

# Kent School Handbook

## 2016 - 2017

### From the Head of School

Kent School is an independent coed day school located in historic Chestertown, Maryland serving children in PreKindergarten through Grade 8. Our School emphasizes the individual pursuit of academic, athletic, and artistic excellence and is equally committed to the moral development of our students.

The purpose of this Handbook is to familiarize the community of students and parents with the basic rules and guidelines that are intended to help create an atmosphere of mutual trust which is conducive to learning and growth and to the smooth daily operation of the School. Our rules and policies are guided by the School's mission and the fundamental intent of this Handbook is to create a community where students, parents, and the School can work together in the best interest of student progress.

I wish for each of you an academic year marked by rigor, challenge, nurture and joy!

**Nancy Mugele**  
**Head of School**

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**Mission Statement**

Kent School’s mission is to guide our students in realizing their potential for academic, artistic, athletic, and moral excellence. Our school’s family-oriented, supportive, student-centered environment fosters the growth of honorable, responsible citizens for our country and our diverse world.

**Living the Mission**

Kent School is a regional, independent day school serving students from Pre-Kindergarten through Grade 8. We accomplish our mission by setting high academic and personal standards; by having a devoted and highly skilled faculty; and by actively living our community values of integrity, respect, responsibility and friendship. We honor the diverse backgrounds and special talents of our students and strive to maintain a strong school-home partnership and a safe, warm environment. Our students leave Kent School ready for the challenges of college-preparatory, secondary schools.

Central to our mission is a school philosophy built upon several principles. We understand that the child is at the center of the learning process. We encourage our students to be resourceful, independent and disciplined learners who have the confidence to take risks and who readily accept new challenges. We recognize the power of interdisciplinary teaching. We value our commitments and connections to our local and global communities.

**Diversity Statement**

In keeping with our school’s mission statement, we recognize that a diverse student, parent, faculty, and trustee population gives us all the opportunity to learn and grow from the many valuable differences and perspectives that our school community offers.

**Non-Discrimination Statement**

Kent School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

**Kent School History**

Kent School was organized in 1967 by a group of area citizens. Incorporated in December 1967, Kent School received federal tax exemption under 501 (c) (3) of the Internal Revenue Code, thus allowing all contributions made to the school be deductible by the donors. As a result of organizational meetings held during the fall of 1967, a Board of Trustees was elected, a philosophy formulated, and a headmistress employed to develop curriculum and hire staff. In January 1968, the Board executed a leasehold agreement to rent property on Wilkins Lane. This property was subsequently purchased by Kent School, Inc. While the structure was large enough to accommodate approximately eighty students, renovations were required to bring the wiring and heating up to the standards mandated by health and fire safety officials. During the spring and summer of 1968, work was completed on the school building, a staff employed, and a curriculum finalized. Kent School opened in September 1968 with a staff of ten teachers and an enrollment of seventy-nine pupils in kindergarten through seventh grade.

The school received accreditation from the Maryland Department of Education and was approved as a member of the National Association of Independent Schools. By the fall of 1969, an eighth grade class had been added and a fourth classroom addition to the main structure completed to accommodate an enrollment increase of forty-five students. Throughout the 1970's Kent School's enrollment continued to increase, new programs were added to the curriculum, and additional faculty employed. In 1974 the Board of Trustees approved the construction of a gymnasium/classroom building. The monies to fund this project were generated through a large capital campaign and with a requirement that each family attending purchase a 1,000 dollar debenture bond.

In 1979, Kent School's Board of Trustees initiated a campaign to raise monies to establish an endowment fund, and as a result of these efforts 250,000 dollars was placed in a trust account, the interest to be used for operational expenses. Subsequently, a 100,000 dollar fund for scholarship aid was established. During the 1980's, educational programs continued to grow and expand with the addition of library, foreign language, resource and computer curricula. Additional faculty were employed to implement these programs.

