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THE  
**KENT PLACE SCHOOL**  
**HANDBOOK**  
FOR  
**STUDENTS**  
**AND FAMILIES**  
*2022–2023*

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**AS OF SEPTEMBER 1, 2022**

KENT PLACE SCHOOL

## A NOTE TO USERS

The Kent Place School (“Kent Place School,” “Kent Place,” “KPS,” or the “School”) Handbook (the “Handbook”) is published and distributed to members of the Kent Place community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Kent Place and any parent, guardian, or student affiliated with or attending the School. Kent Place may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.

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# THE KENT PLACE SCHOOL HANDBOOK 2022–2023

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## HEAD OF SCHOOL

Dr. Jennifer C. Galambos

## SCHOOL ADDRESS

42 Norwood Avenue, Summit, NJ 07901

## MAIN PHONE NUMBER

(908) 273-0900

The School switchboard is open on school days from 7:45 a.m. to 6:00 p.m. To bypass the switchboard and go directly into our voicemail system, please call (908) 273-5764. You are then able to access your party by entering the person's extension number, which is listed in the Faculty/Staff Directory tab.

## WEBSITE

[www.kentplace.org](http://www.kentplace.org)

## SOCIAL MEDIA

### Facebook

[@kentplaceschool](#)  
[@kentplacesummer](#)  
[@ethicsinstitute](#)  
[@kpsgirlslead](#)

### Twitter

[@kentplaceschool](#)  
[@ethicsinstitute](#)  
[@kpsdragons](#)

### YouTube

[@kentplaceschool](#)

### Instagram

[@kentplaceschool](#)  
[@kentplacesummerncamp](#)  
[@ethicseverywhere](#)

# 2022–2023 CALENDAR



<b>FALL SPORTS BEGIN</b>	Monday, August 22	Varsity and Junior Varsity Preseason Begins
<b>ORIENTATION DAY</b>	Tuesday, September 6	New students and parents as well as current students and parents in Preschool, Kindergarten, and sixth- and ninth-grades. Details to follow by division.
<b>SCHOOL OPENS</b>	Wednesday, September 7	Abbreviated Day for Preschool Half Day for K–5; Full Day for 6–12
<b>ROSH HASHANAH</b>	Monday, September 26	School Closed
<b>YOM KIPPUR</b>	Wednesday, October 5	School Closed
<b>FALL BREAK</b>	Monday, October 10	School Closed
<b>CONFERENCE DAY(S)</b>	Tuesday, October 25 Wednesday, November 2	School Closed for PS and MS; Half Day for US Half Day for Primary School Students
<b>PROFESSIONAL DEVELOPMENT DAY</b>	Wednesday, November 9	School Closed for Students
<b>THANKSGIVING HOLIDAY</b>	Wednesday, November 23 Monday, November 28	School Closed School Reopens
<b>WINTER BREAK DISMISSAL</b>	Thursday, December 15 Friday, December 16	Dismissal after Winter Program (Jr. Pre-K) Dismissal after Concert (Pre-K–Grade 5) Noon Dismissal for Middle School/Upper School
<b>WINTER BREAK</b>	Monday, December 19 Tuesday, January 3	School Closed School Reopens
<b>MARTIN LUTHER KING, JR. DAY</b>	Monday, January 16	School Closed
<b>PROFESSIONAL DEVELOPMENT DAY</b>	Friday, February 17	School Closed for Students
<b>PRESIDENTS DAY</b>	Monday, February 20	School Closed
<b>SPRING BREAK</b>	Monday, March 13 Monday, March 27	School Closed School Reopens
<b>SPRING BREAK US SPORTS PRACTICES</b>	March 20–25	Varsity and Junior Varsity Teams
<b>GOOD FRIDAY</b>	Friday, April 7	School Closed
<b>CONFERENCE DAY</b>	Wednesday, April 12	School Closed for Primary and Middle School
<b>MEMORIAL DAY</b>	Monday, May 29	School Closed
<b>UPPER SCHOOL COMMENCEMENT</b>	Saturday, June 3	Raindate: Sunday, June 4
<b>LAST DAYS OF SCHOOL FOR STUDENTS</b>	Tuesday, June 6 Wednesday, June 7 Thursday, June 8	Jr. Pre-K; Half Day for Middle School Pre-K; Half Day for Middle School Half Day for Grades K–11
<b>FIFTH-GRADE CELEBRATION</b>	Wednesday, June 7	
<b>EIGHTH-GRADE CELEBRATION</b>	Friday, June 9	

*Note: Dates are subject to change. Please check our website regularly for any updates.*

## MISSION STATEMENT

Kent Place School empowers girls to be confident, intellectual, and ethical leaders who advance the world.

## COMMUNITY CONVERSATION NORMS

*These guidelines are for every member of our community: students, faculty, staff, and families. Each guideline addresses the individual's dual role as both speaker and listener.*

- **Speak your truth and listen** to understand others.
- **Understand impact versus intent.**
- When possible, seek to “**call in.**”
- Consider when to **step forward** and when to **step back.**
- Show leadership by taking **positive risks** and practicing **empathy.**

## NON-DISCRIMINATION POLICY

The School admits qualified students of any race, color, national or ethnic origin, ancestry, nationality, religion, sexual orientation, mental or physical disability, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, nationality, religion, sexual orientation, mental or physical disability, or any other status protected by applicable law in the administration of its admissions, financial aid, and loans, and its educational, athletic, and other programs.

## DIVERSITY, EQUITY, INCLUSION, AND BELONGING STATEMENT

At Kent Place School, diversity, equity, inclusion, and belonging are foundational principles upon which excellence and community are built. Committed to equity in both practice and policy, we work to ensure that all members of our community experience a sense of belonging and voice and develop respect for one another as well as the global society. We actively reject all forms of discrimination, intolerance, and bias; seek reflective and respectful dialogue; and hold ourselves accountable for recognizing personal and collective responsibility to these principles.

# BOARD OF TRUSTEES

## 2022–2023

Anne Grissinger P '25, President  
Jennifer T. Grogan P '26, Vice President  
Nancy H. Van Duyne '76, Vice President  
Rahul Goyal P '28, Treasurer  
Lawrence D. Johnson II P '16 '19, Secretary

KC (Anthony) Artemenko '98  
Yemi Benedict-Vatel P '28  
Maria (Fekete) Brugg '98 P '28 '30  
Todd C. Builione P '24 '26 '28 '32  
Elizabeth Chrystal '09  
Betsy (Busch) Crosby '66 P '93\*  
Kathleen (Hammond) DeOssie '04  
L. John Dughi, Jr. P '94\*  
Nicole G. Epps P '27  
Jennifer C. Galambos  
Patricia Grushkin P '23 '25  
Shané (Simmons) Harris '92  
Cláudia Hirawat P '26  
Ping Ji P '28 '32  
Cheryl Kaplun\*\*  
Brooke (Jacobson) Lessinger '05‡‡  
Katherine (O'Donnell) Lynch '06  
Katie (Herbst) Machir '95 P '28  
Lynn (Daeschler) Magrane '70 P '00 '02\*  
John Markels P '19 '23  
Beverly B. Mills P '09 '12\*  
Arjun N. Murti P '20  
Nancy W. Reynolds P '16 '16  
Danielle Robinson P '28‡  
Suneet Varma P '29  
Alexandra Walter P '24 '27

\* Honorary Trustee

\*\* Faculty and Staff Representative

‡ Parents' Association Representative

‡‡ Alumnae Association Representative

# KENT PLACE ALMA MATER

To Kent Place, our Alma Mater,  
songs of praise we proudly sing.  
Green and gold wave high above us,  
while love's spirit round us rings.

Guide and teach us ever,  
draw us ever,  
to Kent Place forever.

To Kent Place, our Alma Mater,  
guide and keep us through the years.  
May your lessons ever serve us,  
through our laughter, through our tears.

Guide and teach us ever,  
draw us ever,  
to Kent Place forever.

*Composed by James Culver in 1984*



**School Maxim:** With Wisdom She Lights the Way

**Historic School Motto:** Manners Maketh Man

**School Colors:** Green and Gold

**School Mascot:** Chumley the Dragon



# HISTORY OF KENT PLACE SCHOOL

One hundred and twenty-seven years ago, in the spring of 1894, six Summit, N.J., families met to discuss the establishment of a school for girls. They were determined that their daughters would receive an education equal in quality to what was available for their sons, and that determination would alter the course of education for generations of young women.

Later that year, on an estate in the heart of Summit, which was once the summer home of New York State Chancellor James Kent (1763–1847), Kent Place School for Girls opened its doors to its first students.

The operation of the entire school was confined to one building, and the tenure of its first principal, Amelia S. Watts, lasted only two years. Nevertheless, the Kent Place vision of fine academic training and intellectual pursuits was born.

When the School opened for its third year, in the fall of 1896, the trustees, then known as shareholders of the Summit School Company, announced the appointment of Mrs. Sarah Woodman Paul as principal and of her sister, Miss Anna Sophia Woodman, as assistant principal. Meanwhile, Kent Place began accepting boarding students, a tradition that was to continue until 1968. Six boarders were among the 18 Lower School and 36 Upper School students enrolled in 1896.

Enrollment increased steadily, and the trustees initiated matching growth in the physical plant. The Phraner Gymnasium, later restructured to become part of what is now the Arts Center, was constructed in 1904. The School House, which was also known as the Main Building and is now the Middle School, was built in 1913.

In March 1917, the members of the Board donated their shares in the Summit School Company as they reorganized Kent Place School as a nonprofit corporation, one of the first of its kind in the nation.

The School prided itself then, as it does today, on its outstanding faculty, challenging curriculum, warm environment, and wide range of cocurricular and social activities. Financial support came largely from tuition and gifts from trustees. Annual giving was introduced in 1955.

Kent Place quickly proved itself as a college-preparatory school, and by its 30th anniversary, hundreds of Kent Place girls had gone on to 21 different colleges, most of them to Vassar, Smith, Wellesley, Mount Holyoke, Radcliffe, or Wells.

A source of enormous strength to the School in the early years was the continuity of leadership provided by Mrs. Paul and Miss Woodman, who remained in their roles for 28 years. They were succeeded, in 1924, by Miss Harriet Larned Hunt, who led the School through the Depression and through World War II, when courses in first aid and motor mechanics were added to the curriculum.

Under Miss Hunt's leadership, Kent Place grew in number of students, facilities, and reputation. This growth continued under the guidance of Miss Florence Wolfe, who served as headmistress from 1952 to 1965.

In 1965, the Kent Place Board of Trustees named the School's first Headmaster, Macdonald Halsey P '69, who guided the School through the turbulent 1960s and 1970s and the decision, in 1968, to dispense with boarding.

Following Mr. Halsey's retirement, Archibald R. Montgomery III P '82 became Headmaster, and he served from 1980 to 1986. Under his leadership, the successful 90th Anniversary Capital Campaign made possible the construction of the Field House and the Arts Center.

In 1986, ill health forced Mr. Montgomery's premature retirement. The assistant head, Dorothy H. Dillon, ably assumed the role of Head of School, and from 1986 to 1987, she maintained the high standards of Kent Place, simultaneously and courageously initiating a timely reevaluation of faculty compensation.

In 1987, Arlene Joy Gibson P '90 '94 became Head of School and reaffirmed Kent Place's commitment to academic and faculty excellence, improved faculty compensation, and increased student-body diversity. Kent Place launched The Campaign for Endowment and raised more than \$5 million for scholarships and faculty support. Under Mrs. Gibson's leadership, Kent Place School became a founding member of the National Coalition of Girls' Schools, an organization dedicated to advancing the values and advantages of all-girls schools.

In 1996, Karan Ashford Merry, the School's first Black Head of School, was installed. As former chair of the board of directors of the National Association of Independent Schools, Ms. Merry brought to the institution a rich history of educational leadership. Under her guidance, the School experienced continued growth in enrollment and increased diversity within the student body, faculty, and staff.

After serving as Interim Head in 1999, Kent Place inducted Susan Collins Bosland P '03 '06 as the 10th Head of School in 2000. During her 18 years as Head, Mrs. Bosland achieved milestones for Kent Place School that have been far-reaching and long lasting. She can be credited with advancing research and work on girls' leadership styles, which has had an impact on curriculum development and provided support for the creation of the Girls' Leadership Institute, a renowned summer program for primary-, middle-, and upper-school-aged girls. Mrs. Bosland led the School through a successful \$25 million capital campaign, "Inspiring Tomorrow's Leaders," which saw a 5,000-square-foot LEED Gold-certified addition to the Main Building in 2009, the renovation of the Main Building to house the Middle School in 2010, and an increase in the School's endowment.

Mrs. Bosland's vision to provide a challenging academic experience for Kent Place students culminated with the capital campaign "Limitless Possibilities" and the construction of the Center for Innovation, a learning center focusing on the study of STEAM subjects, which opened in the fall of 2017.

In the fall of 2017, Dr. Jennifer C. Galambos was invested as the 11th Head of School. Dr. Galambos brings a remarkable breadth of experience to our community as she looks to build on our foundation of academic rigor, the empowerment of girls, and providing meaningful opportunities for girls leadership.

With a community of some 800 students, faculty, and staff, Kent Place is thriving. A school with a strong national reputation, Kent Place attracts students from more than 70 communities throughout northern and central New Jersey.

Kent Place offers a robust and challenging academic program balanced by a sharp focus on student physical, mental, and emotional health. We know that students learn better when they are happy and able to be fully engaged in their learning. Our dynamic curriculum offers many perspectives and includes about 30 courses at the Advanced Placement level or beyond, inspiring our students to think with ethical and interdisciplinary lenses as they consider contemporary issues and real-world problems past, present, and future. At all grade levels, students learn to use and apply tools that will prepare them for a world in which digital, civic, and cultural literacies are essential to live and lead.

Kent Place School champions women in the visual and performing arts and provides myriad choices for self-expression, performance, and creativity. The Kent Place Gallery hosts student and professional art exhibits throughout the year.

Athletics are an important component of student life, and there are interscholastic teams in a number of sports. Our teams – a great source of school pride – enjoy winning seasons, triumph at county and state championships, and graduate numerous athletes to compete at the college level.

Kent Place School demonstrates its commitment to providing learning experiences for students, faculty, and staff, within and beyond the School, through its signature programs, among them Global Service Learning, Health & Wellness, Economic & Financial Literacy, Sustainability, and STEAM.

Of particular note, the Ethics Institute at Kent Place School, launched in 2007 as a first-of-its-kind program at the primary- and secondary-school levels, promotes the process and practice of ethical decision making. EIKPS celebrated its 10th-anniversary year with a National High School Ethics Bowl Championship win, which positions the institute to remain a trailblazer in the area of ethics and education.

Our alumnae report – from more than 225 colleges and universities – that Kent Place has uniquely prepared them for life's array of opportunities and challenges. The success of Kent Place and its students and alumnae is a fitting tribute to the many people who have supported the School's vision. Our vision is endorsed by numerous studies that verify what the founding group of Summit families knew in 1894: that a top school for girls is, without question, the best educational environment for brave and brilliant young women.

# INFORMATION & POLICIES



## GENERAL INFORMATION

### ADMISSION OFFICE AND FINANCIAL AID

#### ADMISSION OFFICE

The Admission Office guides prospective families through the admission process while providing information about the School. Siblings of current students are invited to apply during the Sibling Early Decision Notification process, which has an application deadline of November 1. For all Middle and Upper School admission inquiries, please use extension 265. For all Primary School admission inquiries, please use extension 269. For general admission questions, please email [admission@kentplace.org](mailto:admission@kentplace.org).

#### FINANCIAL AID

The Financial Aid Program at Kent Place School supports the mission of the school by encouraging enrollment of academically qualified and socioeconomically diverse students. Kent Place is committed to supporting the continued attendance through graduation of those students who demonstrate financial need. Need-based financial aid is offered to families across all three divisions: Primary School, Middle School, and Upper School. Award priority is given to returning families currently receiving aid from Kent Place. In order to receive priority, current families must submit their application for academic year 2023–24 to Kent Place School's new third-party auditing provider, [Clarity](#), by December 15, 2022. The application opens in September. If your family is considering applying for aid for the first time, please reach out to the Director of Middle and Upper School Admission and Financial Aid at extension 623, prior to starting an application. We encourage families to review the [Financial Aid Guidelines](#) on our website before applying for an in-depth overview of the process.

### ADVANCEMENT OFFICE

The Advancement Office is responsible for building and maintaining relationships with alumnae, parents, parents of alumnae, and many more to advance the mission of Kent Place through volunteerism, fundraising, and connections. Please direct all inquiries to the Chief Advancement Officer at extension 213.

### ATTENDANCE AND SCHOOL HOURS

All students are expected to be at school each day. Please see division tabs for specific hours and attendance policies.

### BUSINESS OFFICE

The Business Office is responsible for the financial and logistical operations of the School. Questions about tuition billing and the School Store should be directed to the

Chief Financial and Operating Officer at extension 215. Questions about the School's dining services, transportation services, or facilities should be directed to the Director of Operations at extension 278.

## LEAVE OF ABSENCE

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy in this Handbook. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Division Director. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School in its sole discretion.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the School in its sole discretion.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence.

## PARENT INVOLVEMENT

A vibrant component of the Kent Place community is the active engagement of our parents. Please see the Parent Engagement tab for details.

## RELIGIOUS OBSERVANCE

As a nonsectarian school, Kent Place encourages the awareness and appreciation of a variety of worldwide cultures, traditions, and belief systems. As part of the curriculum, holidays and festivals are explored at morning meetings, at assemblies, and within classroom activities.

Many major religious holidays are noted on our internal master calendar; in addition, we have identified the following religious holidays as "no homework days" for all students: Rosh Hashanah, Yom Kippur, Diwali, Lunar New Year, Easter, and Eid al Fitr.

Other religious holidays and observances will be honored by the School by allowing those students who celebrate them extended deadlines on homework and other assignments. Therefore, students and families are asked to share their religious observances with the advisor or classroom teacher.

## SCHOOL STORE

Visit the School Store for school supplies, Kent Place clothing, and merchandise. The store is located next to the McDermott-Wight Dining Hall. Hours are 8:00 a.m. until 4:00 p.m. during the academic year. Kent Place also has an online store at [www.kentplace.org/store](http://www.kentplace.org/store).

Beginning in fourth grade, students are allowed to purchase school supplies using their student accounts. Students in Middle and Upper School can use their student accounts to purchase gym clothing, school supplies, and KPS clothing.

For additional information, please call the School Store Manager, at extension 264.

## STUDENTS AGE 18 AND OLDER

Some students enrolled in the School will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, 18-year-old students are able to enter into contractual obligations on their own behalf (and are required to abide by those obligations). Therefore, the School requires all students, upon their 18th birthday, to review the Enrollment Contract that their parents or legal guardians signed on the students' behalf and execute an Addendum to that Contract, which provides as follows:

- permission for the School to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters; and
- authorization for the School to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Contract, including being solely responsible for the payment of all tuition and fees related to the student's enrollment in the School.

## COMMUNICATIONS

### COMMUNICATIONS OFFICE

The Communications Office works collaboratively to support and implement the strategic marketing endeavors in accordance with the mission of the School, which includes our website, MyKPS, social media, media relations, and digital and print publications. Questions about these matters should be directed to the Director of Communications at extension 217.

### MYKPS & THE KPS NAVIGATOR

The MyKPS system allows students, parents, faculty, and staff to access community information specific to each group. MyKPS is accessed through the Kent Place website, [www.kentplace.org](http://www.kentplace.org), or via our Kent Place app at [my.kentplace.org](http://my.kentplace.org) on any smartphone or tablet. *The KPS Navigator* is our all School e-newsletter for families,

which is typically sent every Friday when school is in session. Content is provided by each division, athletics, and the arts. Any questions regarding the website, *The KPS Navigator*, or MyKPS should be addressed to [communications@kentplace.org](mailto:communications@kentplace.org) or extension 217.

## SNOW DAYS/EARLY DISMISSAL

In the event of a school cancellation or delayed opening, all members of the Kent Place community will receive notification by way of telephone voice/text and email prior to 6:00 a.m. In the event of a delayed opening, all arrival, school start, and bus stop pick-up times will be advanced two hours. All families should maintain current emergency contact information on their MyKPS account profile. The system will be tested at the start of the school year.

Notification information entails the following:

- **Caller ID** – The Caller ID will display (908) 273-0900, the main number for KPS.
- **Live Answers** – There is a short pause at the beginning of the message. Answer your phone as you normally would and hold for the message to begin. Ruvna runs voicemail detection on all calls by default so that, if someone does not answer the call, the audio waits for the voicemail to begin before playing the message. Inform all family members who may answer your phone of this process.
- **Voicemail** – The system will detect that your voicemail has answered and will play the recording to it.
- **Text Messages** – Texts are sent from 36598.

Other ways to find out about Kent Place School cancellations or delayed openings:

- KPS Website ([www.kentplace.org](http://www.kentplace.org))
- KPS Switchboard (908) 273-0900
- KPS Email, Facebook (Kent Place School), and Twitter (@kentplaceschool)

Early dismissal time is decided by the administration with student safety in mind. To help ensure an orderly process, Middle and Upper School students will be dismissed at the same time. Primary School students are dismissed on a staggered schedule. Please see the Primary Parent Group page on MyKPS for details. All members of the KPS community will receive notification by way of a telephone voice/text and email with detailed information as soon as a decision is made.

## DELAYED OPENINGS

In the event of a weather-related delayed opening, all regularly scheduled arrival and class start times are pushed back by two hours. All buses will run two hours later than their regularly scheduled pick-up times. Lunch will be served on delayed opening days. Please do not bring your children to school prior to the delayed arrival time windows so our facilities team can ensure the campus is safe.

## STUDENT MEDIA INFORMATION

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook and Twitter), newsletters, and local newspapers. While the School strives to abide by parent/guardian wishes, we do not guarantee use of a student's name or image will never occur. If parents would like to opt out of the use of Student Media Information, they must notify the Director of Communications, at [communications@kentplace.org](mailto:communications@kentplace.org), in writing as soon as is practicable.

## TELEPHONES AND MESSAGES

Students in each division of the School can use certain telephones with the permission of a member of the faculty or staff. In an emergency, Primary, Middle, and Upper School messages can be left with the Division Director's Assistant. Middle and Upper School students are responsible for looking at their bulletin boards for messages. A student should NEVER remove another person's message from the board. Primary School messages will be given to the homeroom teacher. The School will seek to promptly deliver messages of extreme urgency to the student.

Please limit the number of messages to your child. Calls from friends will not be routed to the student.

## STUDENT HEALTH SERVICES

### HEALTH OFFICE

Health services are an important component of the Kent Place community. The School Nurses are largely responsible for helping each student maintain optimal health during the school day.

Families are asked to provide the School with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School well-informed of the health of all students. The School is sensitive to the privacy of this information. Please refer to the Confidentiality policy in this Handbook for more information about how this information is used.

All students attending Kent Place School are required to have an annual physical examination and proof of up-to-date immunizations (please see below for a more detailed policy on immunizations).



Physicals, which are valid for 365 days, must be submitted annually before the start of each new school year. When the physical date has expired during the academic school year, updated forms must be submitted (via the Magnus Health Portal) for continued participation in activities and sports.

Each family is responsible for completing all required KPS Health forms, which are available on the Magnus Health Portal. All completed forms must be uploaded directly to the Magnus Health Portal before the start of each school year. Paper forms will not be accepted in any of the Health Offices.

Questions and information regarding health or medication should be directed to the School Nurse of the student's respective division. In case of illness, a student should report to the School Nurse. If it is necessary to go home, the School Nurse will make the arrangements.

Health Office hours are from 8:00 a.m. to 3:30 p.m. Primary School Nurses can be reached at extension 279, and Middle/Upper School Nurses can be reached at extension 379.

## ACCOMMODATIONS

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated without substantially altering curricular or instructional goals. The School will discuss with families of applicants with diagnosed learning differences or disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services. For students who seek additional support or curricular adjustments, the School requires documentation that must include the following:

- A diagnosis code
- Results of testing
- Treatment plan, if applicable
- Recommended accommodations and/or modifications

Accommodations are determined annually, and families are asked to update evaluations at 3-year intervals (or as determined by the licensed evaluator or professional). Families will be asked annually to agree to accommodations and may ask for these to be updated or altered from year-to-year. Additionally, permission must be granted by the student and family to coordinate care with outside professionals who are also working to support the student. Any adjustments to the academic program would be made through an interactive process between the student's family, the Division Director and the Academic Dean (Upper School) in consultation with the Learning Support Coordinator and other members of the Student Support Team.

Even after supportive services and accommodations have been put in place, a student might still be unable to fulfill their academic requirements satisfactorily. If it is determined that the accommodations put in place are not sufficient to ensure the student's academic progress at the school, the Division Director, in consultation with the Assistant

Head of School for teaching and Learning, will decide whether it is appropriate for the student to remain at the School.

## COMMUNICABLE ILLNESSES

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

## EMERGENCY EQUIPMENT

The School has emergency defibrillators, emergency communication devices, and numerous first-aid kits located throughout the campus.

## GUIDANCE

School Counselors are available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the School may require a student to see a School Counselor. The School Counselors' contact information is as follows:

Primary School Psychologist – extension 287

MS Counselor & Health Educator – extension 394

US Counselor – extension 241

School Counselors are part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the School. As part of this collaborative effort, School Counselors may share information obtained from parents and students on a "need-to-know" basis with other employees of the School and a student's parents. The School Counselors are not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Handbook for more information.

Should the School determine, in its sole discretion, that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, a School Counselor may assist in a referral for such services.

## HEALTH EMERGENCIES

The School Nurse will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the School is unable to reach the parents/guardians, designated emergency contacts, or the student's physician, the School physician will be consulted to determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to Overlook Hospital, which is just a few miles from the School. The School neither diagnoses nor treats injuries that occur on non-school time, but does offer temporary first aid for problems that arise during school. If a student complains of a persistent ear ache, sore throat, rashes, or joint pain, such complaints warrant a call to the student's pediatrician.

**Parents are expected to keep Emergency Forms up-to-date.** Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians and others (caregivers, relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

## IMMUNIZATIONS

In accordance with New Jersey law, the School requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. A student with a qualified religious and/or medical exemption must provide the School with a Medical Exemption from Mandatory Immunization form or a Religious Immunization Exemption Certification, pursuant to state law. A Medical Exemption from Mandatory Immunization must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely-held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may, in its sole discretion, exclude non-immunized students, including those with valid religious or medical exemptions, from the School and all School activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the New Jersey Department of Public Health.

## MEDICAL LEAVE

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the Division Director in consultation with appropriate school personnel: the School Nurse, School Counselor, Dean of Students (and Academic Dean in the Upper School). They will be guided by the principal goal of a medical leave, which is to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A medical leave can happen in one of two ways:

1. A student's family may request a medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School in its sole discretion) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.
2. The School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:
  - When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
  - When a physical or mental health condition interferes with a student's attendance at school;
  - When a student behaves in ways that may be self-destructive or dangerous to others;
  - When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
  - When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include, in the School's sole discretion, the student's advisor, senior administrators, the School Nurse, the School Counselor, the parents, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the Dean of Students (MS) and the Academic Dean (US) will work with the student to make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course.

To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains in the sole discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style School activities.

## **MEDICATION ADMINISTRATION**

All medications needed at School either over the counter and/or prescription will be administered by the School Nurse. Students who require medication administration during school hours must provide a written request from the parent/guardian for the administration of the drug, and an original written order from their treating physician providing: (a) the diagnosis, (b) name of medication, (c) dosage and time to be administered, and (d) if administration is to be provided on half days. All medications must be in the original pharmacy container and labeled with the student name and dosage. Students are not permitted to carry medications on the bus or on School grounds. A parent/guardian must drop off the medication to the Health Office. Administration of Epinephrine, asthma medications, and self-administration of medication for asthma or other potentially life-threatening illnesses require additional documentation, such as the Food Allergy Action Plan and the Asthma Action Plan. All forms are to be uploaded onto the Magnus Health Portal on MyKPS.

## **PRACTICES REGARDING NUTS ON CAMPUS**

Kent Place cannot guarantee that food served in its dining hall is free of nuts, but it has asked its food vendors to avoid cooking or offering any prepared food containing nuts or nut-based products and to prominently label any food that does contain nuts. In addition, Kent Place is "allergy aware," which means that we are sensitive to all food allergies and latex allergies. Measures are implemented to minimize chances of exposure to allergens.

# SAFETY & TRANSPORTATION

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School's Operations Department. This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our buildings.

## BACKGROUND CHECKS

With student safety as a priority at the School, the School conducts state and national criminal history and sex offender registry checks on all current and prospective employees and any individual who has regular contact with students, including any individual who regularly provides School-related transportation to students.

## CHILD ABUSE AND NEGLECT REPORTING

The School is committed to the highest standards of care for our students, and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with New Jersey law, all School employees are required to report suspected abuse or neglect of any student under age 18.

New Jersey law requires any person having "reasonable cause to believe" that a child has been abused or neglected to report such knowledge or suspicion immediately to the New Jersey Department of Children and Families, Division of Child Protection and Permanency ("DCP&P"). Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause. The responsibility to report rests both on the School and also on all School employees. While a School employee may wish, and is indeed encouraged, to consult with the Head of School prior to making a report of suspected child abuse or neglect to DCP&P, all employees are required to report their reasonable suspicions to DCP&P, even if the Head of School may not agree with the employee's concerns.

## CONFIDENTIALITY

Members of the School community commit themselves to maintaining professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

## EMERGENCY/FIRE DRILLS

Kent Place takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus. Drills are conducted regularly throughout the school year in compliance with NJ Department of Education policy and emergency procedures are posted in each classroom.

## IDENTIFICATION AND ACCESS CARD POLICY

Identification (ID) and Access Cards will be provided to students in Grades 6–12. Just as a driver's license authorizes driving a vehicle, an ID and Access Card authorizes a student to be on campus along with entry into specific buildings.

