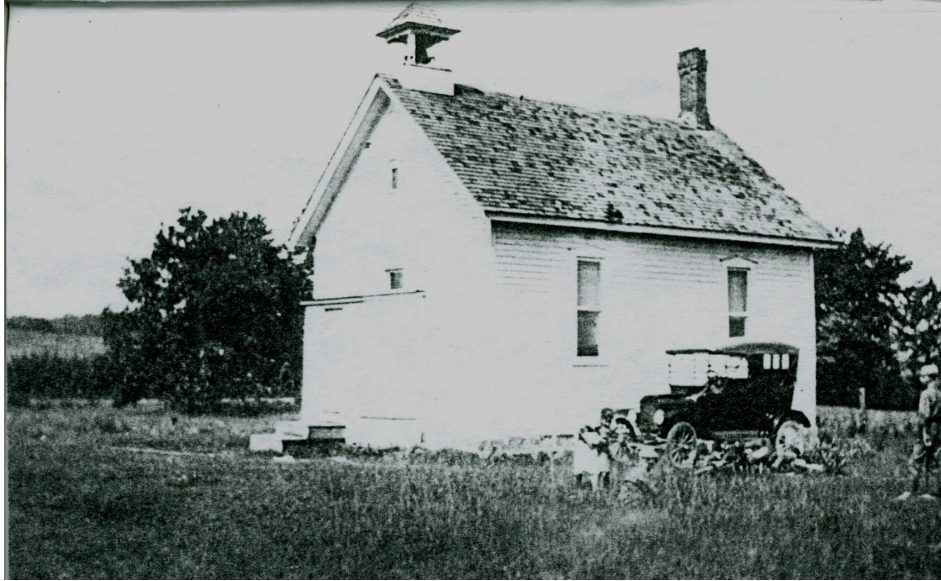




Family Handbook

2024-2025

This handbook is approved by the Kingsbury Board which is still under review and any additional changes or updates will be communicated upon approval.



KINGSBURY COUNTRY DAY SCHOOL

A Charter School Community

5000 Hosner Road, Oxford, Michigan 48370

This handbook is divided into three specific sections. The first section, "Our Purpose", describes the essence of Kingsbury Country Day School. It is our mission, our philosophy and the school's essential agreements. These ideas define the purpose of Kingsbury and guide our decisions. Consequently, it is very important that everyone connected with the school (faculty, staff, administration, trustees and parents) agrees to both embrace and practice these principles in all of their Kingsbury associations.

The second part of this handbook, "The Roles We Play," describes the expectations we have of our major stakeholders. Every championship team has one important characteristic in common: every player on the team has a well-defined and equally-important role to play in the operation, and everyone else relies on one another to perform in that role to the best of their ability. Teamwork divides the task but doubles the success. Kingsbury will distinguish itself among the best when all of us agree on our roles and dedicate our efforts to meeting these expectations.

Lastly, but just as important, the third division in this handbook is dedicated to "Kingsbury School Policies and Procedures." This reflects our daily practices. It describes for parents and students the many facets of everyday life at Kingsbury and how they, when taken together, create the total Kingsbury experience.

All Kingsbury families - new to the school and returning, alike - are asked to please review this handbook carefully. After reading it, if you have any questions, you are encouraged to contact the school office for further discussion or clarification. Before the beginning of the school year, please remove the back signature page of the handbook, sign it, and mail it or drop it off at Kingsbury. Your signature indicates that you have read the handbook and that you affirm your family's commitment to support expectations, roles and guidelines explained within.



OUR PURPOSE

MISSION:

"It is the mission of Kingsbury Country Day School to help every child reach their maximum potential through a challenging curriculum and expert instruction, in a safe and supportive learning environment."

PHILOSOPHY

Kingsbury is a charter school, devoted to making learning a lifelong pursuit. Kingsbury's program emphasizes academic concepts and skills while, at the same time, preparing its students to make reasoned decisions and to think critically. It educates children as individuals with their own potentials, interests, and needs while promoting an atmosphere of intellectual discipline and companionship. The program offers each student access to a variety of learning environments, materials, and media.

Kingsbury provides a social environment that encourages individual freedom and stresses the individual's responsibility to society. A premium is placed on honesty, openness, and kindness. Children are asked to be as tolerant of weaknesses as they are appreciative of talents and to have respect and concern for fellow students and adults alike.

In an increasingly complex and interdependent world which calls for people whose insight, resourcefulness, and responsibility allows them to grow with change, Kingsbury helps each child develop a sense of personal worth and effectiveness by offering the opportunity to succeed in meaningful activity. At the same time, it teaches students how to cope with mistakes, thus giving them the confidence to accept risks. The school seeks to instill in all students the courage to aim high, to face their particular challenges resolutely, and to accept responsibility.

In a sense, Kingsbury is more than a school. Rather, it is a community which involves students, parents, teachers, and friends in its decision making, learning activities, and daily life. This community is enriched by the inclusion of persons of differing backgrounds and personalities, which encourages respect for diversity.

Kingsbury believes that education will give individuals confidence in their ability, the skills to reach their potential, and enthusiasm for ideas which should sustain them through a lifetime of challenges and learning.

THE SCHOOL'S ESSENTIAL AGREEMENTS

Our statement of philosophy defines our purpose. Our mission statement guides our actions, direction and decision-making. Our essential agreements are the minimum standards or rules by which all of us agree to act. These three elements are the threads that unite a strong community. Kingsbury Country Day School's essential agreements may seem relatively simple at first glance, but they are the foundation of the essential agreements that will be developed individually in every classroom by our teachers and their students. They represent the core values which are to be championed by every Kingsbury community child and adult. Kingsbury School's essential agreements are:

- We will be respectful

- We will be safe
- We will be responsible

THE ROLES WE PLAY

AUTHORIZER

Saginaw Valley State University (SVSU) shall serve as the authorizing institution for the charter of Kingsbury Country Day School. As the authorizer, SVSU shall provide oversight and enforce accountability mechanisms to ensure the quality of the school. It is responsible for issuing a charter contract to the Kingsbury Country Day School Board of Directors, and then holding them accountable for the performance of the school according to the terms of the contract.

BOARD OF DIRECTORS

Kingsbury Country Day School (School) is a non-profit corporation governed by an appointed Board of Directors (Board). Board members are responsible for establishing school policies. The Board develops broad institutional policies and strategic plans that support the educational goals and is accountable for the financial well-being of the school. The Board of Directors is not responsible for the daily operations of the school. In official business, the Board acts only as a whole. Individual members, including the Board President, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

The Board of Directors serves the school without compensation and provides advice and counsel beyond their attendance at meetings. It shall consist of five to nine members. Terms are for three years. Board appointees include family members of the school's founder, present and former parents, and members of the community. All share a deep interest in the school's welfare.

HEAD OF SCHOOL

The Head of School works closely with the school's board of directors and school leadership to ensure quality programming, compliance with state and federal guidelines, and school accountability.

The Head of School provides a variety of services to the school including curriculum design, professional development, financial and operational management, facilities management and compliance. The Head of School is the supervisor for the other members of the administrative staff and can include: the Assistant Head of School, the Enrollment Director, the Business Manager and the Officer Manager. The Head of School is the primary liaison with SVSU, the Trust Board, and the Board of Directors. He or she provides the leadership for the school. His or her duties include:

- Establishing a climate and values consistent with the school's mission;
- Recruiting, hiring, retaining and developing quality staff and faculty;
- Developing and managing school policies;
- Working with the Board of Directors in strategic planning;

- Ensuring the financial well-being of the school;
- Implementing and enriching the curriculum;
- Conduct analysis of standardized testing data to find areas where instruction can improve;
- Ensure that the foundations of the KCDS academic program are integral parts of the school's identity and culture, and that these foundations are sustained and improved;
- Monitor consistency in policy and procedures as it relates to the academic program;
- Managing conflict and enacting appropriate disciplinary measures;
- Negotiating salaries and benefits, and serving as an advocate for the personnel.

DIRECTOR OF ENROLLMENT AND COMMUNITY RELATIONS

The primary function of the Director of Enrollment and Community Relations is to establish, implement and coordinate enrollment programs and activities to attract and retain students and families to Kingsbury Country Day School. The Director determines and implements the admissions policies and strategies needed to achieve the school's enrollment. In addition, he or she is personally involved in the school's marketing strategies, public relations, coordination of community activities and advancement programs, and serves as administrator-in-charge in the absence of the Head of School.

TEACHERS

Teachers play critical roles in nurturing the intellectual and social development of children while they are in their formative years. They provide the tools and the environment for their students to develop into responsible adults and lifelong learners. The responsibilities of teachers shall include (but are limited to):

- Facilitating instruction to help students learn and apply concepts in various subjects. They do this through planning, administering and assigning maturity-appropriate lessons; observing and evaluating student performance utilizing a variety of assessment tools; preparing report cards and progress reports; and meeting with parents and school staff to discuss a student's academic progress or personal challenges
- Inspiring students to broaden their horizons, set challenging yet attainable goals, and seek to become better citizens
- Using best practices, professional development training, current brain research and the principles of the Kingsbury Curriculum to develop lessons that help children understand abstract concepts, solve problems, and develop critical thinking skills
- Encouraging student collaboration to complete projects and solve problems
- Utilizing games, music, artwork, films, books, computers, and other tools to teach both basic and advanced skills in mathematics, language, science, social studies, and other subject areas
- Capitalizing on play and interactive activities to further language and vocabulary development and improve social skills
- Serving as advocates for their students, partners in education with their students' parents, and the first line of communication between the school and home

- Managing the classroom environment by modeling appropriate behavior, establishing with their students clear and appropriate classroom essential agreements, encouraging positive classroom behavior through reinforcement, and responding to negative behavior in a fair and consistent manner as outlined in the school's Student Code of Conduct
- Oversee study halls and homerooms, supervise extracurricular activities, and accompany students on field trips
- Assist, when appropriate, the Head of School in making decisions regarding the budget, personnel, textbooks, curriculum design, teaching methods, and various other school policies and practices

PARENTS

The Board of Directors, Head of School, faculty and staff, and parents are all cornerstones to the foundation of a successful school operation. All are important stakeholders in the education of Kingsbury students. Kingsbury Country Day School needs and expects the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When associated by a common mission and purpose, Kingsbury Country Day School and its parents construct a cohesive and influential team with far-reaching positive effects on children and the entire school community. As a team, parents and school professionals make a powerful impression on children to become better educated. In addition, they help them to mature by modeling adult working relationships based upon civility, honesty, and respect. This, in effect, creates the culture of dignity to which Kingsbury Country Day School aspires.

Inherent in the parent-child relationship is the role the parent or guardian plays as advocate for their son or daughter. Parents must verify for their children the value of homework and education. They must have their child's best interest always in mind and support them in the education process at all times. But being a supportive parent does not imply being a defensive one. The average school day is busy with a flurry of activity, and this activity is likely to cause stress to all children at one point or another. Students are introduced to unfamiliar things, expected to keep up with assignments, observe social order, and involve themselves in constructive social interactions. Children are engaged in intellectual, physical, social and emotional activity throughout the day as a normal and important part of the educational process. A good school challenges children in an age-appropriate manner, and challenge often leads to additional stress. To support their children through these challenges, parents need to be good listeners, offer guidance and encouragement, and, when necessary, impart constructive coping or conflict resolution strategies. All the time, parents must keep in mind that their son or daughter is responding from the vantage point of a child and that they are likely to be too young and inexperienced to understand "the bigger picture." It is part of the role of a parent to put these situations into perspective for their youngsters. Parents should feel free to rely upon the experience and professional expertise of the classroom teacher to help them in their support of their children.