By 1984, the school had again outgrown its facility and a building was constructed to house an updated science laboratory, a library, and four classrooms. In 1986 the school again expanded its program with the initiation of a curriculum for the three and four-year-olds and an addition-to the library science building was built during that summer to house the Little School. During 1989-90 the administration, faculty, board, and members of the school community formulated a long range plan. In 1995, a capital campaign, "Vision 2000" began, followed by "The Campaign for Kent" in the early 2000's. In 2011, a new library was built and two classrooms were added to the Middle School.

## **General Information**

### **Academics**

Kent School provides a balanced, integrated and relevant curriculum that develops the essential capacities in our students to be actively engaged, global citizens in the 21st Century across the Little School, Lower School and Middle School to prepare our students for success in secondary school and beyond.

### **Athletics**

Students in Grades 5-8 may participate in the interscholastic sports program in field hockey, soccer, basketball, and lacrosse. Designed to foster a competitive yet age-appropriate atmosphere, the program promotes physical fitness, good sportsmanship, skill development and personal responsibility. While students are encouraged to set individual goals, the school's primary goals for every child are to contribute to the team and to have fun.

Coaches strive to give each athlete playing time in every game. Exceptions may be made if a student has not met the following guidelines: regular attendance at practice, a solid effort, a positive attitude and respect for others.

The following are some reminders regarding any athletic contest involving Kent School:

- Students and fans are expected to display good sportsmanship on and off the playing field.
- Athletes and student spectators must be in dress code or athletic uniform at all interscholastic competitions.
- Student spectators must have parental supervision from the time of dismissal. Please send a note the morning of a game stating who is responsible for your child after dismissal.
- Students who are on campus to watch athletic events must stay in the vicinity of that game. Students are not permitted in any of the buildings except the gymnasium.
- Athletes must be in attendance the full day of a game day in order to play. (The Head of School may approve participation if extenuating circumstances exist.)
- Athletes are required to have a signed release form from their physician.

### **Attendance**

Maryland law, which is binding on both public and independent schools, states that the only legal reasons for absence from school are illness, quarantine, or death in the immediate family. If it is necessary for a child to be absent for other reasons, permission should be obtained from the Head of School.

Student absences from Kent School are categorized as either "excused" or "unexcused." Excused absences are those listed above or those approved by the Head of School. All other absences are unexcused.

Teachers are not required to provide work for unexcused absences. When a child must be absent from School, families are asked to telephone the school office by 8:30 a.m.

**Before returning to School, your child should be fever free and vomit free for 24 hours and, if given an antibiotic, have been taking it for 24 hours. In the case of a contagious illness, the School does require a doctor's certificate verifying that the child is in good health and able to return to school.**

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

### **Communication**

Good communication is an essential component of any successful partnership. In an effort to be clear about lines of communication between home and school, the following are Kent School's guidelines:

- In Little and Lower Schools, your child's teacher is the best person to discuss any academic, social or behavioral issues. He or she will be able to provide specific information about your child's progress. The teacher is also the person who has a "global" understanding of your child and can, consequently, comment on issues of development that are not strictly academic.

In the Middle School the advisor is the one to contact for general questions about your child. Please contact the classroom teacher with questions about a specific class.

- The Assistant Head of School for the K-8 Program (to be named) should be called if you have questions about academic programs or policies specific to the Lower School or the Middle School or if you wish to discuss your child's progress.
- The Head of School should be called to discuss any aspect of your child's experience at Kent School.
- Questions about bills, tuition payment plans, transportation, or facility rentals should be directed to the Director of Finance and Operations.
- The Director of Development (to be named) is the contact person for any annual giving, major and memorial giving, or planned giving intentions.

The Marketing Assistant is the contact person for news related to public relations and any noteworthy news about your child or Kent School alumni.

- Requests for admission information should be referred to the Assistant Head of School for Advancement. Please become an advocate of the Kent School community and let us know if you have a friend or neighbor who may be interested in this educational opportunity.
- The Administrative Assistant is a very important source of information. She can answer questions about the daily life of the School, facilitate messages to employees, and answer questions about the academic calendar and weekly newsletter. She is also the person to contact when phone numbers, addresses and email change.
- Employees can be reached at school by email or by phone. Please reserve calls to employees' personal phones for emergency situations.

