

Kentwood

Preparatory School

**Parent & Student
Handbook**

2009 - 2010

KENTWOOD PREPARATORY SCHOOL

Parent & Student Handbook

www.kentwoodprepcommunity.com

Kentwood Preparatory School is committed to the development of every child, both as a person and as a student. The school is a community, founded on and maintained by consistency, structure, and efficiency; fostering the well being of the entire community. At Kentwood Preparatory School, each member of the community bears a share of responsibility for making the school a better place in which to teach and learn. Continued enrollment is an earned and maintained privilege, not a right guaranteed by admission. This handbook is designed to assist students and their families to gain an understanding of our expectations.

Students should remember that Kentwood Preparatory School is an independent school, and their enrollment is voluntary. Therefore, 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 K-12 school. Nonetheless, the principles are constant and paramount in importance. Students should know and understand the handbook. It contains useful information. 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, faculty, and high standards of education.

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, life, physical and problem-solving skills. Mastery of these skills will enable them to live constructive lives in a rapidly changing society. Kentwood is dedicated to helping families with children who have special learning and social-emotional needs. Kentwood offers a diagnostic, prescriptive teaching, and learning experience for the physically normal, intelligent child who, for a multiplicity of causes, has not been able to benefit from a mainstream school program.

The purposes of Kentwood are:

- 1) To identify the family dynamics, crises, and needs, and the student's academic and social-emotional deficits and strengths.
- 2) To develop individually-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 ensure 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 model designed to give intensive academics, social skills, life skills, and physical skills leading to the self-confident 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 all of these areas must be treated by a multidisciplinary approach involving academic and therapeutic interventions.

II. Kentwood is keenly aware of the seriousness of the responsibility of educating young people. We recognize that the whole family joins Kentwood and needs to work together with the school to achieve growth and development. Parent participation is an integral part of the total education process. Parents are encouraged to observe classrooms at arranged times, request teacher conferences, communicate suggestions for the betterment of the school, and attend parent meetings and lectures.

III. Kentwood believes self-esteem is vital to children's growth and is promoted through recognition by adults with whom they interact and consider them special and worthy people. We believe a teacher's attitude toward each child is crucial and sets the tone for relationships. Our teachers' attitudes of love, respect and praise encourage a child's growth.

IV. Compulsory homework is often an occasion for conflict at home. The parent-child relationship is threatened when the child struggles and when the parent struggles to understand why the child is unable to do the assigned work. At Kentwood, the school, and the family form a partnership and work together. Homework is not given until the student has the necessary skills to work independently at home. The student then contracts to do independent work at home for extra credit. The parents are instructed as to 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 creative educational techniques which inspire learning in each individual child. Our goal fosters accomplishment and produces feelings of success for each student. We believe stimulating young minds 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 students are inspired by caring and supportive parents, teachers and creative learning situations.

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

- A. Respect and understanding for an individual's feelings
- B. Sense of dignity and self-conscience
- 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)
- **consistency** (avoiding mixed messages, by enforcement of rules)
- **structure** (clearly defined expectations in the home and in the school)

Specific goals include:

1. The building of a strong foundation 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 camaraderie.
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 is 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 and 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. DECORUM GUIDELINES

A. CONSIDERATION FOR OTHERS

In conjunction with the Student Bill of Rights, the simple phrase, "Consideration for Others," is the theme for all 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 touch the 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, other students, or 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 who has made an allegation of harassment will also be viewed as a serious violation of school rules. The student may be removed from the classroom until the class feels safe that the student return.

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 learn, 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, however, does not preclude students from working together to understand the procedures of their work. 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. WHAT TO DO WHEN THERE IS A DISAGREEMENT

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.

An unattractive, public display of temper is immature, undesirable, and an ineffective way to achieve resolution of a disagreement. A better way is to find an appropriate time to talk reasonably with the other person. After class or after the game, not during, are good examples of appropriate 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 home and school, 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 the student does not have a note, parents should not discuss the issue.

II. SCHOOLWIDE PROCEDURES

Attendance

Please read and understand our policy on attendance.

Private schools must keep a register of student enrollment and daily attendance in a manner prescribed by the state of Florida and open for inspection by the local superintendent or attendance assistant (Florida Statute ch. 232.021). The register may be used as evidence in a court procedure for the enforcement of the *Florida Compulsory Education Statute* (Florida Statute ch. 233.19[4]).

Effective at the beginning of the 2008-09 school year, both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's "pattern of non-attendance." This is a change from previous years when excused absences had no impact on a student's attendance record. A student will have a "pattern of non-attendance" if he or she is absent from school a total of 30 hours (5 days) in any one marking period or 60 hours (10 days) within 90 days (<http://www.fldoe.org>).