Not only do parents advocate for their children, they also support the faculty and administration through extensive volunteer activities and other events. The relationship between parents, the faculty, and administration is formally governed by Kingsbury's written enrollment contract and this handbook, in which the school's procedures are spelled out. When parents choose to enroll their child in a charter school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential foundation of effective working relationships with parents. Kingsbury Country Day School encourages parents to work productively with its teachers and administrators by staying informed about their children and important events in the life of the school. Thoughtful questions and suggestions are always welcomed by the school. In return, it is incumbent upon the school to provide parents with timely and pertinent information. Parents and Kingsbury best support one another and a school climate of trust and respect through communication. Parents are encouraged to share concerns openly and constructively with the teacher or administrator closest to the concern. Efforts by parents to lobby other parents are viewed by the school as counterproductive. While parents may not agree with every decision by the school, in most cases, we will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

OTHER IMPORTANT MEMBERS OF THE KINGSBURY COMMUNITY

There are many other people who serve important roles at Kingsbury Country Day School. They include the business manager, office manager, administrative assistants, custodial and maintenance staff, bus drivers, before-care and after-care coordinator, classroom aides, room parents, coaches, Kingsbury Parent Association and many volunteers. Kingsbury is fortunate to have the support of such a dedicated staff. The school functions best when all of us share the same mission.

KINGSBURY COUNTRY DAY SCHOOL PROGRAMS, POLICIES AND PROCEDURES

ACCESS TO STUDENT RECORDS

Kingsbury Country Day School maintains many student records including both directory information and confidential information. Educational records of students at the Kingsbury Country Day School are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the School to comply with FERPA .

If the School receives a record request from another school, Kingsbury Country Day School will send, without consent, personally identifiable student information to the requesting school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes school administrators, staff, teachers, supervisors, board members, support staff or contractors to whom the school has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the school office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the Head of School or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the school wishes not to amend the student record as requested, the school will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202 -5920

ADVISORY PROGRAM

Middle school students in grades seventh and eighth are grouped in 'advisories'. Each advisory is headed by one of the middle school's academic teachers. The purposes of advisory are many. First and foremost, the advisor serves as an advocate for each of his or her advisees. Advisors confer often with their advisees in formal and informal groups in ways designed to both follow and foster the cognitive, social and emotional development of their advisees. Advisors will at times be the first to contact the parent when a school concern arises about their child. In short, the advisory program gives each child a productive, personal way to succeed in middle school with continual support from the advisor and regular communication between the school, the students and the home.

AFTER-SCHOOL ENRICHMENT PROGRAMS

After-school enrichment programs may be offered throughout the year. The enrichment program is designed to be flexible so there are many options from which students and parents may choose. Activities vary from time to time depending upon the interests of the course facilitators. Offerings will either support and supplement the educational experience at Kingsbury Country Day School, or provide athletic, recreational and artistic opportunities. These activities have a fee associated with them. Fees will vary depending upon the expenses intrinsic to the activities. Most classes are open to all students, kindergarten through eighth grade, although there may be exceptions to this practice.

ALLERGY/FOOD POLICY

Kingsbury Country Day School prides itself in offering a safe learning environment for all of our students. For that reason, we have developed the following food allergy policy:

Parents of students who have a severe food allergy need to contact the office and provide medical documentation of the allergy. In the example of a peanut or tree nut allergy that is designated as "class vi", we will designate one classroom a nut-restricted classroom. We will ask all students in this classroom to attempt to bring lunches and snacks that do not contain nuts. In the event that a student brings a lunch or snack that contains nuts, they will eat their lunch or snack in the office (PreK-2nd) or other grade level classroom (3rd-8th).

ATHLETIC PROGRAM

Kingsbury Country Day School offers after-school sports to all current Kingsbury students in grades five through eight. The basic philosophy of the scholastic sports program is to allow as many students as possible to participate in a positive team experience. There are no tryouts or cuts. Every student who comes out for a team and abides by the rules receives a uniform and a position on a team. It is the player's responsibility to come to practices and games. Playing time is determined by how the individual handles his/her responsibilities to the team and by ability. All athletes are expected to follow school

Assumption of Risk

By the very nature of athletic activity, participants are at risk of physical injury. No matter how careful the athlete and the coach are, no matter how many precautions are taken, the risk cannot be eliminated. It can be reduced but never eliminated. The risk of injury includes minor injuries such as broken bones, dislocations and muscle strains. The risk also includes catastrophic injuries such as permanent paralysis or even death. It is important for everyone to understand these risks, and for athletes to follow *all* instructions and safety directions from their coaches because they are established to reduce risk of injury.

Eligibility

It is important to note that participation in the school's athletic program is a privilege and not a student's right. This means that a student must meet certain eligibility requirements in order to participate. In addition to the eligibility criteria, students will pay a fee to participate to help cover the costs of the program.

All students must meet the following requirements to participate in an interscholastic program at Kingsbury Country Day School:

- Any student wishing to participate in any interscholastic athletic activity during the course of the school year must have a physical exam for the current school year on file in the office. To be valid, physical examinations must have been administered on or after April 15 of the previous academic year. Physical examinations administered by the athlete's physician are acceptable;

- Each athlete must have a “Medical Authorization for Students” form on file in the school's office. The authorization permits medical treatment to be administered to a student even though the coach or another school authority may be unable to contact his/her parents;
- Parents must sign and submit the “Permission to Participate” form to the school office before a student athlete will be allowed to participate in an athletic contest off-campus. The “Permission to Participate” waiver states that the parent understands that there are inherent risks associated with travel off-campus, and that the parent understands and accepts these risks on the behalf of their child; and
- To be eligible to participate in the middle school athletic program, a student must be averaging no less than a C (70%) in each of his or her classes. Student grades will be evaluated on a week-by-week basis to determine eligibility. Under certain arrangements with the middle school team of teachers, a student who does not meet this eligibility requirement may participate if:
 - o He or she has an educational plan of action in place (this plan is to be developed by the team of teachers, the student and his or her parents), and
 - o The student must demonstrate continual progress in reaching the goals of the established plan of action.

Sportsmanship

Kingsbury Country Day School prides itself on its reputation in the community for demonstrating and upholding the standards of good sportsmanship and ethical behavior. To continue this tradition, it is important for all members of the athletic program to dedicate themselves to these values. Every Kingsbury Country Day School athlete will:

- Attend practices regularly, for participation is a commitment not to be taken lightly
- Remain in control of their emotions
- Resolve conflicts rationally and without violence
- Encourage individuals on the team
- Promote teamwork and sportsmanship by acting responsibly and congratulating others when they do so through their actions
- Play by the rules
- Listen to coaches, officials and other teammates with respect
- Cheer their team on during competition without belittling or criticizing the opponent
- Act in an appropriate manner that reflects Kingsbury Country Day School in a positive light to others
- Cordially shake hands with the members of the opposing team regardless of the outcome of the competition

Athletes will **not**:

- Taunt, criticize or insult teammates, coaches, officials or opponents
- Use profanity or act in any way that may be construed as vulgar
- Talk-back to coaches or officials
- Clap or laugh when a teammate or opponent makes a mistake or is injured

- Purposely injure or attempt to injure another person
- Brag
- Act selfishly
- Abuse or vandalize school property or equipment whether at Kingsbury Country Day School or an opponent's facility
- Fight with others
- Use tobacco, alcohol or any other drugs not medically prescribed

Failure to conduct one's self in the manner described above may result in, but is not limited to, a warning or suspension from the team for a period to be determined by the coach and Head of School.

Commitment

Sportsmanship and *teamwork* are two obvious values gained from participation in interscholastic athletics; not any less important, however, is the value of *commitment*. Through commitment one learns organization and responsibility. Students who choose to participate in the after-school athletic program are expected to attend practices Monday through Thursday when scheduled. Kingsbury recognizes, of course, the importance of religious obligations and unforeseeable occurrences such as illness, and therefore excuses athletes from practices for these reasons.

Practices

At the beginning of the season, a schedule of practices and games will be sent home. Unless otherwise communicated in writing by the coaches, practices are held at Kingsbury and begin immediately following the end of the school day.

Athletes are expected to provide their own practice clothing. Such clothing would include t-shirts, shorts, appropriate shoes and socks. Depending upon the sport and age level, boys may be expected to wear an athletic supporter or cup. Since many teams practice outdoors even under inclement weather conditions, it is important for athletes to be prepared with sweat suits and a rain shell. Team uniforms are not permitted to be worn during practices. Locker room facilities will be available for the purpose of securing clothing during practices. Athletic lockers will only be assigned to interscholastic participants. Athletes are expected to bring their practice clothing and equipment home at the end of the last practice week for cleaning.

Games

Each team will play games against other schools and athletic organizations. When the games are away at other schools, students will be responsible for their transportation to and from the game site. Parents may drive their son or daughter home directly from away game sites and may be able to drive another student from the away site with a properly filed volunteer form in the office and permission from that student's parent.

Under most circumstances, Kingsbury Country Day School will provide athletes with uniforms they will wear when representing the school in competition. It is the responsibility of athletes to properly care for school equipment and uniforms assigned to them during the course of the season. It should be stored in the student's locker and cleaned each weekend. School-issued property will be collected at the end of the season, and athletes will be charged

for any outstanding or carelessly damaged uniform or equipment. Uniforms must be cleaned and thoroughly dried before they will be accepted.

If a game is canceled due to inclement weather or other circumstances, the team may hold practice that day. If the coach does not hold practice students may be picked up at the regular class dismissal time. It is important for parents to understand that poor weather conditions may cause a game to be canceled but not practice sessions. Practice sessions that cannot be held outdoors because of weather conditions may be moved indoors.

Excusing Athletes from Practices and Games

Coaches and teammates are counting on each athlete to attend all practices as long as the athlete has attended school. If it is necessary to have your child excused from a practice or a contest, the coach must be notified in writing or in person by the athlete's parent or designated caregiver. Notification in advance would be appreciated so the coach does not have to use valuable practice time looking for an athlete whom he or she expects at practice, and so that the coach may plan appropriate activities for the team members in attendance. School policy states that a student may not participate in a game, match or meet if the student has not attended at least half of their academic courses that day.

Uniforms

If game uniforms are provided by the school, they will be distributed at the beginning of the season. They must be returned (clean, dried and folded) at the end of the season. In some instances, athletes will be encouraged to purchase their game jersey or t-shirt.

ATTENDANCE POLICY

In order to provide every child with a meaningful academic experience, students must be in attendance at school on a consistent basis. Nothing can replace the experience and breadth of knowledge gained as when a child spends time in class with the teacher and classmates. Toward this end, Kingsbury Country Day School expects that parents will ensure that their child or children attend classes regularly.

The school day begins at 8:15 AM and ends at 3:15 PM. Any exceptions to this schedule will be specified on the school calendar. School attendance as described below is recorded in our school information system.