### **Conduct**

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

Possession of drugs or alcohol on the Kent School campus is forbidden. Selling or distributing controlled substances to others will result in immediate expulsion.

Guns of any type may not be brought on campus.

The following guidelines support good and healthy community living:

- Students are expected to be responsible, respectful and well behaved.

- Any use of electronic devices or cell phones by a student while in School must be approved by a teacher. This applies to any time a student is on School property or participating in a School function off campus. All electronic devices must be turned off and kept in the student's locker or backpack unless permission has been granted.
- Students are permitted to use the School phones during the academic day only with permission. Communicate any transportation plans with your child before School and send the necessary notes to the teacher, and bus driver, if necessary.
- Students may not chew gum on School grounds, in buildings, or on field trips.
- Students are expected to walk quietly in the halls, to be sensitive to traffic patterns, and to hold the doors for others.
- Students are responsible for delivering communication from School to their parents.
- Students are responsible for being where they are expected to be at all times.
- Students are expected to keep their desks and lockers neat.
- Students may eat food only in designated areas.

### **Detention**

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

The Middle School does issue detention for a student's failure to meet academic requirements or for behaving in a manner not consistent with the mission and guidelines outlined in this Handbook. Students are asked to have detention slips signed by their parents and returned to the Middle School. Detention is held on Monday afternoons from 3:30 - 4:30 p.m. During a week when there is a Monday holiday, detention will be held on Tuesday. Detention takes priority over other activities, such as sports and club activities; therefore, families are expected to support the child in meeting his/her obligations.

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

### **Dress Code**

The objective of the dress code is to ensure that clothes worn to School by the children reflect respect for the School and community.

### **General Requirements**

We ask that parents take an active role in ensuring that their children leave home dressed according to the School's dress code.

- Clothing must be neat, clean, in good repair, and fit well.
- All clothing should be labeled with the student's name.

- Hairstyles should be neat, with natural coloring.
- Outer wear, hats and boots may not be worn inside.
- Clothing should be without logos, except for the Kent School logo.
- Make up, excessive jewelry and scarves are not permitted.
- Students are expected to be in dress code during the academic day and for all after-school activities.

### **Jeans Day Attire**

- Jeans, athletic shorts, sweat pants and shorts may be worn.
  - No short shorts, clothing with inappropriate writing or pictures, hats, tank tops or tops that expose the midriff may be worn.

### **Little School**

Clothing Guidelines, in addition to the General Requirements

- Please send your child to School in play clothes and proper shoes for active play. Little School children will enjoy an active day both inside and outdoors and will come into contact with messy materials. It is important that clothing is comfortable and easy to launder.
- Children should be able to handle their own clothing when using the bathroom.
- Shoes need to firmly attach to the foot, so flip-flop type shoes are not allowed.
  - Clothes may be of any style as long as they are functional and do not cause excitable behavior; for example, super hero or dinosaur graphic type print.

### **Lower School**

Clothing Guidelines, in addition to the General Requirements;

- The Lands' End School Catalog should be used as a guide for acceptable clothing.
- Shirts, blouses, or sweaters should be without motifs or slogans except for the Kent School logo, must be tucked in if longer than fingertips, and may not expose the midriff.
- Skirts, shorts and dresses should be no shorter than just above the knee and no longer than mid-length.
- Pants should fit properly, be hemmed, and be a solid color; no athletic attire or jeans.
- Shoes must either tie or fasten or be secure enough for an active day; no open toes or backs. Each child should have a separate pair of sneakers for PE.
- Should you choose, sweatshirts featuring the school logo are available in the PTF Bookstore and are permitted.

