



General Information

Athletics

The sports program at Kent School is designed to foster a competitive and age-appropriate atmosphere. The coaches strive to maintain a program which promotes physical fitness, skill development and personal responsibility. We expect our students and fans to display good sportsmanship on and off the playing field. The program stresses the importance of goal-setting and developing a plan to meet those goals. Our coaches and teachers are ready, willing and able to provide a personalized experience for each child.

Every effort will be made to ensure a successful experience for the student athlete. Our goal is for every child to be given the opportunity to contribute to his/her team. A player may not participate in every game at the coach's discretion. Exceptions can be made if the student has not met the following guidelines: Student attends practice regularly, puts forth the required effort, maintains a positive attitude and focus, and is respectful of others. Playing time will be based on skill level, attitude, attendance and effort during games and practices.

We offer interscholastic sports for students in grades five through eight. The students may participate in: field hockey for girls and soccer for boys in the fall., basketball for boys and girls in the winter, and lacrosse for boys and girls in the spring. Girls and boys in the fifth grade may participate in the field hockey (girls), soccer (boys), and lacrosse teams. Playing time for fifth graders will be determined by the coach based on skill, age, and the safety of the student. Basketball season is open for fifth graders to practice only. Basketball games are limited to sixth through eighth graders, however fifth graders are encouraged to watch the games with parental supervision.

The following are some reminders regarding any athletic contests played at Kent School.

- Athletes and student spectators must be in dress code or athletic uniform at any interscholastic competition between Kent and another school.

- If your child wishes to be a spectator at an athletic contest s/he must have parental supervision from the time of dismissal. Please send a note the morning of a game stating who is responsible for your child after dismissal and be sure they are met promptly at dismissal time. If you are responsible for a student or students during a game please know where they are at all times.

- Students who are on campus to watch athletic events must stay in the vicinity of that game. Students are not permitted in any of the buildings except the gymnasium or outside.

- Athletes must be in attendance the full day of a game in order to play in that day's game.

- Doctor appointments should be scheduled on non-practice/game days.

We appreciate your support in helping to assure the safety of all students.

We encourage all middle school students to get a yearly physical.

Attendance

The School wants every child to have maximum opportunity to be successful. To that end, attending classes is critical to a child's success. The school day begins promptly at 8:30, and students are expected to be prepared to start their day at this time. When a child must be absent from school, **families are asked to telephone the school office by 8:30 a.m.** When the child returns to school, s/he must have a written excuse from home which s/he will present to the homeroom teacher. **Before returning to school your child should be fever free for 24 hours and if given an antibiotic have been taking it for 24 hours.** In the case of a contagious illness, the School does require a doctor's certificate verifying that the child is in good health and able to return to school.

To assist families in scheduling dentist and doctor appointments, Kent School schedules an early dismissal (2:30 p.m.) every Friday. This eliminates the need for children to miss important class time for outside appointments.

Kent School's schedule allows ample time for family vacations. In light of this, additional vacation days must be approved by the Head of School and should be kept to a minimum. Please be respectful of this policy.

Maryland law, which is binding on both public and independent schools, states, in essence, that the only legal reasons for absence from school are illness, quarantine, or

death in the immediate family. If it is necessary for a child to be absent for other reasons, permission should be obtained from the Head of School.

In keeping with this law, any student's absence from Kent School will be categorized as either "excused" or "unexcused." Excused absences are those listed above or those approved by the Head of School. All other absences are unexcused. Teachers are not expected to provide work for unexcused absences.

Parents of students who miss ten or more days of school may be asked to meet with the appropriate Division Head or the Head of School.

Communication

We look forward to working with you to ensure the best possible growth and learning experience for your child. Good communication is an essential component of any successful partnership. I feel it is imperative that we have an open dialogue to better enable us to serve your child. In an effort to be clear about lines of communication between home and school, the following are Kent School's guidelines: (All faculty and staff email can be found on our website under "Contact us".)