Absences

- When a child is absent from school for any reason, a parent must call the office before 9:00 AM to communicate the nature of the absence in order for it to be recorded as an excused absence. This is to affirm that the child is safe at home. Students will generally be given the same number of days to complete missed assignments as was given to his or her classmates.
- After the student has accumulated ten (10) excused absences for the school year, any subsequent absences will be recorded as unexcused unless the school receives a written note from the student's physician. Long-term illnesses and extenuating medical issues, school-shadowing at other schools, and deaths in the family will always be counted as excused absences.
- If a student is absent and no notification has been received after two days, a staff member will contact the parent/guardian via e-mail, phone call at home and/or cell phone on the third day to determine the student's status. If there is no communication from the parent/guardian by the end of the fifth school day, the student will be dropped from the school's enrollment. A child from the waiting list will be contacted for enrollment.

The school will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

Tardies

When students arrive late for school, it interrupts both their learning and the learning of their classmates. Parents are expected to get students to school in time to give students time to get to their classrooms before 8:15 AM.

- Arrival in the classroom after 8:15 AM (or after the arrival of the last bus, whichever is later) constitutes a tardy. In the event of inclement weather or other natural conditions deemed detrimental for travel, the school will use its discretion for leniency with regard to the tardy/excused absence policy.
- When a child arrives at school after 8:15 AM. they must sign in at the office. Students in grades 6-8 may sign in by themselves, but a parent must sign in a younger student.
- Any student who accumulates 10 tardies at the beginning of school or any class will be given one absence.
- Any student leaving school before the 3:15 PM dismissal time must sign out in the office before departing the school building.

Schedule Changes

Occasionally, it is necessary for a child to leave early from school, take a different bus or be picked up by a friend of the family. When changes in the usual routine arise, the school office must receive a note or a phone call from the parent in advance. Parents should not contact a student's teacher for last minute changes as the teacher may not see the late notification.

Vacations

Every effort should be made to schedule family vacations or other pre-arranged absences during times when classes are not in session. Missing school adversely affects all students since interaction among students is important in the learning process. No amount of make-up work can replace the active teaching and learning which occur in Kingsbury's classrooms. If a student needs to miss three or more school days due to a family trip, a written note must be submitted to the school office at least one week prior to the planned absence and the student should contact their teachers for assignments. Teachers may not be able to provide individual lessons and special assignments in advance since they often adjust their plans daily as a class' needs become evident. Students should complete routine assignments during absences and plan to finish major projects following their return to school. Teachers will provide a reasonable amount of time to make up work missed due to an absence. A general guideline is to allow as many days upon return to school to complete work as were missed. Planned absences that are not communicated in advance will be recorded as "Unexcused Absences". Students with unexcused absences will not receive credit for missed assignments.

The School maintains the discretion to review the attendance record of a student and may require a meeting with the parents, social worker and administrators to develop an attendance plan when a student accumulates more than 18 absences. The plan may include reporting the student to the Oakland County Truancy Officer and/or retention of the student in the current grade.

BEFORE SCHOOL AND AFTER SCHOOL PROGRAMS - "KIDS' CLUB"

These services are available for JK-8th grade students. Parents must establish a monthly schedule in advance and submit it to the Kids' Club Director. There is a \$100 registration fee for billing and processing. There are no refunds for absences.

AM Kids' Club: \$5.00 per day; 7:00 AM-8:00 AM and is held in the Upper School library.

PM Kids' Club: \$15.00 per day; 3:30 PM- 5:30 PM and is held in the library of the Upper School. If students are not picked up by 5:30 PM a charge of \$1/minute will be incurred.

PM Kids' Club Drop In

Drop in services are for students who must attend Kids' Club on an unscheduled, emergency, or irregular basis. This is a space-available option and should include parent notification to the director. If utilizing drop-in services, there is a monthly billing and processing fee of \$10.

AM drop-in fee is \$7.50

PM drop-in fee is \$20

PM Kids' Club for Half Days:

KCDS has occasional half days during the 2024-2025 school year. Unfortunately, we do not offer PM Kids Club for Half Days.

BIRTHDAYS

Children and adults celebrating birthdays are recognized at the monthly assembly. Out of respect for those children with food allergies or dietary restrictions, and those families who observe specific nutritional regimens, parents must contact the classroom teacher before bringing in a birthday treat. When a special home party is planned, children have often passed out invitations at school. To prevent hurt feelings of classmates, party invitations may only be given out at school when everyone in the class is invited. Otherwise, invitations should be mailed.

BRING YOUR OWN DEVICE GUIDELINES after school

Bring your own Device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device that emits an audible signal, vibrates, displays messages, or can send/receive a communication to/from the possessor brought into the school and owned by a student for educational purposes. **Students should NOT bring their own device to school.** The school will provide access to technology devices where necessary for learning.

Use of personally owned devices exceptions

Exceptions to this policy may be made in special circumstances with a prior request and approval from the school's administration. Students may only connect their personal wireless communication devices to the school's filtered network wirelessly or through a direct connection for data access during school hours.

Prohibitions

The use of personally owned devices for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. The school reserves the right to determine if any activity constitutes an acceptable or unacceptable use.

Any personal device being used in violation of these guidelines, the Network and Internet Acceptable Use Policies and Wireless Communications Devices Policies and/or containing inappropriate material (as determined by the school) shall be immediately confiscated, returned to only a parent/guardian, and permission to use the network shall immediately be revoked. Violation may result in student discipline (including suspension and/or expulsion; and possible referral to law enforcement if there is suspicion of illegal activity (e.g., child pornography)).

These prohibitions are in effect any time during school hours on school's property, while at home on a school issued device, or at a school's event, while connected to the school's network.

Users must immediately notify the Head of School or his/her designee if they have identified a possible security problem.

In circumstances where a teacher has allowed a student to use a personally owned device, they retain authority to revoke permission to do so during his/her class if a student is in violation of these guidelines, the Network and Internet Acceptable Use Policies or any other applicable guidelines.

No Warranty

The school takes no responsibility for any information or materials that are transferred through the Internet. The school makes no guarantees regarding the reliability of the data connection. The school will not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use any personally owned or school owned devices.

No Privacy

The school reserves the right to monitor, review or examine all electronic information stored on or transmitted through devices operating on school grounds. Network users should have no expectation of privacy in the contents of their files and records while on the equipment or network. The school reserves the right to monitor, review and inspect any device on school grounds.

Users should have no expectation of privacy in anything they create, store, send, receive, or display while connected to the school's network. Everything that users place in their personal files should be entered with the knowledge and understanding that it is subject to review by a third party. If illegally possessed materials such as software, music or videos, obtained by pirating or hacking, are found on a personal device, the permission to use the data system shall immediately be revoked.

Lost or Damaged Device

The School assumes no responsibility for theft, loss, or damage of a personally owned device brought to school; students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Use of a School Owned Device

Students will have access to computing devices if necessary to support their learning while at school through access to school owned devices. A school owned device may be used while on school grounds with permission of any teacher or other appropriate staff member. Students are expected to use reasonable care with the device and to return it in good condition.

In exceptional circumstances a student may be allowed to borrow a school owned device to use it at home. In order to take a school owned off campus a parent or guardian must fill out a School Owned Device Loan Agreement and have it signed by the Head of School and kept on file in the school office.

Students using a school owned device, either at home or at the school, must comply with all of the other policies on use of devices as described above.

Phone Use

Students may make school-related communication to parents or other designated childcare providers from the office, with permission from classroom teachers. Please make sure that after school rides are arranged in advance, so students do not need to use the telephone at the close of school to make such arrangements.

Student cell phones or other communication devices (ex. Smart watches, tablets) shall not be powered on, or in view, at any time during school hours. All personal devices must be powered off and stored in the student's backpack or in the classroom under teacher supervision. If these devices are powered on, or in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action. The Academy's complete Personal Communication Device Policy can be found on the Academy website.

CELLULAR PHONES AND SMARTWATCHES

Unless explicitly specified by the teacher, the following policies apply to cellular phones and Smartwatches. Cellular phones include smartphones and other telecommunication devices.

Students are discouraged from bringing cellular phones to school. However, students whose parents wish them to bring cellular phones to school must keep them turned off and stored in their locker or cubby during school hours. If a student uses their cell phone or smartwatch during school hours without permission granted by a staff member, the student will be asked to move their device to the office for the remainder of the day. The school leaders will return the device to the student at the end of the day. If the student violates this rule more than once, the school leader will not return the device to the student at the end of the day. The school leader will require a parent or guardian to pick-up the device in the office. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

Should it be necessary to call home during the school day, students will be allowed to use one of the office phones. Cellular phones may be used after school hours, but only for allowing students to communicate with parents. Texting, messaging, photography, video and any other nonessential phone applications will not be allowed. Students are not allowed to use cellular phones on school vehicles except in the event of an emergency. Digital music devices may not be used once classes begin, and they must be stowed in the student's cubby or locker during school hours. These same rules apply to the use of smartwatches to access the internet, social media or communication services. Students may be asked to remove their smartwatch and store them in their lockers during testing, or if the student is interacting with their watch in any other way the teacher considers disruptive or violates any of the policies listed above.

The school prohibits any electronic device from containing inappropriate material (as determined by the Head of School or designee) including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images - commonly known as “sexting”.

Students are prohibited from using any technology device to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family Handbook.

In the interest of both respecting and protecting the privacy of our students and teachers, recording devices of any kind (audio or visual) are not permitted in school without the advanced permission of the teacher. Cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any School situation where a reasonable expectation of privacy exists, as determined by the Head of School. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Cellular phones or other devices being used in this capacity on the Kingsbury campus will be confiscated and the student will lose the privilege to bring the device back to school. If any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

Students’ possession of a cellular phone, smartwatch or other technological device on school grounds, a school vehicle or at a school sponsored activity or event constitutes consent to the search of the cell phone or personal device and its contents. Students should also understand that any student who possesses a cellular phone, smartwatch or other electronic device shall assume responsibility for its care. The School assumes no responsibility for theft, loss, or damage of a personal wireless communication device or other computing device brought to Kingsbury property, in a School vehicle, or at any School-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only. In addition, such violation could result in the permanent revocation of the student’s permission to use the network, subsequent disciplinary action (including suspension and/or expulsion), and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

These prohibitions are in effect any time on School property, in a School vehicle, or at any School-sponsored activity or event, or when School owned devices are being used at home.

CHILDREN AND YOUTH IN TRANSITION

It is the policy of the School to ensure that students who meet the Federal definition of Children and Youth in Transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the school. The board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally

required. The School's Homeless Liaison is the Head of School or in the absence of the Head of School the Assistant Head of School.

The school is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, Children and Youth in Transition will not be discriminated against, stigmatized or segregated on the basis of their status.

The School's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the Homeless Liaison.

CODE OF STUDENT CONDUCT

Kingsbury Country Day School is an active learning environment. It is a place where students develop the skills to develop into lifelong learners. This includes the acquisition of academic knowledge as well as the ongoing refinement of social skills.

Students are responsible for their actions and need to be held accountable for their decisions. They need to know adults care enough for them to ensure that they adhere to school rules. We don't expect students, especially our youngest students, to have the self-discipline and experience to behave without occasional transgressions. But, if we are to be responsible in educating the complete child, we must be afforded the latitude to respond quickly and appropriately to behaviors that either disrupt or obstruct the learning process.

The purpose of the Kingsbury Code of Student Conduct is to provide clear and consistent guidelines for a safe learning environment. In order to achieve this purpose, we need to teach, model and expect respect for self and others as well as insure the physical safety of all. The most effective way to encourage positive behavior is by rewarding it. Consequently, recognizing and rewarding the type of behavior that we are seeking shall always be the favored classroom approach. Should it become necessary to respond to a negative behavior situation, the guidelines described in the code of student conduct will be observed.