- The ID and Access Card must be worn on a breakaway lanyard hanging from the neck and easily visible.
- All students in Grades 6–12 must wear their current year ID and Access Card when on campus, before, during, and after school. Exceptions will be made during classes such as physical education, athletics, and science, in which the lanyard and cards may present a safety hazard. Students should keep their card in a secure location when not in use.
- The ID and Access Card must be presented to any School faculty or staff member seeking identification.
- A lost, stolen, altered, damaged, or defaced ID or Access Card must be replaced IMMEDIATELY at \$12.50 per card, or \$25 total, which includes replacement of the lanyard and plastic casing. Students should report lost card(s) to Division Assistants. A temporary Access Card will be issued for the day and students will be billed via the monthly statement from the Kent Place Business Office.
- A dated temporary ID and Access Card must be worn during the school day if they are left at home. Consequences for a forgotten card are determined by Division. Temporary Access Cards should be returned to the Division Assistant by 3:30 p.m. the day it is borrowed.
- Access Cards should not be shared.

## RIDESHARE SERVICES

Parents should be aware that many rideshare companies, such as Uber or Lyft, have policies that prohibit transporting unaccompanied minors. The School prohibits the use of these services by students, and will not take responsibility for calling car services for students.

## SECURITY/CAMPUS SECURITY OFFICERS

Please see individual division tabs for daily schedules and building-use guidelines. Campus Security officers generally patrol the campus Monday through Friday from 7:00 a.m. to 10:00 p.m. On Saturday, when school is in session, one Campus Security officer is typically on duty from 8:00 a.m. to 12:30 p.m. The officer on duty can be reached by dialing (732) 433-1153 or extension 505 from any campus phone. Students are not allowed in the buildings after 6:00 p.m. unless they are with a faculty

member. Students are not permitted in the buildings on non-school days at any time unless they are accompanied by a faculty member.

## SURVEILLANCE CAMERAS ON CAMPUS

Our campus buildings and grounds are monitored by a system of video cameras. Views are limited to public areas such as hallways, doorways, and parking lots. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, all entrances to the School's campus are posted with signs notifying School community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

The unauthorized electronic surveillance (audio, video, etc.) of any student or group of students is inappropriate, as it constitutes a fundamental breach of trust. For this reason, students and families are discouraged from recording conversations, phone calls, or images of another student or group of students without his/her/their full knowledge and expressed consent. This includes the use of any recording device such as a smartphone.

## TRANSPORTATION

There are a number of ways to get to Kent Place School from northern and central New Jersey. These consist of public transportation, private buses operated by Kent Place, private buses operated by local school districts, carpool, and personal vehicle.

Specific information about what transportation is available from your area can be directed to the Transportation Coordinator at extension 231 or [transportation@kentplace.org](mailto:transportation@kentplace.org).

## VISITORS

All visitors shall check in at one of the following locations based on who they are visiting or the nature of their business;

- Primary School Main Entrance
- CFI Entrance (e.g., Upper School, Middle School, College advising)
- Mabie House Main Entrance (e.g., Head of School, Admission, Business Office)

All visitors are required to present a government-issued identification for the purposes of verification via a sex offender database. Frequent visitors to campus may obtain a Kent Place identification with a QR code to scan on arrival. This will eliminate the need to show a government-issued identification for each visit.

Faculty and staff expecting a visitor should complete the Visitor Log form in MyKPS at least 24 hours in advance when practicable. This provides enhanced security and greater customer service.

All visitors are required to wear a Kent Place issued lanyard and identification card or a Kent Place visitors' sticker.



## VOLUNTEERS

The Division Director and/or Leadership Team members shall be responsible for the conduct of volunteers who support their work and may delegate the assignment of volunteers to specific tasks. Leaders shall provide a Kent Place employee presence when any volunteers are required to lead an activity with students present.

Prior to starting, all school volunteers not working exclusively alongside a Kent Place employee will be asked to submit to a criminal background check and be fingerprinted one time only while the family is enrolled in the school. Kent Place may reimburse the volunteer for the cost of the criminal history record check. That process can be found [here](#) (select DOE Volunteer, Non-public, service code 2F14XX).

Volunteers who complete the background check will be issued a volunteer ID card but will still be required to check in with the appropriate reception area for visitor management. Volunteers who will be working alongside a Kent Place employee will be required to follow visitor policies as outlined in the Parent Engagement section.

## ALL SCHOOL POLICIES

### ACCEPTABLE USE POLICY

In using the campus network and the equipment connected to it, all students agree to maintain integrity as a user by obeying the rules outlined. Any breach of these rules may be examined by administration, who will determine consequences in keeping with the School Honor Code. All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately. These directives include, but are not limited to, the following:

#### *Proper Care and Use of Computer Equipment*

- Use your Kent Place assigned laptop for academic purposes.
- Handle all equipment with respect and care to avoid damage.
- Computer facilities exist primarily for academic purposes, with limited personal communications permitted so long as such communications do not interfere with academia, preempt any School-related activity, or consume more than a trivial amount of time and resources.
- Keep all liquid and food products away from computer equipment.
- Store computer equipment safely and securely when it is not in use.
- Charge laptop battery for use during school each evening.
- Bring power cord to school daily and keep in laptop bag or locker.
- Do not touch, use, or alter another user's equipment or software.
- Repair costs incurred by damage to a laptop or desktop computer that is not covered under warranty or insurance are the responsibility of the user.

- All text, images, audio, and video must be in full compliance with the rules and spirit of Kent Place School's learning community (e.g., background images, screen savers).
- Eliminate loud, distracting, or constant sounds (e.g., start-up music, bells, sound effects) from the learning environment. Turn your speaker volume off or low during class time and in communal spaces, such as lounges.
- Return borrowed equipment in a timely manner, and in the same condition as when it was initially borrowed.

### ***Using the Internet and the Kent Place Network***

- The Internet is made available to School users for academic and business-related research.
- Kent Place School is not liable for loss or damage to any personal equipment brought to campus.
- The Kent Place community must maintain privacy of members by not sharing any personal information. This includes, but is not limited to, names, phone numbers, addresses, and email addresses.
- Unauthorized access to the accounts and files of others is strictly prohibited. Keep your password secure, and do not grant other users access to personal accounts.
- Kent Place will make reasonable efforts to maintain your privacy, but privacy cannot be guaranteed and should not be expected. Further, Kent Place School may access, monitor, and audit computer equipment, network, all KPS accounts, messages, files, data, documents, communications, facsimiles, and any other form of information at any time without notice where deemed necessary and appropriate, such as when suspicion of misuse exists.
- Using the KPS network or equipment to create, download, store, access, send, or print materials or other information that are not in compliance with the mission, policies, or curriculum is strictly prohibited.
- Use of the Internet, network, or email system for improper or unlawful purposes or to create disruptive or offensive materials or messages, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, bullying, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, gambling, participating in terrorist acts, spamming, sending or receiving sexually explicit material, computer hacking, and/or computer tampering (e.g., spreading of computer viruses) is strictly prohibited.
- Examples of "offensive" materials or messages include, but are not limited to, any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's personal traits, including, but not limited to, their race, age, sexual orientation, religious or political beliefs, national origin, or disability.
- Using Kent Place School's systems to upload, download, or view obscene or offensive materials from the Internet; to upload or download copyrighted materials, trade secrets, proprietary financial or other such information, or similar materials without prior authorization; or to upload, download, or view any other materials for other than an academically-related purpose is strictly prohibited.

- Attempting to subvert network security, to impair the operations of the network, or to bypass restrictions set by the administration is prohibited. This includes, but is not limited to, misuse of disk space, slowing down the processor of a workstation or server, monopolizing network bandwidth, and overuse of printing resources.
- Use of the network, website, class page, community group, or other School systems or property for commercial purposes, political lobbying, or illegal activities is prohibited.

### ***Electronic Communication and Mail***

- Always use polite and appropriate language in email messages. Users are expected to conduct themselves in a manner that is respectful of themselves and others at all times.
- No hate speech will be tolerated. Hate speech is defined as any communication that attacks the intrinsic worth of another based on personal characteristics such as race or ethnicity.
- Communications on KPS systems may not contain content that a reasonable person would consider defamatory, offensive, harassing, disruptive, or derogatory, including, but not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, age, sexual orientation, marital status, disability, religion, or any other basis protected by applicable law.
- Do not misuse or abuse email (e.g., chain mail is prohibited).
- Reply to all emails within 48 hours.
- Maintain inboxes by checking, downloading, and deleting mail and attachments on a daily basis.
- Using the School's email system for commercial purposes, product advertisement, or political lobbying is prohibited.
- Use of chat programs other than the one found in the KPS Google Communication system is prohibited during school hours.
- Kent Place School may access, monitor, and audit email accounts, messages, files, data, documents, communications, or facsimiles and any other form of information accessed, transmitted to, received from, or stored on any electronic communication or information system made available by Kent Place at any time without notice as deemed necessary and appropriate, such as where there is suspicion of misuse.
- All communication between students and employees of Kent Place School should be limited to School assignments and other School-related matters using the KPS Google communication system.

### ***Social Media***

- Use good judgment and common sense when communicating on the Internet and in any social media, including, but not limited to, personal websites, blogs, Facebook, Twitter, Instagram, TikTok, SnapChat, chat rooms, and other media.

- Do not use commentary that reasonably may be considered defamatory, obscene, proprietary, or libelous toward Kent Place School, its employees, or students. Exercise good judgment regarding colorful language, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Students should assume that faculty, staff, other students, parents, administrators, college admissions, and prospective employers would read what has been posted or written. Students should avoid posting material that is in violation of the Honor Code.
- Students should think before posting, as content may be available even after it is removed from the site due to copying, printing, sharing, and downloading.
- Do not criticize or discuss other students or their confidential information via social media.
- If students maintain a personal website, webpage, or weblog, it should not suggest in any way that it is officially sanctioned or supported by Kent Place School. Students may not link their website, webpage, or weblog to the School's website.
- Students should not friend employees nor accept friend requests from employees on personal social networking sites.
- Students should report information posted on a social networking site that is not in compliance with the guidelines found in the Handbook.
- Students are not permitted to make use of grade- or division-wide distribution lists unless given verbal or written approval from a KPS employee with relevant oversight. Students are asked to submit proposed drafts to send using grade-wide or division-wide distribution lists directly to the appropriate coach, advisor, teacher, administrator, etc.

### ***Video Conferencing***

- The School incorporates online and remote learning programs in its curriculum and program.
- Remote-learning platforms utilized by Kent Place School are understood to be for school and educational use only. The school will utilize Google's Education Suite core services, Zoom, MyKPS, and other online platforms/tools deemed appropriate by the school to conduct meaningful teaching and learning.
- When in a videoconference, those at the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, possible name, and background/surroundings) are viewable to others at the conference.
- Participants in a videoconference (or any other aspect of remote learning) are expected to conduct themselves as they would on campus. Students do not have to be in dress code or uniforms; however, they should be wearing school-appropriate attire.
- Similarly, backgrounds in a video recording or conference should be appropriate for viewing by the school community.
- Participants' image, likeness, or voice may be recorded while utilizing remote-learning platforms. In some cases, such as recording of synchronous teacher-led lessons, these recordings will be made available for student review.

- During remote-learning, students will be visible/audible to other participants (students and KPS employees) in the virtual lessons. It is possible that those in the participant's household will see or hear all the participants. Accordingly, remote-learning sessions and communications should not be considered confidential.
- Students may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms, unless specifically authorized by Kent Place personnel. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- In some circumstances, one-on-one video communication may take place. All video communications must take place during the hours of 8:00 a.m.–3:30 p.m., Monday through Friday, using the online platform provided by the school and should be scheduled in advance whenever possible. Appointments between 3:30 and 4:30 p.m. can be scheduled with permission from the teacher or other KPS personnel and a parent.

### ***Cyberbullying and Online Conduct***

- When participating in the online and remote-learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.

### ***Copyright***

- Many forms of intellectual property are available through the Internet. “Intellectual property” is a broad term that includes original works of authorship, for example, but not limited to, books, plays, movies, sound recordings, photos, computer software, paintings, scientific processes and commercial product, and service names.
- The School community is expected to abide by all copyright, trademark, and other laws governing intellectual property.
- Work created or authored by others should be cited using the proper form from the Modern Language Association style guide.

### ***Off-Site Access to the Network***

- Expectations contained within this Acceptable Use Policy apply during off-campus connection to School resources, which include, but are not limited to, MyKPS and KPS Google Communication system.
- While attending Kent Place School, and many years beyond, students will always be the best representative of the School's mission and values, even after school hours, at home, during off-hours, and in their online presence.

## **ALCOHOL AND DRUG POLICY**

While enrolled at the school, students may not: buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaping), and/or any paraphernalia associated with the use

of such drugs; intentionally misuse products that can act as inhalants; use medications, both prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer.

Through health programming, information to students about the health and social impact of drug, substance, and alcohol use and abuse.

It is expected that all Kent Place students and families will abide by the following policies on alcohol and drug use:

- Students who violate the School's rules on alcohol and drug use are subject to disciplinary action under the policies in this Handbook. Consequences may include suspension or dismissal.
- Any possession or use of illegal drugs on campus or off campus that comes to the School's knowledge may also be reported to the Summit Police Department, and any illegal drugs found in any student's possession may be turned over to the appropriate authorities.
- If a student is suspected of alcohol or drug abuse, the School may remove the student from school and require a medical evaluation, including alcohol and/or drug screening at a site and time designated by the School. A parent or guardian may accompany the student to the test site. Additionally, a student may be required to meet various conditions for continued enrollment, including, but not limited to, regular counseling, treatment, assessments, and follow-up alcohol and drug screenings.

## CELL PHONE POLICY

Please see the Cell Phone Policy in each division's section of the Handbook for further information relating to students' use of cell phones.

## DEFACEMENT OF SCHOOL PROPERTY

Students may be held personally and financially responsible for defacing School property, including, but not limited to, their lockers and School-issued computer equipment. Students are allowed to use dry erase markers on the white tabletops in the Math Studio and all whiteboards. Students may also use dry-erase markers on glass walls and windows after obtaining permission from a teacher. Content must be appropriate and erased when finished (unless granted permission by a faculty member to leave it). To hang works on School walls, the Dean of Students must provide permission, direction, and School-approved hardware.

## FIREARMS/WEAPONS POLICY

Possession or use of fireworks (including firecrackers), a firearm, a pellet gun, a knife, or any other dangerous weapon is prohibited. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by the School.

## HONOR CODE

Please see each division tab for Honor Code policies and expectations.

## SEARCH AND SEIZURE

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers are the property of the School. Students exercise control over their lockers from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

## POLICIES & EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

### COMMITMENT TO RESPECTFUL AND HEALTHY RELATIONSHIPS

The School is committed to providing a safe and healthy learning environment for all members of its community. The KPS Diversity, Equity, Inclusion, and Belonging Statement clearly states: "We actively reject all forms of discrimination, intolerance, and bias; seek reflective and respectful dialogue; and hold ourselves accountable for recognizing personal and collective responsibility to these principles." Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Awareness and acceptance of individual identity are central tenets of the School. The School expects all members of the School community to treat others with civility, respect, and dignity, and to interact (whether in person or electronically) politely and appropriately. Before acting, students should give careful consideration to how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others.

All students are valued members of the School community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the State of New Jersey, the School has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Head of School, Division Director, the Dean of Students, advisors, the School Nurse and/or School Counselor with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

## **SPEECH AND RESPECT FOR COMMUNITY MEMBERS**

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, sexual orientation, religious affiliation, ability, and other aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets. We have one expectation around this kind of speech — it's never to be used.

The School invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their advisor, Division Director, Dean of Students, or the Diversity, Equity, Inclusion, and Belonging Office so that the School can respond appropriately.

## **BULLYING, HARASSMENT, DISCRIMINATION, HAZING, SEXUAL ASSAULT AND SEXUAL HARASSMENT**

The School does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), harassment or discrimination, hazing, sexual assault, and sexual harassment (collectively referred to as "interpersonal misconduct"). Prohibited interpersonal misconduct includes, but is not limited to any gesture, written, verbal or physical act, or electronic communications that is reasonably perceived as being motivated by either an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

Interpersonal misconduct is prohibited on the School's campus and the property immediately adjacent to School grounds, on School vehicles, and at School-sponsored



events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not School-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at school, or (c) substantially disrupts the educational process or the School's orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School's disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students' safety while at school.

## REPORTING COMPLAINTS

A student who is the target of interpersonal misconduct, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to any administrator or faculty member with whom the student is comfortable.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home, to the School Nurse and/or School Counselor, or to call 1-877-NJ ABUSE (Child Abuse/Neglect Hotline), 1-800-572-SAFE (7233) (NJ Domestic Violence Hotline), or 1-800-601-7200 (NJ Coalition Against Sexual Assault Hotline). When making such outreach, students may share as little or as much information as they would like.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such misconduct, are urged to immediately notify the Dean of Students or the DEIB Office or any school employee with whom the parent/guardian is comfortable. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, are strongly encouraged to contact one of these administrators or employees immediately.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

## FALSE COMPLAINTS

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore,

the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of interpersonal misconduct or retaliation may be subject to disciplinary action.

## RESPONDING TO COMPLAINTS

The goals of an investigation, and any supportive, disciplinary, or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of a school employee, the employee is expected to bring the complaint immediately to the Dean of Students (Upper and Middle School) or the Division Director (Primary School). If the complaint involves a faculty or staff member at the school, the Director of Human Resources will also be informed. An assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors), and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be appropriate, to prevent further misconduct, witness interference, and/or retaliation during the course of and after the investigation.

The Dean of Students, Division Director or Director of Human Resources, or their designees, will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The Dean of Students, Division Director or Director of Human Resources, or their designees, may consult with the Director or Assistant Director of Diversity, Equity Inclusion, and Belonging, faculty, the School's healthcare providers, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Dean of Students, Division Director or Director of Human Resources, or their designee, will generally make the following determinations in consultation with the Division Director and Head of School as appropriate:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.

- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

At the discretion of the Head of School, a separate committee may be convened to investigate and make recommendations. The Head of School or Division Director will consider any recommendations from the separate committee if it convenes, but the Head of School or Division Director will determine any appropriate disciplinary action for a student who is found to have committed an incident of interpersonal misconduct consistent with the Discipline section in this Handbook.

Information about consequences or other corrective action may be shared with the School community as deemed appropriate by the Head of School or Division Director. Such announcements may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

### **NOTIFICATION TO PARENTS/GUARDIANS**

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigation processes.

### **NOTIFICATION TO GOVERNMENT AUTHORITIES**

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under P.L.1971, c. 437, law enforcement, or other appropriate government agencies may be notified. At any point after receiving a report of interpersonal misconduct, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

### **SANCTUARY POLICY APPLICABLE TO SEXUAL ASSAULT**

Student health and safety are more important than discipline. Therefore, a student should not refrain from seeking help for fear of discipline by the School. If a student is violating a School rule when the student needs to call for help due to a sexual assault, the student will generally be granted sanctuary from discipline for the rule violation (unless, for instance, the student perpetrated the sexual assault). We reiterate that we expect students to promptly report to a School employee any incident where the health or safety of a student may be at risk.



## PRIMARY SCHOOL THEME

Kent Place Primary School is committed to creating a caring and nurturing learning environment where students feel safe to learn, grow, and excel. We recognize the importance of creating safe spaces where diverse perspectives are represented and respected and the uniqueness of each student is valued and validated. Our Primary School motto, “If it is to be, it must begin with me: Word Hard, Play Fair, Be Kind,” is designed to help students take responsibility for their own behavior, grow in scholarship and empathy, lead as a positive community member, and develop deep and lasting peer relationships.

## EXPECTATIONS

Respect, honesty, and responsibility are the foundations of the Primary School program. Each student is expected to respect all members of the Kent Place community. Each student is expected to be honest in all interactions. Each student is expected to be responsible for their individual behavior (i.e. respect of personal space).

While in school, students are expected to behave in the following ways:

- Be safe, respectful, and responsible at all times
- Respect the rights and feelings of others by treating all others with kindness
- Respect everyone’s need for personal space and keep your hands and body to yourself
- Use appropriate language as described in our Conversation Norms
- Follow the rules and directions of the teachers and adults who are in charge
- Use care with all school property, including furniture, books, technology and all other items
- Play fair and show good sportsmanship
- Be honest and truthful
- Learn to the best of your ability

Unacceptable school behavior includes, but is not limited to, the following:

- Defiance of authority
- Dishonesty
- Misrepresenting one’s work
- Breach of common courtesy
- Theft
- Defacement of displays, schoolwork or property
- Physical (i.e. biting, spitting, hitting, poking, stabbing at) or verbal abuse towards another person
- Discrimination of any sort
- Disruption during class
- Chronically incomplete assignments

- Inappropriate comments about one's body, family, home, belongings, or clothing
- Bullying, teasing, or exclusionary behavior
- Misconduct related to technology use and online accounts (see [Acceptable Use Policy, page 26](#))
- Possession of unlawful weapons or the weaponizing of objects to commit harm to self or others
- Use of epithets related to race, ethnicity, religion, gender, sex, ability, culture or family

## DISCIPLINE

Our goal in the Primary School is for students to learn how to interact positively, responsibly, and productively within the classroom and the larger School community. Students are taught that the principles of respect, honesty, and responsibility are essential and that there are consequences when they do not adhere to these core values.

Our goal is to teach students to acknowledge mistakes and to grow from them. By taking both responsibility for actions and ownership of how to make things better, we believe that a student will develop essential life skills.

Students also learn that actions bring consequences. Consequences may be small, such as speaking to the student and developing a better behavioral model. Examples of larger consequences might include removing the student from the School community for a specified period of time.

## ACADEMICS

Please refer to the Course of Study for additional details about curriculum.

## ASSESSMENT

In all grades, classroom teachers will administer informal or formal screenings or standardized tests to help the School determine readiness, grade-level achievement, and skill development. Educational assessments may be administered by the Reading Teacher and/or Learning Support Coordinator as well.

## HOMEROOM SECTIONING

The Primary School works to create balanced sections at each grade level. Students are sometimes regrouped for specialists, and have opportunities to be with all of the students in their grade at lunch and recess. In late August, student homeroom placements for Kindergarten through fifth grade are distributed to parents. Due to the careful and thoughtful process involved in classroom sectioning, changes to class sections cannot be made. Parents may not request a specific teacher for their child.

## ERB TESTING

The ERB CTP-V, a standardized assessment, is administered to third through fifth graders. Individual students' results are sent home to parents. Our Learning Support Coordinator is available to interpret and discuss the results with parents. The test

scores represent only one indicator of achievement, and are not a definitive measure of the student as a learner. The Primary School Director, along with the Learning Support Coordinator, and teachers, also use the data to inform curriculum development and instructional practice.

## **CONFERENCING & FEEDBACK/ASSESSMENT**

JPK parents receive a progress report at the end of the school year. PreK through fifth-grade parents receive progress reports twice a year. Individual parent-teacher conferences are scheduled in October and April. Additional conferences may be arranged.

To maximize a student's experience at Kent Place School, our team approach includes the student, the parents, and the School. When a student has challenges with either an academic or a behavioral area, we incorporate strategies to assist the student. At times, the School may recommend outside support or testing.

If a student continues to have difficulty in any area or continues to work below grade level, Kent Place School personnel reserve the right to use their professional judgment regarding the suitability of the School as an educational setting for the student.

## **FIELD TRIPS**

To enhance the curriculum, field trips are planned by the teachers. A signed permission form is required for all trips off campus. On class trips, all students must wear seat belts at all times and car seats when required by law. A fee, reflecting the costs of the field trips, will be charged to the student's Kent Place School bill in early fall. Students must be in appropriate School dress-code clothing unless otherwise directed by the School.

## **HOMEWORK**

Students in the first through fifth grades may expect homework. Regular homework routines are helpful. Families need to provide an appropriate place and time for children to complete their work. A child learns best when they are allowed/encouraged to complete their work without adult assistance. If there is a concern about an assignment, parents should encourage their child to talk directly to the classroom teacher.

If a student is absent two or more days in a row due to illness, every effort will be made to have assignments available. When an absence unrelated to health occurs, classwork must be made up upon the student's return. Late or forgotten homework should not be delivered to School, nor should it be emailed to School. The teacher will discuss the appropriate course of action individually with the student as to how the student will make up the assignments.

## **STUDENT SUPPORT TEAM**

The Student Support Team works with teachers, students and families/guardians to support the academic, social, emotional and behavioral needs of all students. Members of the team include the Director of the Primary School, the Learning Support Coordinator, the School Psychologist, the School nurse, and the Reading

Support teacher. The team meets on a regular basis with grade level teachers to discuss specific student concerns and then to collaboratively develop strategies and plans to best support student growth. Consultation with outside professionals may be recommended for students if in school support strategies have not proven effective.

## THE AMANDA YODER PRIMARY SCHOOL LIBRARY

The Primary School library is an integral part of the School program. It is a place for students to reinforce their love of reading. Students are encouraged to browse, read, or take books home, either independently or during scheduled time for book selection. In addition, the library is a resource for teachers and students as they develop classroom research projects. Library and information literacy skills are taught as they relate to class studies and research projects. The School emphasizes literature in the curriculum and students generally regard the library as a happy, challenging, and exciting place to learn.

## MUSIC

The Kent Place Primary School Chorus (The Hummingbirds) provides third- through fifth-grade singers with an opportunity to study and perform challenging choral music. From this group, students are invited to audition for Honors Choirs at State, Division, and National levels.

Instrumental instructional classes for beginners are offered at the third-grade level to aspiring instrumentalists. These classes are a complementary activity to their regular music classes and take place during the school day. Once students develop a level of proficiency with their instrumental technique and music reading skills they are invited to participate in the Primary School Ensemble. This group offers young players the opportunity to focus on improving their technique and developing their ensemble skills.

Students also have an opportunity to study a variety of instruments in private or semi-private lessons. These classes are taught by KPS artist-teachers. Sign-ups for all opportunities are done in the Spring of the previous school year. For more information, please contact the Chair of Performing Arts, extension 260.

## BACK-TO-SCHOOL NIGHT

Back-to-School night is held in early fall. The evening program is an opportunity to learn more about the curriculum for students' current grade level. Our approach and expectations for the school year are outlined while parents have the opportunity to meet the child's teacher in the classroom. Back-to-School night is not a time for individual conferences.

## PLAYS AND PERFORMANCES

Music, dance, and theater classes offer opportunities for performance. Students may perform for their classmates or the entire Primary school community, and sometimes, these audiences include parents. Performance announcements are communicated to parents prior to the events.

## TECHNOLOGY

Please refer to the [Acceptable Use Policy on page 26](#) for details about the School's technology policies.

The Primary School has iPads for Preschool through Grade 2 students and Chromebooks for its Grade 3 through 5 students as part of the Kent Place 1:1 Program.

All students are given Google Workspace for Education and MyKPS accounts which allow them to access course resources, communicate and collaborate with teachers and peers regarding their studies and school-related activities and events.

Technical support is available Monday through Friday, from 8:00 a.m. to 4:00 p.m., in the Tech Hub, by calling ext. 271 or emailing [support@kentplace.org](mailto:support@kentplace.org).

## WORLD LANGUAGE STUDY

We believe that world language study is essential to a well-rounded academic program. World language study begins in Preschool. Beginning in first grade, students choose to study either French or Spanish through Grade 5. There is an opportunity to change language studies in Grade 6.

Special presentations, trips, activities, and meals enhance the study of both French and Spanish.

## ATTENDANCE POLICIES

### ARRIVAL AND DISMISSAL

**Arrival and dismissal procedures by grade level may be found on the Primary Parent page on MyKPS > Topics > Important Information.**

When a change in dismissal for a Primary School student is necessary, please send a note to the classroom teacher on the morning of the change. Students may only be dismissed to authorized adults. If there are last-minute changes to the student's dismissal plans, please contact the Attendance Hotline at extension 340 or email [attendance@kentplace.org](mailto:attendance@kentplace.org).

If you have more than one Primary School student, please arrive at the time the oldest child is dismissed. Younger siblings and carpool members are supervised until the later dismissal time.

Playdate arrangements must be made before coming to school. Playdate telephone calls are not allowed during school.

### ABSENCE AND TARDINESS

Students are expected to be in school unless ill. **When a student will be absent for any reason, parents/guardians must either email [attendance@kentplace.org](mailto:attendance@kentplace.org) or call the Attendance Hotline at extension 340 as soon as possible but no later than 8:15 a.m. each day that the student is absent.**

Since our school calendar allows for ample vacation time, Kent Place School discourages absences unrelated to ill health. We encourage parents to honor the School



calendar when scheduling family vacations. Should other absences be unavoidable, students in Preschool through Grade 5 are required to fill out an [Unexcused Absence Form](#), which is located on MyKPS. In addition, please notify the Attendance Hotline in advance indicating the days that the child will be absent. Missed assignments and class work will be assigned and completed when the child returns to school.

All students are expected to be punctual. If a student is absent from school, they may not participate in afterschool activities.

Kent Place School policy is that students are marked absent for the day if they arrive after 10:30 a.m. Students may not participate in Kent Place Kids or afterschool enrichment if they arrive after 10:30 a.m.

## DAILY SCHEDULE

### PRIMARY SCHOOL SCHEDULE

FULL DAYS	School Hours	Drop-off Times
Kindergarten–Grade 5	8:10 a.m.–3:05 p.m.	7:50–8:05 a.m.
Pre-K and full-time JPK student	8:40 a.m.–2:30 p.m.	8:20–8:40 a.m.
Half-time JPK students	8:40–11:30 a.m.	8:20–8:40 a.m.

DELAYED OPENING DAYS	School Hours	Drop-off Times
Kindergarten–Grade 5	10:10 a.m.–3:05 p.m.	9:50–10:05 a.m.
Full Day JPK and Pre-K	10:40 a.m.–2:30 p.m.	10:20–10:40 a.m.
Half-day JPK	10:40–11:30 a.m.	<i>JPK families may determine if their child will attend or not on delayed opening day.</i>

HALF DAYS	School Hours	Drop off Times
Kindergarten–Grade 5	8:10 a.m.–11:30 a.m.	7:50–8:05 a.m.
JPK and Pre-K	8:40 a.m.–11:15 a.m.	8:20–8:30 a.m.