- Please feel free to call or contact me at any time. You can call directly, send an e-mail (mschuler@kentschool.org) or call Susan Nickerson to arrange a meeting.
- Your child's teacher will probably be the best person to discuss any academic, social or behavioral issues. He or she will be able to provide specific information about your child's progress. In the Little and Lower Schools, the teacher is also the person who has a "global" understanding of your child and can, consequently, comment on issues of development that are not strictly academic. In the Middle School the advisor is charged with tracking this aspect of your child's school life.
- The Division Head should be called if you have questions about academic programs or policies specific to the division. You can also call the Division Head if you need another opinion about your child's progress at school, or if you need general information about divisional events, activities, etc.
- Questions about bills, tuition payment plans, or the tuition assistance process should be directed to the Business Manager. (Concerns about sensitive financial matters can also be directed to the Head of School.)
- The Director of Development is the contact person for any annual giving, major and memorial giving, or planned giving intentions as well as news related to public relations and any noteworthy news about your child.

- Requests for admission information - procedures and applications - as well as suggestions of potential candidates for admission should be referred to the Director of Admission. Please become an advocate of the Kent School community and let us know when a new family moves into the neighborhood or if you have a friend who may be interested in this educational opportunity.
- The Assistant to the Head of School is a very important source of information. She can answer questions about the daily life of the school, facilitate messages to teachers and staff, and answer questions about the school calendar.

Please feel free to contact us at any time. We will also do our best to make sure that communication is clear and continual. We look forward to doing everything possible in helping Kent School reach its promise of educating your child.

We look forward to staying in touch with you over the course of the year.

Conduct

Kent School fosters a warm and orderly social atmosphere. Students are expected to become positive and productive members of the school community. Inappropriate behavior, such as bullying, vandalism, fighting, stealing, cheating, lying, insubordination, harassment or plagiarism will result in detention, suspension or expulsion. In such case, families will be informed and a conference with appropriate school personnel will be scheduled.

Illegal and/or controlled substances are not to be used by Kent School students during the school day, on campus, or at school-sponsored events, such as dances and trips. Possession of drugs or alcohol is forbidden. Selling or distributing controlled substances to others will result in immediate expulsion.

The following guidelines support good and healthy community living.

- Students are expected to be responsible, respectful and well behaved. They must be respectful to each other, to adults and to property (whether it is their own, another's or the school's).
- Students are not permitted to use electronics or cell phones during the school day.
- Students are permitted to use the school phones during the school day only in an emergency. Please communicate any transportation plans with your child before school and send the necessary notes to the teacher, and bus driver, if necessary.
- Students may not chew gum on school grounds, in buildings, or on field trips.

- Students are expected to walk quietly in the halls, to be sensitive to traffic patterns, and to hold the doors for others.
- Students are responsible for delivering communication from school to their parents.
- Students are responsible for being where they are expected to be at all times.
- Students are expected to keep their desks and lockers neat.
- Students may eat food only in designated areas.

Detention

The Lower School does not issue detention for students' failure to meet academic requirements or for behaving in a manner inconsistent with established guidelines. Instead, students may be asked to utilize part of a recess to finish work or to receive extra instruction from a teacher. Free-time privileges may be restricted in the case of behavior problems. Under this circumstance, a teacher will attempt to resolve the matter with those involved.

The Middle School does issue detention for students' failure to meet academic requirements or for behaving in a manner not consistent with the mission and guidelines outlined in this handbook. Students are asked to have detention slips signed by their parents and returned to the middle school. Detention is held on Monday afternoons from 3:30 - 4:30 p.m. During a week when there is a Monday holiday, detention will be held on Tuesday. Detention does take priority over other activities, such as sporting and club activities; therefore, families are expected to support the child in meeting his/her obligations. If there is a game, athletic practice or other school activity on a detention day, any student serving may not participate in that activity.

More serious offenses or numerous detentions may warrant suspension. In that event, parents will be asked to come in for a conference before the student returns to class.

Dress Code

Our dress code helps foster a school atmosphere of respect, civility, and responsibility and is reflective of the mission of Kent School. **We ask that parents take an active role in ensuring their children leave home dressed according to the school's dress code.** Students are expected to be in dress code during the school day and for all after-school activities, including after-school care and athletic events.

Specifically, our dress code requires that students adhere to the following guidelines:

•All clothing must exactly resemble, in both style and color, the clothing in the Lands' End SCHOOL catalogue. Pride and Joy in Chestertown also provides a line of clothing that meets this standard. (Please ask for the Kent School selection).