It is the teacher's responsibility to maintain good discipline in the classroom and school building, on the playground, buses and field trips. Under most circumstances, it will be the responsibility of the individual teacher to respond to episodes that require corrective action. Occasionally, however, the teacher may seek the help of a school administrator. Teachers and administrators reserve the right to select a corrective response or combination of responses that best address the specific circumstance. For example, the age of the student or their behavioral history or the severity of the infraction will influence the consequence or consequences selected. As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at the school endeavors to ensure that the school is a safe place for teaching, learning and working.

The school will take swift and appropriate disciplinary action for a violation of any of the infractions listed in the family handbook code of student conduct or inappropriate behavior where notice has been provided. All School rules will be enforced while on school property, in a school vehicle, at all school activities, and at any other School-sponsored activity or event including but not limited to student enrichment programs, ski program and athletic events. Additionally, the School reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, discipline or general welfare of the school or education of its students.

Violations, including violations of the cell phones and wireless communication devices and Internet use policies and BYOD policies, may result in a detention, an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

DUE PROCESS RIGHTS

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under Federal and State laws.

EMERGENCY PROCEDURES AND PRECAUTIONS

Severe emergency situations including fire, tornado, serious accident/injury and man-made disasters, as well as, a crisis management plan has been written.. Emergency procedures and evacuation plans are posted for your review in each classroom and include detailed instructions on specific emergency procedures.

The program defines a crisis as an unexpected, critical event that disrupts normal business operations and could threaten people's safety and welfare on the property where the program is located including, but not limited to: intruders, bomb threats, custody disputes, power outages, or violence. Both internal and external communication takes place in cooperation with local law enforcement. Phone numbers for emergency personnel, as well as the building address and nearest cross streets are posted in each classroom and on the Early Childhood Programs Family Board for immediate and effective response to any emergency situation.

BUILDING EVACUATION PLAN

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children are effectively and safely moved to an alternate clean and secure site. Children with special needs are accommodated in accordance with the special health care plans on file.

LOCKDOWN PROCEDURE

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. The severity of the threat will determine how lockdown procedures are enforced. In a 'Lockdown Code', family members will not have access to the building until law enforcement has deemed the area safe.

PICK UP AFTER AN ALL SCHOOL EMERGENCY

In the event of an all-school or site-wide emergency, site protocol will be followed, including the format of how families shall be contacted. Once law enforcement determines that an emergency has been resolved, family members/designated adults will be contacted via phone using the contact information provided on your child's information card. Adults will be provided details on how, when, and where to pick up their child.

GROSS MISDEMEANORS OR PERSISTENT DISOBEDIENCE

Any student guilty of gross misdemeanors, persistent disobedience, persistent insubordination or persistent disobedience of dress code policy may be suspended by the Head of School or designee or expelled following appropriate process. Examples include but are not limited to aggressive behavior,

inappropriate language, inappropriate physical contact, insubordination, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

WEAPONS, ARSON OR CRIMINAL SEXUAL CONDUCT

Any student in possession of a firearm on the school property, in a school vehicle or at a school sponsored event shall be permanently expelled from the school, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on school property, in a school vehicle or at a school sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from Kingsbury Country Day School, subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the School, subject to reinstatement under the law.

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles, or other device intended to be used as a dangerous weapon. "Firearm" means any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in being suspended or expelled. Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended by the authorized school district administrator or expelled by the Board.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the Head of School or designee (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

PHYSICAL ASSAULTS AGAINST SCHOOL PERSONNEL

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property, in a school vehicle or vehicle, or at a school-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days under the law.

Under school guidelines, any student in grade 5 or below who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property, in a school vehicle or other vehicle, or at a school-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

PHYSICAL ASSAULTS AGAINST STUDENTS

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on school property, in a school vehicle or vehicle, or at a school-sponsored activity or event may be suspended or expelled for up to 180 days.

Under School guidelines, any student in grade 5 or below who commits a physical assault against another student on school property, in a school vehicle or vehicle, or at a school-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

VERBAL ASSAULTS

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on school property, in a school vehicle, or at a school sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor for the School, or another student may be suspended or expelled for a period of time determined in the discretion of the Board of Directors or its designee.

Under school guidelines, any student in grade 5 or below who commits a verbal assault on school property, on a school vehicle or vehicle, or at a school sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor for the school, or another student, may be suspended or expelled depending on the severity of the circumstances.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

BULLYING PROHIBITION

It is the policy of Kingsbury Country Day School to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on school property, in a school vehicle or vehicle, at any school sponsored event, or while using a School owned and/or operated telecommunications service provider or school owned and/or operated telecommunications access device.

Under state law, bullying is defined as any gesture or written, verbal or physical act or electronic communication, including but not limited to cyberbullying, that is intended or is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening or otherwise evoke fear of physical harm or emotional distress, and may be motivated either by bias or prejudice based upon any actual or perceived characteristic (such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental physical or sensory disability or impairment; or by any other distinguishing characteristic). Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Bullying is conduct that meets ALL of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (as described above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The Head of School is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Head of School. The student may also report the situation to a teacher or counselor who will be responsible for notifying the Head of School. Any complaints against the Head of School should be filed directly with Human Resources. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the Head of School in a prompt, thorough and impartial manner. The investigation will consider the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident;
- How often the conduct occurred;
- Any past incidents or continuing pattern of behavior;
- The relationship between the parties;
- Characteristics of the parties involved, i.e., age, grade, etc.;
- The bullying definition.

Restorative practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The Head of School will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

Kingsbury Country Day School prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for any individual who reports an act of bullying.

HARASSMENT

Kingsbury Country Day School prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the school.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and transgender identity), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cellular phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by Kingsbury Country Day School.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil.

Since bystander support of harassment can encourage these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. Such active and passive support can result in disciplinary action.

HAZING

Hazing is a violation of state criminal law and prohibited at all times.

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

A student who commits hazing on school property, in a vehicle, or at a school sponsored event will be subject to disciplinary action, including suspension and expulsion, and legal action.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);

- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screensavers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

No staff member or student in the school shall be subjected to any form of harassment, including sexual harassment, on school premises, on a school vehicle or vehicle or at any school sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action, including suspension or expulsion.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

FIREARMS – WEAPON FREE SCHOOL ZONE

Academy is located inside of a weapon free school zone. Weapons/firearms are not permitted. The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Parents of Pre-K students who bring toy weapons of any kind to school will be asked to meet with the program director before the child may return to school.

DRUG FREE AND VAPE / SMOKE FREE ZONE

All facilities and grounds are drug free and smoke free zones. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. **This includes e-cigarettes, vaping devices and chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy.**

If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

PROHIBITION AGAINST ALCOHOL AND DRUGS

In line with the Safe and Drug Free School Policy, it is the belief of the school administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment,

participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the Head of School will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The school prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind altering substances and/or related paraphernalia on school property, in any school vehicle or vehicle or at any school sponsored event. Mind altering substances are defined as illegal drugs, prescription drugs in violation of the school's medication policy, and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation. Students under the influence of such substances on school property, in any school vehicle or vehicle or at any school sponsored event will be subject to this policy regardless of amount ingested.

Possession includes any substances as described below including, but not limited to, prescription drugs, bath salts, K-2, etc... and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Family Handbook.

The term "drugs" includes:

- All dangerous controlled substances as so designated and prohibited by the state of Michigan;
- All chemicals which release toxic vapors;
- All alcoholic beverages;
- Mind altering substances;
- Any prescription or patent drug, except those for which permission to use at the school has been granted pursuant to school policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health;
- Any other illegal substance so designated and prohibited by law;
- Marijuana.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's drug policy and will be disciplined in accordance with the drug-use provision below.

PUBLIC DISPLAYS OF AFFECTION

The school recognizes its obligation to provide a safe and secure learning environment. The school recognizes that they have the authority and duty to protect the morals, health and safety of all students

at Kingsbury Country Day School. These obligations and authority include providing all students an environment free of embarrassment or discomfort because of others displaying unacceptable public displays of affection.

Therefore, all students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses or at any school sponsored event, on campus or elsewhere.

Unacceptable public displays of affection may include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, hand holding and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action and/or parental intervention.

MEDICAL MARIJUANA & PRESCRIPTION DRUG POLICY

Kingsbury Country Day School prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with school disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school. This includes all members of the Kingsbury community and visitors.

REASONABLE SUSPICION DRUG TESTING

The Administration will require a student to submit to drug testing if the Administration has a “reasonable suspicion” that the student is using or is under the influence of any illegal drug, alcohol or any mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student’s behavior, along with physical appearance, action and/or odor, indicating that the student has used an illegal drug, alcohol or any mind altering substance (whether illegal or not);
2. The student’s possession of an illegal drug, alcohol or any mind altering substance (whether illegal or not) and/or related paraphernalia; or
3. Information communicated to the Head of School by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of an illegal drug, alcohol or any mind altering drug (whether illegal or not). Any such report will be investigated by the Head of School and will be substantiated by other physical indicators of physical appearance, if deemed necessary.

The Head of School will look at the totality of the circumstances when determining “reasonable suspicion”. After reasonable suspicion has been established and the student denies using drugs, the student will be asked to take a drug test. The student is suspended pending the drug test results. The Head of School will contact the student’s parents/guardians as soon as practicable. The cost of the test will be paid by the school and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test; the student will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed below. The student will then be given a second opportunity to take the test.

If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term- suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the school. Law enforcement will be contacted.

Drug test results are considered confidential, but may be discussed with the school social worker or other staff member if it is deemed necessary by the Head of School or designee in order to provide assistance to the student or for use in disciplinary action.

During a suspension or expulsion for any of the above reasons, a student is not allowed on school property, in a school vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion). It is the policy of the school that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

DAMAGE TO PROPERTY

Vandalism, malicious destruction of property or other disregard for school property will not be tolerated. Violations could result in physical or financial restitution, suspension or expulsion. (Graffiti is considered vandalism.)

ACADEMIC DISHONESTY

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. Academic dishonesty includes the use of artificial intelligence resources to complete work that is expected to be the original work of the student. It is also considered cheating when one obtains a copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

CONTRABAND

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

Insubordination

A student will not willfully ignore or refuse to comply with directions or instructions given by school staff.

Sexting

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

False Fire Alarm

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in a school building or at a school sponsored event. A violation of this policy may result in discipline or contact with law enforcement.

Theft or Possession of Stolen Property

A student may not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

Forgery

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

Disorderly Conduct

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

Leaving the School without Permission

Students shall remain on school grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave school premises without permission from authorized school staff. Leaving the school without permission includes moving from one campus to another, from any building to another building on the school grounds without permission.

Other Illegal Conduct

Students shall not engage in any activity that constitutes a violation under city, state or federal law on school premises, on a school vehicle or vehicle at any school sponsored events or the on-line classroom.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the school can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the school or at a school function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the school or at a school function.
- The student has inflicted serious bodily injury upon another person while at the school or at a school function.

Exclusion during Suspension/Expulsion

During a suspension or expulsion, a student is not allowed on school property, in a school vehicle or vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information,

please review the administrative guidelines for suspension and expulsion. The student will be allowed on campus once the suspension has been completed and/or the student has met with the Head of School or his/her designee.

Progressive Discipline

The school uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record, whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

Implementation

The school shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), and Board, procedures for referring permanently expelled students to appropriate Department of Education or Health and Human Services Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students.

