Its primary purpose is to further

the education of all students. To do so, we want the media center's resources used extensively. At the very least, it is a place to house reference and background materials for research as well as books to read for pleasure. At its best, it is a storehouse for ideas, learning and discovery. It functions best when students, teachers, and the librarian work together. Rules for the orderly management and use of the library are necessary to achieve its purpose.

- a) Books may not be checked out of the library and taken home. However, books may be checked out and used in the classroom under the supervision of the teacher.
- b) Reference books, encyclopedias, computer software, and some audiovisual materials may not be borrowed. They should be used only in the library.
- c) Current magazines should remain in the library.
- d) On those occasions when Upper School students' study halls are scheduled in the Media Center, student use of the library must, of necessity, be more tightly governed. Rules designed to create a productive atmosphere during study hall will be detailed for all students at the opening of school.
- e) Arrangements to use library resources after school can be made with the classroom teacher.

Computer Software:

The U. S. Copyright Law states that it is illegal to make or distribute copies of copyrighted software without authorization. Students and faculty at Kentwood Preparatory School are expected to respect this law.

Inappropriate use of Kentwood Preparatory School computer property, either at school or at home, will result in disciplinary action. All students and parents are required to sign the Contract for Use of Computer Technology and to abide by the rules set forth. Violation of any part of the Contract, in school or out may result in serious disciplinary action, which may include loss of computer privilege, clubs, or suspension. All students are expected to exercise good judgment when using the technology at Kentwood Preparatory School, even when not directly supervised by a teacher.

Lunch:

All students eat at school and should remain on campus throughout the lunch period. Students may bring lunch from home or parents may order lunches. **At the beginning of each month, parents ordering lunch must fill out the lunch order form and return it to the office a minimum of three school days before the start of each new month.** If a menu is not on file, a child can order that day at an extra cost. Lunch accounts will be maintained however, only up to \$10 can be charged. Peanut butter and jelly sandwiches will be available in lieu of a lunch not ordered or forgotten at an extra charge. Unless otherwise assigned, students must report to the cafeteria for the lunch period. Lunch should be transported in a refrigerated box, such as the Igloo. The box should be clearly marked with the student's name, and all students should store lunch boxes on the assigned shelves. In accordance with direction from the Department of Health students are no longer allowed to bring microwavable meals to school. There is a serious health risk if meals are not heated to

the correct temperature, **NO MICROWAVE MEALS ARE ALLOWED!!**

Messages and Classroom Disruptions:

Everyone would agree that we teach and learn best when there are no distractions to classroom procedures. Understandably, parents and students do have occasional, reasonable and impromptu needs to communicate during the school day. Unless there is a genuine emergency or a prior understanding with a teacher, parents should not interrupt classroom procedures or go directly to classroom areas. These messages and deliveries to students should be made first through the school office. The office can determine the necessary timing of delivery or connection with a student. Prior and timely written notices or requests for adjustments from school routine, signed by a parent or guardian, should be a matter of course and will preclude the inconvenience and possible confusion of telephone or e-mail transmissions. Late afternoon notices, especially after 2 p.m., can get lost in dismissal complications, despite our good intentions or efficiency. Respect for and cooperation with this policy will contribute substantially to a more efficiently managed school.

Medication

Parents of children who are on medication must provide on a monthly basis, a month's supply of medication for their child in advance. Kentwood will provide parents with daily plastic bags into which parents must put the daily pills in the correct dosage. On the bag should be written the student's name, the time to be administered, the date to be administered, and the type of medication. In addition parents should provide **Kentwood with a supply of extra medications should we run out or should your child forget to take the medication in the morning.** It is very important that monthly supplies of medication are provided at least three days before the start of each new month. If this is not done parents will be charged a processing fee. **It is also very important that we are informed of any change in medication, dosage, time of administration, or if your child is taken off medication for any reason. Do not experiment to see whether we notice.**

Toys, Games and Trading Cards

While many students like to play with trading cards, video games and /or toys during their breaks and aftercare, we have a constant problem with games being lost, misplaced, stolen or broken. Not only that but on occasion games are brought in that contain inappropriate material and are rated Teen or Mature. Therefore the Kentwood policy is that all cards, video games and toys must be checked in and screened and held by the before care or after care teacher. Failing this the student must check these items in their home base teacher. Failure to do so will result in the items being confiscated and returned home at the end of the quarter. Kentwood is not responsible for loss or damage to any cards, video games or toys etc. brought on to campus.