•Clothes must fit appropriately. Please, no torn, excessively baggy or tight-fitting clothing. No writing, pictures or logos are permitted on clothing, except the Kent School name and logo.

•Caps, bandanas, sunglasses, outerwear and boots are considered outdoor wear and may not be worn in school. Outerwear includes coats, fleece, sweatshirts, down or fleece vests and hoodies.

•Make-up, excessive jewelry, hairpieces and unnatural hair color are not permitted. Boys' hair must not touch the shirt collar or the eyebrows.

Lower School

The dress code for the Lower School is somewhat more relaxed than that of the Middle School. However, we encourage adherence to that code as much as possible, using the Lands' End School Catalog as a guide for styles and colors. Additional guidelines follow. Please support your local businesses if possible.

Clothing

- Girls may wear 'pull-on' dresses, such as knit, jersey, or Lily fabric.
- Leggings or tights for girls are allowed
- Long shirrtails must be tucked in.
- Pants and shirts must be hemmed.
- Belts should be worn if there are belt loops.
- Shorts and skirts should approach the knees.
- Jeans, athletic pants, and sweatpants are not allowed.

Shoes

- Shoes must either tie or fasten or be secure enough for an active day. No open toes or backs.
- Boots are not worn in the classroom.
- Each child should have a separate pair of sneakers for PE.

Middle School

Clothing that meets the dress code is available through the Lands' End SCHOOL catalogue or at Pride and Joy in Chestertown. Paul's Shoe Store in Chestertown has a large selection of shoes that meet the dress code.

Please refer to the Lands' End SCHOOL Catalogue as a style and color guide. All clothing must exactly resemble, in both style and color, the clothing in the Lands' End SCHOOL catalogue.

Students who do not conform to the dress code will face disciplinary action.

Acceptable clothing:

Shirts:

Solid colored, three-quarter, short or long-sleeved oxford cloth button down shirts.

Short and long-sleeved, solid-colored polo shirts.

Turtleneck or mock turtleneck.

Shirts must be tucked in at all times and only the top two buttons may be unbuttoned.

Shirts may not be layered over other shirts.

Pants:

Pleated or flat front long pants, Bermuda-length shorts, or capris (girls only) with sewn-in pockets -chino, corduroy, wool (khaki, stone, navy, grey or black).

No cargo pants, flared, stretch or jean style pants.

Pants must reach, and be worn, above the hip.

Belts must be worn if there are belt loops. Belts must be solid-colored: black, brown or navy.

Skirts:

Pleated or A-line skirts or skorts - corduroy or chino (navy, black, khaki or plaid).

No cargo or jean style skirts or cargo or jean style skorts.

Belts must be worn if there are belt loops. Belts must be solid colored.

Jumpers:

Jumpers (solid-colored or plaid)

Sweaters:

Solid-colored V-neck, crew neck, cardigan sweaters or solid-colored or argyle vests.

The only sweatshirts allowed in school or to and from school are the royal blue/ Navy, crew neck sweatshirts with the Kent School logo.

Collared shirts must be worn under sweaters.

Shoes:

Shoes must be leather and must lace, have Velcro closings, be the gored slip-on style, or have straps. They must have a closed toe and heel. Heels may not exceed 1 inch.

No boots, hiking or athletic type shoes, sandals, sneakers, or open-heeled clogs.

Students will need athletic shoes for gym class, and these will be kept in their gym locker.

Boots may be worn to and from school only.

Socks:

Socks, tights and knee-highs must be solid colored.

**Students should be prepared with sweaters or blazers for varying indoor temperatures. No outerwear may be worn inside. Outerwear includes coats, fleece, sweatshirts, down or fleece vests and hoodies.

***** Both Lands' End and Pride and Joy give the school 3% of the sales generated from Kent School families. Please use the school code (on back on the catalogue) for Lands End purchases and please indicate to Pride and Joy that you are a Kent School parent.**

Jeans Day attire:

Throughout the year there will be designated "jeans days."

Students may wear jeans, athletic shorts, sweat pants, shorts of a modest length and T-shirts.

No short shorts or skirts, clothing with inappropriate writing or pictures, hats, tank or halter tops, or tops that expose the midriff are permitted.