## BUSING, PARKING, AND DISMISSAL

Bus transportation is arranged through the Transportation Office at extension 231. Buses arrive and depart at the bus loop near the Dining Hall. Students are supervised by a faculty or staff member in the bus loop at arrival and dismissal. School buses leave the School between 3:40 and 3:50 p.m. Non-bus students are not allowed to board/ride a bus, nor may bus riders switch the bus they take for the purpose of play dates.

**For the safety of all, car loop guidelines must be respected:**

- Cars may never be parked or double-parked in the car line or in the spaces in the Primary School lot (in front of the building).
- If parents arrive early, parking is available across the street in the North Lot.

- **Please respect the staggered dismissal times of each grade level, and do not block the car lines for the younger students' pick up times.**
- **Accessible parking spots may only be used by those who have an official disability parking permit or license.**
- **Cellphones may never be used during the arrival or pick-up.**
- **Students must always be fastened by a seat-belt until the car has fully stopped and before the car drives away from the front of the building.**

When picking up students in multiple divisions, it is recommended that the Primary School student be picked up first, prior to 3:30 p.m. Primary School students may be dismissed to Upper School siblings only with written permission from a parent/guardian.

Primary School students may not walk or ride their bicycles to or from school without adult supervision.

## BEFORE AND AFTERSCHOOL EXTENDED CARE PROGRAM – KENT PLACE KIDS

Beforecare starts for Kindergarten through fifth at 7:30 a.m. on regular school days. There are no beforecare services for Jr. Pre-K and Pre-K. Beforecare for Kindergarten through fifth grade is a free service. Beforecare is not available on delayed openings days.

Kent Place Kids Aftercare (KPK) offers children in Junior Pre-Kindergarten through fifth grade supervised play and homework time. Enrollment may be on a full-time or drop-in basis or for designated days each week. There is a charge for this service. Kent Place Kids is open from 3:00 p.m. to 6:00 p.m. on regular school days. KPK will be open on Conference Days — dates and times to be announced. Pre-registration is required for these extended sessions. KPK is not available on early dismissal days. For more information, please call the Director of Summer & Auxiliary Programs, at extension 297.

## DRESS CODE

Kent Place School has a “Uniform with Choice” in Kindergarten through Grade 5, which supports the commitment to our mission of preparing girls to become leaders in the world. We have chosen a program, through Lands’ End, which provides consistency while also allowing for our students to showcase creativity and individuality. It is expected that all students arrive at school dressed in approved attire each day. Consistent non-compliance to the dress code may result in appropriate disciplinary action. A parent uniform representative is selected each year to answer questions that may arise. Complete information on uniform policies may be found on the Primary School Parents Uniform Topics page on MyKPS.

Students in the Primary School are encouraged to dress comfortably for school in clothing that is appropriate for full participation in all activities. While all possible dress options cannot be delineated, students should be dressed in clothing reflecting the spirit of the Uniform of Choice while keeping the following guidelines in mind. These guidelines are especially useful when considering clothing options when students are afforded the option of the occasional dress-down day:

- Clothing that is torn, frayed, ripped, sloppy, or dirty may not be worn.
- No slogans or consumer advertising may be worn on any item of clothing.
- Students are discouraged from wearing jewelry to school.
- Bike shorts and/or leggings may only be worn under a dress, skirt, or jumper.
- No backless shoes are allowed.
- Clothing Length: Skirts, shorts, skorts, and dresses should touch the top of the knee when the student is standing. Clothing, including pants, may not touch the floor.
- Not permitted:
  - spaghetti straps;
  - halter, tank, or tube tops;
  - midriff or off-the-shoulder shirts;
  - athletic shorts;
  - sweatpants; and
  - low-rise pants.

*Additional Primary School Dress Code information may be found on the Primary Parent page of MyKPS > Topics > Land's End Uniform Information.*

## GENERAL INFORMATION

### PRIMARY SCHOOL CELL PHONE POLICY

Cell phones, smart watches, and other communication devices are prohibited during school hours in the Primary School.

### CLASS PICTURES

Both individual and class photographs are taken in early fall. The photography fee is included in students' Kent Place School bill.

### PRIMARY SCHOOL COMMUNICATION

We encourage open and direct communication among teachers and parents. Parents can expect a response to messages from faculty and staff members within 24 hours on school days. Communication channels between School and parents include progress reports, conferences, newsletters, the Navigator, work sent home, email, phone calls, and notes sent home. My KPS is the primary form of communication. It is recommended that parents add the MyKPS app ([my.kentplace.org](https://my.kentplace.org)) to their smartphones or tablets for easy access on the go.

Questions should be directed as follows:

- General Primary School program, curriculum, and School policies - Call the Director of the Primary School at extension 258.
- Student progress and classroom experiences - Call or email the classroom or specialist teacher involved.
- Absences and tardiness, changes of dismissal - Call the Attendance Hotline at extension 340 or email [attendance@kentplace.org](mailto:attendance@kentplace.org).

- Health or medication information - Call the Primary School Nurses at extension 279.
- Last minute dismissal changes - Call or email the Attendance Hotline at extension 340 or [attendance@kentplace.org](mailto:attendance@kentplace.org).
- Health or medication information – Call Primary School Nurses at extension 279.

## DINING HALL AND LUNCH

If a student has a food allergy or special dietary needs, parents must notify the classroom teacher, the Director of the Primary School, and the School Nurse before the start of each school year. The School will work with families to ensure that every student has a suitable choice for lunch.

- Students in JPK, Pre-K, and Kindergarten bring a snack, beverage, and lunch to school daily.
- Students in first through fifth grades have a choice of hot or cold lunch daily in the Dining Hall.
- A menu is posted on the Resource Board of MyKPS so that parents may assist their student(s) to make healthy choices.

## EMERGENCIES

Emergency telephone numbers are kept on file by the Registrar, the Primary School Office, the classroom teacher, our aftercare programs, and the Primary School Nurse.

**It is essential we have up-to-date emergency contact numbers for all parents or guardians. If emergency numbers change, it is very important to contact the Primary School Assistant at extension 257.**

Should there be an emergency at school, the teacher, the Director of Primary School, or the School Nurse will call parents (or your emergency contact person) immediately.

## HEALTH OFFICE

The Primary School Nurse is available throughout the school day at extension 279. Please see [page 17 for the Student Health Services](#) section.

## MESSAGES

Each day, before arriving at school, Kindergarten through fifth-grade students need to know their transportation plans for the end of the day. If there is a change from the regular plan, a note or email must be sent to the classroom teacher. When a student who usually rides a bus will be picked up by a parent or caregiver instead, a note must be sent to the School.

If a parent/guardian must leave a message for a child, please call or email the classroom teacher. Unless there is a family emergency, students will not be called to the telephone. Phone calls home by students are limited to emergencies.

Forgotten homework or belongings (ie musical instruments, etc.) does not warrant a phone call home. It should be brought in by the student the following day.

## **PARENT CHATS/PARENT EDUCATION**

To provide a forum for the exchange of ideas and information, the Director of the Primary School holds a series of parent chats during the school year. These chats last about an hour. Parent Education events are coordinated through the Advancement Office and are led by various educators and specialists. For more information, please see the Primary School group on MyKPS.

## **PERSONAL PROPERTY/LOST AND FOUND**

The School is not responsible for jewelry and electronic equipment brought to school. Primary School students may not have cell phones in school. Valuables should not be brought to school.

When a small amount of money is needed for a bake sale, book fair, or for holiday School Store shopping, please place it in an envelope for the classroom teacher, labeled with the student's name. Primary School students may not purchase snacks from the Dining Hall after school.

Please check for lost belongings in our lost and found located outside of Hauser Hall. Also, parents should remember to label their child's clothing, especially outerwear, shoes, and umbrellas. Unclaimed items in the lost and found are donated to charity twice a year.

## **PLAYGROUND**

Weather permitting (when temperatures are above 25 degrees Fahrenheit), students have outdoor recess every day. Students are expected to use playground equipment safely. Students must ask permission before leaving the playground for any reason. Students should always be dressed for comfortable outdoor play. On snowy days, students may play outside in the snow if dressed appropriately, which includes boots and snow pants.

## **AFTER-SCHOOL HOURS**

Primary School students may not enter the buildings or play on the playground after school hours unless they are attending after school activities.

## **PRIMARY SCHOOL VISITORS**

For the sake of safety and security, we ask all parents and visitors to sign in at the Primary School entrance and wear a visitor's badge when entering the Primary Building. Parents may not go directly to a classroom during the school day. If parents have something to bring to their child or a message for their child's teacher, please leave it with Security. It will be delivered when appropriate.

# STUDENT ACTIVITIES

## BIRTHDAYS

To honor birthdays, families will arrange with the classroom teacher when and how student birthdays will be celebrated. Birthday guidelines will be shared at the beginning of the school year by the classroom teacher.

When planning a party outside of school, we urge families to follow these guidelines:

- Mail invitations; we will not hand them out in school.
- Invite the entire group or less than half of the group.
- When the party group does not include all classmates, do not pick students up at school.
- Parties should not originate at school.
- Students are encouraged not to discuss parties in school.
- The exchange of birthday gifts is discouraged at school.

## BIRTHDAY BOOKS

As a Kent Place tradition, students in Kindergarten through Grade 5 often present the School with a book on their birthdays. Participation in this program is optional. At Morning Meeting, students are publicly recognized by their peers for their book contribution. Identified with a bookplate bearing the student's name, the book becomes part of the permanent Primary School Library. Contact the Primary School Librarian at extension 262 for more information.

## COMMUNITY SERVICE

The Primary School works to instill a sense of social and community responsibility in our students. Several division-wide community service projects are sponsored throughout the school year. Announcements of these projects are sent home prior to the beginning of each project.

## FIELD DAY

Each May, students participate in a morning of outdoor fun and games. Each student is assigned to either the green or gold team. The event is student-centered and helps to build Kent Place Primary School spirit.

## HALLOWEEN

On or around Halloween, Primary School students are invited to dress in costume and parade through campus. Date, time, and costume guidelines are sent home. Parents are welcome to watch the parade.

## KALEIDOSCOPES

Kaleidoscopes is a Primary School affinity group for students who self-identify as students of color and for all students who wish to engage in multicultural conversations. Kaleidoscopes' mission is to celebrate diversity and common bonds, foster exploration and appreciation of identity, and equip students with tools to challenge bias in their lives.



## HONOR CODE

### **Who we are:**

We are a diverse community of thoughtful learners who support the quest for self-awareness and the development of ethical leaders in the global community.

### **What we value:**

We value integrity, teamwork, empathy, scholarship, and service.

### **How we live:**

We conduct ourselves with honor.

### **Because we value integrity, we . . .**

- Respect ourselves, others, and our School.
- Are honest in what we say and do.
- Sign “This Is My Own Work” on all assignments.
- Uphold the Academic Expectations of the Middle School.

### **Because we value teamwork, we . . .**

- Celebrate the successes of others.
- Utilize the strengths of each member of our community and support each other in areas of growth.
- Recognize the unique contributions of each member.
- Believe in each other.

### **Because we value empathy, we . . .**

- Listen to each other.
- Are sensitive to the feelings of others.
- Act with an understanding of other people’s experiences and perspectives.
- Treat others as they would like to be treated.

### **Because we value scholarship, we . . .**

- Encourage curiosity and academic risk-taking.
- Appreciate the learning process, not just the product.
- Respect intellectual property.
- Dedicate ourselves to lifelong learning.

### **Because we value service, we . . .**

- Believe it benefits both the individual and the community.
- Seek out opportunities to support others.
- Participate in local and global service-learning initiatives.
- Recognize service as a lifelong responsibility.

All Middle School students are expected to adhere to the KPS Honor Code at all times. MS students are required to act with integrity and empathy, to conduct themselves with honor at all times, and to respect others at all times. All MS students must sign the Honor Code as a statement of adherence.



## MIDDLE SCHOOL RULES

Students are expected to:

- Be familiar with the Handbook and follow the policies and procedures stated therein.
- Arrive at school and class on time; students who are late must sign in at the designated location upon arrival to school each morning.
- Attend and be prepared for all classes.
- Students arriving to campus prior to 8:00 a.m. are expected to report to the appropriate supervised location on campus.
- Remain outside of the Middle School during lunch period until the designated time unless given prior permission from a faculty or staff member.
- Remain on campus while school is in session unless written permission to leave campus is submitted to and granted by the School Nurse or the Dean of Students.
- Wear the assigned student Access Card/ID at all times on campus.
- Be proactive and responsible about making up missed work in a timely manner.
- Follow the Dress Code.
- Refrain from using inappropriate language.
- Keep tops of lockers free of book bags, laptops, and other personal belongings.
- Use the School phone only with permission. Place all phone calls home through a School phone unless given permission otherwise.
- Personal use of cell phone and other mobile devices are prohibited during the hours of 8:15 a.m. to 3:30 p.m.
- Refrain from chewing gum.
- Refrain from eating or drinking substances other than water during class, unless given permission by the teacher.

## UNIFORM/DRESS CODE

Kent Place School has a “Uniform with Choice” in Grade 6 through 8, which represents the commitment to our mission of preparing students to become leaders in the world. We have chosen a program, through Lands’ End, that is consistent and conservative, yet also allows for our students to showcase creativity and individuality. It is expected that all students arrive at school dressed in uniform each day with their student Access Card/ID. Athletic uniform shirts/jerseys are allowed on game days only. Noncompliance with the dress code will result in appropriate disciplinary action.

### Uniform With Choice Guidelines

- A school logo is required on all tops worn to school. This includes shirts, sweaters, jumpers, dresses and fleece. Logos are not required on bottoms (skirts, pants, and shorts), but bottoms should be selected from the approved Lands’ End list.

- In order to comfortably participate in all school day activities, uniform skirts must be fingertip length. Students are encouraged to wear leggings or mid-thigh compression shorts under their skirts at all times, in order to adhere to this policy. Shoes, such as slippers, flip flops, or backless shoes, are not permitted.
- Items such as Kent Place sweatshirts that are purchased from the School Store may only be worn as outerwear. They are not part of our Uniform with Choice and should not be worn while in school unless separate permission is granted.

On occasion, the MS will observe “dress-down days.” On those days, students are expected to adhere to the following dress code:

- Clothing that is tight, torn, ripped, sloppy, or revealing may not be worn.
- No sweatpants or pajama pants may be worn (unless a “pajama day” is declared).
- Tops may be long-sleeved, short-sleeved, or sleeveless. No spaghetti straps.
- Halter top, tube top, crop top, midriff-bearing, one sleeve, and off-the-shoulder shirts may not be worn.
- Skirts, shorts, skorts, and dresses must be fingertip length.
- No backless shoes are allowed.
- No logos, slogans, or consumer advertising may be worn on any item of clothing.

## DISCIPLINE

The School views addressing infractions of behavioral standards as educational and character-building opportunities. Consequences imposed will be proportionate to the behavior or situation. Seriously inappropriate behavior may result in suspension from School or, in extreme cases, expulsion.

Academic dishonesty results in an academic penalty for the assignment or test in question, in addition to other consequences. Honor Code violations will be promptly brought to the attention of the Director of the Middle School, and parents will be called.

## DISCIPLINARY PROCESS

Once a faculty/staff member is made aware of a potential disciplinary infraction, they are required to relay the relevant information within a 24-hour period of time to the Middle School Dean of Students or the Dean’s designee. If the allegation involves academic misconduct, the Disciplinary Committee (Director, Dean, Advisor, and Grade Level Team Leader) will conduct the necessary follow-up steps with the student and the student’s family. If the allegation involves interpersonal misconduct with allegations of bias, the Middle School Director, Middle School Dean of Students, and the Assistant Director of Diversity, Equity, Inclusion, and Belonging will initiate the appropriate investigatory process and communicate with the student(s) and parent(s)/guardian(s).

All investigations of the Disciplinary Committee remain confidential to the student, family, and members of the Committee, unless the allegations involve illegal activity, in which the School reserves the right to partner with appropriate authorities.

If it is deemed that a student has committed an egregious violation of our honor code, or a pattern of repeated offenses has developed, it may be determined that a suspension or dismissal from school is required. When a student's behavior and/or actions do not demonstrate immediate and sustained improvement, more significant consequences, up to and including dismissal, may be considered.

In the case of a suspension, the student is expected to spend the duration of the assigned time completing the written reflection prompts submitted to them by the Dean of Students and any school work provided by their teachers. The student is not permitted to attend any school events on the day(s) the disciplinary consequence is served. The absence is marked as excused unless the student does not complete the requisite reflection work.

## **DETENTION POLICY**

In order to maintain appropriate and considerate behavior, faculty and administration may assign points and/or automatic detentions as the situation warrants.

Detention points may be assigned for any violation of the expressly stated Middle School Rules or for other inappropriate student behavior.

## **POINT ASSIGNMENT PROCEDURES**

- When a detention point is assigned, the teacher or administrator communicates with the Dean of Students, and the student is notified.
- A detention may be assigned when the following points are accumulated: 8th grade (3 points); 7th grade (3 points); 6th grade (4 points).
- If a student accumulates two detentions, then the student and the parent(s) may be asked to meet with the Director of the Middle School. The Director of the Middle School (or the Director's designee) may determine that a suspension from School or another consequence is in order.
- If enough infractions are accrued to warrant a third detention, then the student, the parent(s), and the Director of the Middle School may meet with the Head of School to discuss whether or not the student may continue to attend Kent Place.

## **DETENTION PROCEDURES**

Detention periods are scheduled by the Middle School Dean from 7:30 to 8:15 a.m. or from 3:30 to 4:15 p.m. This time will be spent composing an essay on the breach(es) of integrity that resulted in the detention. Failure to fully serve the detention requires the student to make it up and serve an additional one, and other appropriate consequences, as determined by the School.

# ACADEMICS

Please refer to the Course of Study for details about academic requirements.

## ADVISORY PROGRAM

Every student in the Middle School has a faculty advisor and is assigned to a grade-level advisory group. These groups consist of 7 to 10 students who meet regularly with their advisor. During these daily meetings, the advisory group discusses pertinent grade-level topics, social concerns, appropriate expectations, comments and grades, and academic strategies. In addition to the group meetings, advisors meet one-on-one with their advisees to discuss social and academic issues specific to that student, and to establish and monitor goals that will enable each student to achieve their fullest potential.

Advisors serve as the first avenue of communication between home and the School in matters related to their students' overall performance. Students should feel free to go to their advisor for academic or personal advice at any time. Advisors formally host two parent conferences per year. A student should also feel free to speak with any teacher, staff member, or administrator with whom they feel comfortable.

## CONFERENCE/STUDY HALL

All Middle School students have Conference period in their academic schedules multiple times a week.

The primary purpose of Conference is to provide students with an opportunity for silent, independent study or to meet one-on-one with teachers. Students are expected to report to their assigned location at the start of each Conference and to follow all sign-in/sign-out procedures.

## HOMEWORK

A student can expect approximately 1 to 2-1/2 hours of homework a night, depending on the grade level, schedule, and study habits of the individual. On average, Grade 6 usually has 1-1/2 to 2 hours of homework each night, while Grades 7 and 8 usually have 2 to 2-1/2 hours each night. Homework can be expected each night of the week.

Students who find that they are regularly spending more time on homework than noted here, are encouraged to speak with their advisor, the MS Dean of Students, or the MS Director.

## LEARNING SUPPORT

The Middle & Upper School Learning Support Coordinator works with all students who have learning diagnoses and needs on file with the school and coordinates school-approved accommodations with the student, the student's parent(s)/guardian(s), and the student's teachers. Parents or teachers who are concerned about recurring academic issues or challenges after initial interventions have not proven effective are encouraged to contact the Learning Support Coordinator, who can help students and families explore possibilities for further evaluation.

## MIDDLE SCHOOL MATH LAB

Middle School Math Lab provides a dedicated time for students to strengthen their math thinking skills, to pursue explorations, and to develop their interests in math. Students are invited to participate in Math Lab based on classroom observation. Invitations with details about the purpose and timeline for Math Lab sessions are sent by the classroom teacher via email to the student and family. During their time in Math Lab, students have the opportunity to extend their understanding of mathematics by applying concepts/skills in interesting and new ways, revisit and solidify their understanding of concepts taught in previous math courses, and develop independent learning skills.

## MISSED HOMEWORK

If a student is absent from school, they can obtain missed homework assignments via MyKPS. Students will be instructed how to access their homework calendars and assignments via MyKPS. Any work missed due to illness is the responsibility of the student and must be made up upon return to school at the discretion of each teacher.

## SUMMER STUDY CREDIT

Any student wishing to complete summer study for credit, or to advance a level, should discuss the possibility with their current teacher. Summer study must be **approved by the Department Chair** of the appropriate discipline before the student registers for the summer course. The student must also complete all expectations as determined by the department for advancement in the discipline.

## TEST DAYS

It is a student's responsibility to take tests on the appointed day, as an unfair advantage in studying time is received from a delay. If a student misses a test because of illness, a make-up date must be arranged with the teacher on the day of the student's return to school. If only a day is missed, a student may be expected to take the test on the day they return to school. In the event of an excused absence across multiple days, students may be asked to take assessments prior to departure.

## REQUIREMENTS FOR PASSING

Students' academic performance, including letter and effort grades, are reviewed at the end of each trimester. A student who receives more than one grade of C- or below at the end of a trimester may be placed on Academic Warning. The student, with their parent(s)/guardian(s) and advisor, will meet with the Dean of Students and/or Division Director to set goals for the subsequent trimester; assuming improvement, the Academic Warning status will be removed. If a student's performance does not indicate marked and sustained improvement after the subsequent trimester, they may be placed on Academic Probation. At that time, a formal meeting will be held with the family and Division Director to determine next steps, up to and including dismissal.

At year's end, if a student's average in a particular course is a D+ or below, the School will determine if the student will need to repeat the course or fulfill a summer equivalent.

lent in order to return the following year. To continue at Kent Place, a student may receive no more than one yearly course average below a C-.

There may be times when the administration and faculty of the School conclude that the educational program of Kent Place may not be one that best serves the educational needs of a particular student. In such situations, the School may hold conversations with the family to discuss educational alternatives that may be better suited to the learning style of their child.

## TECHNOLOGY – CHROMEBOOK PROGRAM

Please refer to the [Acceptable Use Policy on page 26](#) for details about our technology policies.

Students receive a Chromebook as part of the Kent Place School 1:1 Program (one Chromebook to one student). All Middle School students are given a Google Workspace for Education and MyKPS accounts, which allows them to access course resources and better communicate and collaborate with teachers and peers regarding their studies and School-related activities and events.

The 1:1 Program affords students the opportunity to learn how to use technology responsibly as well as how to respect and care for technology. Technology is integrated directly and regularly into the Middle School course of studies to enhance our students' educational experience. Students use technology tools that support specific disciplines and departmental curricular goals.

Technical support is available Monday through Friday, from 8:00 a.m. to 4:00 p.m., at the Technology Help Desk office, by calling ext. 271 or emailing [support@kentplace.org](mailto:support@kentplace.org).

## TUTORING

Our teachers make themselves available for extra help during the school day, and we encourage our students to take advantage of this opportunity. We do not encourage tutoring and recommend it only after our own teachers have worked with a student and have determined that it is in the best interest of that student to be tutored.

If tutoring is deemed necessary, it is important for the School to be part of the process so that the supplemental services will appropriately mesh with our class work and methodology. The conjoint decision making and planning would, therefore, involve the parents, teacher, and advisor.

## ATTENDANCE POLICIES

Students should arrive by 8:10 a.m. Once students have arrived at school, they are not to leave School grounds without permission. Students arriving before 8:00 a.m. must wait in the designated location. Any student arriving after 8:15 a.m. will be marked late and must complete the sign-in process upon arrival to school. If a student needs to leave campus before the end of the school day, written permission from a parent must be provided to the Middle School Dean by 7:30 a.m. on the day of the early dismissal. All students who wish to participate in any afterschool activities must report to school

before 10:30 a.m., and remain in school for the remainder of the school day. In all cases when a student leaves school before the end of the official school day, the caregiver **MUST** come into the School building and sign the student out at the reception desk.

**If a student is unable to come to school, parents/guardians must either email [attendance@kentplace.org](mailto:attendance@kentplace.org) or call the Attendance Hotline at extension 340 before 8:30 a.m.**

Kent Place School strongly discourages students missing school for reasons other than illness or religious holidays. When a student is absent from class, they miss valuable academic experiences which cannot be reconstructed in conferences or during one-on-one with a teacher. The student **must notify teachers at least one week prior to the absence** and must accept responsibility for a personal absence from school. A student who expects to be away from school for one or more days should obtain and complete all parts of the Planned Absence Form. Students are accountable for turning in missed work and/or making up tests upon their return. For an absence of more than two school days, a parent must request the time off in writing to the Director of the Middle School.

## MIDDLE SCHOOL BEFORE AND AFTERCARE

Beforecare starts for all MS Students at 7:30 a.m. on regular school days. This is a free service for grades 6–8.

## 3:30 CLUB AFTERCARE

School is dismissed at 3:30 p.m. Students are expected to leave the school grounds for the day by 3:45 p.m. Students may remain at school after 3:45 p.m. only under one of the following conditions:

1. If a student has made arrangements to meet after school with a faculty member, they should be with that faculty member for the duration of their conference or music lesson and then be picked up by a caregiver. A student may briefly wait, if necessary, in the main lobby for pick-up; extended waiting time must be spent in our Aftercare Program (see #4 below).
2. If a student is to remain on campus to attend a sports event, they must submit written permission from their parent/guardian to do so to the Middle School Office.
3. The library will be available for use by Middle School students from 3:30 p.m. until 4:00 p.m. At 4:00 p.m., students must leave the school grounds or attend our Aftercare Program (#4) in the Middle School.
4. Our Middle School Aftercare Program, the 3:30 Club, runs from 3:45 p.m. until 6:00 p.m., although students may be picked up at any time before 6:00 p.m. Students may attend the 3:30 Club on a regular or drop-in basis. Students are supervised in a designated classroom in the Middle School. Parents and caregivers must come to the CFI Lobby to sign the student out at the reception desk. 3:30 Club is not available on half days or early dismissal days.

Students who take music lessons and are in the 3:30 Club will need written permission to leave the 3:30 Club to attend the lesson. The music instructor is responsible for walking the students back to the 3:30 Club when the lesson is completed if the student is not picked up by the parent or caregiver directly from the lesson.

There is a charge for 3:30 Club Aftercare. For more information, please call the Director of Summer & Auxiliary Programs, at extension 297.

## GENERAL INFORMATION

### MIDDLE SCHOOL CELL PHONE POLICY

Students are expected to leave phones turned off during the hours of 8:15 a.m. and 3:30 p.m. An exception to this rule may occur if a teacher has provided permission for the use of a student cell phone for academic purposes. Parents are asked to refrain from sending text messages to their Middle School student during the school day.

### MIDDLE SCHOOL COMMUNICATION

Communication between families and the School is essential to the responsible and informed education of our students. MyKPS is the primary form of communication. It is recommended that parents check MyKPS several times a week, as well as turn on their notifications to receive real-time texts or emails of messages sent via MyKPS. We also recommend that parents add our MyKPS app ([my.kentplace.org](http://my.kentplace.org)) to their smartphones or tablets for easy access on the go.

*Parent Conferences* - All parents/guardians are welcome to arrange for a conference at any time. A conference may be arranged with any one teacher or advisor or with all of the student's teachers and the Director of the Middle School. All academic questions or concerns should be addressed first to the teacher of that particular subject. Social concerns or those of a general nature should first be discussed with the advisor. If concerns are not satisfactorily addressed after multiple teacher conferences, the Director of the Middle School is available for consultation.

*Conference Day* - Two conference days per year — fall and spring — are held each year for parents. Individual appointments will be scheduled for parents to meet with their child's advisor.

*Faculty Communication* - Faculty members have individual voicemail boxes and email addresses. Email is the preferred method of communication with teachers, as the response is often more timely. Parents are encouraged to contact a teacher if there is a serious concern. Parents can expect a response within 24 hours.

*KPS Navigator* - Each Friday, all KPS parents/guardians receive a digital *KPS Navigator* via email. MS parents are strongly encouraged to read the Director's letters as well as the weekly announcements and upcoming events sections for more information, announcements, and upcoming event details.

### HEALTH OFFICE

The Middle/Upper School Nurse is available throughout the school day at extension 379. Students need to see the nurse if they are feeling ill prior to calling home to be picked up. The Nurses keep track of trends of illness. Please see [page 17 for the Student Health Services](#) section.

Students are not permitted to use their personal cell phones while in the Health Office. Cell phones should be turned off unless a Nurse has provided permission to a student to make a necessary phone call.



## THE MIDDLE AND UPPER SCHOOL LIBRARY

The Middle and Upper School Library at Kent Place School provides materials, resources, and instruction to enable students to successfully access, select, evaluate, and use information. The collection includes both print and online resources. The library also seeks to foster a love of literature and reading and provides print, ebook, and audiobook fiction collections for recreational reading as well as for the curriculum. The library's catalog is available through the library's group page on MyKPS.

*Behavior* - The library is a place for quiet study, research, and reading. Library users are expected to maintain an environment that enables that. Students may be asked to leave the library if they are disturbing others.

*Borrowing privileges* - Students may borrow circulating materials for four weeks with the exception of new materials, which circulate for 14 days. Items may be renewed once if the material is not required by other students or faculty. All library materials must be checked out before being taken from the library.

*Due dates and renewals* - Students can check due dates and renew items by logging into their library accounts. Instructions for logging in are provided on the "My Account" topics page of the library's group page on MyKPS.

*Study Rooms* - Three study rooms are available for small-group work on a first-come, first-served basis. Classes, clubs, and organizations can reserve rooms in advance by contacting one of the librarians.

*Overdue materials* - Students will receive an email reminder the day before any library materials are due. If the materials are not returned within one week of the due date, a paper notice will be posted for the student on the message board and one detention point (MS) or one minor (US) will be given for each overdue item. If necessary, a second notice will be posted the following week and a second detention point/minor will be given for each item. Items not returned after the second notice will be assumed lost and a replacement notice will be sent to the student and parents. A lost materials fee will be assessed as noted below.