Annual Review

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

Verbal Communication

In an effort to promote and enhance effective communication between parents, teachers and administration, we ask that any problems or concerns be routed to the appropriate person as soon as possible by the concerned party. Part of problem solving is making sure the right people are aware and involved in the resolution process.. We do not monitor community social media accounts, so we address concerns brought up in those spaces.

Channels of Communication

<u>Classroom Teacher</u>	<u>Principal</u>	<u>Office Staff</u>
<u>Child's Progress</u>	<u>School Policy</u>	<u>Absence Calls</u>
<u>Classroom Activities</u>	<u>Parent Education</u>	<u>Billing/Accounts</u>
<u>Classroom Assistance</u>	<u>Academic Policy</u>	<u>Registration/enrollment</u>
<u>Class Procedures</u>	<u>Admissions</u>	<u>McKinney-Vento</u>
<u>Daily Scheduling</u>	<u>Donations</u>	<u>Dismissal Changes</u>

Field Trips

Facilities

Legal Matters

Parents who wish to address specific issues or concerns about their child's education are asked to speak first to their child's classroom teacher to seek a suitable resolution. Unresolved issues should be brought to the attention of the Principal or designated representative. The Principal has primary responsibility for management of the school. The communications "chain of command" is the following:

1. Teacher
2. Principal
3. Superintendent
4. Management Company-Choice Schools Main Office *Please note that Choice Schools employees are here to assist staff and the superintendent is the main Choice Schools point of contact
5. Academy Board for school governance

Except in extreme or prescribed situations, a teacher will discuss a behavior problem with the student and the parent.

COMMUNICATION

In general, questions and concerns about a child's progress should first be addressed to the teacher or staff person directly responsible. Parents of middle school students may wish to first contact the student's advisor or core subject area teacher. These conversations, which need to include the exchange of valuable information and perspectives, are a necessary component for maintaining the true sense of community that defines Kingsbury Country Day School. Occasionally, these conversations may require further discussion with the division coordinator (elementary or middle school), or Head of School.

Parents with concerns are encouraged to speak with the teacher, advisor or subject area teacher before initiating any other conversations. Spreading stories and rumors with abandon are not behaviors in keeping with the culture of dignity that is meant to distinguish the Kingsbury Country Day School community. It is with diligence that the school safeguards all students, teachers, staff members, parents and administrators at Kingsbury Country Day School and all members of the community are expected to support this position. This communication policy includes verbal and written communication, including communication via social media. Parents in violation of this policy may have their access to school social media sites restricted.

COMMUNITY SERVICE

Kingsbury Country Day School has a long history of helping others within the school and in the greater community. Community service involves all students in various ways, and includes such actions as helping with recycling, assisting with special programs, and older students helping younger ones.

All Kingsbury Country Day School students are expected to perform community service. Projects are varied and include helping the school, our community and beyond. The goals for this program are:

- To develop personal qualities such as confidence, maturity and responsibility
- To enhance the student's ability to relate to and work well with others
- To nurture the habits of community service and volunteerism

- To broaden the student's understanding of the larger world around them

CONCUSSIONS

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by Kingsbury Country Day School, student athletes and parents/guardians must review and acknowledge the Parent/Athlete Concussion Information Sheet. The signed form must be returned to the school office.

If a student is suspected of having sustained a concussion, the student must provide the school with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.

CONFLICT RESOLUTION

Kingsbury Country Day School is a community established to help children learn and grow. Conflict is an unavoidable circumstance in any community. For young children, conflict and conflict resolution strategies are imperative steps in the growth process. They are just as important to healthy social and emotional development in children as tooth-brushing and sleep are to their physical health. Learning how to solve problems and tolerate others should be taught through a positive, working partnership between families and school. The school's policies and decisions are based upon the well-being of the individual child as well as the entire community, and they need to be supported by all participants. For the benefit of the students, parents are expected to support the Kingsbury mission statement and school policies.

COMPLAINT POLICY

Kingsbury Country Day School places a high value on courtesy, respect and responsibility. In order to preserve such an environment, any requests, suggestions, or complaints concerning staff, the curriculum, or operations of the school should be filed according to the following procedure:

1. Anyone wishing to present a request, suggestion or complaint shall discuss this matter with the instructor or staff member that has direct responsibility for that matter. If the discussion revolves around a particular incident, the complainant must initiate this process within seven (7) days of the incident. If the issue deals with a violation of laws or with school-wide policies, the Head of School would be the appropriate staff member.
2. If the Head of School is the accused perpetrator of harassment or other violation of the law, then the complaint should be sent directly to the Human Resources Department. However, if Human Resources determines that the issues/complaints do not fall into that category, then the complainant will be required to first address their issues/complaint with the Head of School. This procedure requires that the Head of School have an opportunity to resolve any issues/complaints that are not considered harassment or are illegal in nature prior to the involvement of Human Resources.
3. If the aggrieved person is not adequately satisfied with the results of that discussion, that person has seven (7) days to submit their complaint in writing to the Head of School.
4. The Head of School will conduct their own investigation of the incident by speaking to all relevant parties and try to resolve the issue through discussions with those people. After completion of that

investigation, the Head of School will give a decision to the complainant and the reasons for that decision.

5. If the original discussion was with the Head of School, and the concern was not adequately resolved by the Head of School, then the complainant must submit their concern in writing to Human Resources no later than one month after the Head of School's decision is given to the complainant.
6. Upon receiving the written complaint, the Head of School shall investigate the incident/conduct. In determining whether the alleged conduct violates any policy or procedure, the totality of the circumstances will be investigated and reviewed. Appropriate action will then be taken. A response will be given to the complainant if requested.
7. Only signed, written complaints are investigated. Anonymous complaints are not.
8. If the complainant is not satisfied with Human Resources' resolutions, the complainant may present the concerns before the Board of Directors in accordance with the Public Participation guidelines.
9. Parents cannot request limited staff interaction when the situation warrants the staff member to be involved in his/her professional role.
10. In order to complete a full and fair investigation, the Head of School cannot guarantee the confidentiality of a complainant.
11. Anyone utilizing this procedure will not suffer any form of reprisal. All claims of retaliation will be investigated. Any retaliatory activity may result in discipline, up to and including discharge.

CURRICULUM

Kingsbury Country Day School has earned a reputation as the provider of a diverse and challenging curriculum. The curriculum was developed by the faculty and designed to reflect the school's philosophy, which is dedicated to teaching children as individuals with their own potentials, interests and needs in mind. Based on past successes, the curriculum has proven effective in providing an extremely rigorous and engaging learning path for students. As it has for the last 70 years, Kingsbury's intent is to continue to refine and adapt the existing curriculum to meet the ever-changing needs of a dynamic world and varied population.

At the core of the school's curriculum are the state and national standards of instruction, as defined by the Common Core State Standards (CCSS) as adopted by the National Governors Association; Next Generation Science Standards (NGSS); National Council for the Social Studies (NCSS) national standards; National Standards for Foreign Language Education; and Michigan Department of Education's Grade Level Content Expectations. These guidelines set high standards for student achievement, and establish essential skills for the twenty-first century. When used as a framework for curriculum, the national standards (together with the state standards) provide ample room for the innovation and creativity essential to teaching and learning.

Just as important as *what* a child learns is *how* they learn. The learning community at Kingsbury recognizes that the current and future success of our students depends directly on how broadly and deeply they reach a new level of twenty-first century literacy that includes strong academic skills, thinking, reasoning, collaborative skills, and proficiency in using technology. Developing this literacy will require greater engagement of our students in their learning; continued exposure to, and an enhanced understanding of, contemporary technological tools; and an approach to problem-solving where the true

assessment of success is in the process rather than the solution. In addition, differentiation will encourage teachers to identify the unique learning styles, strengths and challenges of each student, and allow them to tailor instruction and assessment to the individual student.

The school is committed to balancing the best of the past with a forward-looking vision of a twenty-first century global education. From kindergarten through eighth grade, students at Kingsbury Country Day School are actively engaged in a curricular framework that embraces student inquiry and activity-based learning. All grades will be taught a curriculum governed by both the Kingsbury Curriculum and the Michigan State Standards. Language arts, science, mathematics, social studies, Spanish, environmental science, visual art, the performance arts, health and physical education serve as the foundation of the Kingsbury experience.

The Kingsbury Curriculum places an emphasis on developing the whole child, addressing their academic, social, and emotional growth through a balanced-approach to education that promotes students to become inquirers and active learners. The Kingsbury Curriculum promotes the understanding of academic content and related concepts as well as the development of life-long learning skills. The goal for the students is to interact with the curriculum in a way that is both relevant and meaningful, connecting their learning experiences to the real world with both a local and global lens.

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (“FERPA”) requires that the school, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records. However, the school may disclose appropriately designated “directory information” without written consent, unless you have submitted a signed opt-out form to the school. The primary purpose of directory information is to allow the school to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the school to disclose directory information from your child’s education records, you must submit a signed opt-out form to the school. The school has designated the following information as directory information:

- student’s name;
- participation in officially recognized activities and sports;
- address;
- telephone numbers (e.g., home, cell, etc.);
- weight and height of members of athletic teams;
- school assigned electronic mail address;
- photograph/video/DVD/electronic image;
- honor roll and awards received;

- date and place of birth;
- dates of attendance;
- grade level and/or classroom assignment.

Legal Ref.: Section 9528 of the ESEA (20 USC §7908); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

DROP-OFF

LOWER SCHOOL CAMPUS - Children attending preschool, junior kindergarten, and kindergarten should be dropped off at the Lower School Campus. Parents should park and walk their child or children to the doors of the Lower School Campus building no earlier than 8:05 AM. Keep in mind that teachers will not open their classroom doors until 8:05 AM. Teachers will receive their students at their doors at 8:05 and welcome them into their classrooms. Students should not walk themselves into the building. Parents are asked to keep in mind that parking spaces are limited so sensitivity to the needs of other parents dropping off is anticipated. Standing or parking in the road is not allowed.

If a family has children at both the Lower School Campus and the Upper School Campus (grades 1 through 8), older students should be dropped off first at the Upper School Campus.

Parents are asked to walk their younger children to their classroom's exterior door. Students must recognize the entry into the classroom as their transition into school routine. This is especially important for those students who might suffer from separation anxiety. Having parents in the classrooms delays this transition and sometimes disrupts the start of the school day.

UPPER SCHOOL CAMPUS - Every morning, students may be dropped off at the Upper School Campus in any one of the following two manners. The school building will not open until 8:05 AM, so if parents arrive early with their student, it is expected for students to remain in their vehicle with parents until 8:05 AM. School begins at 8:15 AM.

Parents Remaining in Vehicles (Occupied Vehicle): Parent vehicles will form two lanes of car along the sidewalk in front of the school building and Justin A. Schwartz Center. Please keep the vehicle running and students should exit the vehicle on the sidewalk side of the vehicle. Students should then enter the building via the sidewalk. Drivers should not leave their vehicles. Drivers should not change lanes in this area unless directed by school staff, and there should never be three lanes formed. Cars may not park in this area, and drivers should pull forward as the line moves. Cars must remain clear for moving traffic.

Parents Leave their Vehicles to Walk in with Students (Unoccupied Vehicles): Drivers are allowed to park their vehicles in either the "unoccupied vehicle lot" (located in the center of the traffic area, or in the south parking lot (located furthest from the school building), and escort their child or children to the school building. Adults must hold the hands of younger children as they cross the parking lots and occupied car lanes. Students and adults should cross the car lanes at manned crossing locations ONLY. Cars should not be left running in the unoccupied vehicle lot and south parking lot.