### **Compliance**

- Teachers are available to provide guidance to parents and to children who have a specific question about the dress code.
- Parents of children who are inappropriately dressed for school will be notified and the child will be expected to comply with the school dress code.
- From time to time the school will issue guidance notes to supplement the school dress code.

### **Middle School**

Clothing Guidelines, in addition to the General Requirements;

- The Lands' End School Catalog should be used as a guide for acceptable clothing.

- Shirts must be solid-colored oxford cloth, polo or turtleneck shirts and must be tucked in at all times. Shirts may not be layered over other shirts. Kent School rugby shirts may be worn on Fridays.
- Students may choose from long pants, Bermuda-length shorts or capris (all with sewn-in pockets) in khaki, stone, navy, gray or black. Pants and shorts must reach, and be worn, above the hip.
- Skirts or skorts may be chino or corduroy and must be navy, black, khaki or plaid. should be no shorter than just above the knee and no longer than mid-length
- Belts must be worn if there are belt loops.
- Plaid or solid-colored jumpers may be worn.
- Sweaters are solid-colored V-neck, crew neck, or cardigan. Crew-neck sweatshirts with the Kent School logo are permitted. Collared shirts must be worn under sweaters.
- Shoes must be solid colored, must tie, fasten or be secure enough for an active day. They must have a closed toe and heel, and heels may not exceed one inch. Boots, hiking or athletic-type shoes, sandals, sneakers, or clogs are not allowed.
- Students will need athletic shoes for PE
- Skirts, shorts and dresses should be no shorter than just above the knee and no longer than mid-calf.
- Socks, tights and leggings must be solid colored. Socks must be worn and must match. Once a senior is accepted to their secondary school they may wear the sweatshirt of that school. All other items of clothing should be in keeping with the dress code

Game day dress code - On days when Middle School athletes have games they are allowed to wear their team jersey. All other clothing should be in keeping with the dress code.

#### Graduation

- Eighth Grade girls wear white dresses that cover their shoulders and are no shorter than 3 inches above the knee and should be no longer than mid-calf. Flat or mid-height heels are recommended. The boys wear a navy blazer, khaki slacks, a white shirt, a tie, and brown leather shoes.
- Other students - Boys wear sport coats and ties; girls wear dressy skirts or dresses. Skirts and dresses must be an appropriate length and dresses may not be strapless.

#### Compliance

- Homeroom teachers are available to answer dress code questions.
- Students who do not comply with the dress code will be asked to serve recess detention. Three recess detentions will result in the loss of jeans day privileges for the next jeans day.

#### **Field Trips**

During the course of each year teachers may arrange for their class to travel from the School campus to locations which provide enriching experiences. The locations and activities chosen will supplement curricula or will provide experiences that help fulfill goals and objectives for the students' growth and development. An integral part of these trips is the opportunity for interaction with peers and sharing of a common experience.

## **Grades/Reporting in the Middle School**

Middle School students receive traditional letter grades in all subjects except the arts classes and P.E. In those classes, students receive O - Outstanding, VG - Very Good, G - Good, or I - Inconsistent.

Students whose grade point average is 3.80 or above receive Gold Honors, and students whose GPA is 3.40 or above receive Silver Honors. No student may earn Honors if s/he has an I in art, music, P.E., library, drama, or computer.

(A=4.0, A-=3.7, B+=3.4, B=3.0, and so on.)

**Incomplete Work** - In the event a Middle School student has not completed the required work at midterm or the end of a term, that student will receive a grade of INC. At the time the incomplete is given, the teacher will give the student and the advisor a list of the work to be completed and a time frame for its completion. If an eighth grade student has not completed course work, s/he may not receive a diploma until the work is completed.

**Honesty** - Kent School students are responsible for completing their own work, whether it is a homework assignment or a test. Any Middle School student involved in the copying of homework will receive a zero on the assignment. If a student is caught providing or copying answers on a test, that student's test will be collected and s/he will be asked to retake the test the same day. In addition, the student will face disciplinary action.

## **Homework**

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

If a student's absence is due to illness, teachers will make every effort to provide missed assignments. Assignments missed while on vacation are the responsibility of the student and his/her parents.