*Lost or damaged materials* - Items that have been lost or badly damaged may be assessed a replacement fee. A flat fee of \$20 is charged for most items. Reference books or other expensive materials may be assessed on a case-by-case basis. If a new hardcover copy of a lost item is provided, the replacement fee may be waived.

*Reference and reserve items* - Reference books and books that have been placed on reserve for a particular assignment can be used during the day in the library. These materials may be signed out of the library at the end of the school day with permission of the librarian. They must be returned before the start of classes on the following day.

*Excluded items* - To protect the library's materials and furnishings, no food or beverages are allowed in the library except for water in bottles with secure lids. Silent phone use is permitted at the discretion of the librarian.

## LOCKERS

A student's locker is to be used to store books and personal belongings. Lockers should be carefully and neatly organized so as not to put structural stress on them. Food should not be stored in lockers overnight. Combination numbers are kept on file by the School.

## PERSONAL PROPERTY/LOST AND FOUND

Personal property should be labeled with the student's name. Large sums of money are not to be brought to school. Wallets and purses should contain identification and be kept on the person, in book bags, or in lockers. Valuable jewelry should not be worn to school, as it must be removed during athletic periods. Cell phones are not permitted to be used during the school day. Students are advised to check the lost and found in the Middle School and/or Upper School Offices for missing articles.

## EXTRACURRICULAR ACTIVITIES

### MIDDLE SCHOOL DANCE POLICY

All seventh- and eighth-grade students, along with other area seventh- and eighth-grade students, are invited to two KPS-sponsored social events each year. Music is provided by a DJ. Dances are organized by the Middle School and are chaperoned by faculty and parents.

- All non-KPS students attending dances at Kent Place School are required to show a student ID in order to enter the dance. KPS Students bringing guests from other schools must have their parent(s)/guardian(s) sign a permission slip accepting responsibility for the guest.
- Students must be present at school on the day of the dance in order to attend the dance in the evening. A student who is absent during the school day cannot expect to attend the dance in the evening unless *granted* special permission, given the circumstances of the absence, by the Director of the Middle School.
- Students are expected to wear appropriate and respectful attire to the dances.
- Students whose behavior or dress is inappropriate or disruptive to the dance may be told to call a parent to be promptly taken home. They will then wait with a chaperone until they are picked up. They will not be allowed to rejoin the dance.
- Once a student leaves the building, they will not be allowed to reenter. Upon leaving, a student may be required to wait in the entrance area for their ride.
- All students must have their rides pick them up promptly at the conclusion of the dance.
- A Campus Security officer may be stationed at the door to help ensure that only seventh- and eighth-graders and invited guests enter the dance.



## ACADEMICS

Please refer to the Course of Study for details about academic requirements.

## ADVISING AND OTHER SUPPORT

The Advisory Program is an area of pride and distinction in the Upper School at Kent Place. The primary goal is articulated in our Advisory Expectation: The KPS Advisor is first and foremost a valuable support to each individual advisee in their care. They also value and support group advisory sessions as a key element of the educational experience. The advisor serves as a liaison/contact person for home (parent/child) and school (faculty/administration) to foster communication.

Each student is assigned an advisor in their ninth-grade year and joins a group of 8-10 peers in this Advisory group. This group stays with their advisor for all four years of their high school experience, providing stability and predictability in this mentoring relationship. In addition to providing a continuity of care and support for each advisee, the advisor also works to develop a sense of belonging for each student in this small community within the larger grade-level and division.

The Upper School Counselor is available to assist parents/guardians and students with personal or family concerns and can be reached at extension 241.

The Student Support Team works with students and their parents/guardians on concerns of an academic, personal or family nature. Members of the team include the Director of Upper School, the Dean of Students, the Academic Dean, the Upper School Counselor, the Middle/Upper School Nurse, and the Middle/Upper School Learning Support Coordinator. In addition, each professional may individually work as needed with students and/or their parents.

The Director and Associate Director of College Advising work with Kent Place students and families throughout the college-selection process. While formal college counseling begins in Grade 11, the Director of College Advising is actively involved in reviewing students' grades and course selection. All Upper School families are encouraged to contact the Director of College Advising at extension 275 or the Associate Director of College Advising at extension 283 if they have any questions about college admissions. Kent Place is a member of the National Association for College Admission Counseling (NACAC) and adheres to the guidelines set forth in NACAC's "Code of Ethics and Professional Practices."

## MAJOR ASSESSMENTS

Faculty must post major assessments on the US Assessment Calendar as well as under Assignments on their class page on MyKPS with at least two weeks' notice.

- Major assessments include tests, essays, and presentations.
  - These types of assessments are usually summative in nature and likely require multi-day preparation. Summative assessments evaluate a student's learning at the end of an instructional unit.

- Quizzes, “Take 5s,” or the equivalent are not considered major assessments.
  - These types of assessments are usually formative in nature. Formative assessments are intended to monitor student progress and provide feedback as the student works towards the objectives of an instructional unit.

When a student is assigned a third **major** assessment on a day, the student may request a one-day extension to the teacher of the third posted major assessment. The student should speak with the teacher upon notice of the third assessment or at least two school days in advance of the assessment. Under these circumstances, the teacher of the third posted major assessment is expected to offer the alternate date to the student.

## DIVISIONAL LATE WORK POLICY FOR MAJOR GRADED ASSIGNMENTS & ASSESSMENTS

This Upper School policy is in place in all academic disciplines to provide consistency and clarity in the best interests of our students. Deadlines are important in school and in life; students must develop good habits for completing their work well and on time. This policy reinforces the importance of staying on top of major assignments by holding students accountable for late work but also providing some latitude for when students need more time to complete work.

It is the student’s responsibility to track their work. On the due date of major assignments and assessments, each teacher will confirm the submission of student work and mark “missing” on MyKPS for any work not completed or submitted on the due date.

- Major assignments in within one week of the due date will earn a late penalty of 10 percent of the total points available.
- Major assignments that are turned in the second week will be assigned a late penalty of 20 percent of the total points available.
- Submitted assignments that meet the regular due date, or are submitted within the two week period with the corresponding penalties as described above, can earn no less than 50 percent of the total points available.
- Major assignments that are not submitted within two weeks of the due date will be given a grade of 40 percent of the total points available.
- Each student will receive one “gift” per class per trimester in which they receive a one-day extension without penalty.
- All work must be submitted by the last day of the trimester. Extensions will not be allowed beyond the final day of the trimester.

Exceptions: Approval for any exception to the stated policy will come from the Academic Dean, in consultation with the Student Support Team, and will be made for documented acute illness (e.g., concussion, flu) or family emergency (e.g., death in the family).

## INCOMPLETES

If a student is unable to complete their work at the end of a trimester due to a documented health-related circumstances or a family emergency, the Academic Dean may approve a temporary grade of “incomplete.” Students must complete their work within five school days after the end of the trimester unless otherwise determined by the Academic Dean in consultation with the Student Support Team and the Division Director. Students are responsible for communicating with their teachers, advisor and Academic Dean to address the cause of the late work and to create a work plan. Teachers will submit a change of grade form within one week of receipt of the owed work. Any work not submitted by the designated deadline will be recorded as a 40 percent (per the late work policy).

## ROUNDING POLICY

*All faculty will follow this policy in order to provide consistency and clarity in the best interests of our students.*

### POLICY FOR YEAR-LONG COURSES:

We do not round graded work throughout the trimester, nor do we round the trimester grade.

Grades may be recorded with decimal points to the tenths place value (88.4, for example). The year grade will be rounded if it is .5 or higher and if it changes the letter grade of the student (from a B to a B+, for example).

### POLICY FOR STAND-ALONE TRIMESTER COURSES:

We do not round work throughout the trimester. The trimester grade will be rounded if it is .5 or higher and if it changes the letter grade of the student (from a B to a B+, for example).

## MAKE-UP ASSIGNMENTS

Students have the responsibility to make up work missed during their absence and to contact their teachers the day they return to school. Students who are absent when a paper is due must hand in the paper on the day of their return. Except in a case of extended absence, students who are absent on the day of a test must complete the test on the day they return to school. Exceptions are made for documented extended absences.

## OUTSIDE OF CLASS LEARNING

As students advance in age and learning, the type of academic work may reflect the acceleration of expectations. Based on three class meetings a week, students may expect up to a maximum of 40 minutes of outside-of-class work per course meeting in full-year and trimester courses. In advanced courses such as AP and post-AP courses, students may expect up to a maximum of 60 minutes per course meeting.

## REQUIREMENTS FOR PASSING

Students who earn a final grade below a C- in a requisite trimester or yearlong course may be required to repeat the course, take another course in the same area, or complete summer work approved by the department concerned. Failure in an elective course results in no credit, and the course may be recorded on the transcript. If students' grades or their commitment to the values of the community are in jeopardy, their re enrollment contract may be held.

Specifically, in students' first year in the Upper School, they may earn no more than two final grades below a C- and no more than one F for their yearly average in a year-long course to continue at Kent Place. After a students' first year, they may earn only one grade below a C- for their yearly average in yearlong courses to continue in the Upper School.

Seniors may not graduate if they fail a trimester or year course necessary to fulfill department requirements or to meet the required total number of credits.

## TECHNOLOGY – BYO PROGRAM

Please refer to the [Acceptable Use Policy on page 26](#) for details about our technology policies.

Students bring their own Apple or Windows laptop as part of the Kent Place School 1:1 program (one computer to one student). All Upper School students are given a Google Workspace for Education and MyKPS accounts, which allows them to access course resources and better communicate and collaborate with teachers and peers regarding their studies as well as School-related activities and events.

The 1:1 program affords students the opportunity to learn how to use technology responsibly as well as how to respect and care for technology. Technology is integrated directly and regularly into the Upper School course of studies to enhance our students' educational experience. Students use technology tools that support specific disciplines and departmental curricular goals.

Technical support is available Monday through Friday, from 8:00 a.m. to 4:00 p.m., at the Technology Help Desk office, by calling ext. 271 or emailing [support@kentplace.org](mailto:support@kentplace.org). Devices will be used to support learning needs, and must be stored securely when not in use. The School will not be held responsible for computer loss, theft, or damage that may occur.

## HONOR CODE AND THE FOUR PILLARS

The Kent Place Honor Code for the Upper School is grounded in the Four Pillars of Leadership — Pursue Passion, Model Integrity, Think Community, and Live Respect. Honesty, trust, and integrity are central to all aspects of life at Kent Place; it is expected that every member of the community will act honorably, respect the rights of others, and be courteous to one another. The Honor and Disciplinary Systems are founded on the belief that individual actions affect the community as a whole. The success of the two systems lies in respect and communication between faculty and students.

# BEHAVIORAL OFFENSES

Infractions of rules governing student conduct fall into two categories: Honor Offenses and Disciplinary Offenses. Honor Offenses are considered significant violations of our community standards and expectations; students who commit an Honor Offense may appear before the Honor Council. Disciplinary Offenses are those that violate our code of conduct but are less severe; the Judiciary Committee responds to students who have Disciplinary Offenses.

## HONOR OFFENSES

Honor offenses involve a serious breach of honor. Such offenses include but are not limited to:

- Discrimination, harassment, bullying, intimidation ([see page 33 for Interpersonal Misconduct](#))
- Academic dishonesty (includes plagiarism, cheating - see below)
- Substance use or possession on School premises or at School-sponsored events, including [smoking/vaping \(see page 30\)](#)
- Other Violations of Community (include but are not limited to egregious or multiple instances of the following):
  - [Defacement of School property \(see page 31\)](#)
  - Dishonesty
  - Stealing
  - Leaving campus without permission or bringing someone onto campus without permission.

## ACADEMIC HONESTY AND PLEDGE

Academic honesty and integrity uphold the Kent Place values.

- The chief aim of schooling is learning, and cheating is an evasion of and substitute for learning.
- A school that ignores or permits academic dishonesty will inevitably suffer a loss of self-respect and reputation as an institution, a situation that affects everyone involved.
- Dishonesty replaces trust and respect with suspicion and antagonism and thus undermines not only the education of the individual but also the climate in which whole groups of teachers and students work and learn.
- The honest efforts of students are devalued when they know that others receive similar credit without deserving it.
- The true pleasure gained from academic effort is pride in oneself for working toward a goal and doing one's best to reach it.
- The decision to cheat defines the person as one whose own perceived interests are more important than honesty, equity, trust, genuine achievement, and respect for others.

Absolute honesty and integrity in academic matters are of such central importance to our School community that students are required to sign a statement at the beginning

of each academic year acknowledging that they understand the full meaning of the following academic honor pledge: **This is my own work.**

In addition, students are required to sign the full honor pledge to all of their papers and tests. Teachers may not accept papers and tests that do not contain a signed honor pledge or an abbreviation like TIMOW. Your “own work” is a promise that you have neither given nor received unauthorized aid of any sort on any quiz, test, project, or paper.

- Cheating is submitting work as your own that is not your own or knowingly giving information to others.
- Plagiarism is presenting as your own an idea or product derived from an existing source, including another student’s work.

Your “own work” includes word processing and proofreading. Any exceptions to these definitions of your “own work” may be granted only by the teacher involved for the specific work in question.

Since each academic department has specific guidelines as they apply to that discipline, students may be given more detailed guidelines by their teachers. If there is a doubt or question as to what constitutes unauthorized aid, students must consult with their teachers for clarification.

## DISCIPLINARY OFFENSES

### MAJOR

- Missing meetings, athletics games, class, detention, and any mandatory School meeting;
- Disrespectful/ Irresponsible Behavior, including but not limited to:
  - Misuse of technology (Acceptable Use Policy, Cell Phone Policy);
  - Repeatedly missing conferences;
  - Failure to sign in/out;
  - Failure to use Senior Privilege appropriately; and
  - Failure to Commit. (Not completing tasks or other responsibilities when asked)

### MINOR

- Missing conferences, committees, publications, clubs, and sports practices
- Inappropriate Behavior, including but not limited to:
  - Eating in undesignated areas;
  - Inappropriate language;
  - Parking in an undesignated area; not having a parking permit;
  - Library System: failure to check out materials or to return them within the specified time limit;
  - Failure to complete morning sign-in; and
  - Lateness to or early departure from School, a class, or required activity without notification.

**1 major = detention**

**4 minors = detention**



## DRESS CODE

All students are representatives of Kent Place and its mission. Expectations for dress during the academic day reflect the school's commitment to academic purpose, creativity and student autonomy. KPS students are serious learners and leaders, and we expect them to make decisions that reflect this.

Students who wear clothing that is deemed inappropriate for the academic day will be invited into a conversation with the Dean of Students. See below for dress expectations.

We will have “professional dress” days (no jeans or sweatpants) on occasion in which students dress in a manner that would be fitting for a professional setting.

### Bottoms

- Jeans, leggings and sweatpants may be worn at any time
- Skirts, shorts, and dresses may not expose undergarments

### Tops

- Tops must meet bottoms and may not expose undergarments
- Tops may not have any words or images other than Kent Place or small logo (College sweatshirts may be worn by seniors only after May 1)

### Other

- No offensive logos or slogans may be worn on any item of clothing
- No pajamas (including slippers)

*The Senate reviews the Dress Code and periodically recommends adjustments to the guidelines as needed. Revised by the Senate, May 2020. Revised by the Division Director with guidance from Upper School Students and Faculty, July 2021.*

## CELL PHONE POLICY

Our community recognizes the educational and safety benefits that mobile devices afford, but we also must have a policy for these devices so they are not impediments to learning or to community. We advocate for KPS students to engage in face-to-face conversations to develop their social skills and create everlasting bonds with fellow students. Active use of a cell phone outside this policy may result in a penalty of up to a major.

### At all times:

- Silence your phone and use headphones in hallways, study rooms, and at hallway tables.
- Set your phone to off, silent without vibration, or airplane mode.
- Do not use your phone at all-School or community functions (e.g., Morning Meeting, class meetings, advisory, assemblies).

- Move out of the hallway, stairwell traffic, and pathways when checking your phone or texting.

**Cell phones may be used in the locations and with the expectations listed below:**

- In Lounge: in a non-disturbing way consistent with the rules of the lounge.
- In Classroom: at the teacher's discretion.
- In Library: at the librarian's discretion.
- Dining Hall: avoid using your phone during lunch conversations, unless it is a resource for a given conversation.
- Students may make phone calls so long as they do not disturb other community members. Appropriate spaces may include: Courtyard, Tiled Area, unoccupied classrooms.

## BEHAVIORAL ACCOUNTABILITY

The goal of the disciplinary system is to balance accountability and education; the process is designed to ensure that the student's perspective is heard and appropriately considered in deciding and designing the appropriate consequences that address behavior and learning. Final responsibility for administering and enforcing discipline within the School community resides with the administration.

## JUDICIARY COMMITTEE

The Judiciary Committee is advised by the Dean of Students and consists of the following:

- President
- Vice President
- Four class representatives
- Three faculty representatives

The Judiciary Committee is responsible for responding to students who commit Disciplinary Offenses; this includes overseeing the cumulative data for all grades, coordinating disciplinary meetings, and promoting the school's behavioral expectations. The President of Judiciary presides over the biweekly meetings.

Students and faculty share responsibility for establishing and maintaining clear social expectations. Teachers are expected to inform students of offenses within a reasonable amount of time and to notify the Judiciary Committee of a student's offense promptly after communicating with the student.

Judiciary Class Representative will notify students in their class who have received a point(s) for a Disciplinary Offense(s). Students who receive 1 major or 4 minors are required to serve a detention. The Judiciary Vice President advises students if they must attend detention and schedules students for detention at the designated detention times before and after school. The President advises the Dean of Students of all students who have two majors or the equivalent minor offenses.

Students are required to attend the Judiciary Committee meeting on receipt of a major, a third minor and the fourth minor. When students are absent and/or miss a required

Judiciary meeting, they are expected to contact the President of Judiciary in the form of a letter/email in a timely manner. The letter should contain the following information:

1. Student's name, grade, and offense;
2. Reason for missing required Judiciary meeting (e.g., absence, athletics); and
3. Plea for offense (e.g., innocent, guilty, pending, cleared).

If students fail to comply with this procedure, they may incur a penalty of guilty plus one minor. This same penalty also applies to students who fail to appear at Judiciary and/or fail to complete this process.

Only the faculty member reporting the offense may grant a clearance. Students may request a meeting of the Dean of Students if they have been unable to obtain a clearance from the reporting faculty member. The Dean of Students, after the meeting, may make a recommendation to the School's administration about whether a student's offense should be erased, decreased, or maintained.

When students accumulate two major infractions or the equivalent number of minors within a trimester, they may be notified by the Dean of Students that they must appear before the Judiciary Committee.

Following the meeting, the Dean of Students will receive a recommendation from the Judiciary Committee and will advise students and their parent(s) of the Committee's deliberations, the decision, and the consequences. Consequences may include, but are not limited to, a note of apology, loss of privileges or School office, and/or detention.

A record of the Judiciary Committee meeting generally remains in students' files until they graduate from or leave Kent Place; it is not part of the permanent record.

## THE HONOR COUNCIL

The Honor Council is typically comprised of the following students, faculty, and administration\*:

- Director of the Upper School - non-voting member
- Dean of Students - non-voting member
- Academic Dean - non-voting member
- Three faculty representatives from the Judiciary Committee
- Diversity, Equity, Inclusion, and Belonging (DEIB) Representative (faculty)
- President of Senate
- President of Judiciary
- Senior class Judiciary representative
- Two senior representatives (selected the year prior as juniors)
- Two selected junior representatives
- Student DEI representative

\*When the Honor Council is convened, two faculty and three students from the group listed above will sit for the meeting. The Director of the Upper School and the Dean of Students or Academic Dean attend all Honor Council meetings as non-voting members.

Students suspected of committing an Honor Offense will be reported to the Dean of Students/ Academic Dean. The Dean of Students or Academic Dean will look into the matter fully and in consultation with the Division Director, determine whether and how a student has violated the school's Honor Code. The following outcomes are possible:

- If an offense is not considered to be an Honor Offense, the Dean of Students or Academic Dean may issue a letter of warning. Such a letter would be kept in the student's file and referenced in the event of another reported offense.
- If it is determined that the student has violated the Honor Code, the student's parents/ guardians will be notified and the Honor Council may be convened.
- If it is determined that the student has violated the Honor Code and the offense is of such a serious nature that dismissal is a possible outcome, the Director of the Upper School and the Head of School will handle the matter directly.

Students who appear before the Honor Council have violated important community expectations and standards and consequences may include, but are not limited to, suspension from school, loss of senior privilege, loss of School office, in-school suspension or, in the case of a senior, denied participation in Commencement. Academic dishonesty may also result in an academic penalty for the assignment or test in question.

If a student is required to appear before the Honor Council, the student and the student's advisor will be present at the meeting; in cases involving an Academic Honor offense, the teacher directly involved in the offense may also be present. Parents are kept fully apprised of the process but may not be present in the Honor Council meeting itself.

Following the Honor Council meeting, the Director of the Upper School (and the Head of School in the event of suspension) will receive a recommendation for consequences from the Honor Council. The Dean of Students or Academic Dean will advise the student and parent(s) of the Committee's deliberations, the decision, and the consequences.

Students who are suspended from School for disciplinary reasons may contact their classmates for assignments; they are responsible for staying current in their work. The specific responsibilities for making up work and the credit received for that work may be part of the suspension conditions, as agreed upon by the student's teachers, advisor, and the administration. Students must wait until they return to school to take tests assigned in their absence.

A record of the Honor Council meeting remains in students' files until they graduate from or leave Kent Place; it is not part of the permanent record. The School community may be alerted in a general manner and on a regular basis when Honor Offenses have occurred.

## **DISCLOSURE TO NEXT SCHOOLS AND COLLEGES**

The School works closely with students and families to support the honest reporting of disciplinary matters to next schools. When a student applies to a next school, it is the

obligation of the student and the student's parents to notify such school about whether the student has ever been suspended or dismissed from, or experienced any significant change in status at, Kent Place. If a student's disciplinary status changes after applying to or being accepted to a next school, Kent Place similarly expects the student and student's family to notify such school of the student's discipline. Kent Place may, in its sole discretion, also communicate with any secondary or next school, or any other educational institution, regarding the student's disciplinary record.

It is also the School's policy to support students in reporting serious disciplinary consequences to colleges. The college advisors will generally, honestly and fully, disclose if a student has been subject to a disciplinary action including, but not limited to, probation, suspension, dismissal or withdrawal from the School. For students who have applied to colleges via the Common Application, they are "expected to immediately notify the institutions to which they are applying [or have already applied] should there be any changes to the information requested in this application, including disciplinary history."

The student should work closely with the college advisors to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student and the college advisor are obligated to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit.

The student and the college advisor are expected to notify colleges within two weeks from the date of the change in status. This policy is in compliance with the National Association for College Admission Counseling's Code of Ethics and Professional Practices.

## ATTENDANCE POLICIES

Access to the Upper School begins at 7:15 a.m. Students arriving prior to 7:30 a.m. remain in the reception area. Students are expected to sign in at the designated computer terminals before 8:15 a.m. Students arriving after 8:15 a.m. may be considered late and may be reported to the Judiciary Committee, unless such absence is excused. Any arrival past 10:30 a.m. means students may not participate in after-school activities AND they may receive a minor. If they arrive after 8:15 a.m. but before 10:30 a.m., they are marked late. Students may be excused only in unusual cases of school or public transportation delays or weather conditions, and then only with permission of the Dean of Students. Students must remain in school until dismissal time at 3:30 p.m.; seniors may earn privilege that allows for earlier departure. Students who leave school early or are off campus without permission will earn a major.

Students are allowed to have three excused late arrivals per trimester if a communication is given to the Dean of Students on the day of the lateness. This "gift" policy is intended to help those who may hit traffic in the morning, train delays, or other unavoidable circumstances. Students may not receive a minor for any of these late arrivals. The note must include the reason for being tardy, and, on the date of lateness, all electronic communications must include the parents/guardians. If classes are missed, it must be stated in the required note; students must make up work and the absence may be counted toward their absence total.

## ABSENCE POLICY

**Students are expected to be at school each day. Therefore, the School requires that parents/guardians call the Attendance Hotline at extension 340 by 8:30 a.m. each day of their student's absence. Email is not accepted for Upper School students; parents must call the hotline. For an illness of five or more days, the School may require the student to provide a doctor's note to the Health Office upon the student's return to school.**

Students have the responsibility to make up work missed during their absence and to contact their teachers the day they return to school. When students are absent from even one class, they miss valuable academic experiences that cannot be reconstructed in conferences. In addition, students' class participation plays an important role in determining their grade for a course. Consequently, when students miss several classes, they can expect that their grade may be lower.

**If students miss 20 percent or more of their classes for a trimester or a yearlong course, the Division Director and Academic Dean, in consultation with the Student Support Team, will review their status and course credit may be denied.**

Classes missed for religious observances, School-sponsored activities, and college visits will not count against this policy. (A senior may request permission to be absent for up to four days for college visits, which the School may grant in its sole discretion. We suggest that seniors use weekends and vacation days to make campus visits. They should inform their teachers and the Director of College Advising of their visiting plans with use of the Planned Absence form. Accepted student visits to colleges should also be thoughtfully managed during April).

Student absences for a documented, chronic or long-term illness or family emergency are handled on a case-by-case basis. The Division Director, in consultation with the Academic Dean, Dean of Students and other members of the Student Support Team, will work with students and their families in this situation to determine how best to support the student academically. Students who miss six or more classes consecutively may be required to take a medical excuse for the trimester in which the absences occur.

### CLASS ABSENCES

Students who are absent from class without a parent, teacher, or nurse note are considered to have "cut" the class. All missed homework, classwork, tests, and quizzes should be rescheduled with a teacher within 24 hours of the student's return to school. Please see policy on [Make-Up Assignments on page 63](#).

### PLANNED ABSENCES

Students must notify their teachers and coaches at least one week prior to the absence and must accept responsibility for a personal absence from school. Students who expect to be away should complete all parts of the Planned Absence Form. This form includes the signed approval of the absence by the Dean of Students, validating that arrangements have been made to complete all work to be missed. The forms are available on MyKPS and should be initiated by the student.

Parents should understand that absences place a burden on the student and that the responsibility for making up missed work rests with the student; specifically, students should work independently to gather missed work prior to communicating with teachers.

## MORNING AND CLASS MEETINGS

The Upper School Morning Meeting is held at 8:15 a.m. two mornings a week to inform students and faculty of upcoming events, to give special recognition to members of the community, and to encourage participation in School activities. Students are expected to be on time and are responsible for the announcements made at all morning and class meetings. Class meetings are held one time a week at 8:15 a.m. to support the morning meeting goals and to build community within the grade level. Missing these events may result in a minor.

## GOING OFF CAMPUS

*Senior Privilege* – After approval by the Senate and with the appropriate signed parent permission slip, seniors who have not accumulated disciplinary infractions are permitted to go off campus during school hours as determined by the approved proposal, and as long as no academic and cocurricular responsibilities are missed. All seniors must sign out and in when leaving and returning to campus.

*Grades 9–11* – Students may not leave campus during school hours unaccompanied by a supervising adult without prior authorization from the Dean of Students.

For safety reasons, students in Grades 9–11 must have a parent/guardian sign them out and in when leaving and returning to campus. Failure to do so constitutes a major infraction.

Please see [Rideshare Services policy on page 24](#).

## PARTICIPATION IN AFTERSCHOOL EVENTS

Students may not participate in afterschool athletic, music, drama, or other extracurricular events if they arrive after 10:30 a.m.; they are considered absent for the day.

Students may not drive to or from a School event where Kent Place transportation is provided. If School transportation is available and students need to arrive or depart on their own, they are expected to provide a signed permission slip from their parents and receive approval from the Dean of Students and the Kent Place adult leading the event. These approvals are on a case-by-case basis.

## AFTER SCHOOL

Students who remain at school (not in supervised activities) after the end of the academic day must then report to one of the following:

- Public/Teacher-supervised Classroom Spaces: 3:30–4:30 p.m.
- Library: 3:30–5:00 p.m.
- Great Room: 3:30–5:30 p.m.
- Reception Area: After 5:30 p.m.

Students in scheduled activities after school should take their needed belongings with them.

# GENERAL INFORMATION

## ACCESS CARDS

To maintain safety on campus, students receive an access card that allows entry into buildings on campus during the hours of 7:30 a.m. and 5:30 p.m. Students are to wear their ID and access cards in a visible location at all times. Failure to do so may result in minors. If students forget their access card, they are to report it to the Upper School Office.

## COMMUNICATION

Parents are asked to direct their questions to faculty at school during school hours. The switchboard is open Monday through Friday from 7:45 a.m. to 6:00 p.m. Please inform the School Nurse, the Dean of Students, Academic Dean, or the Upper School Administrative Assistant if there is a family problem or crisis so that your child's needs may be knowledgeably addressed during these sensitive periods.

Each faculty member has an email address and a phone extension for direct communication. To meet with a teacher, advisor, the Dean of Students, Academic Dean, or the Director of the Upper School, please schedule an appointment.

MyKPS is the primary form of communication; faculty members generally respond to emails from parents/guardians within 24 hours during the school week. It is recommended that parents check MyKPS several times a week, as well as turn on their notifications to receive real-time texts or emails of messages sent via MyKPS. We also recommend that parents add the MyKPS app ([my.kentplace.org](http://my.kentplace.org)) to their smartphones or tablets for easy access on the go.

## HEALTH OFFICE

The Middle/Upper School Nurse is available throughout the school day at extension 379. Please see [page 17 for the Student Health Services](#) section. Students need to see the School Nurse if they are feeling ill prior to calling home to be picked up. The School Nurses keep track of trends of illnesses.

## COMMUNITY SPACES

Community spaces allow for individual and small-group gatherings where students and faculty can do work and/or socialize. Each user of places such as the Library, lounges, Great Room, Dining Hall, Writing Center, hallways, and courtyard is responsible for leaving these areas neat and clean, and for keeping noise to a level that does not disrupt classes. In addition, students should be aware of their surroundings and not block hallways. Any television screens found in these spaces are not for student use and all blinds should remain open in study spaces and classrooms.