Students will enter the school via the designated entrances at the main porch and entryway to the Diebboll Center. Students will then proceed to their lockers and classrooms. Parents of middle school-aged are asked to allow their child or children to walk into school on their own. The middle school years are a time when students are expected to become more independent and self-reliant, and walking themselves to their classes is one way to foster these behaviors.

Note that the drop-off procedures may be amended in exceptional circumstances. Any exceptional circumstance will take precedence over this drop-off policy.

Lastly, on both the Lower School and Upper School campuses, drop-off is not an appropriate time to be conferencing with teachers. Faculty members are usually quite busy in the morning, preparing

themselves and their classrooms for their students and the day's lessons. Car line staff are actively watching traffic and children to ensure everyone crosses the parking lot safely. Please make arrangements to conference with the teacher at another time when he or she can focus all of his or her attention on your questions or concerns.

DISMISSAL

Classes for all students are dismissed at 3:15 PM.

Lower School: Parents of children in preschool, junior kindergarten, and kindergarten will park and walk into the building to pick-up their child from his or her classroom at 3:15 PM. To minimize traffic congestion, parents are asked not to linger in the school building if at all possible. Standing or parking in the road is not allowed.

Upper School: Every afternoon, we ask parents, grandparents and all other individuals charged with picking up Kingsbury students to please follow the following pick-up procedures. Because the safety of our students is a paramount concern of ours, the school will not allow any deviations from the following protocol:

Occupied Vehicles: This lane is strictly reserved for drivers who are allowing their students to come directly to the car. Cars will form two lanes along the sidewalk in front of the school building and Justin A. Schwartz Center. Vehicles should be running, displaying their family name sign (provided by the school) in their front windshield, and students will enter the vehicle on the sidewalk-side of the vehicle. Drivers should not leave their vehicles. In this area, cars may not park. Parents will be asked to pull forward as the line moves. Staff will dismiss students from their classrooms via a walkie talkie and then students will proceed to find their car and load.

Unoccupied Vehicles and South Parking Lot: The lot for unoccupied vehicles is located in the center of traffic flow. Further away from the building is a larger parking lot known as the south parking lot. Drivers are allowed to park their vehicles in these two areas, and enter the school building to personally escort their students out to their vehicles. Adults are asked to hold the hands of younger children as they cross the parking lots and occupied car lane. Cars should not be left running in the unoccupied vehicle lot and south parking lot.

Buses board at 3:15 PM. Students taking a bus home will be picked up in the circular drive outside the bell tower (the driveway that circles the flagpole). Cars may not park in the bus lane, nor may they block the entrance into and exit out of the bell tower drive.

Dismissal policies may be adjusted in exceptional circumstances.

DRESS CODE

The goal of the Kingsbury Country Day School dress code is to support an educational environment free from distractions, which promotes modesty, safety and comfort, yet allows for individuality and diversity of dress. Appropriate clothing is an essential factor for student's comfort and protection during the school day, and when attending school trips or other school functions.

Attire:

- Students should come to school with clothing that is neat, clean, weather-appropriate, and appropriate in modesty (in length and in coverage of the abdomen, legs, shoulders, chest, and undergarments).

- Students may not wear spaghetti strap shirts, or halter tops. Students may not wear shorts or dresses that are excessively short. When wearing a long garment on top, all shorts or skirts must be seen. Clothing which reveals any undergarment is not permissible.
- Students should bring a full change of clothing, which will be kept at school. In addition, students need to keep a pair of waterproof mud boots at school for the duration of the academic year.
- Hats may not be worn in school buildings or in any other buildings when the students are away from the campus for school trips. Hats include billed caps and knit hats.
- Students should be dressed in such a way that their clothing does not restrict their classroom performance or distract others. All printing on clothing must be in good taste and appropriate in a school environment.
- The articles of clothing listed here are not meant to be exhaustive, and the School may require a student to change when the student's clothing violates the requirements of modesty and appropriateness described above.

Footwear:

- Shoes must provide adequate foot coverage and support for all school activities. Sandals must have a supportive heel strap; flip-flops or "sliders" are not permissible. Heelys (shoes with wheels), and any other brand of wheeled shoes, are not allowed to be worn at school or on school trips or other activities.

(ESP) Environmental Science Program Attire:

- Students are outside for ESP in all types of weather except heavy rain, lightning, and extreme cold. Warm clothing and waterproof footwear are required and should be in student cubbies or lockers at all times. These rules apply to students in preschool through eighth grade. All outerwear should be clearly marked with the student's name. On scheduled ESP class days, students should have the following; long pants, long sleeved shirt, extra socks, and waterproof mud boots.

Physical Education Attire:

- For students in physical education classes, an extra pair of non-marking gym shoes is required to be kept at school. Students should wear clothing that is appropriate for vigorous activity on these days.

Accommodations:

- The school recognizes the importance of individually-held religious beliefs. The school will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others.
- Students requesting such reasonable accommodations should contact the Head of School. Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the Head of School.

Violations:

- Students who are in violation of the dress code, will be required to change into appropriate attire. Parents/Guardians may be called to bring in a change of clothing.
- Repeated offenses will be addressed as described in the Code of Student Conduct. If a student would like to know if a particular article violates the approved dress code, they are encouraged to bring that article in to seek further clarification from the school leader.

ENROLLMENT

Kingsbury Country Day School has a designated time period for open enrollment in the school. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement in the school – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the school than there are available seats. New families must apply for enrollment.

Prior to the open enrollment period each year, all current students must re-enroll to attend Kingsbury the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures at Kingsbury, please contact an administrative assistant in the school office.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to participate in a guided tour of the school to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. a current immunization record;
- D. a copy of the driver's license of the person enrolling the student;
- E. two proofs of Michigan residency.

Final enrollment at Kingsbury Country Day School is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the school. Such students will be under the direction of the school's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison at Kingsbury Country Day School is Mrs. Niki Werden, the Head of School.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

A student who has been suspended or expelled by a previous school may be denied admission to the school pending a review of the records. Prior to denying admission, the school Leader or designee will

facilitate a thorough review, including an opportunity for a discussion between the parents and the School Leader or designee regarding the circumstances of the suspension or expulsion and any other factors the Head of School or designee determines to be relevant.

EQUAL EDUCATION OPPORTUNITY/CIVIL RIGHTS DESIGNEE

It is the policy of the Kingsbury Country Day School to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the school, or a school activity, should immediately contact the Head of School or designee below.

Complaints will be investigated in accordance with the administration's guidelines, established by the school. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Head of school or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Michael Schaibly and Audrey Smith-Dibble

Title IX Coordinator: Niki Werden, Head of School, 5000 Hosner, Oxford, MI, (248)-628-2571, nikiwerden@choiceschools.com

Website Accessibility Coordinator: Niki Werden, Head of School 5000 Hosner, Oxford, MI, (248)-628-2571, nikiwerden@choiceschools.com, or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: OCR.Cleveland@ed.gov.

EXCUSING YOUR CHILD FROM ACTIVITIES

Including your child in the many programs, field trips and educational experiences provided by the school ensures that they will receive all of the benefits of a Kingsbury education. From time to time, however, a parent may find it necessary to request that their child be excused from an activity. Please notify the classroom teacher, adviser, office manager or event coordinator as far in advance as possible of their desire to withhold their child from that activity. It should be understood that the classroom teacher or event coordinator may not be able to offer a comparable experience or assignment capable of replacing the missed activity.

In the event that a child needs to be excused from any activity for physical, health or medical reasons, a written and signed note from a physician, nurse practitioner or health professional must be presented to the office indicating all restrictions, and the date of release from said restrictions. Also, students excused from physical activity may be restricted from similar activities at the discretion of school personnel. For example, students who are excused from activity in physical education may be restricted from participating in recess should the physical activity be deemed similar to school officials.

FIELD TRIPS

Field trips are an important part of the Kingsbury Country Day School educational program. Students at all grade levels travel to a variety of locations to learn things not as easily taught at school. These trips

provide valuable social as well as academic experiences. When appropriate, travel will be by Kingsbury bus. Parent chaperones and drivers are often needed for field trips, and teachers are usually eager to accept such offers. It is important to note that, for developmental reasons, field trips for middle school students often do not include parent chaperones. Though parents will be provided specific information about every field trip as they occur, individual permission forms will not be necessary if a "Permission to Participate" form is submitted at the beginning of the year (see "Forms"). Parents retain the right to allow or disallow their child's participation in field trips on a trip by trip basis.

Some field trips require the payment of fees, such as theater admissions and bus expenses. Teachers will sometimes plan a stop at a restaurant as part of a field trip, and children will be asked to bring their own lunch money on such occasions.

Some field trip experiences for middle school students may involve extensive travel and/or overnight accommodations. These trips are considered valuable extensions of the school curriculum and it is the expectation of the school that those students will participate unless extenuating circumstances apply. Such trips tend to be more expensive and early planning is often required for parents to set aside the funds to allow their child to participate. Students may organize fundraisers throughout the school year to defray the cost of such trips. It is the policy of the school not to allow parents to participate on these trips.

FINES, FEES and OTHER CHARGES

Kingsbury Country Day School will assess a fine when school equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the school, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of grades, diplomas, or other privileges, up to and including, participating in commencement ceremonies.

FORMS

Parents will need to submit to the school office several important forms when the school year begins.

These forms are posted to the parents' Operoo account prior to the start of the school year. Parents are asked to submit them through Operoo prior to the start of classes. Additional copies of all school forms can be found in the student section of your parent Operoo account.

HOMEWORK POLICY

Reasonable amounts of homework are considered part of the daily instructional program for all students in grades three through eight, and are occasionally assigned to students in lower grades. Homework should be seen as an opportunity to extend the school day, to capitalize on resources available at school by sending some tasks to be done at home, and to improve study skills and habits. Teachers will monitor the amount of homework, special projects, tests and other coursework that classes are assigned to ensure that students are not overloaded. Specific homework policies for classes or divisions will be distributed to parents on Curriculum Night.

Since Kingsbury homework is not merely 'busy work', it will vary in amount and intensity as classroom situations demand. What takes one child ten minutes to do may be an hour of work for another child. Parents should show an interest in their child's work, but leave the actual work to the child to complete. When homework lasts too long, parents should insist on a reasonable bedtime for their child. Any concerns about homework or a child's study habits should be discussed with the teacher, and parents can expect to hear from teachers if homework problems are noted at school.

The administration and faculty at Kingsbury Country Day School value the family time that extended breaks from school provide, and will usually not assign homework during these recesses. However, under certain circumstances, individual teachers may assign the equivalent of one night's-worth of homework to students during these breaks. During the summer vacation, packets of practice assignments and summer reading are assigned in an effort to prevent "summer slide".

HONOR ROLL

Those students in grades 5, 6, 7 and 8 who, on their report card, attain all A's or B's in the subjects of communication arts, math, social studies, and science, are eligible for the school's Honor Roll. Students in grades 5, 6, 7, and 8 who achieve all A's will receive special recognition on the Honor Roll.

INDIVIDUAL with DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the school/school's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Section 504 Coordinator to inquire about evaluation procedures and programs. Mr. Randy McElfresh is the Section 504 Coordinator.