## **Immunizations**

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

## **Lunch**

Kent School does not have dining facilities. A lunch program, sponsored by the PTF, is available five days a week. Orders are placed online through the link on the Kent School website. Generally, orders are

due mid-month for the following month of orders. Payment through automatic deduction /debit is required when order is placed. More information is available on our website in the forms section.

Contact: PTF Lunch Coordinator

### **Medication**

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

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

### **Middle School Advisory Program**

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

### **Extended Day**

Morning Care hours are available from 7:30 a.m.-8:20 a.m. Monday through Friday. If there is a delayed opening, the times adjust accordingly. The fee for morning care is \$2.00 per day and is available as needed.

Afternoon Care hours are available for the two hours after dismissal, except on half days when no service is provided. You must register your child for this program in advance. The fee for afternoon care is \$6.00 per hour. **The phone number for the Extended Day Program after school hours is 410-708-7585.**

### **Office Hours**

The School offices are open between 7:30 a.m. and 4:00 p.m. Monday - Thursday and on Friday between 7:30 a.m. and 3:00 p.m. During the summer, the office is open between 9:00 a.m. and 3:00 p.m. and closed on Fridays. Families are encouraged to use the voice mail system and email to communicate with employees.

### **parentREACH**

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

We ask that you supply two emergency contact sources and one email address. These contacts could include home, work or cell number, home or work email. It is very important that these contacts you supply are where you can be reached during school hours. Please inform us if/when these numbers change.

### **Parents, Teachers and Friends Association (PTF)**

The purpose of Kent School Parents, Teachers and Friends Association shall be to support, enhance and promote the mission of Kent School. The Kent School Parents, Teachers and Friends Association neither participates in policy-making by the School, nor functions as a lobbying group.

The objectives of Kent School Parents, Teachers and Friends Association shall include, but not be limited to, the following:

- A) Supplement the efforts of the Head of School, Faculty and the Board of Trustees of Kent School.
- B) Promote cooperation and communication among Parents, Faculty, Trustees and friends within the community.
- C) Provide a forum for discussion of the development and well being of the students.
- D) Undertake approved fund-raising projects for the benefit of Kent School.

### **Parties**

When you are planning a party, we suggest inviting the entire class or only a small number of children. Invitations may be distributed in School **only** if all are invited (or all girls/boys). We do not want a child to have hurt feelings over a party.

### **Physical Education**

All students in Grades 3-8 are required to wear a uniform for physical education class. Students in Kindergarten through Grade 2 should wear comfortable clothing (no dresses) on the days that physical education classes are scheduled. The required uniform consists of Kent School shorts and shirt, athletic socks and athletic shoes. Any athletic socks are acceptable. Athletic shoes for all students are to be worn exclusively for physical education class, as this helps protect the gym floor. Students also need a sweatshirt and sweatpants in their gym bag for cooler weather. Shin guards are required for all Middle School students during the soccer and field hockey PE units, and mouth guards are required for all Middle School girls during the field hockey PE unit. Shin and mouth guards can be brought from home or purchased from School. Please label all clothing with permanent ink.

### **Records**

Students' records are available to parents and legal guardians. Information in a student's cumulative record will be released to other parties **only** upon written consent of the parents or legal guardians. Tuition billing accounts 30 days in arrears of due date will be considered sufficient reason for declining to receive grades, transcripts, and other records.

### **Reports**

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

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

The **Middle School** year is divided into quarters. Parent-Teacher-Student conferences are scheduled near the end of the first and third quarters for all students. Grades will be mailed at the end of the first and third quarters and at each midterm. Grades with written comments will be mailed at the end of the second and fourth quarters. Additional conferences will be scheduled when/if the need arises.

### **School Hours**

Students arrive and are dismissed at the front entrance. **Students should arrive by 8:20 a.m. to get organized.** Homeroom begins at 8:30 a.m., and school concludes at 3:20 p.m. All students are dismissed at 2:20 p.m. on Fridays. Children should not be at Kent School unless a parent or teacher directly supervises them. This includes conference days and evening functions.