Holiday program and Grandparents' Day

Boys wear coats and ties and girls wear dressy skirts or dresses. Skirts and dresses must be an appropriate length and dresses may not be strapless.

Graduation

Eighth grade students - Girls wear white or off-white dresses (may not be strapless) and are either tea length or mid-calf length. Flat or mid-height heels are recommended. The boys wear a solid-colored blazer, dress slacks, a shirt and tie and leather shoes.

Other students - Boys wear coats and ties and girls wear dressy skirts or dresses. Skirts and dresses must be an appropriate length and dresses may not be strapless.

Homework Club/ Used to be After Care

The hours of the Extended Day Program are 7:30 a.m. - 8:20 a.m. (free of charge) and 3:30 p.m. - 5:30 p.m. (for a fee). **Morning care follows a weather related delay.** For more information, please contact Vivienne Falanga, Director of Extended Day. **The phone number for the After School Program after school hours is 410-708-7585.**

Field Trips

During the course of each year, teachers may arrange for their classes to travel from the school campus to locations which provide experiences unavailable during the regular

school day. The locations and activities chosen will supplement curricula taught in school or will provide experiences that would help fulfill goals and objectives for the students' growth and development. An integral part of these trips is the opportunity for interaction with peers and sharing of a common experience.

The destination and itinerary for each trip will be determined by the teacher(s) of the particular grade/subject.

The following items ensure a successful trip:

- Chaperones are usually assigned a small group and will assume responsibility for making sure the group follows the schedule and meets the objectives of the trip. Because much is asked of the chaperones, including siblings on these trips is not permitted.
- Chaperones are selected on an "as needed basis" with a desire to provide equity in participation.
- A letter will be sent home prior to the trip detailing departure and return times and places, fees needed, and other pertinent information about the trip.
- An important aspect of the trip is the social time together; therefore, students are expected to travel on the bus with the class.
- Regular Kent School dress code (unless otherwise specified) and behavior guidelines apply to field trips.

Financial Information

Osprey Fund Drive

Like all independent schools, Kent School receives no federal or state funds to balance our budget. We are a self-sufficient entity relying on tuition, fees, and donations to educate our students. Tuition is our primary source of revenue, but does not cover the entire cost of educating a Kent School student. At Kent School, tuition covers approximately 82% of the total cost of educating a child. Rather than increase tuition to cover this difference, the school's Osprey Fund accepts unrestricted gifts from parents, trustees, alumni, faculty and staff, grandparents, parents of alumni, friends, foundations and businesses. The greater the level of Osprey Fund giving, the more stable tuition can remain from year to year, even as costs rise. *All gifts to the Osprey Fund are 100% tax deductible.*

The school's Development office actively seeks donations from beyond our immediate Kent School family. Through foundation and corporation gifts, the burden of meeting the tuition gap is lighter for everyone. When these groups consider a donation to the school, they look for indicators of internal support and strength. One important gauge

is parent, trustee and faculty/staff participation levels in the Osprey Fund; each of these groups strives for 100% participation.

Leadership Circle

Those donors who generously support the school at the \$1000 level or higher on an annual basis are considered members of the Osprey Fund Leadership Circle. The Osprey Fund would not meet its annual goals without the generosity of these important donors.

Fiscal Year

Kent School's fiscal year runs from July 1 to June 30.

Gifts

Gifts can be made in the form of cash, check, sales of securities or credit card charges. Pledges are accepted throughout the year with final payments due by June 30. For more information about transferring securities or making a gift to Kent School, please contact the Development Office.

Financial Aid

Kent School requires families receiving financial aid to reapply each year. All families interested in applying for financial aid must complete the Financial Aid process.

Since grants are made on a case-by-case first-come, first-served basis, it is in the best interest of the families to complete financial aid application process on time. The Parents' Financial Statement (PFS) application required by the School and Student Services (SSS) which helps determine the need of a family must be received no later than January 1, 2010. (Information collected on this form is based on an analysis of your 2009 income) This form may be found online at www.sss.nais.org The families must also mail copies of their complete 2009 Federal Income Tax Return to SSS no later than March 1, 2010.

Once Kent School has received the Report of Family Contribution (RFC) from SSS the financial aid Committee will review each request and determine financial aid grants, which are need based. There is a limited financial aid fund, so grants are made as files are complete. The committee follows the recommendation of NAIS but makes final awards based on availability of funds.