## CLASSROOM SPACES

Students are not allowed to be in a classroom without supervision by a faculty member whether before or after the academic day. Students must obey the rules faculty members have in place for their rooms and be respectful of the spaces.

## LOUNGES

The Upper School lounges serve as places where each grade can congregate to socialize, relax, and bond. As places that foster community within the School, the lounges should be conducive to the support and respect of each student. Students may enjoy the liberties of the grade level lounge, including, but not limited, to conversing and listening to music. Music must be kept at a considerate volume and must not contain explicit lyrics so that individuals in that and other spaces are not disturbed. If asked to lower the noise level by another member of the community, they should do so respectfully and immediately.

Each grade is responsible for keeping the lounge clean and may be held responsible for the cost of any defacement of its lounge furniture in cases where an individual offender cannot be identified. Students are responsible for leaving the area neat and clean.

Each lounge will have a lost and found, the contents of which may be donated at regular intervals by the School. No belongings may be left overnight on the floor, tables, or countertops. Items left in these places overnight during the week may be moved to the lost and found.

## MESSAGE BOARD

Located on the second floor near the Dean's Office, a bulletin board is available for the posting of messages to individual students. Students are encouraged to check the board frequently, since there are often important messages about course work, meetings, and other pertinent information. A student should never remove another person's message from the board.

## THE MIDDLE AND UPPER SCHOOL LIBRARY

The Middle and Upper School Library at Kent Place School provides materials, resources, and instruction to enable students to successfully access, select, evaluate, and use information. The collection includes both print and online resources. The library also seeks to foster a love of literature and reading and provides print, ebook, and audiobook fiction collections for recreational reading as well as for the curriculum. The library's catalog is available through the library's group page on MyKPS.

The library is available for research, study, and reading. It is open from 7:30 a.m. to 5:00 p.m., Monday through Thursday, and until 4:00 p.m. on Friday when school is in session.

*Behavior* - The library is a place for quiet study, research, and reading. The study rooms allow students to engage in collaborative work; volume must honor students in other study rooms and in the main space of the library. The librarians may require a student to leave the library if they are disturbing others or otherwise misbehaving.

*Borrowing privileges* - Students may borrow circulating materials for four weeks with the exception of new materials, which circulate for 14 days. Items may be renewed once if the material is not required by other students or faculty. Library materials may not be removed from the library without being signed out.

*Study Rooms* - Three study rooms are available for small-group work on a first-come, first-served basis. Classes, clubs, and organizations can reserve rooms in advance by contacting one of the librarians.

*Overdue materials* - Students will typically receive an email reminder the day before any library materials are due. If the materials are not returned within one week of the due date, a paper notice may be posted for the student on the message board and one detention point (MS) or one minor (US) may be given for each overdue item. If necessary, a second notice may be posted the following week and a second detention point/minor may be given for each item. Items not returned after the second notice may be assumed lost and a replacement notice may be sent to the student and parents. A lost materials fee will be assessed as noted below.

*Lost or damaged materials* - Items that have been lost or badly damaged may be assessed a replacement fee. A flat fee of \$15 is charged for most items. Reference books or other expensive materials may be assessed on a case-by-case basis. If a new hardcover copy of a lost item is provided, the replacement fee may be waived.

*Reference and reserve items* - Reference books and books that have been placed on reserve for a particular assignment can be used during the day in the library. These materials may be signed out of the library at the end of the school day with permission of the librarian. They must be returned before the start of classes on the following day.

*Excluded items* - To protect the library's materials and furnishings, food is not allowed in the library. Water bottles with secure lids are permitted. Silent phone use is permitted at the discretion of the librarian.

## LOST AND FOUND

Money, jewelry, and other valuable items are turned in to the Dean of Students, the Receptionist, Campus Security, and/or the Athletic Department. Missing items should be reported immediately to the Dean of Students; students may frequent the Upper School and Athletic Office lost-and-found locations regularly. Monthly donations of remaining items may be made to charities. Students are responsible for maintaining their personal property and the School is not liable for missing items. Students are strongly encouraged to leave valuable possessions at home and to label all belongings.

## FOOD IN BUILDINGS

Meals are allowed only in the Dining Hall and the adjacent outdoor seating/lawn areas unless there is a teacher-supervised meeting or a teacher-approved advisory luncheon (maximum: 1 per trimester) in another area. The School Store and vending machines may be accessed for nut-free snacks during free periods, break, and after School. A point of sale breakfast and after school snack options is available. Students

may keep snacks in their lockers, and they may only eat them inside of their lounges, at tables in non-carpeted, common areas of the Center for Innovation, or outside. No food is permitted in the halls, on the stairs, in the Great Room, or in the Music Wing. In the Great Room and Music Wing, students may drink only water. Meals are not allowed in student lounges. Food brought into the School must not contain nuts or nut products. Students are responsible for cleaning up after themselves.

## LOCKERS

Students will be assigned a school locker and, when requested, a gym locker, each with a combination lock for their protection. Students are responsible for keeping their lockers in good repair. No graffiti or adhesive is allowed on the locker. Book bags may not be left on the gym locker room floor or any staircase, in the halls, lobbies, or other public spaces, where they would pose a safety hazard.

## DRIVING PRIVILEGES

Students with a valid driver's license may have an automobile on campus with the permission of the Administration and the written authorization of parents/guardians. The following additional guidelines apply.

- Students are expected to have an automobile registration form on file with the School. Students may not use their automobiles during the school day, unless special permission is given by the Dean of Students after consulting with parents. A student may drive only the student's own automobile.
- The irresponsible use of an automobile may result in suspension of driving privileges. Repeated or serious infractions may result in permanent revocation of the driving privilege.
- Students must comply with all laws, rules, and regulations of the New Jersey Department of Transportation.
- Any accidents in the parking lots are to be reported to the Dean of Students and Campus Security.

## PARKING

Students need to register vehicles with Campus Security and obtain a parking sticker. Failure to do so may result in consequences. Students should park in assigned lots and NOT in the Visitor's Lot near the main circle. As a courtesy to our neighbors, students may not park on Sherman or Lorraine Avenues. Seniors are assigned to the lot adjacent to Conley Field and juniors to the North Lot. Students who do not respect these guidelines may receive consequences and may lose their campus parking privilege. If lots are full, students are to speak with Campus Security to find appropriate parking and should follow up with an email to the Dean of Students and Campus Security as to where they parked.

## STUDENT VISITORS

Guests must be pre-arranged with the Dean of Students at least two weeks in advance. Parents and students are to fill out a Guest Form and permission must be obtained from teachers. Once approved by the Dean of Students, guests are to check in with the Receptionist and obtain a guest pass. Dean of Students or designee will add approved guests to the visitor log form on MyKPS at least 24 hours in advance when practicable. This provides enhanced security and greater customer service.

## STUDENT ACTIVITIES

A Kent Place education involves more than academics; it includes the satisfaction, enjoyment, and friendships that come from pursuing individual passions and being part of or engaging in activities outside the classroom. The range of opportunities is broad. Students should choose wisely so as to maintain their academic responsibilities.

Advisors are in a position to help their students achieve a balance and monitor their progress in managing the demands of academics and extracurricular leadership roles. Students may be removed from office if they are unable to fulfill their duties or the School determines that such removal is appropriate.

Students will list their intended commitments for the coming year with their advisor. The list should include academic courses, athletics, music groups, drama, clubs, publications, community service, special outside interests, paid employment, and any other activities that require time beyond academics. Talking with their advisor should provide an opportunity for students to assess their time commitments for the coming year with a view to reserving adequate time for their studies. Follow-up conferences should be held throughout the year as needed. If the School believes that extracurricular commitments are interfering with a student's academic program, necessary adjustments may need to be made.

Students may hold only one of the following individual offices; however, with a discussion with their advisor and the Dean of Students, they may have the opportunity to lead a club.

Students holding offices of the President's Council may not be Peer Educators.

Editor of <i>Ballast</i>	President of Grade 12
Editor of <i>Cargoes</i>	President of Green Key
Editor of <i>Windward</i>	President of Judiciary
Editor of <i>Starboard</i>	President of Athletic Association
President of Ambassadors	President of Social Committee
President of Senate	President of Student Affairs
President of Community Service	President of Arts Committee
President of Diversity Council	Morning Meeting Announcer

## STUDENT GOVERNING BODIES

Two major governing bodies, the Senate and the Judiciary, are responsible for student life at Kent Place.

The *Senate* serves as the principal governing body of the School. It is typically composed of 11 elected students and 11 elected teachers. All Senate meetings are open, and all students are encouraged to come and express their opinions freely.

The *Judiciary Committee* serves as the judicial body of the Upper School. It notifies students of the violations to the Disciplinary System and encourages the respect of policies set forth. The committee encourages students to follow School expectations and to respect all its members as a way of building a positive community. Representatives typically include elected School and class representatives and three faculty members. For details on the purpose and scope of the [Judiciary Committee](#), see page 68.

The *Community Service Committee* oversees the Upper School community-service program, plans School-sponsored participation in special events and drives, and supports student-initiated drives. In addition, the committee works to promote a greater understanding and deeper appreciation of the need for everyone to give to the greater community. Community service at Kent Place is voluntary. Students should seek advice from the committee in locating internal and external projects or service opportunities. It is imperative that students who assume volunteer commitments honor them by prompt arrival and regular attendance.

The *Student Affairs Committee* is responsible for all student activities, such as Spirit Week and all student clubs. Members include elected School and class representatives. Student Affairs, along with the Dean of Students, approves all proposals for new clubs.

The *Social Committee* is responsible for activities with other schools, such as dances and grade-level activities. It also supports clubs and student-organization activities. Meetings are open to all students.

The *Athletic Association* is involved with supporting all athletic activities of the School, sponsoring special events and maintaining good School spirit.

The *Arts Committee* supports the arts program by encouraging student participation in arts programs and competitions, promoting artistic performances and recognizing artistic achievements.

## CLUBS & GROUPS

Student Affairs oversees the formation and continuation of clubs at the end of each year. A student wishing to organize a club must submit the following to the Student Affairs Committee and the Dean of Students:

1. A written proposal, including mission statement, description of activities, proposed meeting agendas for the year, meeting time, and attendance policy, signed by the potential president and potential faculty club advisor; and
2. A petition of at least 10 names of students wanting to be members.

Sometimes an interest can be furthered by a group, not a club, on an ad hoc or one-time basis, coordinated by the Dean of Students Office. All club events, including fundraisers, must be registered with the Dean of Students.

The following is a list of extracurricular clubs, groups, and activities organized by the interests they serve:

## KPS CONNECTIONS

**Ambassadors:** Ambassadors serve as a bridge between the Upper School community and alumnae.

**Green Key:** Student guides who perform a vital School service by introducing prospective students and their parents to Kent Place life.

**Little Sisters:** Upper School students who plan activities and share them twice a month with KP Kids, the Primary School aftercare program.

**Kaleidoscopes and Spectrum Mentorship Program:** These are monthly affinity groups for students in the Primary and Middle Schools, respectively, who self-identify as children of color. Students from the Middle and Upper Schools apply to be mentors in the division below theirs.

## PUBLICATIONS

**Ballast**, the Kent Place newspaper, is generally published at least four times a year and seeks talent from all areas of the School including artists, photographers, writers, typists, and critics.

**Cargoes**, the Kent Place yearbook, is distributed in late spring. Though seniors are the main contributors, underclasswomen are welcome to assist in its production through an application process.

**Dichos**, published annually, is the School's world language magazine. Students display their creative talents in their language of study.

**Starboard**, the digital publication for Kent Place, serves the community with informative, interactive, and collaborative multimedia. Students manage and create the online space, and invite all of those interested to join the online conversation.

**Windward**, published annually, is the Kent Place literary magazine. It offers an opportunity for students to display their creative talents and serve as artistic critics.

## AFFINITY AND ALLIANCE

### AFFINITY

US affinity groups consist of the following: AAPI (Asian/Pacific Islander), Black, LGBTQ+, Jewish, LatinX, Multiracial, and Disability. Affinity groups are provided for students who identify and can speak to the experience of being a member of the group from the "I" perspective. All affinity groups will be led by a trained faculty advisor. Affinity groups provide a safe space for all participants to come together for sharing and listening and offering support in the service of greater understanding.

### ALLIANCE

**APICA (Asian & Pacific Islander Cultural Association):** APICA's mission statement is to provide a space for Asian-Americans and Pacific Islanders in the KPS community, as well as allies, to engage in productive discussion and education about culture, prejudice, stereotypes, and other issues or subjects pertaining to the Asian-American/Pacific Islander community and experience.

**BCA (Black Cultural Association):** BCA focuses on the media, news, and other factors of life for the Black community. They define the Black community as the African Diaspora, which includes Africans, African Americans, Caribbeans, and other groups.

**DEA (Disability Education Alliance):** The goal of the DEA is to provide a space for students with both visible and invisible disabilities to shape their experiences and learn from each other, while also providing a space for allies to learn about the lived experience of having a disability.

**GSA (Gender and Sexuality Alliance):** GSA is an inclusive, safe space for LGBTQ+ students and their allies with the goal to make the KPS community welcoming to all students and to educate the community on LGBTQ+ history, issues, and current events.

**JCS (Jewish Cultural Society):** JCS is an inclusive group that serves to educate our community about Jewish identity through conversation about current events, concepts, and experiences.

**LatinX Cultural Association:** This club aims to promote the Latina and Hispanic Culture of those in our community and provides a space where any member of the community can talk about their own Latin-American Culture and learn about that of their peers.

## WORLD CULTURES AND LANGUAGE

**French Club:** French Club celebrates all things French: food, language, traditions, people, music, fashion, and more.

**Spanish Club:** Spanish Club encompasses the cultures from Central America, South America, Spain, and all the Spanish-speaking people in the United States.

## ACTIVISM, LAW AND POLITICS

**Environmental Club:** The club works throughout the year to learn about issues relating to climate change, sustainability, and to take action in the School and greater community.

**GLAM'D (Girls Learn and Make a Difference):** GLAM'D serves to educate the Kent Place community on issues affecting women locally, nationally and globally. It is a discussion-based club that meets every other week to discuss matters of liberties and rights, successes and triumphs, and most of all, how we as students can begin to support or change the status and well-being of women.

**JSA (Junior State of America):** JSA is a nonpartisan political debate group for anyone interested in discussing or debating current issues or developing speaking skills.

**KP Democrats:** KP Democrats is focused on two main objectives: discussion and debate about prominent issues within the political community and getting involved in our area and beyond.

**KP Republican Club:** KP Republicans focus on advocating the values and platform of the Republican Party. Members discuss current events and provide a forum for students to become politically aware.

**Mock Trial:** Mock Trial is a group that examines and argues both sides of a legal case in a county competition each year.

**Model UN:** Model UN helps to educate students about world affairs, issues, and conflicts and gives students a platform to discuss them.

## MIND, BODY, AND SPIRIT

**Active Minds:** Active Minds is a club devoted to spreading awareness and advocating for mental health in hopes to break the stigma surrounding the topic.

**Girls Outdoors (GO):** The outdoor adventure club at Kent Place, GO gives students the opportunity to connect with nature through the experience of fun outings.

**Pep Squad:** KPS's own step team! Pep Squad coordinates body movements and rhythms to make awesome sounds and beats.

## PERSONAL AND PUBLIC EXPRESSION: ART, BOOKS, FILM, SPEAKING AND WRITING

**Art Club:** This club is a fun, relaxed club that meets to do everything from decorating cupcakes, to making slime or shaving cream marbled cards to coloring.

**Baggywrinkle:** Baggywrinkle is KPS's literary sharing circle, meeting once a month during lunch to share our own work such as writing and music in a safe environment.

**Film Club:** Film Club is great for budding filmmakers who are eager to learn more about film production. All genres of cinema are viewed and discussed.

**Fashion and Beyond (FAB):** FAB discusses fashion as a means of self-expression and self-empowerment; it also examines fashion through several lenses such as ethics, history, culture, business, economics, art, and more.

**Improv Club:** Improv Club will learn more about the art of improvisation and public speaking.

**Lit Loose:** Lit Loose is KPS's very own book club. Lit Loose has four lunchtime discussions a year, where current bestsellers and classic novels are discussed over sandwiches.

## STEM

**Chess Club:** Members will have a chance to develop chess skills and critical thinking.

**Computer Science Club:** This club allows students to explore coding and basic game design during the school day.

**Math Club:** Math Club provides a space for students to solve and collaborate on math problems, for enjoyment and to prepare for competitions, both local and national.

**Robo-Dragons:** The Kent Place robotics team participates in the FIRST Tech Challenge, a national robotics competition lasting from September to March. The group meets some evenings and weekends.

**Science Club:** Members experiment to discover why the world works in the amazing ways it does.



**Society of Women Engineers (SWENext):** This club works together to find solutions to issues to improve the Kent Place community and beyond. We discuss different types of engineering and why it's important.

## ECONOMICS AND INVESTMENT

**EconLife:** Members help contribute to our online blog at <https://econlife.com/>. The website aims to connect ideas of everyday life uniquely to the subject of economics.

**Investment Club:** Members learn what investing is and how to invest, including all of the important terminology.

## DRAMATIC PRODUCTIONS

Two or three Upper School plays are produced each year following tryouts. Rehearsals are held after school, Monday through Friday and occasional Saturdays, when a play is in production and are required of all actors and crew members.

## MUSIC AND DANCE GROUPS

**Chorale**, the largest Upper School singing group, is open to all students who love to sing. There is no audition, but a commitment is required for attendance at all rehearsals (during the school day). Chorale plays a vital role in the production of STAR, our winter concert. Chorale also performs in concert with both male and female singers from other schools and participates in the Kent Place Annual Choral Showcase.

**Treblemakers** is the KPS a cappella group. It is a student-led group, open by audition to all singers in grades 9–12. This group performs current pop hits and more traditional college a cappella repertoire. They perform at several events on campus and have been invited to perform with other a cappella groups in the area.

*See the Course of Study for academic opportunities in the Performing Arts.*

# THE UPPER SCHOOL CONSTITUTION

## CONSTITUTION OF THE KENT PLACE UPPER SCHOOL GOVERNMENT ASSOCIATION



The students and faculty of the Kent Place School, in order to promote the highest standards of personal honor and integrity, to encourage active cooperation and sense of individual responsibility for the welfare of the school and to create and foster a strong feeling of unity among students, faculty and administration, establish the Kent Place Upper School Government Association and this Constitution.

### ARTICLE I

All students and all faculty members are members of the Kent Place School Upper School Government Association.

### ARTICLE II

**Section 1:** The Student-Faculty Senate has authority over all matters concerning school behavior and the definition of student privileges. The Senate may discuss any other area of school life, such as curriculum, school finances, enrollment and employment, but solely for the purpose of making recommendations.

**Section 2:** The membership of the Senate shall consist of the president of Senate, the vice-president of Senate, the secretary of Senate, the four class presidents, the four student class representatives, eleven faculty members elected by the faculty, and one non-voting member of the administration.

**Section 3:** This authority is subject to veto by the Head of School and Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

**Section 4:** Any motion passed by Senate may be submitted to the school body for a majority vote if it is so voted by a two-thirds majority of the Senate.

**Section 5:** All Senate meetings are open.

**Section 6:** The procedural guidelines shall be approved by Senate at the beginning of each year.

### ARTICLE III

**Section 1:** The Judiciary Committee shall administer the Disciplinary System according to the procedures approved by Senate.

**Section 2:** The membership of the committee shall consist of the president of Judiciary, the vice-president of Judiciary, the four class representatives, three faculty representatives elected by the faculty and the Dean of Students as a non-voting member.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

## ARTICLE IV

**Section 1:** The Student Affairs Committee shall have the following responsibilities:

1. to interest and involve students in a variety of social activities;
2. to assist in the organization of school projects;
3. to encourage each student to participate actively in school activities.

**Section 2:** The members of the Student Affairs Committee shall consist of the president of Student Affairs, the vice-president of Student Affairs, the four class vice-presidents, the four student representatives and three faculty members elected by the faculty.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and the Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

**Section 4:** Any motion passed by the Student Affairs Committee may be submitted to the school body for a majority vote if it is so voted by a two-thirds majority of the Committee.

## ARTICLE V

**Section 1:** The Athletic Association Committee shall have the following responsibilities:

1. to interest and involve students in a variety of athletic events;
2. to assist students in the organization of independent athletic programs (e.g., intramural games and/or an athletic club);
3. to encourage each student to participate actively in school activities.

**Section 2:** The membership of the Athletic Association Committee shall consist of the president of Athletic Association, the vice-president of the Athletic Association, two student representatives from each of the four classes, and one non-athletic department faculty member elected by the faculty. The Athletic Association will be under the supervision of the Director of Athletics.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and the Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

**Section 4:** All Athletic Association meetings are open.

## ARTICLE VI

**Section 1:** The Community Service Committee shall have the following responsibilities:

1. to keep community service a focus in the school by engaging the students in service activities;
2. to assist students in finding service opportunities;
3. to keep track of student volunteer hours.

**Section 2:** The membership of the Community Service Committee shall consist of the president of Community Service, the vice-president of Community Service, two student representatives from each of the four classes, and two faculty advisors, one faculty advisor appointed by contract and one elected by the faculty.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and the Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

**Section 4:** All Community Service Committee meetings are open.

## ARTICLE VII

**Section 1:** The Social Committee shall have the following responsibilities:

1. to plan the Upper School social events including dances, semi-formals, and Prom;
2. to inform the student and faculty bodies of the Upper School Dance guidelines;
3. to encourage the student body to participate in school-sponsored social events and to set an example for appropriate behavior and attire at Kent Place social events.

**Section 2:** The membership of the Social Committee shall consist of the president of the Social Committee, the vice-president of the Social Committee, two representatives from each of the four classes, and two faculty advisors, one faculty advisor appointed by contract and one elected by the faculty.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and the Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

## ARTICLE VIII

**Section 1:** The Arts Committee shall have the following responsibilities:

1. to inspire and encourage students to indulge in art programs and competitions (visual and performance-based);
2. to promote artistic performances and work to the community;
3. to recognize community members for their artistic achievements.

**Section 2:** The membership of the Arts Committee shall consist of the president of the Arts Committee, the vice-president of the Arts Committee, two student representatives from each of the four classes, and two faculty members elected by the faculty. The Arts Committee will be under the supervision of the Visual Arts and Performing Arts Department Chairs.

**Section 3:** The authority of this committee shall be subject to the veto of the Head of School and the Director of the Upper School. In the event of disagreement, the Head of School's decision is final.

**Section 4:** All Arts Committee meetings are open.

*\*\*Modifications will exist for the Arts Committee leadership as outlined in the Arts Committee proposal until 2023.*

## ARTICLE IX

**Section 1:** The president of Senate shall be a senior. The duties are to call and preside at meetings of the Senate and of the School Government Association, to execute plans adopted by these bodies and to provide responsible leadership.

**Section 2:** The vice-president of Senate shall be a junior, or, in the second term, a sophomore. The duties are to preside at meetings of the Senate in absence of the president and to help the president in the governing of the school. The vice-president holds the responsibility of maintaining the history and integrity of the Student Government Constitution.

**Section 3:** The secretary of Senate shall be a senior. The duties are to keep minutes of the Senate meetings and to see that these minutes are distributed each week to the representatives, and to take care of posting Senate announcements.

**Section 4:** The assistant secretary of Senate shall be the junior class representative. The duties are to substitute for the secretary if the secretary is absent and to act as secretary of Senate for at least one meeting of the Senate during the secretary's term.

**Section 5:** The president of each of the six major committees shall be a senior. The duties are to call and preside at meetings of the committee, to execute plans adopted by the committee and to present proposals from this committee to the faculty, the administration, and the student body.

**Section 6:** The vice-president of each of the six major committees shall be a junior, or, in the second term, a sophomore. The duties are to preside at meetings of the committee in absence of the president, to preside at one meeting of the committee, and to help the president in execution of the plans adopted by the committee.

**Section 7:** The duties of the four class presidents are to represent their classes in the Senate, to provide leadership and guidance for their classes, to organize class projects and to take an active concern in their classes and the Senate.

**Section 8:** The duties of the four class vice-presidents are to represent their classes in the Student Affairs Committee, to preside at class meetings in the absence of the president and to assist the class president in the carrying out of the class responsibilities.

## ARTICLE X

**Section 1:** Spring elections shall be held for the positions beginning in the following fall for the offices of:

1. President of Senate
2. Vice-President of Senate
3. Secretary of Senate
4. President of the Student Affairs Committee
5. Vice-President of the Student Affairs Committee
6. President of the Judiciary Committee
7. Vice-President of the Judiciary Committee
8. President of the Athletic Association
9. Vice-President of the Athletic Association

10. President of Social Committee
11. Vice-President of Social Committee
12. President of the Community Service Committee
13. Vice-President of the Community Service Committee.
14. President of the Arts Committee
15. Vice President of the Arts Committee

**Section 2:** Elections shall be held semi-annually for class officers for Grades 9-11 and the vice-presidents of Senate, the Student Affairs Committee, the Judiciary Committee, the Social Committee, the Athletic Association, the Community Service Committee, and the Arts Committee.

**Section 3:** Elections shall follow the procedure established by the Senate.

**Section 4:** A student may not be elected to the same position for two consecutive terms within a school year.

**Section 5:** In the event that the president is unable to fulfill the president's obligations, the position shall be assumed by the vice-president of that class or organization, for the duration of the presidential term. Each committee or class will choose who will ascend to vice-president.

## ARTICLE XI

**Section 1:** The Constitution may be amended by a majority vote of the members of the Kent Place School Upper School Government Association.

**Section 2:** The Senate archives will be located in the library.

*Revised and reorganized July 2021.*



## KENT PLACE ATHLETIC PROGRAM

The mission of the Kent Place Athletics Program is to build strong, confident, self-assured individuals. Participation in athletics is an integral part of the overall School experience for our students, and our athletic teams are a source of pride for the Kent Place community. Kent Place provides a competitive athletic program where student athletes can reach their full potential. A broad range of teams, and different competitive levels allow for both strong varsity teams and wide participation at the JV and Middle School levels. We believe that through athletics, individuals develop greater self-confidence, learn personal responsibility, learn respect for self and others, and learn to be successful in a competitive environment. At all team levels, we teach and expect sportsmanship and ethical behavior. These life skills are developed as athletes work together toward a common goal.

Kent Place has established 15 varsity sports, and our teams continue to achieve high levels of success and produce winning records. We have won championships at the state, county, and conference levels. Our varsity athletes have earned individual honors and each year a number of Kent Place athletes go on to successfully compete at the college level.

This section of the Kent Place School Handbook has been prepared to provide information about the athletic program to all members of the Kent Place athletic community. The goal is to help parents and student athletes be familiar with and understand the philosophy and procedures of the athletic program.

## PHYSICALS, REQUIRED FORMS, AND SAFETY

**All forms are now available online via Magnus Health on MyKPS.**

- Prior to participating on a team, athletes must have an annual physical performed by a physician. Physical forms and athletic paperwork are submitted online via Magnus Health on MyKPS.
- Annual physicals for Upper School fall student athletes need to be completed and turned in via Magnus by August 1, to be considered current for the upcoming school year and to avoid lapses. Physicals are valid for 365 days. If an athlete's physical lapses mid-season, they must receive a new physical prior to participating in the next season. Student-athletes may not participate on their next season without an annual physical.
- A travel/participation form must be signed by a parent/legal guardian and student athlete and be on file in the Athletic Department prior to the first contest.
- In the Upper School, the NJSIAA requires three forms to be signed by parents/legal guardians and student athletes prior to athletic participation:

- 1) A banned substance testing consent form. The NJSIAA may randomly test selected athletes who qualify for state championship-level competition.
  - 2) A concussion protocol acknowledgement form.
  - 3) A sudden cardiac death awareness and acknowledgement form must be signed by a parent and student athlete.
- Parents must promptly notify the School of any changes to the student athlete's health. In addition, winter and spring athletes must complete a health update form as an addendum to the most current physical each season. The NJSIAA requires a Health History update for each student athlete whose annual physical is more than 90 days old from the start of each season. Example: Annual physical is in August; a Health History update form will need to be completed if the student athlete is participating in winter and spring sports.
  - Any student athlete who wears corrective eyeglasses while participating in School sports is encouraged to wear protective eyewear that meets the frames standards of the American Society for Testing and Materials (ASTM) F803 and lens standards of the American National Standards Institute (ANSI) Z87.11.
  - Sport-specific protective equipment may be required for different programs. Coaches will inform student athletes of the requirements and enforce the mandatory use of the protective gear (e.g., mouthguard, protective eyewear, headband).

## ATHLETIC RULES & EXPECTATIONS

Middle School athletic practices are held during the last period of the school day and are a required portion of the academic day and receive grades each term. All Middle School games are scheduled after school.

Upper School athletic practices and/or games are held after school Monday through Friday from 3:45 to 5:30 or 6:00 p.m. and occasionally on Saturdays. Practice times may vary slightly by team and level. Some tournaments may require students to miss an academic day of school or require an early dismissal from class; these contests are announced well in advance for academic arrangements. Additionally, in the Upper School, mandatory preseason for all fall sports follows the NJSIAA dates and guidelines and begins in mid-August prior to the start of classes. Winter sports will have mandatory practices and games during one week of winter break. Spring sports will have mandatory preseason practice during the second week of spring break. Failure to participate in these practices and/or games will impact a student athlete's status on the team. Consequences may include not being able to participate at the varsity level or being sidelined for a period of time depending on the nature of the absence. Vacations are not considered an excused absence.

At all levels, canceled games will be rescheduled whenever possible. Schedules will need to remain flexible during a sports season, this includes Saturdays.

If a MS or US athlete cannot commit to the full game and practice schedule for their team, they should participate in a Physical Education class rather than be part of an interscholastic team.