### **School Supplies**

The School orders workbooks and class supplies as needed. These “consumables” are charged to the family's account. A list of any additional supplies needed by students will be listed on the website under the Forms section or provided by the teachers.

### **Spirit Store**

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

### **Transportation**

Kent School operates morning and afternoon bus service from designated locations. Consult the “transportation” link under the “Forms” section of the website for more information. To arrange bus service, contact the Director of Finance and Operations. Information regarding routes and fees is available upon request and posted on the website. The appropriate teacher or Assistant Head will handle inappropriate behavior on the bus. Repeated poor behavior may result in suspension of ridership.

Changes in transportation plans must be **written** to the School. The School has established an email address specifically for ridership changes. All requests for schedule changes should be sent to [transportation@kentschool.org](mailto:transportation@kentschool.org) no later than 12:00 p.m. on the day of the scheduled change. Please try to avoid calling the School with a transportation change. Subject to availability, guest riders enrolled at Kent School may ride the bus, subject to an \$11.00 fee per ride. This will be billed to the student's account.

### **Tutoring and Outside Support**

It is sometimes necessary for a student to have formal tutoring in a subject. This decision is made in consultation with the parent(s), the teacher(s) and the Assistant Head of School. Once a tutor or specialist is engaged, it is in the best interest of the child for all parties involved to be in regular communication.

### **Weather**

Kent School follows the decisions of Kent County Public Schools regarding delayed openings and closings. Parents will be notified through parentREACH in the event of a delay or closing. Kent School is also listed on WBAL TV.

**Information will be displayed on the homepage of our website [www.kentschool.org](http://www.kentschool.org) as soon as these decisions are official.**

### **Financial Information**

#### **Osprey Fund Campaign**

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

The Development Office actively seeks donations from beyond our immediate Kent School community. Through foundations and corporate gifts, the burden of meeting the tuition gap is lighter for everyone. When these groups consider a donation to the School, they look for indicators of internal support and strength. One important gauge is parent, trustee and employee participation levels in the Osprey Fund; each of these groups strives for 100% participation.

#### **Leadership Circle**

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

#### **Fiscal Year**

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

#### **Gifts**

Gifts can be made in the form of cash, check, donation of securities or credit card charges. Pledges are accepted throughout the year with final payments due by June 30. For more information about transferring securities or making a gift to Kent School, please contact the Development Office. Donations can also be made online at [www.kentschool.org/donate](http://www.kentschool.org/donate).

## **Financial Assistance**

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

Since awards are made on a case-by-case first-come, first-served basis, it is in the best interest of the families to complete the financial assistance application process on time. The Parents' Financial Statement (PFS) application is required by the School and Student Services (SSS) and helps determine the need of a family. The PFS application must be received by SSS no later than January 15. (Information collected on this form is based on an analysis of your prior year's income.) This form may be found online at [www.sss.nais.org](http://www.sss.nais.org). The families must also mail copies of the most recent Federal Income Tax Return and a brief letter stating what they feel they contribute to the next year's tuition. The tax return and letter must be received by January 15.

Once Kent School has received the PFS from SSS, the Financial Assistance Committee will review each request and determine awards, which are need based. There is a limited financial assistance fund, so awards are made as files are complete. The committee follows the recommendation of NAIS but makes final awards based on a variety of factors.

Re-enrollment contracts will reflect financial assistance awards. If an application is incomplete, families in the process of applying will receive a letter of intent in lieu of a re-enrollment contract. All financial assistance information is held in confidence. Please contact the Admission Office for more information.

## **Tuition Payment**

**Kent School offers three tuition payment plans.**

1. One payment, due July 1.
2. Two payments, 50% of which is due by July 1 with the remaining 50% due by December 1.
3. Seven equal payments with the first payment being due July 1. This plan is administered by a third party billing company, Smart Tuition, and requires an advance administrative fee of \$150.00 per family payable to Smart Tuition.