Wireless Communication Device (cell Phones)

Students are not permitted to bring cell phones to school

Students shall not possess, display, or use any camera phone at any time on school grounds or during any school-sponsored program or activity, including school transportation. Use of an item that is “disruptive to the general peace and welfare to a school center, school bus, or a school sponsored activity” and consequences will be imposed accordingly. Hopefully, proper planning and anticipation of needs by our students will minimize the need for students to call home. Students are not permitted to use school telephones. The office manager will call home for the student only if the Principal or Unit Coordinator grants permission. **If a cell phone is discovered in a student’s possession or is used by a student on campus the phone will be confiscated and given to Administration for disposal.** Kentwood is not responsible for loss or damage to any cell phone brought on to campus.

LOWER SCHOOL

Conferences and Reports:

In Grade 1 through Grade 5, classroom teachers and the Unit Coordinator are the primary communicators of student progress. There will be three end of the quarter conference with end of the year conferences being by request only. (Report cards will be mailed home at the end of the year).

Evaluations:

In the Lower School, the symbolic evaluation of progress varies through the grade levels. Kindergarten employs a skills checklist. Grades 1-3 use combinations of effort marks and letter grades. For reporting, parents and students should understand that academic progress and effort are evaluated separately. The symbols used are:

ACADEMIC	EFFORT
D 60% - 69%	1 Poor or Marginal Effort
C 70% - 79%	2 Average Effort
B 80% - 89%	3 Very Good Effort
A 90% - 100%	4 Consistently Excellent Effort
I Incomplete	Means the work for this period was incomplete and must be completed before a grade can be given.

MIDDLE AND UPPER SCHOOL

Academic Evaluation of Student Progress:

In order for our students to progress, it is vital that they understand their teachers’ assessments of their work. In the Middle and Upper School, teachers evaluate progress directly with students through conversation, BIC Sheets, assessment of written work, traditional grading, and effort marks. The grading of work is on a

numerical scale. There are four grading periods, at which time grades and effort marks are given in each subject including skills group, physical education, and art. Semester exams are administered to seventh through twelfth Graders. The school feels semester exams are a valuable learning experience and an appropriate way to measure student command of extensive amounts of information learned over a prolonged period. Additionally, we think it is valuable to give our students experience in managing the exam process.

EFFORT CRITERIA

Effort evaluations are rendered according to the following criteria:

Evaluation of a student's effort is always subjective. The criteria listed below describe the general characteristics of effort. A 2 effort rating, by definition, is acceptable and 3 or a 4 will be rendered only when a student truly meets the criteria listed. The criteria are adjusted slightly in athletics, according to the characteristics of the program.

Rating 4 = Consistently Superior or Excellent Effort

1. Works to capacity with sustained superior effort
2. Always prompt with assignments' always thorough and neatly rendered
3. Capable of analyzing the sources of his or her own errors and is willing to correct them; follows directions exactly
4. Consistently executes extra or original work
5. Consistently participates in class discussions and activities
6. Consistently demonstrates leadership in cooperation and work with others

Rating 3 = Very Good Effort

1. Works close to capacity at all times
2. Almost always prompt with assignments and follows directions; work is thoroughly and neatly rendered
3. Consistently analyzes the sources of his/her errors and corrects them
4. Frequently executes extra or original work
5. Frequently participates effectively in class discussions
6. Frequently demonstrates leadership in cooperation and work with others

Rating 2 = Acceptable Effort

1. Works at a rate commensurate with ability
2. Usually hands in assignments on time; thoroughly, neatly, and adequately done
3. Recognizes, with faculty assistance, the factors contributing to errors
4. Regularly plans and executes satisfactory original or imaginative work
5. Regularly participates in class discussions and activities
6. Regularly cooperates with others in class

Rating 1 = Poor Effort - Needs Improvement

1. Works considerably below level of ability
2. Comes to class with assignments not prepared; is neither neat nor

- thorough
3. Repeatedly makes the same error in work even when directly supervised by teachers
 4. Never plans or submits original and imaginative work; displays frequent and avoidable errors in grammar, punctuation, and spelling
 5. Participates in class discussions only when called upon
 6. Rarely initiates cooperation, and may even be uncooperative.

Clubs:

On occasion, students will be required to stay after school or on the weekend as a consequence of inappropriate behaviors or to make up work. Clubs are an opportunity for the staff to work more intensively with students to assist them in changing counterproductive and manipulative behaviors. Clubs should be viewed as a consequence to students who are not following school rules in an attempt to manipulate. Students should expect to receive clubs for continuous infractions or deliberate refusal to complete work in classes. On appropriate occasions community service to the school may be assigned to those invited to clubs. The teacher and Behavior Program Coordinator are responsible for the administration of clubs.