Re-enrollment contracts will reflect financial aid grants. If a financial aid application is incomplete, families in the process of applying will receive a letter of intent in lieu of a re-enrollment contract.

All financial aid information is held in confidence. Please contact the admission office for more information.

Tuition Payment

Kent School offers three tuition payment plans.

1. A family can make one payment, due July 1.
2. A family can elect to make two payments, 50% of which is due by July 1 with the remaining 50% due by December 1.
3. A family can make seven payments, 30% of which is due by July 1. The remaining balance is divided equally over the following six months, with payments due on the first of each month starting in August and ending in January. An administrative fee of \$150.00 is divided over the seven months in the same proportions. Deposit payments are credited to the first payment.

All tuition accounts must be up to date by the end of the school year before report cards and school records are released or before a child graduates.

No child can begin a new billing term if the tuition account is in arrears, unless suitable payment arrangements are made with the School.

A 1.5% late charge will be added monthly on the unpaid principal balance to all accounts in arrears of thirty (30) days.

After sixty (60) days, the Business Manager will have a meeting with parents whose accounts are in arrears.

After ninety (90) days, the School will initiate legal action unless a payment arrangement has been agreed to by the Head of School.

If there is consistent "good faith" payment activity in the account, the Head of School has the discretion to make financial arrangements with the family.

Grades/Honors

At the end of each quarter, middle school students receive traditional letter grades in all subjects except the arts classes and P.E. In those classes students receive O -Outstanding, VG - Very Good, G - Good, or I - Inconsistent.

Students whose grade point average is 3.80 or above receive Gold Honors, and students whose GPA is 3.40 or above receive Silver Honors. No student may earn Honors if s/he has an I in art, music, P.E., library, drama, or computer.
(A=4.0, A-=3.7, B+=3.4, B=3.0, and so on.)

Homework

Homework is given as an extension, reinforcement or enrichment of material covered in class. To ensure a student's success, it is important that home and school work together. A consistent effort by parents and teachers is necessary to help students develop the organization and time-management skills necessary for success. At home, it is important that students have a quiet, well-lighted place to work and the structure of scheduled homework time. Older students should be involved in arranging their time so homework and activities are not in conflict. While it is difficult to judge whether a student is spending the appropriate time on homework, a good rule of thumb is one-half hour of written work for lower school students and one and one-half to two hours for middle school students. Homework should be the child's work unless otherwise arranged by the teacher.

The School also encourages students to **read**. D.E.A.R.S. (Drop Everything and Read Silently) is twenty minutes of silent reading time scheduled for the entire school every day. All students (and adults!) should always have a book "going." Families are encouraged to continue D.E.A.R.S. during vacations.

When a student is absent from school, it is critical that the family inform the office by 8:30 a.m. and that they request assignments for the day(s) the child is absent. Homework assignment sheets will be available by 3:15 p.m. if arrangements have not been made for another student to deliver them. Pre-planned absences must be approved by the Head of School. Parents should speak with the child's teacher(s) prior to the absence. Lower school teachers **may** be able to provide some assignments, depending upon the length of the absence. In any case, parents will bear the responsibility for missed work. Be aware that much of our instruction is presented orally and cannot be duplicated.

Middle school teachers may be able to provide some homework assignments in advance; however, the nature of class activities (labs, cooperative learning, hands-on activities) makes it nearly impossible to make up class work missed. Students are responsible for missed class work and assignments and **must turn in any missed assignments within 24 hours of the due date or receive a failing grade for that assignment. Exceptions may be made for extended illness or family emergency. It is the student's responsibility to communicate with his/her teachers about any missed assignments.**

Honesty in School Pertaining Specifically to Middle School

Kent School students are responsible for completing their own work, whether it be a homework assignment or a test. Any middle school student copying, or providing homework to be copied, will receive a zero on the assignment. If a student is caught

copying answers on a test, that student's test will be collected and s/he will be asked to retake the test the same day. In addition, the student will face disciplinary action.

Immunizations

Maryland State Department of Education requires all students to have an official written record on file of required immunizations. Students who do not comply with this requirement will be excluded from school until the parent/guardian obtains the documentation.

