

KENTWOOD PREPARATORY SCHOOL

Parent/Student Handbook

(Rev. 7/21/14)

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 1-12 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.

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 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 leaders will be imperfect, we, nevertheless expect others to fulfill their obligations as outlined by the leaders. 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 may fail that semester.
- c. Under Florida law, the Principal has the authority to allow a student to make up days during vacation time.
- d. If a student is sick for three consecutive days, he or she must present a physician's note to the Principal to reassure the school they are no longer contagious.
- e. The work and time must be made up on a schedule agreed upon by the Treatment Team and parents.
- f. If a student is ill or absent for 5 days or less, Kentwood will not put together work packages for the student. Any missed work in these circumstances can be made up during homework clubs. If a student is ill or absent for 6 days or more, parents may request work packets. There will be a charge for this. In addition, parents must give at least 5 business days notice in order to give our staff adequate preparation time for these packages.
- g. Students must attend 3.5 hours of school in order to be counted present. Therefore, they must stay until noon to receive credit for the day. If they arrive late, they must arrive before noon in order to receive credit for the day.

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 stay out late on a school night with their parents' permission, they should be prepared to follow through with daily responsibilities.

- a. A student who misses a class without an excuse from the teacher must make up the class.
- b. The student must make arrangements with the teacher to make up the class. The teacher will remind the student only once.
- c. It is the responsibility of the student to make up the time and the work.
- d. If a student must be late, the parents must call the school in advance.
- e. The same rules apply to missing classes and to tardiness for class as do for missing school and tardiness 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" unless Kentwood Treatment Team determines the student has the skills required. 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 School 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 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 3:00 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 email or in 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.

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. No charges are allowed. 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 to be given during school hours, 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 medication in the correct dosage. On the bag should be written the students 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

Students are not permitted to use cell phones or electronic devices at school.

Students shall not possess, display, or use any cell phone or device that can take pictures at any time on school grounds or during any school-sponsored program or activity, including school transportation. Use of these items are "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 permitted to use school telephones under staff supervision. **If a cell phone or wireless communication device is used by a student on campus the device will be confiscated and the situation will be handled as stated in Kentwood's Miscellaneous Rules.** ** Kentwood is not responsible for loss or damage to any cell phone brought on to campus.

***** See Miscellaneous Information Sheet signed by parents at beginning of school year.***

CONFERENCES AND REPORTS

Classroom teachers and the Principal 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. It is imperative toward the student's success the parents attend these conferences. (Report cards will be mailed home at the end of the year).

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. Use of 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. All students driving to and from school must review and complete a Driving Policy and Application.

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. IPODs or any other music device: These may be brought to school only with written permission from the Treatment Team and the Parent/Guardian. They can only be used when not in class.

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 and/or non-prescription medications 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.

For specific Dress Code Rules see the current Dress Code form sent with the Student Packet and one is available in the Front Office.

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. Again, see the current Dress Code Policy for details.

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).

1. 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.
2. 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.
3. 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.

Frequently Asked Questions

Does Kentwood have a Parents Organization?

Throughout the years, parents have expressed a desire to be involved with their children's education. The Kentwood Organization of Parents (KOP) was formed so that parents could have an avenue to facilitate this need. Parents are able to volunteer for a variety of activities, such as fundraising, the school picnic, school play, yearbook, Teacher Appreciation Day and many other events that are outlined in the Orientation Package. We encourage parents to become involved.

What should I expect during my child's first Quarter at Kentwood?

*The first quarter for every new student enrolled at Kentwood is a **DIAGNOSTIC QUARTER**, during which the staff and treatment team spend this time observing behaviors, getting to know your child, reviewing your Parent Priority Sheets and all the testing available. Finally we create an individual plan for your child. The primary emphasis during this time is to integrate you child in to the Kentwood social skills and behavioral milieu. Academic demands are kept to a minimum and the level of difficulty slowly increased to allow us to gauge the relationship between behavior and academic stress. The majority of students entering Kentwood have been underachieving in school not because of lack of intelligence but due to lack of learning and study skills. The fact that your child have covered certain curriculum content and even received passing grades does not mean that the information has been absorbed, comprehended and or can be recalled or generalized to other situations. A combination of auditory and, or visual processing difficulties, illness, distractibility, anxiety, absence from school, behavioral consequences and lack of skills etc. has contributed to a foundation for learning that has many bricks missing which results in a very shaky foundation for further learning in the higher grades. As the demands of the curriculum, complexity and quantity of work become greater the foundation is more likely to collapse.*

What should I do if my child comes home and is unhappy or upset about something that happened at school?