KINGSBURY PARENTS ASSOCIATION (KPA)

The Kingsbury Parents Association (KPA) consists of parent volunteers who assist the school in both carrying out its mission and promoting a strong sense of community at Kingsbury. Throughout the year, the KPA plans and manages school events involving (but not limited to) parent awareness, fund-raising, school entertainment, teacher assistance and community support. It is also a vehicle through which parents can exert a greater leadership role at the school.

The success of the KPA depends upon the involvement of every parent at Kingsbury Country Day School. All families are expected to support the school through volunteerism, and involving oneself in the KPA is an excellent way to do so. If you are interested in volunteering with the KPA, an email can be sent to KPA@kingsburyschool.org for further information.

LIBRARY/MEDIA CENTER

The main goals of the Kingsbury Country Day School Library/Media Center are:

- To provide a variety of resources that complements and expands curriculum materials used in the classroom, and
- To provide an opportunity for students to learn how to use a library and to locate information.

The Kingsbury library is centrally located in the school building. Books and other types of media are available to students, families, and faculty members at all times. Because of this, our policies and rules must emphasize individual responsibility. Weekly library time is scheduled for students in kindergarten through fourth grade. It has been our policy that all library resources can circulate, and that all materials leaving the library should be signed out.

Donations of new or used books are always appreciated, and the school especially encourages 'birthday books,' donated to the library in honor of a student's birthday. The school can help a donor family make a selection from the 'wish list' of books, help choose a favorite of the birthday child or suggest a new publication.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of a school. It is, therefore, the policy of the school that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the school. Parents should contact the Assistant Head of School to inquire about procedures and programs offered by the school.

LOST AND FOUND

Kingsbury Country Day School urges parents to label all outerwear, mittens, hats, boots and shoes with the student's name and grade. Unlabeled items that are found are stored in lost and found areas on both campuses. Please make periodic checks of the lost and found. Once a month during the school year, unclaimed clothing is donated to charity by deposit in our clothing donation bins located on both campuses.

LUNCH

Because no formal food services are provided by the school, students must bring their lunch and beverages from home. Microwave ovens are available for use by middle school students. Lunch should be healthy in nature and packed in reusable containers to reinforce our school's philosophy regarding recycling and the reduction of waste.

MANDATED REPORTER

School administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

MEDICAL CARE

Every effort is made to ensure the health and safety of the children while they are at school. Should a child become ill during the day, the situation is assessed and a decision is made as to whether to contact the parents. First aid care is provided by designated individuals at Kingsbury Country Day School.

Medication includes prescriptions, non-prescriptions, herbal medications, preparations and/or remedies that are taken by mouth, by inhaler, injectable, applications to drop into the eyes or nose, or skin. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

When it is necessary to send prescribed medications/treatments to school with a child, parents will need to submit a proper "Permission for Prescription Medication/Treatment" form that includes directions for the office staff. Parental permission and physician's instructions for administration must be renewed every school year. Prescribed medication for children is kept in the office. Students are not allowed to self-medicate. Kingsbury Country Day School will make every effort to assist families with special medical needs, yet without a trained skilled nurse, the school cannot accept responsibility for the administration of prescription drugs without a physician's note.

Prior to the start of the school year, parents are asked to complete and return the "Medical Authorization" form and any physician's orders for routine dispensing of prescription medication. Parents must also fill out a permission form to allow the school to dispense nonprescription medication should their child require it. These forms are sent to families in August as a part of the summer Operoo packet.

In addition, parents are responsible for informing the school in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to life threatening diseases (i.e. for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma,

seizures or any condition of a serious nature affecting the health of the student. The school, parents, and the student's physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the school, on school-sponsored transportation, or at any school-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the school office.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sunscreen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The School Leader has received a copy of the written approval.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Immunization records are kept in each child's file. Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the Head of School may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the school. Immunization waivers will not be accepted by the Kingsbury Country Day School unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to the office manager in the Upper School Campus.

Files for kindergarten, grade six, and all new students are reviewed by the Oakland County Health Department. The same agency provides vision screening for students in kindergarten, first grade, third grade, fifth grade and seventh grade. Hearing screening is provided for students in kindergarten, second grade, fourth grade, sixth grade and eighth grade. Parents and teachers may refer children for additional screening on "off years" when the technician visits Kingsbury Country Day School.

Parents who have religious objections to medical policies may have their child excluded from screening and should inform the school of any special considerations.

Because the school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, Covid-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period and in accordance with the guidance of the Health Department unless other time periods are mandated by law or executive order

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

A student who has been removed from school or stayed home from school because of an illness should not return to school until sufficient time has passed in order to ensure the health of other students and staff. Students who are ill with fever, diarrhea, or vomiting should not return to school until after passage of 24 hours since resolution of fever without medication or the most recent episode. Students who were ill with a rash should not return to school without a doctor's note. The detailed return to school guidelines for other communicable diseases will be communicated to the family depending on the episode.

Hazardous Exposure Policy

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing washable surfaces in classroom:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.
- Cloths can be rinsed in solution for food preparation areas, large toys, books, and activity centers.
- Objects, such as small toys, can be dipped into a container filled with the sanitizing solution.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, counter tops, and tables. Note: Spray bottles and other containers are ALWAYS labeled with the name and strength of the solution they contain and kept out of reach of children.

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1/4 cup household (not industrial strength) bleach + 1 gallon of cool water OR 1-tablespoon bleach + 1 quart of cool water.

Hand Washing

Hand washing is probably the most critical element in reducing the spread of germs. Children should learn about hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands before any food preparation.

Epinephrine Auto-Injectors

Michigan Law allows the school to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. School staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

MESSAGES

Messages for students can be called, emailed or faxed to the school office at any time for delivery during a break in the classroom schedule. Please do not text your student on his or her cell phone. Any student cell phones should be properly stored in a student's locker and turned-off. Communication to students should be directed to the office to pass along to the student.

NETWORK AND INTERNET ACCEPTABLE USE

Kingsbury Country Day School is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of School operations. It also recognizes that safeguards have to be established to ensure that the School's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The use of the Internet is a privilege, not a right. Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.) In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines as listed on the Network and Internet Acceptable Use Agreement. The agreement must be signed by both the student and a parent or guardian. A username and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed.

The Kingsbury administration reserves the right to change these rules at any time.

PARENT CONNECT

Parent Connect refers to the various means through which the school and home communicate with one another. Kingsbury Country Day School has been recognized by the State of Michigan for its environmentally-friendly practices. It has been designated an Evergreen School, the highest distinction possible for a school. As a result, most communications will be electronically distributed.

Kingsbury's website, www.kingburyschool.org, is the heart of communications for the community. Teachers primarily use email as the main avenue to communicate classroom newsletters or classroom announcements. Teachers may also use other digital platforms such as Google Classroom or See Saw as communication tools. A detailed school calendar, which includes sports schedules, is readily available on the Kingsbury website, as well as downloadable school forms and handbooks.

Bi-Weekly updates and other important information about events at Kingsbury Country Day School are distributed to community members via email. Parents and friends of Kingsbury are also encouraged to visit the school's Facebook page for current event coverage and assorted communications.

Other Parent Connect resources include access to student grade book programs, family directories, and e-vites to various school events and community volunteer opportunities.

PESTICIDE NOTICE

The school is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at school entrances and in the school office and on the school's website.

In addition, parents may request in writing to receive written notification at least three (3) days prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The school will provide notice of the emergency application as soon as possible.

Parents/guardians may review the school's integrated pest management program and records of pesticide applications.

If you have any questions or wish to request prior notification of the application, please contact Niki Werden, Head of School, 5000 Hosner, Oxford, MI, (248)-628-2571, nikiwerden@choiceschools.com.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the *School Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

PUPIL ACCOUNTING POLICY AT KINGSBURY COUNTRY DAY SCHOOL

Kingsbury Country Day School follows the student count guidelines as stipulated by the Michigan Department of Education's Pupil Accounting Manual. This includes the 10/30 guidelines for students absent on student count days in October and November.

RECESS

Every student will enjoy a recess period every day either before or after lunch. Most every day, recess is held outdoors, so students should be prepared with proper outdoor attire. During winter months, students will need boots, mittens or gloves, snow pants, hat and warm coat for recess. When either the ambient temperature or the wind-chill temperature falls to 0°F or lower, or when rain and thunderstorm conditions persist, recesses will be held indoors.

REPORT CARDS/PROGRESS REPORTS

Student progress reports, report cards and scheduled conferences are important opportunities for the school to communicate student progress with parents. Two days will be set aside in both the fall and spring for parent conferences. The sharing of information and perspectives during these conferences is

valuable, and parents are encouraged to take full advantage of these opportunities. Every effort is made to make the schedule convenient for parents and teachers alike. Make-up conferences will be scheduled only at the teacher's availability.

Middle school teachers meet frequently to discuss programs, student progress, field trips and other student-related issues. To arrange for a team meeting, the parent should contact their child's advisor.

Two times a year, after the end of each semester, report cards will be sent home for all students in preschool through eighth grade. The purpose of this report is to evaluate the student's academic, social and emotional growth. Midway through each semester, a progress report is used to communicate a student's progress, areas of strength, and areas for growth.

REVIEW of INSTRUCTIONAL MATERIALS and ACTIVITIES

Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Head of School prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SAFETY

The safety and security of every child at Kingsbury Country Day School is of paramount importance. School policies and practices are designed to keep students safe. Classroom and playground rules minimize risks and encourage safe learning and play. Fire, tornado, lockdown and evacuation drills are conducted to identify safe places about the school and to model the type of behavior necessary to remove children and staff from dangerous situations as expediently as possible. During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes. During an actual situation, a sign will be posted on the doors and parents and visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police situations, etc.

In the rare event that a parent or parents learn of an emergency at the school through public or social media, it is imperative that they refrain from contacting the school. The school's emergency response team may be engaged in critical conversations with local fire and law enforcement agents. Incoming calls from parents could interfere with the ability of school officials to adequately focus on discussions with authorities. Also, under no circumstances should parents call their child or children. Under emergency situations, it is likely that all student phones will be silenced in order to prevent students from being distracted during times when important information is being communicated. Also, ringing cell phones could draw undesired attention to an otherwise safe area. Of course, during emergency situations, parents need to know that their child or children are safe. Please be assured that the administration and staff of Kingsbury Country Day School consider the safety of their students of paramount importance, and will do everything in their power to keep them out of harm's way. As soon as it is safe to contact parents, we will certainly do so.

Kingsbury Country Day School is a very open and inviting place where influences from the world about us cannot be completely excluded. Parents are vital allies in reporting problems and concerns to the appropriate party according to the Chain of Communication, and by monitoring items which are brought to school by their children.

SCHOOL CLOSINGS

It is occasionally necessary to close the school because weather conditions make it too hazardous to transport students to or from school. In the event that such a situation occurs, the Administration will make every effort to make this decision prior to 6:00 AM. School closings are initially announced to parents by means of an automated call system. Closings are also announced on major radio (WWJ 950,

WJR 760) and television (WJBK Channel 2, WDIV Channel 4, and WXYZ Channel 7) stations, and posted on the school website.

In the unlikely event that it is necessary to close school after the day has begun and prior to 3:15 PM., an emergency call system will again be used to notify all parents. Parents are asked to refrain from calling the school so that outgoing calls may be made. No child will be allowed to go home unless the parent has been notified first. Parents are asked to supply the school with a list of neighbors or friends with whom a child may be allowed to leave the school. If travel conditions become too hazardous to transport students safely, buses will not run. Some students may need to remain at school beyond the normal dismissal time until road conditions improve.