Incomplete Work

In the event a middle school student has not completed the required work at midterm or the end of a term, that student will receive a grade of INC. At the time the incomplete is given, the teacher will give the student and the advisor a list of the work to be completed and a time frame for its completion. If the work is not completed and turned in to the teacher by this deadline, all incomplete work will be graded with a zero. These zeroes will be averaged with other term grades for a final grade. If an eighth grade student has not completed course work, s/he may not receive a diploma until the work is completed.

Lunch

Kent School does not have a cafeteria, although a lunch program, sponsored by the PTF, is available for a fee five days a week. More information is available on our website in the forms section. Contact: Lena Cantera

Medication - Parents, please read!

Medication may not be given at school until the school receives written orders from the student's physician. A parent's signature is also required. This applies to both prescription and over-the-counter medications including ointments, ear/eye drops, Tylenol, cold medicine, etc. (see forms section for School Medication Administration Form)

- Medications must be stored at school in the original prescription container with clear and precise labeling.
- Parents must ensure the safe delivery of medications to school. (Students are not allowed to carry medication with them.)
- The first dose of the medication must be given at home.
- Medication permission forms are available on line.

Middle School Advisory Program

Upon entering the middle school, each student is assigned a faculty advisor. This advisor will be the child's advocate, track his/her progress, and receive any referrals sent by teachers. The advisor will communicate with the student and his/her parents when patterns of academic or behavioral problems become evident and will schedule all parent conferences. Parents should communicate with the child's teachers when concerns or questions are limited to a particular content area.

Office Hours

The school offices are open between 8:00 a.m. and 4:00 p.m. Monday - Thursday and on Friday between 8:00 a.m. and 3:00 p.m. During the summer, the office is open between 8:30 a.m. and 2:00 p.m and closed on Mondays and Fridays in July. Families are encouraged to use the voice mail system and email to communicate with teachers and staff.

Appointments with the Head of School or other members of the professional staff are arranged by the Assistant to the Head.

Parents, Teachers and Friends Association

The purpose of Kent School Parents, Teachers and Friends Association shall be to support, enhance and promote the mission of Kent School. The Association's objectives include, but are not limited to, the following:

- 1) Supplement the efforts of the Head, faculty and the Board of Trustees of Kent School.
- 2) Provide a forum for discussion of the education of the students.
- 3) Undertake fundraising projects for the benefit of Kent School.
- 4) Promote cooperation and communication among parents, faculty, trustees and friends within the community.

parentREACH

parentREACH is an Emergency Notification System that incorporates multiple communication channels, including voice, email, fax, and sms text messages. This system allows us to contact parents in the event of an early dismissal, school closing, school crisis, or other time-critical agendas in a matter of minutes.

We ask that you supply two emergency contact sources and one email address. These contacts could include home, work or cell number, home or work email. It is very

important that these contacts you supply are where you can be reached during school hours.

Parties

When you are planning a party, we suggest inviting the entire class or only a small number of children. Invitations may be distributed in school only if all are invited (or all girls/boys). The last thing we want is for a child to have hurt feelings over a party.

Physical Education

All students in third through eighth grade are required to wear a uniform for physical education class. Students in Kindergarten through second grade should wear comfortable clothing (no dresses) on the days that physical education classes are scheduled. The required uniform consists of Kent School shorts and shirt, athletic socks and athletic shoes. Any athletic socks are acceptable. Athletic shoes for all students are to be worn exclusively for physical education class, as this helps protect the gym floor. Students also need a sweatshirt and sweatpants in their gym bag for cooler weather. Shin guards are required for all middle school students, and mouth guards are required for all middle school girls. Shin and mouth guards can be brought from home or purchased from school. Please label all clothing with indelible ink.

Records

Students' records are available to parents and legal guardians. Information in a student's cumulative record will be released **only** upon written consent of the parents or legal guardians.

Reports

The **Little School** reports are issued twice a year - in the fall and spring at conference time.

The **Lower School** year is divided into quarters. Parent-teacher conferences are scheduled at the end of the first and third quarters for all parents. These conference dates are posted on the school calendar, and each family will receive an appointment time prior to the dates. Written reports are sent in December and June. Additional conferences may be scheduled at the request of parents or teachers.