*The Kentwood program encourages students to follow the **CHAIN OF COMMAND** by doing the following. The student should discuss problems with their home base teacher. Students are given opportunities to discuss any issue that is troubling them, at home base periods being the first and last periods each day. Students are advised that if their home base teacher does not address their concerns, they are to speak to the counselor in the Central Processing Unit. If still not resolved, they can speak to the Principal and as a last resort, the Administrator. If there is still no satisfaction it is time to get the parents involved. At Kentwood, we emphasize problem solving and aspire to teach the students to problem solve and deal with issues and problems in a responsible and mature manner. Many of our students come to us having trained their parents to problem solve for them.*

Understandably, the parents' first response is to jump to the defense of their children. Many new students and their families are not aware of our methods for problem solving and resolving conflicts. It is very common for new students to return home with stories and descriptions of events that have occurred at school, which may on the surface appear to be unfair and/or upsetting. Many new students to Kentwood have spent many years splitting between school and home or between

parents, step-parents, and other family members. (Splitting is when the child goes from one person to another until they get the answer or result they want). Success in our program is predicated upon good communication and trust between parents and the school

The objective of this procedure is to teach children how to handle problems on their own without involving their parents in every incident. This does not mean keeping anything secret. They are encouraged to tell their parents about such incidents and how they intend to handle them. However, if this procedure is not working for any reason, parents are encouraged, in their capacity as members of their child's treatment team, to visit the school and help us process this issue with their child.

What should I do if I am unhappy with something school related?

Our staff is instructed to communicate with every parent on a regular basis. The purpose of this communication is to give you feedback on how your child is doing and to address any issues you may have with our program. In addition we have quarterly parent meetings that are more intensive than the telephone contacts or the Newsletters and which give you a further opportunity to address any issues you may have. Finally, at various intervals during the year, you are required to complete our rating scales on the quality of services provided by us. We pay a lot of attention to your feedback, as meeting your needs will ensure a successful program.

It may be that you are unhappy with something that must be dealt with immediately. In that case, please do not hesitate to call the school to make an appointment. It is imperative that you not make your child privy to issues that are not his/her concern.

When can I visit my child's classroom?

It is not possible for you to visit your child's classroom during the school day. We have many requests for classroom visits from parents, clinicians, professionals, etc. during the year, and to grant them all would be extremely disruptive to the school program and the classrooms. Due to the increased security measures and interruption to the home base process, parents will not be allowed to walk their children to the classroom in the mornings. Registration and a visitor's pass are required for anyone entering the school.

Why is there no homework and when does homework start?

There is a homework policy, but homework does not start until the child is competent and motivated to do the homework without assistance. This does not mean that parents cannot be involved in their child's homework. It means that responsibility rests with the child and not the parents. Homework expectations increase in quantity and quality as the student shows competence at each level.

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 reasons for trouble with homework are 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. Once the student has sufficient skill to begin homework, we at Kentwood have a structured and incremental homework program. Parents, as members of their child's treatment team, are kept in the picture as to the homework level achieved by their child.

Is help available to me to deal with my child's behavior at home?

Help is available, but it is not part of the overall enrollment package. Behaviors at home should not carry consequences at school, and behaviors at school should not involve consequences at home. However, if such a threshold is to be crossed, it must be done with prior approval of the student, parents and staff.

Limited advice and parent workshops to guide parents are provided free. A more detailed and sustained program can be provided, but this will entail additional cost. If you need further information in this regard, notify the school to obtain details.

My child says that the work is too easy. What is going on with the curriculum?

Learning is fun, particularly if it is presented in a manner that is interesting and easy to understand. We strive to make the work feel easy, but that does not mean that it is not meeting curriculum requirements. Detailed curriculum objectives are prepared for each subject and grade level, permitting us to monitor the progress of each child in every subject. It should be borne in mind that whereas completion of the curriculum is desirable, that objective is subordinate to meeting the priorities stipulated by the parents of each child. Parents, as members of their child's treatment team, are kept in the picture as to the extent of the curriculum covered in each subject by their child. Students, when they come to Kentwood, do not lack intelligence or ability, but they do lack skills. Most students do not know how to begin a task, stay on task, and complete a task. They do not have the organizational skills to write reports or the sequencing skills to complete math problems. They lack fundamental knowledge with regards to test taking and study skills. Many new students to Kentwood arrive with behavioral issues that for years have interfered with their schooling. We understand that unless students learn how to stop naming and blaming others for their problems, accept responsibility for their work and actions, and adhere to the rules of school and society it does not matter how smart they are they will struggle in school and in life. The curriculum is designed to teach study skills, organizational skills, test taking, report writing, and all the underlying skills necessary to become a top student. Therefore we place a great deal of emphasis upon addressing the behavioral issues while at the same time teaching skills through a challenging, grad- appropriate curriculum.