In accordance with these laws, Kentwood Preparatory School requires the parent to provide a reason in writing for each absence. A reason for excessive tardies (10 days in one semester) must also be provided by the parent and be kept on file at our school. Not all parental reasons for absences will make the absence "excused." The school Principal will determine whether an absence is excused or unexcused. In order for an absence to be excused, it must fall within one of the following categories:

1. Student illness (If the student is continually or repeatedly absent from school, the student must be under the supervision of a physician to receive an excused absence)
2. Medical appointment (verified by appointment card/receipt showing date and time)
3. Death in the family
4. Observance of a religious holiday of the student's specific faith
5. Subpoena for a court appearance
6. Other absences, which are beyond the control of the parent

Again, whether the absence is "beyond the control of the parent" is for the Principal to decide. If a student is kept at home to watch over a sibling, or if a vacation is taken during the school year, these absences will be considered unexcused.

If the school is not advised of the reason for a child's absence, the school must contact the parent to verify whether the absence was excused or unexcused. If the absence is excused, the student will be allowed to make up assigned work without academic penalty. However, if the absence is unexcused, there may be an academic penalty.

Under usual circumstances, a student must complete all work within one day for each day he/she is absent from class, not counting the day of return, unless otherwise approved in writing by the teacher.

Excessive absences will result in the school reporting the absences to the appropriate authorities.

Tardiness

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 skills lab 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.

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 details and success of homework assignments are crucial to 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, paper etc., we feel strongly students must learn self-management. Homework and its proper completion, quality, and timeliness are a student's primary 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 conflict.

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 the Elementary Students. 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. In the higher 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 make-up classes held one day per week after 3:45 p.m. Students in grades 4-12 should contact a reliable fellow student in their class for assignments.

(No homework will be assigned to students over school vacations, including weekends, Thanksgiving, Christmas, and spring break).

EMERGENCIES

In the event of a hurricane or another local emergency that develops during non-school hours, Kentwood will close according to Broward County Public Schools. Please listen to a local radio or television station for news.

Library

The Library/Media Center is a very special place in school. The library's primary purpose is to further the education of all students. To do so, we want the library'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 and/or the librarian.

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 is 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 in advance. Homemade lunches should be transported in a lunch box with a freezer

pack. Students do not have access to a refrigerator or a microwave. The lunch box should be clearly marked with the student's name. 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. Lunches must be paid in advance. If a child forgets his/her lunch, there will be a lunch provided for \$7.00.

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. Parents may not interrupt classroom procedures or go directly to classroom areas. These messages and deliveries to students should be made through the school office.

Telephones

Students are not permitted to bring mobile phones to school. Students are not permitted to use school telephones. Hopefully, proper planning and anticipation of needs by our students will minimize the need for students to call home. The office manager will call home only if the Principal grants permission. Faculty will work to discourage frequent and casual calling.

Medication

Prescription medication must be accompanied by the original prescription container with the label affixed. Student, doctor, name of drug, dosage, and frequency must be indicated. Parents of children who take medication must provide, on a monthly basis, ONE MONTH'S SUPPLY OF MEDICATION for their child. Kentwood will provide parents with 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 (enough for 5 days) should we run out or should your child forget to take the medication in the morning before school (legally, your pharmacy has to provide this.) 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.*

Elementary and Middle School

Conferences and Reports:

In grades 1st through 8th, classroom teachers are the primary communicators of student progress. There will be three end of the quarter conferences with end of the year conferences being by request only. Report cards will be mailed home at the end of the year.

Evaluations:

The symbolic evaluation of progress varies through the grade levels. Grades 1st through 8th 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:

<u>Academic</u>	<u>Effort</u>
A 90% - 100%	0 No Effort
B 80% - 89%	1 Limited Effort
C 70% - 79%	2 Average Effort
D 60% - 69%	3 Very Good Effort
I Incomplete (must complete work before grade is given)	4 Excellent Effort

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 Elementary and Middle 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 with 60% as passing. 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 and eighth 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.

Honor Roll:

An HONOR ROLL for grades 6th through 8th is recognized each marking period. High Honors are accorded to students with an average of 90% or better with no

grade below 80%. Honors are awarded to students with averages of 80% to 89.9% with no grade below 75%.

An HONOR ROLL for grades 3rd through 5th is also recognized each marking period. Elementary grade Honors are awarded to all students with averages of 80% or better with no grade below 75%.

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 a 3 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 source 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 = Average 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 to work on skills or to make up work. Clubs should be viewed as extra time needed to work on deficits and skills that cannot be done during the day. On appropriate occasions, community service to the school may be assigned to those invited to clubs. The teacher is responsible for the administration of clubs.

Athletics:

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 serve or to assist the coach as is appropriate. Proper uniforms must be worn.

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 appropriately, and having fun in a safe and enjoyable way.

III. BASIC RULES, SCHOOL ETIQUETTE, AND 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. We put a great deal of emphasis upon teaching social skills. Our goal is to teach our students to use sound judgment to determine

appropriate responses 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.

Bikes: They are allowed only with parent permission and only if operated responsibly 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 permitted on campus only by contract with the Principal.

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 without permission from both parents.

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. Areas that are off limits to students are: teachers' and staff desks, some audio-visual equipment, the offices, the kitchen, the 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. If a student leaves campus without permission, we will promptly call parents and the police.

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

5. Radios, Cameras, CD Players, MP3 Players, etc.: These may be brought to school only with faculty/parent permission and a contract.