Deposit payments are credited to the first payment.

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

Students may not begin a new billing term if the tuition account is in arrears, unless suitable payment arrangements are made with the Director of Finance and Operations. Students may not graduate if tuition accounts are in arrears.

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

After sixty (60) days, the Director of Finance and Operations will request a meeting with parents whose accounts are in arrears.

After ninety (90) days, the School may initiate legal action unless a payment arrangement has been agreed to by the Head of School. The School may implement additional actions such as holding records, denying attendance in classes, or other actions as specified in the enrollment contract.

### **Events at Kent School**

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

#### **\*Art Show**

Held every spring, in May, the art show features the creative works of our students. Everyone is invited to the show.

Contact: Art Teacher

#### **\*Back-to-School Nights**

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

#### **\*Book Fair**

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

Contact: Librarian

#### **\*Buddy Bash**

The Buddy Bash is held in October from 6-7:30pm. Male students may bring their mom or an adult female guest of their choosing. It is an evening filled with lots of fun activities planned by a committee of the Little School, 2nd and 7th grade room parents. Refreshments are served.

#### **\*Class Day**

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

#### **\*Cultural Arts Assemblies**

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

Contact: Music/Drama Teacher

**\*Fabulous February Feast**

This a PTF sponsored All School lunch held on the first or second Monday in February, at noon in the Kent School gym. This lunch affords the children, faculty and staff in Little, Lower, and Middle schools an opportunity to co-mingle. Each table consists of a faculty member and students from different grades. The lunch is planned and served by parent volunteers.

Contact: PTF Events Leader

**\*Graduation**

This is our formal celebration to recognize the graduation of our Grade 8 students and their membership in the Alumni Association. All students in Grades 1-8 are required to attend. Students come to graduation in their more formal wear - coats and ties for the boys and dresses for the girls. All members of the Kent School community are invited to attend.

**\*Grandfriends' Day**

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

**\*Halloween Parade**

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

Contact: Head Room Parent or Fourth Grade Room Parents.

**\*Holiday Clubs**

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

**\*Holiday Program**

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

Contact: Music/Drama Teacher

**\*Kent School Red - White Gala**

This event, usually held each spring, is the largest, most important fundraising event of the year. Sponsorship opportunities are available.

**\*Kudner/Leyon Visiting Writers Program**

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

inspires the Kudner/Leyon Visiting Writers Program which brings a nationally known author to Kent School each year to work with and inspire our students. Our visiting writer usually spends one day on campus and meets with students in assemblies and classes. Parents are welcome, and other schools are often invited.

Contact: Librarian

**\*Middle School Echo Hill Trips**

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

**\*New Family Orientation**

This orientation takes place the day before School begins, prior to the Sneak-a-Peek. It provides new students and their parents with an opportunity to meet other members of the School community, to have questions answered, and to visit classrooms.

**\*Osprey Day**

Usually held in the spring, Osprey Day is an opportunity for all Kent School students, teachers and parents to show pride in their School through organized campus beautification efforts.

**\*Play Day**

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

Contact: Director of Athletics

**\*PTF Spring Picnic**

During this event, newly elected PTF board members are presented to the Kent School community. Parents and students are welcome. PTF provides the main entrée and beverages.

Contact: PTF President

**\*Seventh and Eighth Grade Dances**

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

**\*Spring Musical**

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

Contact: Music and Drama Teacher

**\*Spring Testing**

We administer standardized achievement tests to all students in Grades 2 - 8 in the spring of each year. Tests take place on consecutive mornings in May.

**\*Sweetheart Dance**

Sponsored by the 4th and 6th Grades, the Sweetheart dance is held in February from 6:00 - 7:30 pm. The Kent School Gym is transformed into an elegant setting for a formal evening of dancing. Female students may bring their father or an adult guest of their choosing. For more information, contact the 4th and 6th Grade room parents.