Physical Education:

The school feels that physical education classes and organized sports play an important part in the total development of children. The playing field is a significant counterpart to the classroom in the school experience. Therefore, all students, unless excused for physical reasons, participate in our physical education program. The school will honor a written parental request to excuse for up to three days. Any longer or prolonged excuse from the program should only be by a written doctor's request. Those so excused will be assigned to observe or to assist the coach as is appropriate.

Sportsmanship, social skills, and playing by the rules are areas where most of our students struggle. Sports at Kentwood are essentially social skills building classes, where we work on following directions, following the rules, resolving conflict in an appropriate way, and having fun in a safe and enjoyable way.

III. RULES, SOCIAL SKILLS, & SCHOOL UNIFORMS

Good conduct is both honorable and expected of all students. In fact, good conduct and proper manners are time-honored traditions at Kentwood Preparatory School. In making a long list of unacceptable behaviors, a school runs the risk of implying that there is more one cannot do than one can do during the day. At the school, we put a great deal of emphasis upon teaching social skills. Our goal is to teach our students to use their sound judgment to determine proper behavior in a myriad of situations. Most of the time, they will respond to our trust and will act with propriety. When students do not, the faculty will seize the opportunity as a great teaching moment.

A. BASIC RULES

Some basic rules will help clarify situations and behavior ahead of time:

1. Transportation: Safety must be paramount in everyone's mind.

Buses: Bus riders are subject to all school rules, and the driver's word is law.

Kentwood will impose suspension from the bus for misbehavior, as it is a matter of safety. Loss of riding privileges or other disciplinary measures will result. Food, candy, and drinks are not allowed on the buses. Cell phones are not only banned from the buses but also from school. Someone must be at the designated bus stop to pick up the student. To make other arrangements, parents need to notify the school in writing. If those conditions are not met and the bus driver has not been notified otherwise, the student will return with the bus driver to the school and the parents will need to make arrangements to pick up the student at our school.

Bikes: They are allowed only with parent permission and only if operated responsibly (including safety gear) to and/or from campus. They are to be ridden only for transportation to and from school, and loss of permission will result if they are used otherwise.

Skateboards and Roller Blades: They are not permitted on campus.

Automobiles: They are allowed only with parent permission and only if operated responsibly to and/or from campus. They are to be driven only for transportation to and from school and loss of permission will result if they are used otherwise; students may not take other students as passengers in their cars.

2. Off Limits: Students should know the school is primarily for their education, and most of its space is open to their proper occupancy. Some campus areas are obviously off limits without consent from faculty. They are: teachers' and staff desks, some audio-visual equipment, the offices, the cafeteria, maintenance areas, and the office.

3. Off Campus: All students must stay on campus, leaving only with permission of the Principal, or by proper arrangement requested by parents.

4. Gum and Candy: These are a general nuisance and can be unhealthy. They are not permitted.

5. Radios, Cameras, CD Players, iPods, etc.: These may be brought to school only with faculty/parent permission and a contract.

6. Drugs, Cigarettes, and Alcohol: Possession or use of any of these substances is prohibited under any circumstances. If students do so, on campus or in any activity connected with the school in any way, they face suspension and/or expulsion. Prescription medicines must be given to the receptionist by a parent, or an adult who is authorized by the parent, to be properly stored and dispensed.

7. After School Activities, Practices, and Extra Help: Students are required to be present on campus for the entirety of the session, unless excused by the teacher in charge.

B. SOCIAL SKILLS

Over the years at the Kentwood Preparatory School, our community has always been a place where everyone cares about conducting himself or herself in a proper and mannerly way. This tradition has come about because we have always valued the ethic of doing unto others as we would have them do unto us. Students should remember that the process of growing to

be substantial women and men still allows them to be ladies and gentlemen. We take pride in the fact that the entire school community works toward mutual respect by following these guidelines:

1. True courtesy is based upon consideration of the rights and feelings of others. Be courteous to adults and classmates.
2. Faculty should be addressed by "Yes, Ma'am" or "Yes, Sir" or by their title and surname. Students should be addressed by their preferred names.
3. Students should stand aside or hold doors open for faculty and other adults.
4. Loud or lewd talk, rumors, running in hallways, or general rowdiness, are examples of undesirable behavior, and will be addressed and corrected. The school takes great pride in its orderly, purposeful look and decorum. We like the sense of purpose conveyed by our orderliness.
5. During classes, students should stand to greet a visiting adult, unless otherwise instructed by their teacher.
6. Guests should feel comfortable and welcome at our school. Students should introduce themselves and offer assistance.
7. At other schools and in public places, we expect students to represent their school with pride and decorum. Students should show others the kindness and consideration they hope others would show them.