What should I do if there is a problem on the bus?

Parents are furnished with the bus drivers' cell phones numbers for this purpose.

It is important to be aware that bus rules are designed primarily with safety purposes in mind. This means that there is no tolerance for behavior that may affect the safety of children traveling on the bus.

Children must be at pickup points on time, as the bus cannot wait for late arrivals. It is important that parents are at drop-off points at scheduled times as young children cannot be left unattended. In such circumstances the child will remain on the bus and be returned to the school. The parents will then have to make their own arrangements to pick up their child.

What are “Clubs”?

After school clubs are arranged for students who are having difficulty with specific manipulative, disruptive or dangerous behaviors. Clubs will take place every Thursday from 2:45pm to 4:30pm. and a late night club is held every 3rd Wednesday of the month. Attendance at clubs is by invitation only and will be arranged in advance with parents. Clubs are a free service offered by Kentwood, the staff is not paid for running clubs, and we do it as part of our mission to help children and families. In accordance with the enrollment agreement we ask parents to work with us in order to effectively change your children’s behavior. The agenda for clubs is to work on more appropriate ways of behaving in the classroom, on the vans or at home. Clubs are a way for us to spend individual time helping students to learn alternative ways of behaving. We at Kentwood understand that many behaviors are manipulative. Clubs are a way of ending the manipulation and giving students consequences for these behaviors. Club activities may include running, exercising, and role-playing so that the students can practice more appropriate ways of expressing frustration in school. An invitation to attend a CLUB is not really an invitation but is mandatory. We request support from parents with regards to attendance at Clubs, as this is truly one of the most effective parts of the Kentwood program. It is, however, only truly effective if the school and parents can present a UNITED FRONT to students. Improvement, both behaviorally and academically, usually follows quickly.

What happens if my child is failing or has incomplete grades or assignments?

It depends on the circumstances. Parents will be consulted and a variety of actions will be considered for implementation including

- a)Attending supervised make-up classes that are held every two weeks*
- b)Remaining behind after school to complete work not done that day*
- c)Completing additional homework*
- d)Attending summer school*

What should I do if my child complains about being teased at school?

Unfortunately, teasing has become a common problem in schools across the country. However teasing amongst students who are not being successful in school, and who have social skills difficulties, is extremely common. One common thread throughout our interviews with prospective students is that 99% of them have been teased by other students. We cannot guarantee that teasing will not go on at Kentwood. In fact because of the nature of our student population a certain amount of teasing is inevitable. What sets Kentwood Preparatory School apart from other programs is that we deal with teasing immediately as part of our social skills curriculum. Teasing is not tolerated. However if it occurs you can be guaranteed that those involved will get the opportunity to learn how to deal with teasing appropriately, and those caught teasing will receive appropriate consequences and Clubs designed to stop the teasing. Our program encourages students to discuss problems with their home base teacher. Students are given opportunities to discuss any issue that is troubling them. Students are advised that if their home base teacher does not address their concerns, they are to speak to their advisor or the Principal and as a last resort, the Administrator. If there is still no satisfaction it is time to get their parents involved.

Does Kentwood provide counseling services?

Kentwood is not a clinical program. This means that psychological testing, individual counseling, group therapy, family therapy, speech therapy and occupational therapy are not part of the enrollment package. Our program goals are clearly set out in the brochure. We do, however, liaise with professionals in those fields, as well as doctors and psychiatrists servicing children in our program.

What does my child do in P.E.?

Physical Education is a mandatory part of the school curriculum. It is also an ideal class in which to teach social skills, following directions, taking turns, and sportsmanship. P.E. is used as an ideal vehicle through which to teach life skills using sports and games as a means to learn skills necessary to be successful in life. For younger student's academic skills such as sequencing, following directions, learning left and right, and using sports to make learning fun are all incorporated into P.E. lessons. Older students will play soccer, flag football, basketball etc. and will learn to pick teams, play by the rules, and cooperate with teammates and the referee.

What are the Skills Labs & Central Processing Unit (CPU)?