## ATTENDANCE EXPECTATIONS

The following expectation for attendance are as follows:

1. Commitment from all players is necessary for a team to succeed. Membership on an athletic team should be a priority following academics. If a student is in school, they are expected to attend the practice or game scheduled that day.
2. Athletes must be in School before 10:30 a.m. to participate in games or practices that day. A student arriving after 10:30 a.m. is considered absent and may not participate in athletics that day but is still expected to attend the practice or game. Check with the Dean of Students in the event of an unusual or unavoidable circumstance.
3. Some athletes choose to play on an outside team during the School-team season. Whether you play for a club or a town team, your commitment to your School team is the priority. Missing School games or practices due to an outside team conflict will be treated as an unexcused absence. It is not recommended that an athlete play on more than one team during a season due to time conflicts as well as the increased risk of injury from overtraining.
4. Absences are excused only for religious observance, illness or family emergency. If a student athlete needs to be excused from an athletic commitment, the student must follow all protocols in the handbook. Unexcused absences will have the same consequences that are applied to absences from other school obligations (see [page 55](#) for Middle School and [page 71](#) for Upper School attendance policies). If a student accumulates three absences, they will be required to meet with the Director of Athletics to discuss their commitment to the team. It is possible during this process that a student may be removed from a team if deemed appropriate by the AD.
5. College visits should be scheduled on non-game days. Check with the Head Coach and the athletic schedule for open dates prior to scheduling trips. Please be aware of TBD dates and rescheduled game dates.
6. If a student athlete is injured and unable to participate (with the exception of a suspected/diagnosed concussion), they are still required to attend practices and games as a team member until they are able to resume physical activity. A student athlete who sustains a season-ending injury is still expected to attend practices and games if they are to receive credit for the season.
7. If a student athlete cannot begin a season due to injury, the student may be considered a member of the JV team until obtaining medical clearance.

### **Coaches may apply the following additional consequences for absences:**

- If a student athlete misses practice the day before a game or misses a game or contest, the student may not start in the next game. For a sport in which substitutions are not allowed, the coach will evaluate the nature of the absence and determine the consequence.
- If a student athlete misses a practice or a game for an uncommunicated reason, the student may not play in the next game and could be sidelined for a period of time. It is the student athlete's responsibility to communicate with the coach

24-hours in advance whenever possible. In an extenuating circumstance, the Director of Athletics should be notified directly.

- Excessive absences and chronic lateness to school, practice, or games may be cause for removal from the team. The athlete, advisor, coach, and Director of Athletics will meet to discuss the situation.

## LEAVING A TEAM

A student athlete has three days after the start of the season to leave a team once the season begins. They are required to make direct contact with their coach and the Director of Athletics to notify them of their decision, before any team practices or competitions are missed. All School-issued uniforms and equipment must be promptly returned. The student is then required to attend Physical Education classes the day after they leave the team. Any classes missed between the day the student athlete leaves a team and when they return to PE must be made up or minors may be issued per the school attendance policy.

## PE EXEMPTION POLICY

Please see the Course of Study for the PE Exemption Policy and follow the instructions and link information at the bottom right corner of the Athletics home page. Please note that dates for submission are not flexible. Students must attend all PE classes while awaiting an exemption status decision.

## ACADEMIC EXPECTATIONS

- Athletics are important, but academics are a priority.
- Students must be in good academic standing to participate in athletics.
- A student athlete who is experiencing academic difficulty should work directly with their advisor to get the support they need. If the student's struggles are such that they require a modification in their participation in athletics, the Academic Dean will work with the student, parents, Student Support Team, and Director of Athletics to identify necessary support.
- Student athletes are encouraged to anticipate missed classes/assignments and make arrangements in advance with teachers regarding those assignments. When possible, a week's notice of game travel should be communicated by the student athlete to teachers.

## BEHAVIORAL EXPECTATIONS

- As representatives of Kent Place School, student athletes are required to adhere to all rules and expectations outlined in the Student Handbook. Additionally, student athletes are expected to follow the guidelines established by each coach with regard to team discipline and procedures for each sport.
- Student athletes are to treat teammates, opponents, coaches, officials, and spectators with respect and to display good sportsmanship at all times.
- Student athletes are expected to remain with the team at practices and competitions until dismissed by the coach.

## TEAM UNIFORM

- Student athletes are required to wear the full School-issued uniform. Students may wear their uniform to school on the day of a game while adhering to the Dress Code policies of their division.
- Student athletes are responsible for all equipment and uniforms issued to them. Any loss or damage to such equipment may require financial reimbursement to the School.
- Uniforms must be returned in good condition at the immediate conclusion of a season to the Athletic Department. Student athletes who fail to return any piece of a uniform or equipment within two weeks will be billed to replace the uniform or equipment at retail cost and shipping and handling fees.
- No further uniforms or equipment may be issued for any other sport until all pieces are returned or paid for.
- Student athletes are responsible for bringing the full uniform the day of a game and will not be loaned additional pieces.

## TEAM CLOTHING (FOR UPPER SCHOOL ONLY)

The warm-up is part of the mandatory uniform for all Upper School teams.

- The warm-up is part of the required travel uniform. The jacket and/or bottoms can be worn to school on game days as part of the required dress code and will be used for travel to all games.
- Warm-ups include black Champion KPS zip jacket or shirt and black Champion KPS wind pants and are required for all contests, unless otherwise noted by the coach. These styles will be noted on the team page as mandatory warm-ups.
- All student athletes are required to purchase their own warm-up jacket and pants from the School Store. This will be a one-time purchase for each student athlete and the warm-up will be used for all four years and all sports teams. Any athlete experiencing financial difficulty in purchasing mandatory items should talk to the Director of Financial Aid in the Admission Office.
- All athletes are encouraged to purchase the Kent Place Practice t-shirt and shorts as a part of their team uniform. This should be worn to practice daily. (Exceptions are: swimming and golf teams. This will be noted on the team page as practice gear). Any student athlete experiencing financial difficulty should speak with the Director of Financial Aid.
- Some teams choose to purchase “team shirts” once the roster is set. These are not required.

## LOCKERS/PERSONAL BELONGINGS

- In the Middle School, student athletes can be issued lockers in the locker room upon request to the PE department.
- Student athletes are responsible for securing all valuables; the school is not responsible for any personal belongings.

## TRANSPORTATION

- All student athletes are expected to ride to and from all athletic contests on the bus or van with their team.
- Following a game, if necessary, student athletes may leave with their parent with advance permission of the coach. Parents must make direct contact with the coach before leaving the game with the student athlete.
- A student athlete may leave with another adult ONLY when a coach and Director of Athletics receives written permission from the student athlete's parent/guardian prior to the start of the game and copy the parent who will be driving.
- Fans and friends of the student athlete are not permitted to travel on the team bus.

## CELL PHONE USE POLICY WHEN TRAVELING ON A TEAM BUS

- Student athletes are NOT to use their cell phone when on a team bus or during practices or games. The Athletics Department encourages student athletes to use communal time to bond as a team.
- A Coach may designate ONE phone for team music. All other phones should be stowed with personal items. This includes Apple Watches and other texting devices until the completion of the athletic practice or contest.
- Student athletes may use their cell phones when athletic contests have finished to alert parent/caregiver of arrival back to campus.

## ATHLETIC TRAINING AND THE TREATMENT OF ATHLETIC INJURIES AND ILLNESSES

Kent Place prioritizes the health and safety of our student athletes. We have two licensed certified athletic trainers on staff from 11:00 a.m. to 7:00 p.m., Monday through Friday, and during all practices and games (including Saturdays) throughout the school year. The Athletic Trainers can be reached at extension 293. The Athletic Trainer will treat athletes and work with their physicians to rehabilitate injuries sustained while participating in Kent Place athletics. The Athletic Trainer is available for treatment and consultation before practices and games and provides emergency coverage for all home events.

Student athletes should adhere to these guidelines:

- Student athletes are responsible for informing coaches and the Athletic Trainer of any injuries or illnesses when they occur. The Athletic Trainer will assess the nature and extent of the injury or illness and may treat based upon CDC Guidelines and NATA protocol.
- If the injury or illness is minor, the Athletic Trainer may treat the student athlete and communicate acute-care instructions to both the student athlete and parent/guardian via email. If the injury or illness persists after treatment with the Athletic Trainer, the Athletic Trainer may recommend that a doctor visit is necessary.

- Anytime a student athlete has seen a physician for an injury and/or illness, a written note or the downloadable form on MyKPS with instructions from the treating physician should be emailed to the athletic trainer and Health Office following the appointment. If the downloadable form is not being used, the following criteria needs to be addressed in the correspondence in order for the athletic trainer to give medical clearance for participation:
  - Diagnosis of the injury or illness in order for the athletic trainer and nursing staff to appropriately treat the student-athlete.
  - If the athlete is able to participate with or without restrictions.
  - Restrictions should be specified by the physician.
  - Date of follow-up appointment.

Failure to provide this note prior to practice/game may result in the athlete not being permitted to participate. Student athletes who have not received medical clearance for play are responsible for checking-in daily with the athletic trainer prior to the beginning of practice. Depending upon the illness/injury and physician's clearance, the student may be required to watch practice and/or participate in a modified format.

- If further consultation is deemed necessary by the Athletic Trainer, the student athlete may not return to play until they have received a written notice of release/clearance from their physician stating that the student athlete may return to athletic participation. The Athletic Trainer can work with the student athlete to rehabilitate the injury following the physician's orders.
- Injured athletes are still required to attend team practices and games, with the exception of a suspected/diagnosed concussion.

**Parent/Athletic Trainer (AT) Relationship** - Strong and clear communication between a parent of an injured student athlete and the athletic trainer is essential for the success of the program and the development of individual skills.

- Notification of illness or injury via email;
- Parents should communicate with the athletic trainer via email or by phone;
- Obtaining a written note from a treating physician for a student athlete's injuries or illnesses is mandatory in order for student athletes to participate in practices/games (see [page 93](#)).

## EMERGENCY CONTACT

If a parent needs to contact a student athlete competing at an away site, they should notify the Athletic Department, and the coach may be contacted by the School. In the event a parent is unable to reach someone in the Athletic Office, contact the Receptionist or Kent Place Campus Security at (732) 433-1153, and they may contact the Athletic Department.

## TEAM SELECTION

The range of competition in the athletic program varies from Middle School through varsity teams in the Upper School. All teams are taught skills and strategies appropriate to the skill level of the student athletes and the degree of competition. Playing time and expectations are distinctly different at each level.

**Middle School** - All seventh- and eighth-grade students must either choose to join an interscholastic team or participate in the PE program. The objective at the Middle School level is to gain competitive experience, enhance fundamental sport skills, and learn basic strategies to develop an understanding of teamwork and team participation.

When participation numbers are high, the Middle School programs may be organized as green and gold teams and game schedules may be made to balance competitions accordingly. If the number of students choosing to play a sport is too large to safely and effectively manage the program, there will be limits set on the number of players based on skill. Middle School-level teams do not cut unless the number of players exceeds viable player/coach ratio or if a student athlete lacks a sufficient base knowledge to participate safely. In this case, every effort will be made to provide an instructional program in that sport during Middle School PE class, and some sport specific developmental teams may be offered during a different season. Students will also be given the option to switch to another sport. Playing time will vary from player to player, although the goal is for wide participation in the Middle School. Middle School team members must make a full commitment to all practices and games. Excessive absences will affect a student athlete's team status and PE grade. Please see attendance policy for further information.

**JV Level** - JV teams are open to students in Grades 9–12. JV-level teams usually do not cut, unless numbers exceed a viable player/coach ratio or if a student lacks a sufficient base knowledge to participate safely, and/or if participation numbers exceed the facility's ability to safely practice and compete in the space available. Specifically, cuts may be necessary in Tennis, Field Hockey, Squash, and Golf due to the nature of the sports. If a student athlete is not selected to a JV team, they may switch to another sport within three days of the season. Student athletes may not switch teams after preseason. JV-level teams stress the development of skills and strategies as part of a feeder program for the varsity programs.

**Varsity Level** - Varsity teams are open to students in Grades 9–12. Varsity teams are selective and competitive. Student athletes learn advanced skills and strategies and are required to make a full commitment to their teams. This includes attending all scheduled practices and games beginning in preseason. The most skilled and dedicated players will be selected to the varsity team and may earn the most playing time. Playing time is not guaranteed at the varsity level, and seniors are not guaranteed a place on varsity teams.

In general, for all teams, playing time at all levels is determined by:

- Skill ability;
- Sportsmanship and attitude;

- Work ethic;
- Attendance at practices and games;
- Demonstration of responsibility as a teammate; and
- Knowledge of game strategies.
- KPS coaches will not discuss playing time with parents. We encourage our student athletes to schedule their own conversation with the coach and practice advocating for themselves.

## PARENT AND COACH COMMUNICATION

**Player/Coach Relationship** - Strong communication between an athlete and coach is essential for the success of the program and the development of individual skills. If an athlete has a question or concern, the athlete should speak directly to their coach. Many concerns can be resolved with this as the first step in communication.

**Parent/Coach Relationship** - Both parenting and coaching are difficult vocations. By establishing a clear understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to the student athlete.

### **Communication parents should expect from the coach and program:**

- Philosophy of the coach;
- Expectations the coach has for athletes and the team during the season; and
- Participation guidelines and consequences for infractions.

### **Communication that coaches expect from parents:**

- Questions/concerns are expressed directly to the coach, not on the sideline or with the Director of Athletics until after a conversation has been had directly with the coach;
- Notification at least a week in advance of schedule conflicts;
- Notification of illness or injury via email; and
- Parents should primarily communicate with coaches only via email.

### **Appropriate concerns for parents to discuss with coaches:**

- Questions/concerns regarding the treatment of your child;
- Questions/information on how to help your child with social/emotional issues they are facing;
- Concerns about your child's behavior;
- Academic issues as they relate to athletic participation. Please include your child's academic advisor and the Director of Athletics on all communication; and
- College placement.

### **Issues not appropriate to discuss with coaches:**

- Playing time;
- Team strategy; and
- Other student athletes.

There may be situations that require a conference among the coach, player, and parent. These conferences are encouraged to resolve conflicts. It is important that all parties have a clear understanding of the others' perspective. When these conferences are necessary, we ask that parents consider waiting 24 hours before contacting coaches after which time the following procedure should help promote resolution of the issue of concern:

- Student athlete has met first with the coach to review a concern;
- Contact the coach to set up a time to meet;
- If the coach cannot be reached after 24 hours, contact the Director of Athletics to set up a meeting with the coach; and
- Please do not confront a coach before or after a game or practice when emotions can run high; meetings of this nature usually do not promote positive resolutions. If the meeting with the coach did not provide a satisfactory resolution, parents may contact the Director of Athletics to discuss the situation.

## TEAM PARENT RESPONSIBILITIES

Parents can find information on the Dragon Athletic Club page on MyKPS. Team Parents, who are the parents of the Team Captains, can also contact the Dragon Athletic Club season representative in their division for assistance. Snacks need not be purchased for every game but should be healthy when provided.

## TEAM DINNERS

Each season Upper School JV and Varsity teams gather for a Team Dinner in the Dining Hall. Parents/Guardians are welcome and encouraged to join this event as coaches will briefly recognize every member of the program. This date is noted on the team calendar but is subject to change. Many teams use the Team Dinner as a celebration of seniors, during this time teammates may create a poster and highlight the contributions of each senior. Kent Place provides for each Team Dinner, parents are asked to sign up via the link provided by the school. Captains' parents are typically responsible for collecting a nominal fee (\$35) per family for an end of the season coach gift. If this represents a hardship, families need not participate when asked to donate.

## SENIOR RECOGNITION DAY

Kent Place takes the time to celebrate the contributions of every senior athlete on "Senior Day." This date is noted on the Team Calendar, but is subject to change. On Senior Day, each KPS senior athlete will receive a floral bouquet and parents/guardians are invited to accompany their child and celebrate with a photo. Please consult your team's coach for specifics of the event (it may happen before, during half-time, or after the varsity game).



# END OF SEASON ATHLETIC AWARDS CEREMONY

At the conclusion of each athletic season (fall, winter, spring) the KPS Athletic Department celebrates the season with an Athletic Awards Ceremony during the Team Dinner in the Upper School. Parents/Guardians are encouraged to join and refreshments are served. This event typically takes place during the school day at 2:30 p.m. for the Middle School (students and coaches only), and on a weeknight beginning at 6:00 p.m. for the Upper School. Most Valuable, Sportsmanship, Coaches Award, and Most Improved Student Athletes are recognized for each team. Coaches speak briefly on the highlights of the season and Varsity athletes receive their letter (for their first Varsity sport only) and then receive a pin/bar depending on years played.

## ATHLETIC TEAMS

### FALL

Cross Country	V	JV	MS
Field Hockey	V	JV	MS
Soccer	V	JV	MS
Tennis	V	JV	MS
Volleyball	V	JV	

### WINTER

Basketball	V	JV	MS
Fencing	V		
Ice Hockey	V		
Squash	V		
Swimming	V	JV	
Winter Track	V	JV	
Volleyball			MS

### SPRING

Golf	V		
Lacrosse	V	JV	MS
Softball	V	JV	MS
Spring Track	V	JV	MS

\*sports are offered based on interest



*The MyKPS Online Directory via [www.kentplace.org](http://www.kentplace.org) provides the most up-to-date database information and enables the community to search in many different ways. We recommend that all families access the MyKPS app ([my.kentplace.org](http://my.kentplace.org)) on their smartphones or tablets for easy directory access.*

Our directory is available exclusively for the use of Kent Place School students, parents, faculty, and staff. It may not be used for the promotion of any activity unrelated to Kent Place. It may not be used for personal gain or made available for commercial or solicitation purposes.

# ALPHABETICAL STUDENT LISTING

## A

Abdoolraman, Aliya (2)  
Abrantes, Julianna (9)  
Aggarwal, Anna (11)  
Agrawal-Mathew, Siana (PK)  
Algarin, Jasmine (11)  
Ali, Aarah (10)  
Ali, Amirah (8)  
Ali, Zara (3)  
Almazan, Eliza (6)  
Altier, Megan (11)  
Amaral, Ellie (2)  
Ameo, Allison (9)  
Ameo, Jocelyn (11)  
Amerigo Laguillo, Maria (12)  
An, Yuting (1)  
Andersen, Kaitlin (9)  
Anderson, Alexandra (12)  
Anderson, Ciara (7)  
Andrews, Sylvia (11)  
Arampulikan, Tanseem (10)  
Arampulikan, Taraa (4)  
Avigdor, Talia (6)

## B

Badri, Veera (1)  
Baglioni, Giulia (12)  
Bai, Emma (PK)  
Bai, Sophia (4)  
Bakhru, Kareena (2)  
Bakhru, Reya (K)  
Ballal, Kavya (8)  
Ballal, Nupur (12)  
Banerjee, Aahana (3)  
Barua, Siena (2)  
Bashforth, Lucy (11)  
Beckham, Gabby (8)  
Bedri, Ayah (7)  
Beltran, Julissa (10)  
Berg, Adelyn (5)  
Betz, Charlotte (12)  
Bharadwaj, Aadya (11)  
Bharath, Shakti (JPK)  
Bhardwaj, Naina (10)  
Bhatia, Annika (12)  
Bhatia, Karina (7)  
Bhattacharya, Dvita (10)  
Bhavaraju, Anika (7)  
Bloom, Cami (5)  
Blundin, Ellie (12)  
Bonner, Avery (11)  
Bose, Aariah (1)  
Bracci, Ava (6)

Bracci, Lily (4)  
Brandstaedter, Sophia (11)  
Bremm, Sophie (7)  
Brock, Kyræ (10)  
Brooks, Brynnleigh (K)  
Brooks, Maddie (JPK)  
Brown, Rhyan (11)  
Brozowski, Molly (9)  
Brugg, Adeline (7)  
Brugg, Molly (5)  
Budaj, Olivia (1)  
Bugg-Levine, Aza (K)  
Bugliari, Anne (9)  
Builione, Ava (9)  
Builione, Bella (7)  
Builione, Francesca (3)  
Builione, Sophia (11)  
Bultó, Anna (9)  
Burns, Astrid (12)  
Buurma, Bevin (4)

## C

Cagle, Layne (4)  
Cai, Abby (6)  
Callahan, Delia (9)  
Callahan, Gillian (9)  
Callahan, Margot (11)  
Cano, Morwen (5)  
Capone, Sophie (10)  
Cara, Hailey (1)  
Carey, Jenna (9)  
Carey, Julia (10)  
Carey, Lauren (6)  
Carr, Alice (11)  
Carter, Mary (12)  
Cepeda, Jane (9)  
Cepeda, Kathryn (11)  
Chen, Claire (5)  
Chen, Ellen (5)  
Chen, Esther (7)  
Chen, Olivia (3)  
Chen, Sydney (7)  
Chen, Vicky (7)  
Chen, Weilai (7)  
Cherill, Claire (9)  
Chimenti, Sophia (12)  
Choi, Nina (11)  
Choy, Jessica (9)  
Clow, Nora (11)  
Cohen, Liv (6)  
Colaco, Abby (8)  
Colgan, Catherine (2)  
Collins, Cate (7)

Collins, Claire (11)  
 Comtois, Alicia (5)  
 Conroy, Penny (5)  
 Corbin, Harper (6)  
 Corrales, Cari (11)  
 Cote, Charlotte (11)  
 Counihan, Jillian (5)  
 Counihan, Sydney (8)  
 Cozine, Sofie (12)  
 Cranmer, Chloe (8)  
 Crimmins, Harper (3)  
 Crimmins, Kennedy (1)  
 Crooks, Riley (8)  
 Crowder, Courtney (12)  
 Cruz-Espejo, Ellina (JPK)  
 Cruz-Espejo, Sienna (1)  
 Cui, Chelsea (10)  
 Cui, Chloe (8)  
 Cui, Serena (4)  
 Culley, Olivia (4)  
 Culligan, Ella (9)  
 Cultice, Ellie (PK)

## D

Daab, Bridget (12)  
 Daab, Molly (12)  
 Daggett, Maddie (4)  
 Dambrot, Brooke (9)  
 Dambrot, Elle (11)  
 D'Angelo, Margo (12)  
 Dangler, Aidan (7)  
 Dangler, Fionna (5)  
 Dangler, Reilly (9)  
 Danso, Chelsea (5)  
 Davis, Blaine (JPK)  
 Davis, Sarah (1)  
 Dawadi, Aarya (3)  
 Delaney, Avery (8)  
 Deng, Isabella (10)  
 Denis, Olivia (2)  
 Devieux, Joelle (5)  
 Dipietro, Giulianna (7)  
 DiSarno, Sophia (10)  
 Dobric, Amelia (7)  
 Dobric, Julia (2)  
 Downey, Addysen (12)  
 Downey, Hailey (9)  
 Doyle, Reilly (9)  
 Dustin, Reece (5)  
 Dustin, Remi (5)

## E

Eccles, Lilly (12)  
 Ekong-Reid, Eden (10)  
 Emany, Ambika (6)  
 Emany, Mira (8)

Embden, Isabelle (12)  
 Espiritu, Zoë (10)  
 Esposito, Sophia (11)  
 Evans, Zoe (10)  
 Ewart, Sophie (9)  
 Eyet, Chloe (1)

## F

Fan, Cindy (10)  
 Fanelle, Lilly (12)  
 Farrell, Imani (9)  
 Felice, Abigail (1)  
 Felice, Amelia (PK)  
 Ferguson, Eden (2)  
 Ferguson, Emery (1)  
 Ferratti, Annabella (4)  
 Ferratti, Laila (6)  
 Ferreira, Mary (7)  
 Ferreira, Rose (6)  
 Fiala, Rose (7)  
 Figueroa, Alayni (3)  
 Figueroa, Jr., Erik (PK)  
 Flax, Scarlett (2)  
 Foerster, Emily (8)  
 Folorunso, Hannah (JPK)  
 Fox, Sumari (9)  
 Franco, Maya (11)  
 Franklin, Libby (9)

## G

Gabriel, Lily (12)  
 Galdi, Christina (12)  
 Galeano, Stella (9)  
 Galiher, Brie (10)  
 Gambuzza, Anna (10)  
 Gambuzza, Fiona (10)  
 Gandhi, Charvee (4)  
 Gandhi, Laila (8)  
 Gandhi, Sophia (10)  
 Garnica, Marissa (11)  
 Gaston, Gabby (11)  
 Ge, Angie (7)  
 Ge, Annie (12)  
 Ge, Evie (PK)  
 Ge, JoJo (3)  
 Gentile, Colette (10)  
 Geppel, Emma (9)  
 Gerbino, Catherine (11)  
 Ghose, Tara (12)  
 Gibby, Scarlett (12)  
 Gilbert, Caroline (8)  
 Gilman, Annabelle (7)  
 Gitau, Nia (10)  
 Glasband, Audrey (4)  
 Glasser, Autumn (PK)  
 Glasser, Scarlett (JPK)

Glatt, Harli (7)  
 Glover, Misa (9)  
 Goldsmith, Eve (9)  
 Gomes, Lilly (11)  
 Good, Sylvie (JPK)  
 Gordon, Elyssa (2)  
 Gordon, Louisa (10)  
 Gorke, Lila (10)  
 Goyal, Lily (7)  
 Grinis, Alexandria (10)  
 Grinis, Kate (5)  
 Grinis, Sasha (9)  
 Grissinger, Evelyn (10)  
 Grogan, Cooper (9)  
 Gross, Willa (9)  
 Grushkin, Alexandra (12)  
 Grushkin, Charlotte (10)  
 Guarino, Ava (11)  
 Gulati, Sonia (10)  
 Gupta, Aanya (4)  
 Gustafson-Johnson, Lorelei (9)

## H

Haas, Samantha (9)  
 Hadjipateras, Mariella (1)  
 Hall, Melat (10)  
 Halldorson, Caroline (6)  
 Halldorson, Elise (1)  
 Hallgren, Céline (2)  
 Hanchuk, Andrea (11)  
 Hancock, Brooke (K)  
 Hand, Caroline (10)  
 Hand, Olivia (10)  
 Hausman, Lindsay (12)  
 Hayat, Hiba (4)  
 Heary, Maren (9)  
 Henry, Drew (9)  
 Herman, Lauren (9)  
 Hickey, Annette (8)  
 Hickey, Evelyn (11)  
 Hill, Gracen (8)  
 Hirawat, Cecilia (9)  
 Hoffman, Mel (4)  
 Hoffman, Nicole (7)  
 Holmes, Viola (4)  
 Hong, Angela (10)  
 Hong, Audrey (8)  
 Horodysky, Zoriana (12)  
 Hu, Katie (5)  
 Hu, Madison (3)  
 Hubbauer, Arabella (12)  
 Humes, Sydney (12)

I  
 Ikuno, Carolina (11)  
 Ismael, Addison (10)  
 Ismael, Giordan (12)  
 Ivy, Nora (2)  
 Ivy, Sophia (6)

## J

Jaffrey, Sana (12)  
 James, Stephanie (11)  
 Janiszewski, Katie (3)  
 Janiszewski, Natalie (5)  
 Jerath, Anjali (11)  
 Jiang, Cici (PK)  
 Joglekar, Eva (6)  
 Jones, Lexie (9)  
 Joralemon, Caden (7)  
 Josephs, Jordan (1)

## K

Kamilla, Sonali (11)  
 Kamilla, Supriya (9)  
 Kanellakos, Celia (11)  
 Kanellakos, Petrina (6)  
 Kanellakos, Phoebe (10)  
 Kang, Lily (4)  
 Kaplan, Lily (12)  
 Kapoor, Sahana (11)  
 Kapur, Elina (12)  
 Kapur, Keira (9)  
 Karbownik, Alyma (11)  
 Katt, Emily (6)  
 Kearns, Skye (K)  
 Kelley, Hannah (9)  
 Kennedy, Aila (10)  
 Keri, Sofia (12)  
 Kerins, Ella (7)  
 Khidekel, Liz (12)  
 Khizar, Mahrulkh (11)  
 Khurana, Leela (1)  
 Khurana, Tara (9)  
 Kim, CeCe (7)  
 Kim, Erin (8)  
 Kim, Esmé (11)  
 Kim, Jia (10)  
 Kimball, Emmie (8)  
 Kintiroglou, Ellie (11)  
 Kiswa, Karen (9)  
 Klein-Maggio, Avery (9)  
 Klein-Maggio, Mira (9)  
 Klug, Dylan (6)  
 Kopparapu, Roshni (12)  
 Krowitz, Phoebe (9)  
 Kubeck, Quinn (6)  
 Kwan, Julianne (11)  
 Kwon, Ava (8)

## L

Lalani, Maya (10)  
Lalani, Mira (8)  
Lalli, Rio (JPK)  
Lazaro, Zoey (1)  
LeClair, Genevieve (PK)  
LeClair, Madeleine (K)  
Lederman, Kayla (4)  
Lee, Charlotte (7)  
Lee, Vanessa (11)  
Lesnik, Annabelle (8)  
Levy, Ella (10)  
Lewis, Ava (9)  
Lewis, Gabby (5)  
Li, Elise (7)  
Li, Ella (PK)  
Li, Skylar (9)  
Liberman, Gabrielle (11)  
Liftin, Scarlett (10)  
Lim, Alex (8)  
Lin, Olivia (6)  
Littletree, Kendi (8)  
Llewellyn-Jones, Megan (10)  
Longo, Ally (11)  
Lowe, Ariel (12)  
Lu, Sophia (3)  
Lubrin, Kenzie (6)  
Lukanski, Dior (7)  
Lupiani Khan, Onelia (9)  
Lyon, Kay (12)  
Lysiak, Chase (JPK)

## M

Ma, Annabelle (5)  
Machir, Taylor (7)  
MacKay, Katie (8)  
Mader, Penelope (4)  
Magedoff, Alexandra (3)  
Magedoff, Madeline (6)  
Magnus, Student Magnus (5)  
Maleki, Raha (3)  
Malone, Leighton (5)  
Mancer, Riley (6)  
Manning, Ava (6)  
Manning, Caroline (2)  
Manning, Lucy (4)  
Maria, Gabby (6)  
Maria, Juliette (9)  
Markels, Luna (12)  
Markley, Kai (11)  
Marques, Sekai (12)  
Marshall, Emma (4)  
Marshesh, Sophia (6)  
Martin, Emily (10)  
Martin Aloe, Valentina (10)