SCHOOL UNIFORM

C. SCHOOL UNIFORMS

At Kentwood Preparatory School, we feel strongly that there is a direct association between how people look and how they feel about themselves. Neat and attractive usually means proud and confident. In addition, the school has had a long and honored custom of wearing uniforms. Our standard of dress prescribes a specific dress code during the school day. Students will arrive at and leave from school in the full school uniform, unless special permission is given to the contrary.

While the school encourages and accepts the principle that all students are individuals, by our traditional nature, we expect our students to demonstrate that individuality in their scholarship, character and performance, rather than through extreme dress or grooming. At Kentwood Preparatory School, we have a uniform and maintain extremely high standards of personal behavior. These high standards are a significant part of our institutional personality, and we take great pride in that. Accordingly, extreme hair styles, such as long and/or messy, or too short or shaved, are inappropriate and unacceptable. Likewise, jewelry must be conservative by traditionally accepted standards, such as no body rings, conservative earrings for girls, and no earrings for boys. Loose or baggy clothing and elaborately styled shoes, while presently fashionable, are similarly inconsistent with the spirit of our dress standards and are, therefore, unacceptable.

Extreme fashion trends in clothing, hairstyles make up and jewelry are not acceptable. Our high standards will sometimes be perceived as conservative, especially in regard to those trends. Students, who are tempted toward what school authorities would perceive as extreme, are advised to resist that temptation. Although such judgments are subjective, the school will make those judgments conservatively, even if it means suspending a student's privilege to attend school.

For the most part, our students and their parents accept and practice these standards in student dress. That is a part of voluntarily attending an independent school. The school

presumes that families knew our standards on application, and that enrollment implies acceptance of those standards for students. Whenever students choose to make a personal, political or fashion statement via extremes, school administrators will intercede and insist on standards which we feel are acceptable. We expect students to comply and parents to support our efforts in this regard.

BOYS

- a. Navy blue or khaki long pants or shorts (No frayed or Cargo style)
- b. Kentwood Insignia Navy Blue (Red for High School) polo style/short sleeved
- c. White socks
- d. Brown or Black belt (mandatory)
- e. Sneakers or Shoes
- f. Kentwood Insignia solid navy blue sweatshirt (for cold weather)

GIRLS

- a. Navy blue or khaki long pants, Capri pants, shorts or skirt
- b. Kentwood Insignia Navy Blue (polo style/short sleeved)
- c. White socks
- d. Brown or Black belt (if the garment has belt loops)
- e. Sneakers or Shoes
- f. Kentwood Insignia solid navy blue sweatshirt (for cold weather)

- a) All clothing should be plainly marked with student's name.
- b) Clothing should fit appropriately and not be oversized.
- c) Athletic shoes or solid color (black, tan, brown), closed, dress, leather shoes with flat heels may be worn.
Shoes are defined, according to height, as covering the foot below the ankle joint. Tied moccasins with substantial support may be worn. Boots are not permitted. Athletic shoes must be worn during athletic activities.
- d) Dress Down Days are on designated days, only when students are specifically instructed that they have earned the right to come out of uniform. This privilege is earned by wearing the correct uniform for a specific period of time or for designated fund-raising events.
- e) Girls' dresses or skirts should be no shorter than two inches above the knees.
- f) Any t-shirt worn under a student's uniform must be solid white, without logos or writing.
- g) Only approved appropriate jewelry will be permitted.
- h) No make up is permitted. Only pastel nail polish may be worn.
- i) No hair coloring is permitted outside of natural colors.
- j) In cold weather, students may wear jackets to school; however students may not wear jackets in school.

OUT OF UNIFORM DAYS

Out of uniform days are permitted only when announced. Neat and appropriate dress is required. In recent years, fashion changes have produced standards of casual dress that are simply inappropriate for our school. Clothing that is either sloppy or loose

fitting or, in contrast, tight, too form-fitting or revealing is inappropriate. The faculty will direct and supervise accordingly. We will not hesitate to insist that students change their dress or go home if we deem it necessary. Hopefully, the matter will not become an issue because students will apply sound and conservative judgment and parents will offer good advice and control so that students do not come to school inappropriately dressed.

- a) Shirts with full collars are permitted, but no athletic t-shirts or unbuttoned shirts of any kind are permitted. No tank tops are permitted.
- b) If shorts are worn, they must be either Bermuda or dress shorts with an inseam of at least 5 inches. Athletic shorts are not permitted.
- c) Sneakers are permitted.
- d) Hats may not be worn in the building on these days, or any other.

EVENING, WEEKEND FUNCTIONS AND CLUBS

- a) Unless otherwise stated by the Principal, the dress for students at evening functions at school, such as plays, etc., will be school uniform.
- b) Mandatory dress code for Clubs is **School Uniform**.