The **Middle School** year is divided into quarters. Parent-teacher conferences are scheduled near the end of the first quarter for all students. Grades will be mailed at the end of the first and third quarters and at each midterm. Grades with written comments will be mailed at the end of the second and fourth quarters. Comments are optional on

the third quarter report. Additional conferences will be scheduled when the need arises.

School Hours

Students arrive and are dismissed at the front entrance. **Students should arrive at 8:20 a.m. for homeroom.** Classes begin at 8:30 a.m. and conclude at 3:20 p.m. All students are dismissed at 2:20 p.m. on Fridays. We ask that after hours and at times when school is not in session, children not be at Kent School unless they are directly supervised by a parent or enrolled in our Homework program. This includes conference days as well as evening functions.

School Supplies

The School orders all textbooks, workbooks, and art supplies, and these are charged to the family's account. A list of any additional supplies needed by students will be listed on the school website under the forms section.

Spirit Store

The Spirit Store at Kent School is run by Parents, Teachers and Friends. A wide variety of merchandise is available from clothing to school supplies, many items carrying the Kent School logo. The Spirit Store is open daily from 8 a.m. to 9 a.m. and by appointment. Also located in the Spirit Store is the PTF Office. Stop by and find the latest PTF news posted on the bulletin board or leave a suggestion in the suggestion box.

Teachers

Teachers want to keep the lines of communication open, but they frequently are unavailable to take an incoming call from a parent. It is helpful, then, to provide suggested times when teachers may reach a parent. Feel free to e mail them or use the voice mail system to communicate with the faculty. It is essential to reserve calls to teachers' homes **only** for emergency situations.

Transportation

Kent School contracts out bus service that covers the Queenstown, Centreville, Middletown, and Dover, Delaware areas. To arrange bus service, contact Don Sullivan, Business Manager. Information regarding routes and fees is available upon request.

Changes in transportation plans must be **written** to the School **AND** to the bus driver. Please try to avoid calling the School with a transportation change. **Guests must pay a fee of \$10.00 to ride the bus.** (payable to Kent School)

Tutoring and Outside Support

It is sometimes necessary for a student to have formal tutoring (beyond extra help provided by a teacher) in a subject. This decision is made in consultation including the parent(s), the teacher and the division head. Once a tutor or specialist is engaged, it is most helpful to all and in the best interest of the child for all parties involved to be in regular communication. If a parent decides to engage a tutor without the recommendation of the School, please make sure that the teacher(s) are apprised of this decision.

Weather

Kent School follows the decisions of Kent County Public Schools regarding delayed openings and school closings.

Parents will be notified through parentREACH in the event of a delay or closing.

Information will be displayed on the homepage of our website www.kentschool.org as soon as these decisions are official.

Kent School also uses the services of School's Out! to announce delayed openings, school closings, early dismissals or any other emergencies. We encourage all families to register for this service. Contact www.schoolsout.com and follow the simple directions to subscribe. There is no charge for the basic plan.

Events at Kent School

The following is a brief description of events that take place throughout the year at Kent School. More information about these events is sent out via email and bi weekly bulletins and may be found on the calendar page of the school website. (www.kentschool.org).

***Art Show**

Held every spring, the art show features the creative works of our students. Everyone is invited to the show, which usually runs for two weeks.

Contact: Theresa Schram

***Book Fair**

The Book Fair, is held annually. Parents, students, teachers and the community at large are invited to attend and purchase books from the Book Fair. There are also specific books that may be bought and donated to the library.

Contact: Julia Gross, Librarian

***Class Day**

During a morning assembly in June, awards are given for academic achievement in the Middle School and athletic achievements in Lower and Middle Schools. Other awards, such as essay contest winners, are also presented during Class Day. Parents are invited to attend.

Contact: Susan Nickerson or Debbie Williams

***Conference Days**

Held in fall and spring, conference days allow parents and teachers to meet to discuss the progress of each student. Lower School students do not attend conferences and are not permitted in school during conference. Middle School students are included in the parent conference. Parents will receive notification of appointment times and dates.

Contact: appropriate division head

***Cultural Arts Assemblies**

Kent School has assemblies throughout the year that feature performing artists from the region. Parents are invited to attend.