CPU, Learning Skills and Social Skills Lab are the core of the Kentwood School Program. CPU is a safe place to which students can go to talk about or process if they are not coping in the classroom or in other parts of the program. Trained staff supervise the Skills Labs. Social Skills Lab has two components: The Classroom and the CPU. The classroom is designed for students who are not yet ready, or able, to function in a regular classroom but need to learn the social skills necessary to succeed in a classroom. These students have been prescribed into the Social Skills Class for a period of no less than 3 weeks, and they must earn their way back into the regular school program by demonstrating mastery of skills required for transition back into a regular classroom. The second component is the Central Processing Unit (CPU) itself, which is a counseling/behavior unit designed as a place where students are sent when they are not coping or are too upset to stay in the classroom. It is a place to discuss these feelings and behaviors that led to being sent to CPU and then to learn and practice alternative ways of behaving that will allow the students cope effectively in the classroom environment to avoid going to CPU in the future. These skills are modeled for the students and are practiced with the staff in the lab. The Learning Skills Lab is a classroom where students are assigned for small group instruction and remediation. Any student who is identified as requiring extra assistance with academics will be assigned to the learning lab for the subjects or classes in which they are struggling. Other students may be prescribed into Learning Skills Lab full time and receive an intensive remedial program in a small group setting. This program is a more intensive tutorial and is offered to parents at an addition cost.

What is a BIC sheet and how is used?

The Behavior Intervention Chart is a record of your child's behavior every minute of every day during school time. When a child is enrolled in our program we observe and record the classroom behaviors needing improvement. These observations are shared and discussed with the child and agreement is reached to target the six most prevalent behaviors every classroom period. When we observe the number of incidents diminishing it is an indication of success.

Target behaviors are identified and printed on the front of the BIC sheet. The students are made aware of the specific problems they are having in the classroom or during unstructured activities. They are then taught alternative ways of controlling the frequency and intensity of these behaviors during the day. The BIC also makes provision for recording the teacher's assessment of the work effort in each period giving ratings of "not satisfactory," "satisfactory," or "good." Each student earns points for both work/effort and improvement in reducing the frequency and intensity of their target behaviors. Rewards can be earned at the end of each week for improvement and achievement in both work/ effort and in reducing the frequency of inappropriate behavior. The weekly results are graphed with the students. A more detailed explanation of the mechanics of the BIC may be obtained upon request.

My child is never ready to come to school on time. What should I do?

Kentwood prides itself on being supportive to parents and being flexible with regards to behavior management. This is a problem that can have any number of causes. Do not get exasperated. Talk to us and we will help you design a program to address this issue.

My child takes medication. What is the system for administering medication at school?

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 students 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 brought to school (by the parent or an authorized adult) 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.

How often will there be communication about my child's progress in academics and behavior?

Kentwood schedules four quarterly conferences at which the classroom teacher will go over each child's report card and discuss behavioral and other issues pertaining to each student. The fourth quarter conference is optional. Throughout the year newsletters will inform parents of school activities and news. For other issues appointments can be made through the front office manager. Staff members are available only at certain times for meetings. We will endeavor to accommodate parents within these time frames. Please understand that meetings without appointments especially before school or at the beginning of school are not possible. All staff is required to be involved in school activities. The office manager is the only person who is authorized to set appointments as she has a record of all staff schedules in the appointment book.

Does Kentwood have a parent support group?

Kentwood provides a variety of parent workshops throughout the year. This gives them an opportunity to give and receive support from each other.

What are school hours?

School hours are from 8:30 a.m. to 3:00 p.m.

When should my child arrive at school and be picked up from school?

The school is open to receive students at 7:30 a.m. and is closed at 5:30 p.m. It is suggested that students should arrive between 8:00 a.m. and 8:15 a.m. because home base begins promptly at 8:30 and, unless you have signed up and paid for after care, students must be picked up between 3:00 p.m. and 3:15 p.m. If students are picked up after 3:15 p.m. after care charges will be assessed.

What should I do if I am going to be late to pick up my child?

If you realize that you are going to be late to pick up your child from school please call as soon as possible. All students not enrolled in after care must be picked up by 3:15 p.m. After that, late pick up students are sent to join after care and parents will be charged the daily rate. Should you be late to pick up your child from aftercare a charge of \$2.00 per minute with a \$25 minimum after 5:30 PM will be incurred.

Does Kentwood have an aftercare program?

**Yes! After care runs from 3:15 p.m. to 5:30 p.m. daily (Monday through Friday)
After care can be paid for on a daily or monthly basis. Please ask our financial department for details.**

To whom should I speak about finances?

If you have any questions regarding tuition, monthly payments, billing, etc. Call the front office and ask for the finance department. You will then be connected to someone who can answer your questions. The front office manager cannot answer your questions and is only authorized to receive checks, which are then passed on to the finance department. Monies for lunches, field trips, after care etc. are to be mailed in, or handed to the front office manager who will pass them on to the finance department.

What happens if my child is sick or absent and work must be made up?