Martinez, Leonor (1)  
Martínez, Carlota (3)  
Mason, Emma (PK)  
Mattle, Sarah (7)  
Mayes, Piper (10)  
McCartan, Harper (2)  
McClean, Sky (7)  
McCormick, Jack (PK)  
McCormick, Maddie (1)  
McCreary, Ailee (PK)  
McCreary, Naomi (6)  
McCreary, Sarina (1)  
McDaniel, Nia (8)  
McGoey, Addison (11)  
McNally, London (7)  
McNutt, Cori (8)  
McQuade, Emma (9)  
McSweeney, Fiona (10)  
Meenan, Lyla (7)  
Melchiorre, Ali (6)  
Melendi, Evelyn (9)  
Melendi, Veronica (12)  
Mendelsohn, Bea (11)  
Mendelsohn, Evelyn (9)  
Mendieta-Frost, Anabella (9)  
Messerman, Julia (11)  
Miccolis, Chloe (12)  
Mikosh, Marissa (12)  
Miller, Blair (10)  
Miller, Cassie (11)  
Miller, Lily b. (12)  
Miller, Sophia (12)  
Mills, Rose (JPK)  
Mills, Sophie (2)  
Minton, Liv (10)  
Mitchell, Ariana (4)  
Mittal, Annie (6)  
Mon, Lilly (7)  
Mon, Madeline (9)  
Montesdeoca, Nathalie (11)  
Moore, Madi (12)  
Morial, Margeaux (11)  
Moyo, Siba (1)  
Mulligan, Finley (6)  
Mulligan, Hayden (8)  
Murungi, Nicola (10)

## N

Naggar, Mia (10)  
Naik, Isla (9)  
Nalavala, Ava (12)  
Nalavala, Noe (12)  
Nash, Tara (9)  
Naumovich, Lexa (7)  
Naumovich, Milla (7)

Ng, Vivi (12)  
Ni-Cantor, Amelia (2)  
Nicholas, Liliah-Deborah (4)  
Nirula, Mira (6)  
Nirula, Tara (8)  
Nwachuku, Angelica (11)

## O

Obalde, Anna (2)  
Obalde, Erica (4)  
Obalde, Eva (6)  
O'Brien, Annabelle (11)  
O'Connor, Mary Kate (11)  
Oduro-Manu, Nana Yaa (12)  
Osuala, Lauren (11)

## P

Pagano, Juliana (5)  
Pagano Cardenas, Alexandra (2)  
Pantozzi, Kara (11)  
Pappas, Sawyer (11)  
Paris, Ava (10)  
Paris, Catherine (12)  
Park, Jessica (12)  
Parmar, Rhiya (6)  
Parmar, Seema (12)  
Patel, Ellas (2)  
Patel, Layla (K)  
Patel, Priya (8)  
Patel, Shriya (11)  
Patel, Zara (3)  
Pawlowski, Clare (11)  
Pelissier, Celine (3)  
Pelzer, Gabi (6)  
Peng, Kayla (9)  
Peters, Olivia (9)  
Peterson, Ella (9)  
Pierce, Charlotte (1)  
Pierce, Olivia (3)  
Pierson, Claire (7)  
Pirez, Mariana (9)  
Ponnolu, Jahnvi (8)  
Poole, Charlotte (6)  
Poole, Chloe (8)  
Popolow, Maddie (11)  
Popper, Milly (3)  
Possick, Lola (12)  
Post-Lipnick, Charlotte (12)  
Prasad, Jaya (4)  
Prasad, Leela (2)  
Pritchett, Kimberly (9)  
Pyo, Ellie (JPK)

## Q

Qi, Annie (7)  
Quinn, Addison (7)  
Quinn, Caitlyn (9)  
Quinn, Emma Claire (11)

## R

Rains, Ruby (K)  
Ram, Diya (2)  
Ramos, Mia (9)  
Rauch, Sara (PK)  
Ravenell, Naomi (9)  
Real, Cece (12)  
Real, Tessa (6)  
Reichman, Izzie (5)  
Reig, Diana (11)  
Reig, Jacquelyn (9)  
Reinhardt, Elise (8)  
Reinman, Chloe (9)  
Reis, Morgan (10)  
Reiter, Rachel (11)  
Richardson, Sara (12)  
Rigby, Saveria (9)  
Rivera-Bitar, Layla (1)  
Robakidze, Gaby (7)  
Roberts, Ellora (7)  
Rodrigues, Olivia (4)  
Rodrigues, Stella (1)  
Rodriguez, Deysi (10)  
Rosefort, Alina (3)  
Rosefort, Halle (1)  
Rosely, Brooke (9)  
Rosely, Heidi (12)  
Ross, Sylvia (9)  
Ryan, Lainey (7)  
Ryan, Mariel (9)

## S

Sadow, Stella (PK)  
Sahay, Ira (5)  
Sahay, Medha (9)  
Samman, Stella (PK)  
Santiago, Miranda (10)  
Santoro, Olivia (12)  
Sarafian, Talia (9)  
Sartorius, Lyla (9)  
Sartorius, Quinn (9)  
Scallon, Sara (9)  
Schestag, Ella (12)  
Scheule, Julie (K)  
Schiedel, Josie (8)  
Schreibman, Clara (12)  
Schwarz, Quinn (4)  
Seelaus, Alice (3)  
Segal, Elin (6)  
Segal, Vivienne (3)

Selassie, Eden (10)  
 Seminara, Cici (K)  
 Seminara, Izzy (4)  
 Seminara, Mia (2)  
 Sfarra, Sadie (5)  
 Shaftacolas, Sofia (K)  
 Shah, Sajni (11)  
 Shannon, Ava (10)  
 Sharma, Mira (1)  
 Sharma, Rae (6)  
 Sharma, Siya (6)  
 Sharma, Zara (5)  
 Shedosky, Hana (4)  
 Shee, Sara (12)  
 Sheth, Sarina (8)  
 Shewchuk, Emily (12)  
 Shinn, Ava (5)  
 Shirhattikar, Gita (7)  
 Shirhattikar, Sneha (12)  
 Shore, Jonah (PK)  
 Shpilsky, Maya (11)  
 Siclare, Eliana (2)  
 Sidaganahalli, Aarna (2)  
 Sieg, Abbey (4)  
 Sieg, Ashley (6)  
 Sieg, Cameron (4)  
 Sieg, Taylor (11)  
 Singer, Makena (10)  
 Singh, Aanika (7)  
 Singh, Zara (5)  
 Siu, Madeline (PK)  
 Siu, Mila (3)  
 Slattery, Abbie (5)  
 Slattery, Caroline (7)  
 Small, Maddie (6)  
 Smallman, Bridget (10)  
 Smith, Gemma (2)  
 Smith, Jordyn (7)  
 Smith, Sloane (1)  
 Soares, Ava (5)  
 Somaiya, Priyanka (10)  
 Somuah, Mame (8)  
 Somuah, Nana (8)  
 Soos, Megan (8)  
 Sorensen, Alicia (4)  
 Spann, Harper (1)  
 Spann, Hunter (JPK)  
 Starker, Charley (K)  
 Starker, Sydney (3)  
 Stavrovich, Sarah (11)  
 Stevens, Madison (10)  
 Sulkes, Paige (7)  
 Sun, Mia (PK)  
 Suwankosai, Ashley (5)

## T

Tabora, Maya (10)  
 Tabron, Jada Renee (6)  
 Talpade, Isha (10)  
 Tan, Katie (11)  
 Tan, Lily (11)  
 Terhune, Mackenzie (4)  
 Terhune, Savannah (2)  
 Test, Student (10)  
 Tetley, Sasha (4)  
 Tezel, Eva (8)  
 Thatavarthy, Nandini (9)  
 Thatch, Grace (10)  
 Thekkanath, Lizzie (7)  
 Thompson, Mackenzie (12)  
 Thompson, Thea Ames (JPK)  
 Thornton, Nicole (11)  
 Tinkoff, Avery (JPK)  
 Tinkoff, Zoe (1)  
 Tolia, Eva (6)  
 Toste, Riley (5)  
 Tracy, Caroline (6)  
 Troiano, Kaitlyn (8)  
 Tsang, Therese (9)  
 Tufankjian, Brooke (11)

## U

Urgilez, Isabella (6)

## V

Vaishnav, Anushka (12)  
 Valverde, Lily (12)  
 Valverde, Maya (12)  
 Varma, Asha (6)  
 Varmani, Aisha (PK)  
 Varmani, Jia (1)  
 Vatel, Coco (7)  
 Venkat, Lekha (JPK)  
 Vuchic, Tessa (9)

## W

Wadhwa, Ayushi (8)  
 Wadhwa, Ishani (12)  
 Walker, Addie (1)  
 Wall, Abby (12)  
 Walsh, Piper (10)  
 Walter, Annabelle (11)  
 Walter, Margaux (8)  
 Walters, Quinn (11)  
 Wang, Jocelyn (8)  
 Wang, Kaitlyn (10)  
 Wang, Miranda (11)  
 Wang, Olivia (K)  
 Wang, Serena (6)  
 Washburn, Lizzy (12)  
 Watkins, Corynne (10)



Wehler, Mara (4)  
Wehler, Reese (6)  
Weker, Natalie (11)  
Weldon, Abby (10)  
Weldon, Kate (8)  
Weng, Carolyn (6)  
Weng, Gretchen (9)  
Werbel, Abby (10)  
Wetzel, Clara (5)  
Wetzel, Ellie (3)  
Wheatley, Anabel (10)  
Williams, Caitlin (12)  
Williams, Grace (10)  
Williams, Joy (6)  
Williams, Sophie (12)  
Williams, Tallynn (6)  
Wilson, Auburn (10)  
Wilson, Eleanor (3)  
Wilson, Margot (K)  
Wolstenholme, Jasmine (10)  
Wolf, Aurielle (10)  
Wolitzer, Caroline (10)  
Wood, Samantha (10)  
Woodall, Annie (12)  
Woods, Zoe (9)  
Wu, Helen (10)  
Wu, Jilly (5)  
Wu, Joy (7)  
Wu, Julia (11)  
Wu, Justine (9)

## X

Xu, Emma (5)  
Xu, Morwen (11)

## Y

Yan, Avery (K)  
Yan, Ellie (3)  
Yang, Kristine (12)  
Yie, Maya (11)  
Young, Penelope (3)  
Young, Ruth (11)

## Z

Zeiner-Morrish, Cypress (10)  
Zeng, Leah (2)  
Zhang, Olivia (9)  
Zheng, Serena (12)  
Zinna, Ava (11)  
Zuo, Vivian (PK)