Contact: Kate Bennett

***Graduation**

This is our formal goodbye to the eighth graders. All students are required to attend. Students come to graduation in their more formal wear - coats and ties for the boys and dresses for the girls. All members of the Kent School community are invited to attend.

Contact: Michael Schuler or Susan Nickerson

***Grandparents' Day/Special Visitors' Day**

Held the Tuesday before Thanksgiving, this day is, primarily, for the grandparents of our students. Visitors will have an opportunity to spend time with their special student (s). Students are asked to dress in a special way, too: coats and ties for the boys and dresses for the girls.

Contact: Tricia Cammerzell

***Halloween Parade**

Sponsored by the PTF room parents, the Halloween parade takes place in the afternoon of, or close to, Halloween. Students should bring costumes with them to school to change into before the parade. Parents are invited!

Contact: Georgina Marshall, head room parent.

***Holiday Clubs**

Sponsored by PTF room parents, holiday clubs afford students the opportunity to do holiday-themed arts and crafts projects on a Friday afternoon in December. Parent volunteers help with the projects.

Contact: Georgina Marshall

***Holiday Program**

Held the day before the winter holiday break, this program features the music of our students. Again the dress for students is more formal - coat and ties for boys and dresses for girls. Parents and other family members are welcome to attend.

Contact: Kate Bennett

***Kent School Auction**

One of the major fundraisers of the year, the auction features good food, silent and live auctions (including memorable class gifts, exciting trips, and other interesting items).

Sponsorship opportunities are available.

Contact: Tricia Cammerzell

***Kudner/Leyon Visiting Writers' Program**

The Kudner/Leyon Visiting Writers' Program is named after Amanda Leyon '91 and Ariana Kudner '91, who were tragically killed in an automobile accident in 1994.

Amanda's and Ariana's love of literature and writing inspires the Kudner/Leyon Visiting Writers' Program which brings a nationally known author to Kent School each year to work with and inspire our students. Our visiting writer usually spends one day on campus and meets with students in assemblies and classes. Parents are welcome.

Contact: Julia Gross

***Little School and Lower School Orientation**

This orientation takes place the day before school starts, prior to the PTF Fall Picnic. It provides parents and students with an opportunity to meet other members of the Kent School community, have questions answered, and visit classrooms and the campus.

Contact: appropriate division head

***Middle School Back-to-School Night**

Held in September, Back-to-School Night provides parents with an important opportunity to visit teachers and hear about their expectations and programs. Parent participation is strongly encouraged. Students do not attend back to school night.

Contact: Debbie Williams

***Middle School Echo Hill Trips**

Kent School has partnered with Echo Hill to provide trips for all of our middle school students to the Echo Hill Outdoor Center. These trips provide our students with outdoor education, team-building experiences, and curricular connections and are valuable ways to build class and school unity. Each class takes a day trip or two to Echo Hill.

Contact: Debbie Williams

***Play Day**

A Kent School tradition, students are assigned to one of two teams - red or white. Friendly competition during Play Day leads to the crowning of a red or white team winner, but good team spirit and sportsmanship are the real goals of the day. PTF sponsors a cookout lunch for students. Parents can come for all or part of the day, and alumni come out for the tug-of-war finale.

Contact: Erin Kent

***PTF Fall Picnic**

Parents, Teachers, and Friends sponsors a fall gathering for all members of the Kent School community. Taking place the day before the opening of school, the Fall Picnic is a fun and casual way to celebrate the beginning of the new school year. Look for more information in PTF's summer mailing.

Contact: Miranda Duston, PTF president

***PTF Spring Meeting**

During this May meeting, new PTF board members are nominated and elected and a social gathering is held. Parents and students are welcome.

Contact: Miranda Duston

***Seventh and Eighth Grade Dances**

Held twice a year, these dances are open to all Kent School seventh and eighth grade students. Parents will be asked to help with refreshments. Students are expected to follow the dress code and behavior guidelines made available prior to each dance.

Contact: Debbie Williams

***Spring Musical**

Eighth graders star in our annual musical, held for two nights in May. Parents and children are invited to attend.

Contact: Jim Landskroener or Kate Bennett

***Spring Testing**

We administer standardized achievement tests to all students in grades 1 - 8 in the spring of each year. Tests take place on consecutive mornings in April.

Contact: appropriate division head.