Occasionally, there are a number of days each winter when the morning conditions make travel hazardous, but by daylight the roads have improved. If the weather sources suggest that this will happen, Kingsbury may invoke a two-hour delay with buses running two hours later. This would allow travel in daylight under improved conditions. As an example, if the normal bus pick-up time for your child is 7:50 a.m., the delayed opening pick-up time would be 9:50 AM. with classes beginning at 10:15 AM.

It is possible that after announcing a two-hour delay, conditions could worsen. Should this occur, we reserve the right to change the status of the school to CLOSED. While this is an unlikely situation, early morning conditions in Southeast Michigan can be unpredictable. If this change occurs, the normal notification processes will be used. It will be important for families to stay in touch with phone, radio or TV for updates. The automated call system would be utilized as well.

The nature of weather in this area creates very complex conditions, often with significant variation from one location to the next. The decision to open, close or delay the opening of school is largely based on the immediate Northern Oakland County area and the area around Kingsbury. The road conditions in the outlying areas cannot always be accurately determined. Each family must evaluate its own situation and act accordingly. Students unable to attend school due to unsafe driving conditions are considered to have an excused absence. They will be given every opportunity to make up missed work including tests and quizzes. Under most circumstances, tests will not usually be given on delayed opening days due to the abbreviated schedule.

SEARCH AND SEIZURE OF STUDENT'S PERSON, LOCKERS, LOCKER CONTENTS

All lockers, cubbies, and other storage places assigned to students are the property of the Kingsbury Country Day School. At no time does the school relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The Head of School or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the Head of School or his/her designee. The Head of School or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The school assigns lockers, cubbies, and other storage places to its students for the student's convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by School board policy or the Head of School or his/her designee, in advance of students bringing the items to the school. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the Head of School or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the

school building or at school property, but may be conducted wherever the student is involved in a school-sponsored function.

The Head of School or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either local or state law, Board policies or Kingsbury Country Day School rules. A student's failure to permit searches and seizures as provided in this policy will be insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

The Head of School or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Head of School or his/her designee shall supervise the search. In the course of a search, the Head of School or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

When conducting searches, the Head of School or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Head of School or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Head of School or his/her designee shall be removed and held by School officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student 18 years of age or older, shall be notified by the Head of School or his/her designee of items removed from the storage area.

SKI PROGRAM

Because Kingsbury Country Day School values the outdoor classroom, the school sponsors a unique ski program. This long-standing tradition is enjoyed by students, teachers and families alike and is part of our physical education curriculum. This very popular program encourages the acquisition of lifelong fitness skills for Kingsbury students. Four Fridays during the months of January and February are designated for the program. In the event that inclement weather impacts ski conditions, skiing will be canceled for the day and regular school classes will be conducted instead. Because these are considered school days and Kingsbury values the importance of the ski program, all students are expected to participate.

The Kingsbury Country Day School downhill ski program is conducted at the Mt. Holly Ski Area, located 22 miles west of the campus. Parents may transport students directly to Mt. Holly or students may ride

the bus from school to the ski area and back to Kingsbury. If an adult is actually present at Mt. Holly to accept responsibility for their child, the student may stay at the ski area after the school's bus departs at 2:30 PM.

Lift tickets and equipment rental fees are the responsibility of the family and must be paid in advance. Students who have their own equipment may bring it to school on ski days on Kingsbury buses. Kingsbury will not assume responsibility for loss or damage of ski equipment used in this program.

Students new to Kingsbury Country Day School are encouraged to take a group or private lesson on the first day of the program. This will help the student and the Mt. Holly Ski Patrol determine what hills are safe for the student and whether they should use the magic carpet, tow rope or chair lift to ascend the hills. Parents wishing either private or semi-private lessons for skiing or snowboarding must schedule those arrangements themselves by contacting Mt. Holly Ski School (refer to the "Ski Packet") in advance of the ski date.

Family members are encouraged and welcome to join the ski program, and may do so at the reduced rate offered to the students. Parents of kindergarteners are especially encouraged to participate. If you have any questions concerning the Ski Program, please contact Sue Mallard at:

smallard@kingsburyschool.org.

SNACKS

A nutritious midmorning snack should be sent in with your child daily. In order to promote healthy nutritional habits, Kingsbury Country Day School requests that these snacks be as healthy and sugar-free as possible. The same considerations should be kept in mind when providing holiday and birthday treats.

CHILD FIND/CHILD STUDY

The objective of the Academy is to ensure that the child receives the instruction, support, and services needed to succeed in school. It is the Academy's intention to:

- Engage first in preventative and targeted instruction and intervention
- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time
- Select every component of the evaluation based on its relevance for creating the student's instructional program.
- Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:
- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1))
- An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1))
- Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3)(i-vi))
- Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b)

received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction

- Also consistent with IDEA 2004, the Academy believes that:
- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308)
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2))
- For students participating in a Multi-Tiered Systems of Support (MTSS) program, parents must be notified about their state's policies about the collection of student performance data, strategies for increasing the child's rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii))
- The MTSS process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning and help inform the development of effective instructional plans for students found to have a Specific Learning Disability (SLD)
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child's instructional program.

MTSS records can indicate whether or not the child (a) achieves adequately for age or grade level when provided with appropriate instruction, and (b) makes sufficient progress to meet age or grade level standards based on the child's response to scientific, research-based intervention. Evidence that the student is improving when provided with general education interventions indicates that the student is not in need of special education services, a requirement for placement in special education.

STUDENT ASSESSMENTS

Being that Kingsbury Country Day School is a public school in the state of Michigan, we are required to administer the Michigan Student Test of Education Progress (M-STEP) in grades 3-8, as well as the P-SAT for students in grade 8 only. This assessment is a required part of our school program and the results are utilized to inform classroom instruction.

All students who attend Kingsbury are required to take this assessment. The guidance provided by the state of Michigan does not allow for families to opt out of state assessments and our school district policy aligns with this.

Kingsbury Country Day School is a charter school authorized by Saginaw Valley State University (SVSU). SVSU requires the school to administer the Northwest Evaluation Association (NWEA) assessment annually. This assessment is used to inform teachers about student growth and progress. This is also a required assessment that students in grades K-8 take at Kingsbury.

The results of the assessments shall be communicated to the students and parents/guardians.

STUDENTS RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all School rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the School and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's

responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

SUPPLIES

Kingsbury Country Day School provides most textbooks and educational materials to the students at no additional cost to the parents. The textbooks remain the property of Kingsbury Country Day School. The school expects reasonable wear on textbooks, but students who lose or damage textbooks will be charged a replacement fee. A supply list will be distributed to help families prepare for the sch of the school year through Operoo once all required forms are completed. Some middle school math classes require the purchase of a graphing calculator.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

All of the teachers at the School are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. School teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Head of School.

TESTING

Efforts to provide the best possible learning situation depend upon a thorough understanding of each child's academic achievement and needs. At some point during the year, students in certain grades will be expected to take a standardized achievement test. This test (or tests) may be required by the Michigan Department of Education or by our authorizer, Saginaw Valley State University. Standardized tests, together with all other forms of summative and formative assessments, will offer objective measurements of each student's abilities and the program's effectiveness. These scores are mailed to parents as soon as they become available. Parents may request a special appointment to discuss test results.

Throughout the year, many informal classroom tests are given to assess reading and math skills. Naturally, the upper grades are tested as part of their basic academic program as study units are completed.

Occasionally, Kingsbury Country Day School will request that a more extensive evaluation be performed on a student by sources outside the school. The Oakland Intermediate School District will provide some supplemental services and evaluation for students about whom teachers and/or parents have concerns. Consultations regarding psycho-educational evaluation for students with developmental or learning issues need to include the Head of School and the classroom teacher.

TRANSPORTATION

Many Kingsbury Country Day School students are transported to and from school by bus. A transportation fee is charged to families using this service. Kingsbury bus routes vary from year to year, but usually provide service to students who reside in Rochester, Romeo, Oakland, Washington, Lapeer, Metamora, Oxford, Ortonville, Clarkston, and Lake Orion. It is not always possible for Kingsbury buses to provide doorstep service, so riders are encouraged to meet at a designated drop-off point along the bus route. Fees for using the school vehicle program are determined by the number of siblings using the bus, distance from school, and the number of days per week the service is used. A premium is added in the event that door-to-door service is required. It is school policy that no rider is on the bus more than one hour each way.

All bus drivers are trained and meet regulations established by the State of Michigan. School vehicles are well-maintained, and inspected annually by the State Police. If vehicle problems affect the schedule, parents will be informed by the bus driver.

When parents know their child will not be riding the bus on certain dates, or will ride another bus for some reason, they should communicate directly with the bus driver. Additionally, a note should be sent in advance to the school office and to the homeroom teacher.

There are three buses used by the school. If all buses are not available, we will work routes to have common pick up stops until we can return to normal.

Bus 1 – This bus is assigned to Lower and Upper School campus students (JK-8th grade) who are picked up and dropped off in the eastern region (Rochester Road corridor). Bus 1 is designated as the shuttle bus between the Lower and Upper Schools for students needing transportation to before or after care, or other after school enrichments.

Bus 2 -- This bus is assigned to Lower and Upper School campus students (K-8th grade) who are picked up and dropped off in the western region (Oakwood/Baldwin/Indianwood roads corridor).

Bus 3 -- This bus is assigned to Lower and Upper School campus students (K-8th grade) who are picked up and dropped off in the northern region (Dryden/M-24 roads corridor).

VISITORS

Kingsbury Country Day School is happy to welcome visitors to the school at most times, unless exceptional circumstances warrant a restriction. Parents, grandparents and other friends are often found in the classrooms as volunteer assistants for teachers, and may come merely to observe. Prospective parents and students are regular visitors to the school on staff guided tours.

To ensure that any visit will not be disruptive to classroom activities, visitors are asked to call the school office prior to their arrival. This will also prevent a visitor arriving to find an empty classroom and a class off on a field trip. All visitors must sign in at the school office upon their arrival.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to school-enrolled children before school and after school hours and to non-school-enrolled children at all times.

The school strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school for the purpose of school activities. These settings include school-sponsored events (both on and off school property and traveling to and from such events), school premises (leased, owned or used by the school), school vehicles, and at any activity authorized or approved by the school. Any person who violates the policy will be referred to law enforcement. Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

Sex Offenders

Visitors, including parents, who are registered sex offenders, are required to notify the Academy administration before they visit the school and to strictly comply with all applicable school safety legislation. The Head of School may impose conditions on the presence of registered sex offenders on school premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the school premises. The school administration may allow additional access for registered sex

offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the school administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

VOLUNTEERS

The school welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
 - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
 - Learn and support classroom procedures, social protocols, and routines.
 - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
 - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
 - Do not use cell phones and other electronic devices in the classroom.
 - Photographs and video recordings (including cell phone recordings) taken on school property, in a school vehicle, or at any school sponsored activity or event shall not be published without the expressed prior consent of the teacher, Head of School or his/her designee.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc...)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office without visibility).

Background Checks

In order to provide a safe environment for all school students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to certain volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The Head of School may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the school are final and are subject to the school's sole discretion. The Head of School may be contacted for any questions or for further information.

Acknowledgment

I have received and reviewed the 2024- 2025 Academy parent-student handbook, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:

Parent/Guardian Signature _____

Date: _____