6. Drugs, Cigarettes and Alcohol: With the obvious exception of prescription medicine; 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. We will also notify the police. *Prescription medicines must be given to the receptionist by a parent, or an adult who has been 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.

8. School Closing: Generally the buildings are locked at 6:00 PM, and students or parents, without an appointment, are not permitted to enter after 5:30 P.M.

B. SCHOOL ETIQUETTE

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 should be avoided. 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 community 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.

If a student is out of uniform without permission:

1. The student will not be allowed to enter the classroom.
2. Parents will be called.
3. A uniform will be provided and charged to parents or parents will pick up the student.

OUT OF UNIFORM DAYS (DRESS-DOWN)

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 coats, ties and appropriate slacks and footwear for the boys; dresses and appropriate footwear for the girls, or the school dress uniform, as directed by the Principal.
- b) Appropriate dress for clubs is school uniform.

KENTWOOD PREPARATORY SCHOOL

DRESS CODE/SCHOOL UNIFORM

www.kentwoodprepcommunity.com

Kentwood Preparatory School requires a dress code for students. We believe that a dress code:

- ▶ Fosters school spirit and community identity
- ▶ Helps the student develop pride in his or her appearance
- ▶ Prepares the student for the personal grooming requirements and accepted manner of dress of society in general
- ▶ Mitigates against the destructive and costly competition among students engendered by fads in dress and style
- ▶ Reduces clothing expenses for parents
- ▶ Helps to focus the student's attention on schoolwork by using clothing to differentiate between school time and other leisure pursuits

- All clothing should be clearly marked with student's name
- Wearing a sweater etc. does not exempt a student from wearing a collared shirt
- Pants/shorts must be worn above the waist
- Only white T-shirts may be worn underneath the polo shirts
- Long sleeves/sweaters may not be worn underneath the polo shirts

Students arriving out of dress code will NOT be allowed into class. Parents will be called to bring appropriate clothing or to pick up the student. If parents are not available Kentwood will provide the appropriate clothing items at a nominal fee.

BOYS

- A. Navy blue or khaki long pants or shorts (knee length, no cargo pants)
- B. Kentwood navy blue collared shirts (available from Debbie's Uniforms – see attached flyer)
- C. White, black or brown socks (covering the ankles)
- D. Brown or black belt (mandatory)
- E. Shoes / Sneakers -- Plain Brown, Black, **or** White *ALL ONE COLOR*
 - a. NO SHOES OR SNEAKERS WITH ANY OTHER COLORS WILL BE ACCEPTED
- F. Solid navy blue sweater (available from Debbie's Uniforms – see attached flyer).

GIRLS

- A. Navy blue or khaki long pants, shorts, skorts, or skirts (regular or divided).
- B. Skirt length should be to knees
- C. Kentwood navy blue collared shirts (available from Debbie's Uniforms – see attached flyer)
- D. White, black or brown socks (covering the ankles)
- E. Brown or black belt (mandatory)
- F. Shoes / Sneakers -- Plain Brown, Black, **or** White *ALL ONE COLOR*
 - a. NO SHOES OR SNEAKERS WITH ANY OTHER COLORS WILL BE ACCEPTED
- G. Solid navy blue sweater (available from Debbie's Uniforms – see attached flyer).

HIGH SCHOOL

As per above except Kentwood **white** collared shirt instead of navy (available from Debbie's Uniforms – see attached flyer). Once students have earned the privilege, they will be permitted to come in approved casual dress.

Parent's Initials _____

STUDENTS ARE REQUIRED TO WEAR **KPS** T-SHIRTS FOR P.E.

IV. GENERAL INFORMATION

A. SCHOOL ORGANIZATION

1. Administration

The Principal is in overall charge of the school and is responsible to the Owners. Specifically, she is 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 have a current health form in order that the school administrators can ensure the safety of each student. The form must be submitted on or before registration. A card from the Christian Science Church is required for all students of that faith.

2. Notification of illness: Parents are requested to notify the school by 8 a.m. if a student is absent because of illness.

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. Skin protection: Sunscreen should be applied before coming to school.

C. STUDENT CALENDARS

1. The annual calendar is published for the entire school and is included in your orientation packet.

(The calendar is also available on our website, www.kentwoodprepcommunity.com, and may be updated throughout the year).

D. 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 – 2009-2010

Sign and return this form to school.

This Parent & Student Handbook 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 on the first day on school.

I understand the following information:

- Enrollment at Kentwood is *voluntary*.
- I will support the school community, its goals and objectives, and its standard of conduct (decorum).
- The Decorum Guidelines (page 6) in this handbook stipulate what is expected of me.
- Attendance rules are Florida State Laws.
- If I have a problem at school, I will work to resolve it at school and not bring the problem home.
- Much of my grade is based on how much *effort* I put into my work.
- After school clubs help me work on skills needed for school and life.
- Following the School Uniform Policy is expected.
- I must follow Kentwood's community rules:
 - Follow directions.
 - Mind your own business.
 - Treat staff and peers with respect.
- Touching any person or thing without permission is not allowed.
- I will refer to this handbook when I have questions about Kentwood rules.

Student's Signature

Date

Parent's Signature

Date

Parent's Initials _____