If your child is sick and absent from school for one, two, or three days, a phone call from the parent is required to establish absence records. Makeup classes are offered every other week on Thursday afternoons 2:45 p.m. to 4:30 p.m. If your child is absent for longer than three days, a doctor's note is legally required for an excused absence. Make up work is sent home only for those students who are on an excused absence for more than 5 consecutive days

Does Kentwood administer the FCAT exams?

Kentwood does not administer the F.C.A.T exams to our students. There are several reasons for this. Many of our students have had bad experiences taking standardized tests; they do not have the test taking skills, and are too impulsive when it comes to multiple-choice tests. Secondly, many of our students do not do well in timed tests. Many students have had accommodations made for tests, which do not apply to the FCAT. We do, however test our students annually on standardized tests, which are administered in March. Achievement tests are an important tool to give us information on the effectiveness of our teaching and curriculum. They also help us to identify areas of academic strength and weakness so that we can modify each child's academic program accordingly.

What tests does Kentwood use to monitor my child's progress in school?

Kentwood administers the Terra Nova Test is administered annually to our students in grades 3 through 12. In addition to these tests, each student at Kentwood must have an up to date psycho-educational test battery upon entry into our school. These tests are administered by licensed psychologists and give us invaluable information regarding each child's strengths and weaknesses academically and behaviorally. We cannot program effectively without these tests. Psycho-educational tests include an I.Q. Test and scores which are broken down and scored by each sub test. This test is usually called the W.I.S.C. IV. In addition to the intelligence test we also require academic testing. Neuro-psychological testing is also helpful.

What is the factor system and how will it help my child in school?

The Kentwood factor system is the center of our individualized academic program. Basically it is a hierarchical system designed to methodically teach students the systems necessary to produce increasingly more sophisticated paragraphs, summaries, essays, research projects, book reports, and other written assignments. These are the very products that will be required throughout each child's education and at work in the future. Depending upon the student's ability to organize thoughts into written form, a factor level will be assigned to each student regardless of grade level. Factor levels can change for each subject. Even homework is organized according to factor levels. In math the number of accommodations made for students in math determines factor levels. For example, Level One students require squared graph paper, a calculator, and modified test materials. A Level Five student requires no formal accommodations. The curriculum is taught at grade level, and each student receives the same high-level instruction. Only the output requirements are individualized. Each student is required to progress through the factor levels. If they get stuck, extra classes are offered.

May I bring in a birthday cake for the class on my child's birthday?

Many parents of our younger students wish to bring in cupcakes, or a birthday cake on or around their child's birthday. Kentwood encourages parents to do this, but certain policies must be followed for this to occur. Parents must inform the front office at least a week in advance if they plan to bring in a birthday cake. This will avoid scheduling conflicts with field trips, sports events, or other scheduled curriculum activities. Secondly the parents may attend, but must first clear this with the front office and register before entering campus. Finally the time of the celebration will usually be just before the end of school, between 2:00 pm and 2:30 pm.

WIRELESS COMMUNICATION DEVICES:

Please refer to the Parent/Student Handbook and Miscellaneous Rules for the policy.

May my child bring an iPod or Video games to school?

Music players, Laptop computers, notebook computers, and other small electronic devices are not allowed on campus without: a) permission from parents, b) Approval from the Treatment Team, and c) Acknowledgement of the enrollment agreement which states, "Kentwood is not responsible if the device is lost, stolen, broken, misplaced, or otherwise harmed in any way." Also please be

aware that music CD's and computer games, which contain subject material, which the school deems to be inappropriate, obscene, violent, or offensive will be confiscated . Finally, we frequently have a problem with swapping, trading and/or borrowing of game items, video games, trading cards etc. therefore these practices are not permitted.

What security measures are in place at Kentwood?

Security all over the country, especially in schools, has increased dramatically. We at Kentwood are aware of the number of visitors we receive on a daily basis. They range from parents to psychologists, to clinicians. Therefore, we have implemented a system of registration of visitors to our campuses. No visitor is allowed through our front door without first registering with the office manager and receiving a visitor's pass. No parent is allowed to walk his or her child to the classroom. In the event of a scheduled conference or meeting during the school day, each parent or family member must first register and receive a visitor's pass. We are sure you can understand the safety issues, which require us to enforce these measures.

PARENT STUDENT HANDBOOK RECEIPT AND REVIEW

This Handbook for Parents & Students has been distributed to all parents and students via email. 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 received, read and discussed the Handbook, and return this form to the school.

STUDENT NAME (PRINTED)	
PARENT/GUARDIAN NAME (PRINTED)	
STUDENT SIGNATURE	
PARENT SIGNATURE	
DATE	

*Paper copies of this handbook are available by request at the Front Office.