IV. GENERAL INFORMATION

A. SCHOOL ORGANIZATION

1. Administration

The Lower School and High school principals in overall charge of the school and are responsible to the Owners. Specifically, the principals are concerned with general policy, curriculum implementation, faculty development, school personnel, school counseling, discipline, admissions, and public relations.

The Unit Coordinators are responsible for Upper/Middle School and Lower School respectively, and direct the staff and promote the development of their programs.

The Business Manager is responsible for procedures related to finances, scholarships, and other business-related issues.

B. HEALTH INFORMATION

1. Health forms: Each student must by law have a current health and immunization record form in order that Kentwood can ensure the safety of each student. The form must be submitted on or before registration.

Immunization: Valid documentation (DH Form 680) should indicate they have received the required immunizations against the communicable diseases as identified by the Department of Health. A valid DH Form 680 must include student information, all vaccine dates along with Certificate of Immunization, Temporary Medical Exemption, or Permanent Medical Exemption checked, and the name of the physician or clinic, signature and date the form was signed and issued. If Religious Exemption is applied for, it should be noted on Certificate of Religious Exemption (DH Form 681).

Physical Examination Requirements: All new students seeking entrance are required to have a health examination performed within one year prior to the first date of entry as noted on DH Form 3040. Students entering Grade 7 must submit an updated Physical Exam (DH Form 3040).

2. Notification of illness: Parents are requested to notify the school by 8 a.m. if a student is absent because of illness. It is strongly encouraged all absences are documented in writing.
3. Early dismissal: Dismissal at noon or coming to school only for a particular test or activity is not encouraged. However, those students who return after a prolonged illness (and special cases) may be excused upon request of the physician or at the principal's discretion.
4. Communicable Illness and Infestation: Students have a right to be protected from exposure to communicable illness and infestations when in school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious and has been treated.

C. SCHOOL CALENDARS

1. Annual calendars are published for the entire school and are included in your orientation packet. (Calendar may be updated throughout the year.)

D. PARENT CONCERNS

(See FAQ section)

E. INVITATIONS AND BIRTHDAY PARTIES

1. Traditionally, invitations to out-of-school activities have been difficult to manage without awkwardness by all parties. In order to minimize the impact on classroom routine, we do ask that all invitations be mailed to each child's home. Party invitations may be distributed at school only if the whole class is invited.
2. We ask that parents use discretion when hosting after-school parties, for the sake of those children excluded. Ideally, there would never be a social function to which a selected one or two were not invited. To avoid hurt feelings, we ask that parents not shepherd a party group directly from school.

Parent / Student Signature Form

This Handbook for Parents & Students has been distributed to all students. It contains guidelines, rules, and procedures that are in effect for the current year at Kentwood Preparatory School.

It is our requirement that parents and children read the Handbook together and discuss its contents.

Please sign below to indicate that you have read and discussed the Handbook, and return this form to the school.

Student Signature

Parent Signature

INDEX

Absences	10
Academic Evaluation of Student Progress (Middle and Upper School)	14
Academic Integrity	07
After School Activities, Practices and Extra Help	17
Attendance	09
Automobiles	17
Basic Rules	17
Behavioral Guidelines	07
Bereavement	09
Bikes	17
Buses	17
Cell Phones	14
Clubs	16
Communicable Illness and Infestation	21
Conferences and Reports (Lower School)	14
Consideration of Others	07
Drugs, Cigarettes, Alcohol	17
Early Dismissal	21
Emergencies	11
Evaluations (Lower School)	14
Evening, Weekend Functions and Clubs	20
Frequently Asked Questions	xx
General Information	20
Gum and Candy	17
Health Information	20
Homework	10
Hours of Operation	10
Immunizations	20
Index	23
Invitations and Birthday Parties	21
Lunch	12
Media Center	11
Medication	13
Messages and Classroom Disruptions	13
Notification of Illness	21
Off Campus	17
Off Limits	17
Out of Uniform Days	19
Parent Concerns	21
Personal Integrity	07
Physical Education	16
Physical Examination Requirements	20

Problem-Solving	08
Program Overview	04
Purpose	04
Radios, Cameras, CD Players, iPods	17
Religious Holy Days	09
Rules, Social Skills & School Uniforms	16
School Calendars	21
School Organization	20
School Uniform	18
School wide Procedures	09
Signature Form	22
Skateboards	17
Social Skills	17
Student Leaders	08
Students Going Home With Other Students	11
Tardiness	09
Toys, Games, Trading Cards	13
Transportation	17