# STUDENTS LISTED BY CLASS

## JUNIOR PRE-KINDERGARTEN

**Shakti Bharath**

Prithvi Anantharaj  
Bharath Madhusudan

**Maddie Brooks**

Cheryl Brooks  
Matthew Brooks

**Ellina Cruz-Espejo**

Carlos Cruz  
Natalia Espejo

**Blaine Davis**

Alton Davis  
Tinbite Davis

**Hannah Folorunso**

Michael Folorunso  
Adana Phillip

**Scarlett Glasser**

Kristen Glasser  
Sean Glasser

**Sylvie Good**

Amanda Good  
Christopher Good

**Rio Lalli**

Amraj Lalli  
Victoria Thong

**Chase Lysiak**

Brian Lysiak  
Ginny Lysiak

**Rose Mills**

Jessica Mills  
Nicholas Mills

**Ellie Pyo**

James Pyo  
Stefanie Pyo

**Hunter Spann**

Alleea Spann  
Vaughn Spann

**Thea Ames Thompson**

Hakim Thompson  
Lauren Thompson

**Avery Tinkoff**

Daniel Tinkoff  
Rinee Tinkoff

**Lekha Venkat**

Anila Venkat  
Sanjay Venkat

## PRE-KINDERGARTEN

**Siana Agrawal-Mathew**

Priya Agrawal  
Suraj Mathew

**Emma Bai**

Hanxue Bai  
Jing Xia

**Ellie Cultice**

Ben Cultice  
Julia Cultice

**Amelia Felice**

Ashley Felice  
Christopher Felice

**Erik Figueroa, Jr.**

Erik Figueroa  
Iveliz Morales

**Evie Ge**

Yao Ge  
Shu Zhan

**Autumn Glasser**

Kristen Glasser  
Sean Glasser

**Cici Jiang**

Wenjun Jiang  
Jinting Zhang

**Genevieve LeClair**

Kevin LeClair  
Tiffany LeClair

**Ella Li**

Rui Li  
Yunjian Li

**Emma Mason**

Anthony Mason  
Christine Mason

**Jack McCormick**

Jessica McCormick  
Matthew McCormick

**Ailee McCreary**

Chika McCreary  
Rashied McCreary

**Sara Rauch**

Nataliya Dragoman

**Stella Sadow**

Rachel Rosenthal-Sadow  
Jeremiah Sadow

**Stella Samman**

Kassandra Samman  
Luca Samman

**Jonah Shore**

Evan Shore  
Rachel Shore

**Madeline Siu**

Larry Siu  
Melody Siu

**Mia Sun**

Xue Bai  
Daqian Sun

**Aisha Varmani**

Prerna Arora  
Ankit Varmani

**Vivian Zuo**

Xianjin Zhu  
Feng Zuo

## KINDERGARTEN

**Reya Bakhru**

Rajkumar Bakhru  
Divya Rajasekaran

**Brynnleigh Brooks**

Lindsey Brooks  
Robert Brooks

**Aza Bugg-Levine**

Ahadi Bugg-Levine  
Antony Bugg-Levine

**Brooke Hancock**

Tyronne Hancock  
Kathleen Jerome Pierre

**Skye Kearns**

Niki Chen  
Gregory Kearns

**Madeleine LeClair**

Kevin LeClair  
Tiffany LeClair

**Layla Patel**

Stephanie Allen  
Kartik Patel

**Ruby Rains**

Brendan Rains  
Erika Rains

**Julie Scheule**

Christina Scheule  
Justen Scheule

**Cici Seminara**

Hally Seminara  
Nicholas Seminara

**Sofia Shaftacolas**

Alana Kakoyiannis  
Michael Shaftacolas

**Charley Starker**

Christina Starker  
Lee Starker

**Olivia Wang**

Hui Deng  
Zhenyu Wang

**Margot Wilson**

Aaron Wilson  
Stephanie Wilson

**Avery Yan**

Jia Li  
He Yan

## GRADE I

**Yuting An**

Ping An  
Renjun Ma

**Veera Badri**

Badri Mallikarjunan  
Pallavi Sharma

**Aariah Bose**

Priyanka Arora  
Kapil Bose

**Olivia Budaj**

Mark Budaj  
Sharondeep Sumal

**Hailey Cara**

Chris Cara  
Lindsey Cara

**Kennedy Crimmins**

Jason Crimmins  
Whitney Driver-Crimmins

**Sienna Cruz-Espejo**

Carlos Cruz  
Natalia Espejo

**Sarah Davis**

James Davis  
Nancy Davis

**Chloe Eyt**

Matthew Eyt  
Alina Habba  
Gregg Reuben

**Abigail Felice**

Ashley Felice  
Christopher Felice

**Emery Ferguson**

D'Brickashaw Ferguson  
Kirsten Ferguson

**Mariella Hadjipateras**

Kalliope Diakos  
Nicholas Hadjipateras

**Elise Halldorson**

Christopher Halldorson  
Susan Halldorson

**Jordan Josephs**

Alexis Josephs  
Daniel Josephs

**Leela Khurana**

Amit Khurana  
Sonia Kumar

**Zoey Lazaro**

Anthony Lazaro  
Emily Small

**Leonor Martinez**

Alejandro Martinez  
Maria Isabel Velez

**Maddie McCormick**

Jessica McCormick  
Matthew McCormick

**Sarina McCreary**

Chika McCreary  
Rashied McCreary

**Siba Moyo**

Leeroy Moyo  
Sipiwe Moyo

**Charlotte Pierce**

Anne Pierce  
Patrick Pierce

**Layla Rivera-Bitar**

Tanya Bitar  
Joe Rivera

**Stella Rodrigues**

Fernanda Rodrigues  
Joao Rodrigues

**Halle Rosefort**

Allison Rosefort  
Steve Rosefort

**Mira Sharma**

Mayuri Ghosh  
Piyush Sharma

**Sloane Smith**

Chelsy Smith  
Gabriel Smith

**Harper Spann**

Alleea Spann  
Vaughn Spann

**Zoe Tinkoff**

Daniel Tinkoff  
Rinee Tinkoff

**Jia Varmani**

Perna Arora  
Ankit Varmani

**Addie Walker**

Jamal Walker  
Kimberly Walker

## GRADE 2

### **Aliya Abdoolraman**

Muhseen Abdoolraman  
Tasneem Peeraully

### **Ellie Amaral**

Cindy Amaral  
João Amaral

### **Kareena Bakhru**

Rajkumar Bakhru  
Dívyā Rajasekaran

### **Siena Barua**

Supradeep Barua  
Sunitha Yara

### **Catherine Colgan**

Marta Colgan  
William Colgan

### **Olivia Denis**

Oge Denis  
Sherley Denis

### **Julia Dobric**

Ivan Dobric  
Sanja Dobric

### **Eden Ferguson**

D'Brickashaw Ferguson  
Kirsten Ferguson

### **Scarlett Flax**

Charles Flax  
Leslie Flax

### **Elyssa Gordon**

Elisabeth Gordon  
Jason Gordon

### **Céline Hallgren**

Nina Hallgren  
Per Hallgren

### **Nora Ivy**

Day Ivy  
Heidy Ivy

### **Caroline Manning**

Abby Manning  
Eli Manning

### **Harper McCartan**

Blake McCartan  
Tom McCartan

### **Sophie Mills**

Jessica Mills  
Nicholas Mills

### **Amelia Ni-Cantor**

Adam Cantor  
Xi Ni

### **Anna Obalde**

Christopher Obalde  
Lori Obalde

### **Leilani Okuyama**

Heysun Okuyama  
Royce Okuyama

### **Alexandra Pagano Cardenas**

Johanna Cardenas Robayo  
Anthony Pagano

### **Ellas Patel**

Stephanie Allen  
Kartik Patel

### **Leela Prasad**

Suma Dasari  
Sanjiv Prasad

### **Diya Ram**

Ramkumar Chandramohan  
Soumya Kaushik

### **Mia Seminara**

Hally Seminara  
Nicholas Seminara

### **Eliana Siclare**

Clemente Siclare  
Lauren Siclare

### **Aarna Sidaganahalli**

Sanjukta Ghosh  
Harish Sidaganahalli

### **Gemma Smith**

Alexander Smith  
Mieke Smith

**Savannah Terhune**

Albert Terhune

Nicole Terhune

**Leah Zeng**

Xing Zeng

Chao Zhang



## GRADE 3

### **Zara Ali**

Asad Ali  
Huma Mirza

### **Aahana Banerjee**

Anupam Banerjee  
Mrigya Datta

### **Francesca Builione**

Karen Builione  
Todd Builione

### **Olivia Chen**

William Chen  
Rebecca Lu

### **Harper Crimmins**

Jason Crimmins  
Whitney Driver-Crimmins

### **Aarya Dawadi**

Anice Dawadi  
Tarakeshwar Dawadi

### **Alayni Figueroa**

Erik Figueroa  
Iveliz Morales

### **JoJo Ge**

Zihui Ge  
Ping Ji

### **Madison Hu**

Bo Hu  
May Hui

### **Katie Janiszewski**

Maura Janiszewski  
Michael Janiszewski

### **Sophia Lu**

Lingping Lu  
Lingfei Xu

### **Alexandra Magedoff**

Ari Magedoff  
Laura Magedoff

### **Raha Maleki**

Shirin Jalali  
Arian Maleki

### **Carlota Martínez**

Alejandro Martinez  
Maria Isabel Velez

### **Zara Patel**

Amishaben Patel  
Pareesh Patel

### **Celine Pelissier**

Farah Pelissier  
Stephane Pelissier

### **Olivia Pierce**

Anne Pierce  
Patrick Pierce

### **Milly Popper**

Matthew Popper  
Suzanne Popper

### **Alina Rosefort**

Allison Rosefort  
Steve Rosefort

### **Alice Seelaus**

Benjamin Seelaus  
Sarah Seelaus

### **Vivienne Segal**

Kristen Segal  
Martin Segal

### **Mila Siu**

Larry Siu  
Melody Siu

### **Sydney Starker**

Christina Starker  
Lee Starker

### **Ellie Wetzel**

Mark Wetzel  
Rebecca Wetzel

### **Eleanor Wilson**

Aaron Wilson  
Stephanie Wilson

### **Ellie Yan**

Jia Li  
He Yan

**Penelope Young**

Eileen Young

Jason Young

## GRADE 4

### **Taraa Arampulikan**

Joseph Arampulikan  
Baljeet Purewal

### **Sophia Bai**

Daniel Bai  
Yi Sun

### **Lily Bracci**

Keith Bracci  
Kimberly Kent-Bracci

### **Bevin Buurma**

Jacob Buurma  
Jennifer Buurma

### **Layne Cagle**

Kimberly Cagle  
Steven Cagle

### **Serena Cui**

Tianzhi Cui  
Dan Yu

### **Olivia Culley**

Beth Culley  
John Culley

### **Maddie Daggett**

Arlene Daggett  
Richard Daggett

### **Annabella Ferratti**

Anthony Ferratti  
Brooke Ferratti

### **Charvee Gandhi**

Priyank Gandhi  
Ritu Gandhi

### **Audrey Glasband**

Lisa Glasband  
Todd Glasband

### **Aanya Gupta**

Shruti Goel  
Vikram Gupta

### **Hiba Hayat**

Saba Daneshyar  
Amir Hayat

### **Mel Hoffman**

Silvia Ferrentino  
Michael Hoffman

### **Viola Holmes**

Yolanda Kershaw

### **Lily Kang**

Daniel Kang  
Kimberly Lee

### **Kayla Lederman**

David Lederman  
Naomi Smukler

### **Penelope Mader**

David Mader  
Lindsay Mader

### **Lucy Manning**

Abby Manning  
Eli Manning

### **Emma Marshall**

Devan Marshall  
Tara Marshall

### **Ariana Mitchell**

Annel Mitchell  
Toby Mitchell

### **Liliah-Deborah Nicholas**

Adrien Nicholas  
Marsha Williams-Nicholas

### **Erica Obalde**

Christopher Obalde  
Lori Obalde

### **Jaya Prasad**

Suma Dasari  
Sanjiv Prasad

### **Olivia Rodrigues**

Fernanda Rodrigues  
Joao Rodrigues

### **Quinn Schwarz**

Jarrod Schwarz  
Jen Schwarz

**Izzy Seminara**

Hally Seminara  
Nicholas Seminara

**Hana Shedosky**

Izumi Shedosky  
Michael Shedosky

**Abbey Sieg**

Douglas Sieg  
Tracey Sieg

**Cameron Sieg**

Douglas Sieg  
Tracey Sieg

**Alicia Sorensen**

Christina Sorensen  
Steffen Sorensen

**Mackenzie Terhune**

Albert Terhune  
Nicole Terhune

**Sasha Tetley**

Liudmila Frantsuzova  
Andrew Tetley

**Mara Wehler**

Jill Wehler  
Kevin Wehler

## GRADE 5

### **Adelyn Berg**

David Berg  
Wendy Berg

### **Cami Bloom**

Fabiana Bloom  
Zachary Bloom

### **Molly Brugg**

Jordan Brugg  
Maria Brugg

### **Morwen Cano**

Alexander Cano  
Aericka Heavens

### **Claire Chen**

William Chen  
Rebecca Lu

### **Ellen Chen**

Wenping Chen  
Yuanyuan Wang

### **Alicia Comtois**

Spencer Comtois  
Samantha Good

### **Penny Conroy**

Jessica Conroy  
William Conroy

### **Jillian Counihan**

Jennifer Counihan  
Kevin Counihan

### **Fionna Dangler**

Devin Dangler  
Hallee Dangler

### **Chelsea Danso**

Kofi Danso  
Sagine Danso

### **Joelle Devieux**

Dimitri Devieux  
Lara Devieux

### **Reece Dustin**

Kerry Dustin  
Debra Netschert

### **Remi Dustin**

Kerry Dustin  
Debra Netschert

### **Kate Grinis**

Mark Grinis  
Stephanie Grinis

### **Katie Hu**

Weiwei Hu  
June Sun

### **Natalie Janiszewski**

Maura Janiszewski  
Michael Janiszewski

### **Gabby Lewis**

Garcelle Lewis

### **Annabelle Ma**

Xiaohua Guo  
Ge Ma

### **Leighton Malone**

Dawnlena Deans-Malone  
Derek Malone

### **Juliana Pagano**

Johanna Cardenas Robayo  
Anthony Pagano

### **Izzie Reichman**

David Reichman  
Natalie Reichman

### **Ira Sahay**

Sutapa Sahay  
Vivek Sahay

### **Sadie Sfarra**

Anthony Sfarra  
Melissa Sfarra

### **Zara Sharma**

Mayuri Ghosh  
Piyush Sharma

### **Ava Shinn**

Mimi Liu  
Phil Shinn

**Zara Singh**

Maneeta Sawhney  
Saurabh Singh

**Abbie Slattery**

Christine Slattery  
Michael Slattery

**Ava Soares**

Sherrese Clarke-Soares  
Roger Soares

**Ashley Suwankosai**

Varuth Suwankosai  
Jan Tran

**Riley Toste**

Cindy Toste  
Francisco Toste

**Clara Wetzel**

Mark Wetzel  
Rebecca Wetzel

**Jilly Wu**

Beng Li Oh  
James Wu

**Emma Xu**

Lei Xu  
Weiwei Zhang

## GRADE 6

### **Eliza Almazan**

Jennifer Almazan  
Tracy Almazan

### **Talia Avigdor**

Ashley Avigdor  
Leeor Avigdor

### **Ava Bracci**

Keith Bracci  
Kimberly Kent-Bracci

### **Abby Cai**

Qibin Cai  
Yingying Lu

### **Lauren Carey**

Carolyn Carey  
Leonard Carey

### **Liv Cohen**

Casey Cohen  
Harry Cohen

### **Harper Corbin**

Alison Corbin  
Todd Corbin

### **Ambika Emany**

Beth Emany  
Sravan Emany

### **Laila Ferratti**

Anthony Ferratti  
Brooke Ferratti

### **Rose Ferreiro**

David Ferreiro  
Marilyn Ferreiro

### **Caroline Halldorson**

Christopher Halldorson  
Susan Halldorson

### **Sophia Ivy**

Day Ivy  
Heidy Ivy

### **Eva Joglekar**

Amit Joglekar  
Reena Joglekar

### **Petrina Kanellakos**

James Kanellakos  
Roubiny Stavropoulos

### **Emily Katt**

Brian Katt  
Tracy Katt

### **Dylan Klug**

Amy Klug  
Vaughn Klug

### **Quinn Kubeck**

Alicia Kubeck  
Brian Kubeck

### **Olivia Lin**

Yanqing Bao  
Guang Lin

### **Kenzie Lubrin**

Phaenehas Lubrin  
Voncille Lubrin

### **Madeline Magedoff**

Ari Magedoff  
Laura Magedoff

### **Riley Mancer**

Lisa Mancer

### **Ava Manning**

Abby Manning  
Eli Manning

### **Gabby Maria**

Giselle Maria  
Jose Maria

### **Sophia Marshesh**

Firas Marshesh  
Teeba Marshesh

### **Naomi McCreary**

Chika McCreary  
Rashied McCreary

### **Ali Melchiorre**

Erika Melchiorre  
Mark Melchiorre

**Annie Mittal**

Abhishek Mittal  
Sujata Varshneya

**Finley Mulligan**

Gregory Mulligan  
Susanne Mulligan

**Mira Nirula**

Ruchi Nirula  
Shikha Nirula

**Eva Obalde**

Christopher Obalde  
Lori Obalde

**Rhiya Parmar**

Anita Parmar  
Narinder Parmar

**Gabi Pelzer**

Claude Pelzer  
Teri Pelzer

**Charlotte Poole**

Gregory Poole  
Teresa Poole

**Tessa Reali**

Aimee Reali  
John Reali

**Elin Segal**

Kristen Segal  
Martin Segal

**Rae Sharma**

Julia Sharma  
Neal Sharma

**Siya Sharma**

Ruchika Kapur  
Pankaj Sharma

**Ashley Sieg**

Douglas Sieg  
Tracey Sieg

**Maddie Small**

Adlai Small  
Lara Small

**Jada Renee Tabron**

James Jenkins  
Raven Jenkins  
Courteney Tabron

**Eva Tolia**

Anuj Tolia  
Tandeep Tolia

**Caroline Tracy**

Bill Tracy  
Suzanne Tracy

**Isabella Urgilez**

Jeannette Urgilez

**Asha Varma**

Niharika Divedi  
Suneet Varma

**Serena Wang**

Fang Guo  
Xin Wang

**Reese Wehler**

Jill Wehler  
Kevin Wehler

**Carolyn Weng**

Yi Lu  
Weijun Weng

**Joy Williams**

Joyce Williams  
Timothy Williams

**Talynn Williams**

Janiki Watley-Williams  
Jamaal Williams



## GRADE 7

### **Ciara Anderson**

Kieran Anderson  
Nicole Gallodoro

### **Ayah Bedri**

Besma Bedri  
Mazen Bedri

### **Karina Bhatia**

Gyan Bhatia  
Neha Kothari

### **Anika Bhavaraju**

Karthik Bhavaraju  
Priyadarshini Kuppuswamy

### **Bella Borde**

Alfred Hamilton  
Patricia Hamilton

### **Sophie Bremm**

Dirk Bremm  
Lilia Bremm

### **Adeline Brugg**

Jordan Brugg  
Maria Brugg

### **Bella Builione**

Karen Builione  
Todd Builione

### **Esther Chen**

Wenping Chen  
Yuanyuan Wang

### **Sydney Chen**

Thomas Chen  
Angela Lin

### **Vicky Chen**

Thomas Chen  
Angela Lin

### **Weilai Chen**

Xu Chen  
Wei Wei

### **Cate Collins**

Caroline Collins  
Dennis Collins

### **Aidan Dangler**

Devin Dangler  
Hallee Dangler

### **Giulianna Dipietro**

Giuseppe DiPietro  
Lina Dipietro

### **Amelia Dobric**

Ivan Dobric  
Sanja Dobric

### **Mary FERREIRO**

David Ferreiro  
Marilyn Ferreiro

### **Rose Fiala**

Alexis Fiala  
Anthony Fiala

### **Angie Ge**

Zihui Ge  
Ping Ji

### **Annabelle Gilman**

David Gilman  
Jaime Levine

### **Harli Glatt**

Brian Glatt  
Jessica Glatt

### **Lily Goyal**

Jenny Goyal  
Rahul Goyal

### **Nicole Hoffman**

Silvia Ferrentino  
Michael Hoffman

### **Caden Joralemon**

Christopher Joralemon  
Briana King

### **Destiny Keith**

Charnette Hockaday

### **Ella Kerins**

Amanda Kerins  
John Kerins

**CeCe Kim**

Patrick Kim  
Joanne Rim

**Charlotte Lee**

Amy Lee  
Mark Lee

**Elise Li**

Yi Li  
Yunjie Zhu

**Dior Lukanski**

John Lukanski  
Michaela Lukanski

**Taylor Machir**

Catherine Machir  
Patrick Machir

**Sarah Mattle**

Douglas Mattle  
Lina Mattle

**Sky McClean**

Javon McClean  
Danielle Robinson

**London McNally**

LaShay Jones  
Forever McNally

**Lyla Meenan**

Elizabeth Meenan  
Mark Meenan

**Lilly Mon**

Daniel Mon  
Kristin Mon

**Lexa Naumovich**

Gleb Naumovich  
Olga Naumovich

**Milla Naumovich**

Gleb Naumovich  
Olga Naumovich

**Claire Pierson**

Stacy Krieger  
Steven Pierson

**Annie Qi**

Yaming Pan  
Guofeng Qi

**Addison Quinn**

Ashley Quinn  
Kevin Quinn

**Gaby Robakidze**

Natalia Arsentieva  
David Robakidze

**Ellora Roberts**

David Roberts  
Kshama Roberts

**Lainey Ryan**

Declan Ryan  
Rebecca Ryan

**Gita Shirhattikar**

Sunitha Lakshminarayanan  
Gautam Shirhattikar

**Aanika Singh**

Maneeta Sawhney  
Saurabh Singh

**Caroline Slattery**

Christine Slattery  
Michael Slattery

**Jordyn Smith**

Mishanda Brown  
Carl Smith

**Paige Sulkes**

Jill Sulkes  
Joel Sulkes

**Lizzie Thekkanath**

Aji Joseph  
Rose Parayil Justy

**Coco Vatel**

Yemi Benedict-Vatel  
Patrick Vatel

**Joy Wu**

Xinyi Wu  
Yuanhui Wu

## GRADE 8

**Amirah Ali**

Asad Ali  
Huma Mirza

**Kavya Ballal**

Kishore Ballal  
Maithili Rao

**Gabby Beckham**

Gary Beckham  
Dyice Ellis-Beckham

**Abby Colaco**

Russ Colaco  
Stephanie Colaco

**Sydney Counihan**

Jennifer Counihan  
Kevin Counihan

**Chloe Cranmer**

Carly Cranmer  
J. Alex Cranmer

**Riley Crooks**

Morgan Crooks  
Aimee Lenar Crooks

**Chloe Cui**

Tianzhi Cui  
Dan Yu

**Avery Delaney**

Christina Delaney  
Daniel Delaney

**Mira Emany**

Beth Emany  
Sravan Emany

**Emily Foerster**

Brian Foerster  
Bridget Foerster

**Laila Gandhi**

Rajesh Gandhi  
Shafali Gandhi

**Caroline Gilbert**

Andrew Gilbert  
Dana Gilbert

**Annette Hickey**

Candace Hickey  
Thomas Hickey

**Gracen Hill**

Nicole Epps  
Robford Hill

**Audrey Hong**

Kevin Hong  
Jennifer Zuo

**Erin Kim**

Anne Kim  
Sam Kim

**Emmie Kimball**

Richard Kimball  
Barbara Santoro

**Ava Kwon**

David Kwon  
Grace Lee

**Mira Lalani**

Monica Lalani  
Sarfraz Lalani

**Annabelle Lesnik**

Howard Lesnik  
Keri Lesnik

**Alex Lim**

Amy Lim  
David Lim

**Kendi Littletree**

Sherri Littletree

**Ainslie Lu**

Carson Lu  
Grace Lu

**Katie MacKay**

Bing Cao  
John MacKay

**Nia McDaniel**

Derrick McDaniel  
Marlow McDaniel

**Cori McNutt**

Cindy McNutt  
Paul McNutt

**Lainey Meenan**

Elizabeth Meenan  
Mark Meenan

**Hayden Mulligan**

Gregory Mulligan  
Susanne Mulligan

**Tara Nirula**

Ruchi Nirula  
Shikha Nirula

**Priya Patel**

Prashant Patel  
Sejal Vora

**Jahnavi Ponnolu**

Bhavani Jeerreddy  
Madhu Ponnolu

**Chloe Poole**

Gregory Poole  
Teresa Poole

**Elise Reinhardt**

Michelle Lesperance  
Michael Reinhardt

**Josie Schiedel**

Gena Lewis  
Jason Schiedel

**Sarina Sheth**

Jay Sheth  
Rakhee Sheth

**Mame Somuah**

Alex Somuah  
Nana Somuah

**Nana Somuah**

Alex Somuah  
Nana Somuah

**Megan Soos**

Carol Soos  
Eric Soos

**Eva Tezel**

Ahmet Tezel  
Amy Tezel

**Kaitlyn Troiano**

Jaime Troiano  
Nicholas Troiano

**Ayushi Wadhwa**

Rupali Wadhwa  
Vivek Wadhwa

**Margaux Walter**

Alexandra Walter  
Henry Walter

**Jocelyn Wang**

Jay Wang  
Gina Zong

**Kate Weldon**

Mary Weldon  
Norbert Weldon

## GRADE 9

### **Julianna Abrantes**

Ana Cristina Abrantes  
Jorge Abrantes

### **Allison Ameo**

Bridget Ameo  
Robert Ameo

### **Kaitlin Andersen**

Jill Andersen  
Paul Andersen

### **Molly Brozowski**

Gregory Brozowski  
Megan Brozowski

### **Anne Bugliari**

Anthony Bugliari  
Catherine Bugliari

### **Ava Builione**

Karen Builione  
Todd Builione

### **Anna Bultó**

Ariadna Biete  
Victor Bultó

### **Delia Callahan**

Carrie Callahan  
Mark Callahan

### **Gillian Callahan**

Carrie Callahan  
Mark Callahan

### **Jenna Carey**

Carolyn Carey  
Leonard Carey

### **Jane Cepeda**

Shawn Cepeda  
Virginia Cepeda

### **Claire Cherill**

Daniel Cherill  
Regina Cherill

### **Annabelle Chow**

Winnie Chow  
Isabelle Hu

### **Jessica Choy**

Jason Choy  
Olivia Wong

### **Ella Culligan**

Brendan Culligan  
Jumana Culligan

### **Brooke Dambrot**

Alana Dambrot  
Jonathan Dambrot

### **Reilly Dangler**

Devin Dangler  
Hallee Dangler

### **Hailey Downey**

Christopher Downey  
Sylvie Downey

### **Reilly Doyle**

Ashley Doyle  
Patrick Doyle

### **Sophie Ewart**

Christine Ewart  
Michael Ewart

### **Imani Farrell**

Akirah Farrell

### **Sumari Fox**

Tatia Adams Fox  
Mic Fox

### **Libby Franklin**

Christopher Franklin  
Margaret Franklin

### **Stella Galeano**

Lisa Galeano  
Roman Galeano

### **Emma Geppel**

Anna Geppel  
Gregory Geppel

### **Misa Glover**

Haji Glover  
Mikita Glover

**Eve Goldsmith**

John Goldsmith  
Kate Goldsmith

**Sasha Grinis**

Mark Grinis  
Stephanie Grinis

**Cooper Grogan**

Gregory Grogan  
Jennifer Grogan

**Willa Gross**

Dena Gross  
Jared Gross

**Lorelei Gustafson-Johnson**

Amy Gustafson  
Christopher Johnson

**Samantha Haas**

Alicja Haas  
Jeffrey Haas

**Maya Hardy**

Emmett Hardy  
Zena Hardy

**Maren Heary**

Cara Heary  
Robert Heary

**Drew Henry**

Dahami Henry

**Lauren Herman**

Amy Herman  
Stewart Herman

**Cecilia Hirawat**

Claudia Hirawat  
Samit Hirawat

**Lexie Jones**

Alex Jones  
Kimya Jones

**Supriya Kamilla**

Rajiv Kamilla  
Susan Kratina

**Keira Kapur**

Sharad Kapur  
Stella Kapur

**Hannah Kelley**

Amy Kelley  
Sean Kelley

**Tara Khurana**

Amit Khurana  
Sonia Kumar

**Karen Kiswa**

Katarzyna Kiswa  
Piotr Kiswa

**Avery Klein-Maggio**

Jennifer Klein  
Charles Maggio

**Mira Klein-Maggio**

Jennifer Klein  
Charles Maggio

**Phoebe Krowitz**

Allyson Krowitz  
Gregg Krowitz

**Ava Lewis**

Tanisha Howell-Lewis  
Kevin Lewis

**Skylar Li**

Lin Cong  
Qing Li

**Onelia Lupiani Khan**

Paul Khan  
Linda Beatriz Lupiani

**Juliette Maria**

Giselle Maria  
Jose Maria

**Emma McQuade**

Anila McQuade  
Jerry McQuade

**Evelyn Melendi**

Christina Melendi  
Dave Melendi

## GRADE 9 (continued)

### **Evelyne Mendelsohn**

Eric Mendelsohn  
Isabel Mendelsohn

### **Anabella Mendieta-Frost**

Jacqueline Frost  
Raquel Mendieta

### **Madeline Mon**

Daniel Mon  
Kristin Mon

### **Isla Naik**

Nirali Desai-Naik  
Pankaj Naik

### **Tara Nash**

Robert Nash  
Phoebe Xu

### **Kayla Peng**

Feng Peng  
Ling Zhang

### **Olivia Peters**

Gale Peters  
Keith Peters

### **Ella Peterson**

Clark Peterson  
Hadley Peterson

### **Mariana Pirez**

Leonardo Pirez  
Paula Ramirez

### **Kimberly Pritchett**

Tyronne Hancock  
Kathleen Jerome Pierre

### **Caitlyn Quinn**

Ashley Quinn  
Kevin Quinn

### **Mia Ramos**

Hilda Ramos

### **Naomi Ravenell**

Joseph Ravenell  
Karima Ravenell

### **Jacquelyn Reig**

Linda Reig  
Richard Reig

### **Chloe Reinman**

Nicole Reinman  
Samuel Reinman

### **Savera Rigby**

Alan Rigby  
Raneeta Sawhney-Rigby

### **Brooke Rosely**

Brett Rosely  
Joyce Rosely

### **Sylvia Ross**

Alexandra Ross  
John Ross

### **Mariel Ryan**

Declan Ryan  
Rebecca Ryan

### **Medha Sahay**

Sutapa Sahay  
Vivek Sahay

### **Talia Sarafian**

Garen Sarafian  
Rita Yerestian

### **Lyla Sartorius**

Eric Sartorius  
Melissa Sartorius

### **Quinn Sartorius**

Eric Sartorius  
Melissa Sartorius

### **Sara Scallon**

Theresa Scallon  
TJ Scallon

### **Nandini Thatavarthy**

Archana Budida  
Hari Thatavarthy

### **Therese Tsang**

Kit Cheung  
Francis Tsang

**Tessa Vuchic**

Sandra Mathews

Suzanne Purdy

Boris Vuchic

**Gretchen Weng**

Jenny Kim

Francis Weng

**Zoe Woods**

Sarah Clarke

**Justine Wu**

Beng Li Oh

James Wu

**Olivia Zhang**

Zhijun Du

Tao Zhang



## GRADE 10

### **Aarah Ali**

Asad Ali  
Huma Mirza

### **Tanseem Arampulikan**

Joseph Arampulikan  
Baljeet Purewal

### **Julissa Beltran**

Mayra Peralta

### **Naina Bhardwaj**

Anurag Bhardwaj  
Ruchi Bhardwaj

### **Dvita Bhattacharya**

Debraj Bhattacharyya  
Anjali Katoch

### **Kyrae Brock**

Kyle Brock  
Raina Brown

### **Sophie Capone**

Laurence Capone  
Michael Capone

### **Julia Carey**

Carolyn Carey  
Leonard Carey

### **Chelsea Cui**

Changrong Cui  
Qian Dong

### **Isabella Deng**

Lihui Deng  
Peihua Liu

### **Sophia DiSarno**

James DiSarno  
Lauren DiSarno

### **Eden Ekong-Reid**

Juliana Ekong  
Phillip Reid

### **Zoë Espiritu**

Cristina Espiritu  
Robert Espiritu

### **Zoe Evans**

Glenn Evans  
Nerlande Lafontant

### **Cindy Fan**

Kemin Fan  
Yujuan Wu

### **Brie Galiher**

Cindi Galiher  
John Galiher

### **Anna Gambuzza**

Siobhan Gambuzza  
Steven Gambuzza

### **Fiona Gambuzza**

Siobhan Gambuzza  
Steven Gambuzza

### **Sophia Gandhi**

Rajesh Gandhi  
Shefali Gandhi

### **Alexa Garrido**

Andrea Garrido  
Jose Garrido

### **Colette Gentile**

Camille Gentile  
Joseph Gentile

### **Nia Gitau**

David Njuguna  
Sabina Wasonga-Gitau

### **Louisa Gordon**

Jeanne Gordon  
Marshall Gordon

### **Lila Gorke**

Mia Gorke  
Thomas Gorke

### **Alexandria Grinis**

Mark Grinis  
Stephanie Grinis

### **Evelyn Grissinger**

Anne Grissinger  
RJ Grissinger

**Charlotte Grushkin**

Orren Grushkin  
Patricia Grushkin

**Sonia Gulati**

Ashim Gulati  
Dipti Gulati

**Melat Hall**

Wendy Hall

**Caroline Hand**

Joe Hand  
Lauren Hand

**Olivia Hand**

Joe Hand  
Lauren Hand

**Angela Hong**

Kevin Hong  
Jennifer Zuo

**Addison Ismael**

Alison Ismael  
Mohammad Ismael

**Phoebe Kanellakos**

James Kanellakos  
Roubiny Stavropoulos

**Aila Kennedy**

Allan Kennedy  
Laurie Kennedy

**Jia Kim**

Cecelia Boehm  
David Kim

**Maya Lalani**

Monica Lalani  
Sarfraz Lalani

**Ella Levy**

Orli Almog  
Benjamin Levy

**Scarlette Liftin**

Alan Liftin  
JeanAnn Morgan Liftin

**Megan Llewellyn-Jones**

Justin Llewellyn-Jones  
Shannon Llewellyn-Jones

**Emily Martin**

Karen Martin  
Scott Martin

**Valentina Martin Aloe**

Valeria Aloe  
Gonzalo Martin

**Piper Mayes**

Greg Mayes  
Tonia Mayes

**Fiona McSweeney**

Michael McSweeney  
Shawn McSweeney

**Blair Miller**

Priscilla Miller  
Paul Miller III

**Liv Minton**

Jana Minton  
Lee Minton

**Nicola Murungi**

Moyra Murungi  
Wallace Murungi

**Mia Naggar**

Eric Naggar  
Rachel Naggar

**Ava Paris**

Jack Paris  
Joanne Paris

**Zoe Reeder**

Sara Reeder  
Tyler Reeder

**Morgan Reis**

Brian Reis  
Maureen Reis

**Deysi Rodriguez**

Saul Rodriguez  
Flor Valdiviezo

## GRADE 10 (continued)

### **Miranda Santiago**

Anna Santiago  
Christian Santiago

### **Eden Selassie**

Lynn Selassie  
Sengal Selassie

### **Ava Shannon**

Maritess Manaluz  
Timothy Shannon

### **Makena Singer**

Aimee Singer  
Ian Singer

### **Bridget Smallman**

Melissa Bastan  
Thomas Smallman

### **Priyanka Somaiya**

Manish Somaiya  
Sejal Somaiya

### **Madison Stevens**

David Stevens  
Elizabeth Stevens

### **Maya Tabora**

David Tabora  
Julieth Tabora

### **Isha Talpade**

Deepa Talpade  
Rajesh Talpade

### **Grace Thatch**

David Thatch  
Susan Thatch

### **Piper Walsh**

Christopher Walsh  
Stephanie Walsh

### **Kaitlyn Wang**

Jay Wang  
Gina Zong

### **Sofia Wanosky**

Courtney Kulik  
Eric Wanosky

### **Corynne Watkins**

Fatimah Burnam-Watkins  
Jon Watkins

### **Abby Weldon**

Mary Weldon  
Norbert Weldon

### **Abby Werbel**

Jamie Pukl-Werbel  
Matthew Werbel

### **Anabel Wheatley**

Maria Suarez  
H. Matthew Wheatley

### **Grace Williams**

Joyce Williams  
Timothy Williams

### **Auburn Wilson**

Joan Wilson  
Ronnell Wilson

### **Jasmine Wolstemholme**

Lorraine Regan  
Phil Wolstenholme

### **Aurielle Wolf**

Andree Bourgon  
Robert Wolf

### **Caroline Wolitzer**

Abby Wolitzer  
Neil Wolitzer

### **Samantha Wood**

Matthew Wood  
Renee Wood

### **Helen Wu**

Hong Ji  
Bing Wu

### **Cypress Zeiner-Morrish**

David Morrish  
Sally Zeiner

## GRADE 11

### **Annalisa Abbate**

Marc Abbate  
Maribel Abbate

### **Anna Aggarwal**

Rajul Aggarwal  
Maria Asenjo

### **Jasmine Algarin**

Victor Algarin  
Marie Florestal-Algarin

### **Megan Altier**

Eric Altier  
Jennifer Altier

### **Jocelyn Ameo**

Bridget Ameo  
Robert Ameo

### **Sylvia Andrews**

Michael Andrews  
Stephanie Andrews

### **Lucy Bashforth**

Charlotte Bashforth  
Paul Bashforth

### **Aadya Bharadwaj**

Sudheendra Hebbagilu  
Prathvi Rao

### **Avery Bonner**

Caryn Bonner  
Christopher Bonner

### **Sophia Brandstaedter**

Michael Brandstaedter  
Raquel Wagman-Brandstaedter

### **Rhyan Brown**

Mishanda Brown  
Carl Smith

### **Sophia Builione**

Karen Builione  
Todd Builione

### **Margot Callahan**

Carrie Callahan  
Mark Callahan

### **Alice Carr**

Leonard Carr  
Mary Alice Carter

### **Kathryn Cepeda**

Shawn Cepeda  
Virginia Cepeda

### **Nina Choi**

David Choi  
Sonia Choi

### **Nora Clow**

Kate Clow  
Richard Clow

### **Claire Collins**

Stephen Collins  
Carolyn Kleppe

### **Cari Corrales**

Carmen Corrales

### **Charlotte Cote**

Charles Cote  
Sharon Cote

### **Elle Dambrot**

Alana Dambrot  
Jonathan Dambrot

### **Sophia Esposito**

Christopher Esposito  
Elisa Esposito

### **Maya Franco**

Richard Franco  
Meg Persichetti

### **Marissa Garnica**

Magaly Garnica

### **Gabby Gaston**

Erik Gaston  
Jeannette Gaston

### **Catherine Gerbino**

Katherine Eklund  
John Gerbino

## GRADE II (continued)

**Lilly Gomes**

Patricia Gomes  
Paulo Gomes

**Ava Guarino**

Joseph Guarino  
Maria Guarino

**Andrea Hanchuk**

Renata Hanchuk  
Walter Hanchuk

**Evelyn Hickey**

Candace Hickey  
Thomas Hickey

**Carolina Ikuno**

Eduardo Ikuno  
Gisela Ikuno

**Stephanie James**

Garvin James  
Cindy Simonta-James

**Anjali Jerath**

Sumit Jerath  
Wasinee Jerath

**Sonali Kamilla**

Rajiv Kamilla  
Susan Kratina

**Celia Kanellakos**

James Kanellakos  
Roubiny Stavropoulos

**Sahana Kapoor**

Sabina Kapoor  
Vikas Kapoor

**Alyma Karbownik**

Monika Karbownik

**Mahrukh Khizar**

Shazia Ali  
Khizar Anjum

**Esmé Kim**

John Kim  
Clare Payton

**Ellie Kintiroglou**

Achilles Kintiroglou  
Hetty Kintiroglou

**Julienne Kwan**

Brian Kwan  
Maria Zecca

**Vanessa Lee**

Kathy Lee  
Michael Lee

**Gabrielle Liberman**

Daniel Liberman  
Cristina Sierra

**Ally Longo**

Frances Longo  
Paul Longo

**Kai Markley**

Brian Markley  
Colleen Markley

**Addison McGoeys**

Kevin McGoeys  
Teresa McGoeys

**Bea Mendelsohn**

Eric Mendelsohn  
Isabel Mendelsohn

**Julia Messerman**

Michael Messerman  
Sharon Messerman

**Cassie Miller**

Elizabeth Miller  
Steven Miller

**Nathalie Montesdeoca**

Katya Arteaga  
Roberto Montesdeoca

**Margeaux Morial**

Michelle Miller  
Marc Morial

**Angelica Nwachuku**

Adaeze Nwachuku  
Chuck Nwachuku

**Annabelle O'Brien**

Katherine Blanco  
J. Daniel O'Brien  
Jessica O'Brien

**Mary Kate O'Connor**

Matthew O'Connor  
Stacy O'Connor

**Lauren Osuala**

Abigail Epane-Osuala  
Bedes Osuala

**Kara Pantozzi**

Shawna Hudson  
Ralph Pantozzi

**Sawyer Pappas**

Nicholas Pappas  
Mary Perhach

**Shriya Patel**

Jigna Patel  
Mahesh Patel

**Clare Pawlowski**

Robert Pawlowski  
Tremain Stanley

**Maddie Popolow**

Shari Brandt  
Brett Popolow

**Emma Claire Quinn**

Ashley Quinn  
Kevin Quinn

**Diana Reig**

Linda Reig  
Richard Reig

**Rachel Reiter**

Mitchell Reiter  
Patricia Reiter

**Sajni Shah**

Bimal Shah  
Swati Shah

**Shivani Shah**

Subhadra Shah  
Suken Shah

**Maya Shpilsky**

Victoria Shpilsky  
Vladimir Shpilsky

**Taylor Sieg**

Douglas Sieg  
Tracey Sieg

**Sarah Stavrovich**

Ann Stavrovich  
Garrick Stavrovich

**Katie Tan**

Wendy Lee  
Virak Tan

**Lily Tan**

Wendy Lee  
Virak Tan

**Nicole Thornton**

Milagros Rosario

**Brooke Tufankjian**

Courtney Cachet  
Aaron Tufankjian

**Annabelle Walter**

Alexandra Walter  
Henry Walter

**Quinn Walters**

Todd Walters  
Tracey Walters

**Miranda Wang**

Minqi Wang  
Wei Wang

**Natalie Weker**

Andre Weker  
Kristina Weker

**Julia Wu**

Beng Li Oh  
James Wu

**Morwen Xu**

Yue Xu  
Yan Zeng

## GRADE II (continued)

### **Maya Yie**

Wei Chen

Junming Yie

### **Ruth Young**

Bryan Young

Justine Young

### **Ava Zinna**

Michael Zinna

Tara Zinna

## GRADE 12

### **Maria Amerigo Laguillo**

Jose Amerigo  
Maria Laguillo

### **Alexandra Anderson**

Daniel Anderson  
Samantha Anderson

### **Giulia Baglioni**

Gianluca Baglioni  
Joanna Baglioni

### **Nupur Ballal**

Kishore Ballal  
Maithili Rao

### **Charlotte Betz**

Jonathan Betz  
Lisa Betz

### **Annika Bhatia**

Gyan Bhatia  
Neha Kothari

### **Ellie Blundin**

Courtney Blundin  
John Blundin

### **Astrid Burns**

Kyle Burns  
Vanessa Ignacio

### **Mary Carter**

George Carter  
Sheila Carter

### **Sophia Chimenti**

James Chimenti  
Mary Chimenti

### **Sofie Cozine**

Suzanne Cerra  
Stephen Cozine

### **Courtney Crowder**

Afia Bosompem

### **Bridget Daab**

John Daab  
Kelly Daab

### **Molly Daab**

John Daab  
Kelly Daab

### **Margo D'Angelo**

Darlene D'Angelo  
Joseph D'Angelo

### **Amanda DiTommaso**

Anthony DiTommaso  
Jennifer DiTommaso

### **Addysen Downey**

Christopher Downey  
Sylvie Downey

### **Lilly Eccles**

Noah Eccles  
Sheryl Eccles

### **Isabelle Embden**

Fatima Embden  
Richard Embden

### **Lilly Fanelle**

Carmine Fanelle  
Erika Fanelle

### **Lily Gabriel**

Nancy Gabriel  
Stephen Gabriel

### **Christina Galdi**

Angelike Galdi  
Frank Galdi

### **Annie Ge**

Yingzhu Chen  
Hailin Ge

### **Tara Ghose**

Anupam Ghose  
Vijanta Ruparel

### **Scarlett Gibby**

Ross Gibby  
Stacy Gibby

### **Alexandra Grushkin**

Orren Grushkin  
Patricia Grushkin



## GRADE 12 (continued)

**Lindsay Hausman**  
Andrew Hausman

**Zoriana Horodysky**  
Andrew Horodysky  
Motria Horodysky

**Arabella Hubbauer**  
Christine Hubbauer  
Philip Hubbauer

**Sydney Humes**  
Christopher Humes  
Deborah Humes

**Giordan Ismael**  
Alison Ismael  
Mohammad Ismael

**Sana Jaffrey**  
Omar Jaffrey  
Sunita Jaffrey

**Lily Kaplan**  
Kimberly Kaplan  
Matthew Kaplan

**Elina Kapur**  
Sharad Kapur  
Stella Kapur

**Sofia Keri**  
Ninamarie Keri  
Richard Keri

**Liz Khidekel**  
Anna Berman  
Vadim Khidekel

**Roshni Kopparapu**  
Srinivas Kopparapu  
Sunita Viswanath

**Ariel Lowe**  
April Lowe

**Kay Lyon**  
Meghan Lyon  
Richard Lyon

**Luna Markels**  
John Markels  
Rosalinda Markels

**Sekai Marques**  
Collis Marques  
Naa-Adjorkor Marques

**Veronica Melendi**  
Christina Melendi  
Dave Melendi

**Chloe Miccolis**  
Christopher Miccolis  
Debra Miccolis

**Marissa Mikosh**  
Beth Mikosh  
Christopher Mikosh

**Lily b. Miller**  
Grace Miller

**Sophia Miller**  
Andrew Miller  
Julie Miller

**Madi Moore**  
Aisha Pruett

**Ava Nalavala**  
Rab Nalavala  
Suzanne Purdy  
Boris Vuchic

**Noe Nalavala**  
Rab Nalavala  
Suzanne Purdy  
Boris Vuchic

**Vivi Ng**  
Jason Ng  
Cathy O'Brien

**Nana Yaa Oduro-Manu**  
Laura Agblo  
Kwasi Oduro-Manu

**Catherine Paris**  
Jack Paris  
Joanne Paris

**Jessica Park**

John Park  
Suzanne Park

**Seema Parmar**

Anita Parmar  
Narinder Parmar

**Lola Possick**

Andrew Possick  
Catherine Villa

**Charlotte Post-Lipnick**

Adam Lipnick  
Elyse Post

**Cece Reali**

Aimee Reali  
John Reali

**Sara Richardson**

Nicole Auffant  
Steve Richardson

**Heidi Rosely**

Brett Rosely  
Joyce Rosely

**Olivia Santoro**

Dina Santoro  
James Santoro

**Ella Schestag**

Caroline Schestag  
hawn Schestag

**Clara Schreibman**

Kathryn Jones  
Dan Schreibman

**Sara Shee**

Mausumi Shee  
Shantanu Shee

**Emily Shewchuk**

Margaret Nysch  
John Shewchuk

**Sneha Shirhattikar**

Sunitha Lakshminarayanan  
Gautam Shirhattikar

**Megan Szot**

Derek Szot  
Jennifer Szot

**Mackenzie Thompson**

John Thompson  
Julie Thompson

**Anushka Vaishnav**

Aarti Vaishnav  
Kunal Vaishnav

**Lily Valverde**

Jennifer Rosen Valverde  
Rafael Valverde

**Maya Valverde**

Jennifer Rosen Valverde  
Rafael Valverde

**Ishani Wadhwa**

Rupali Wadhwa  
Vivek Wadhwa

**Abby Wall**

Julia Wall  
Patrick Wall

**Lizzy Washburn**

Lisa Washburn  
Mark Washburn

**Caitlin Williams**

Alun Williams  
Kristin Williams

**Sophie Williams**

Alun Williams  
Kristin Williams

**Annie Woodall**

Elizabeth Woodall  
Steven Woodall

**Kristine Yang**

Hua Chen  
Jun Yang

**Serena Zheng**

Betty Sun  
Rongzhong Zheng

# PARENT ENGAGEMENT



Kent Place highly values the participation of parents in the life of the School. Kent Place School has designed opportunities for even the busiest of schedules. By getting involved, parents serve as excellent role models for their child(ren), provide an invaluable service to the School, and have the opportunity to meet other parents from across divisions. Parents can sign up to volunteer on MyKPS. Please email Danielle Robinson P '28, Parents' Association President, if you have any questions.

## PARENTAL COMPORTMENT AND SUPPORT FOR SCHOOL POLICIES

At Kent Place, we believe that a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Kent Place, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

### 1. **Share in the School's vision.**

- Support the mission of the School.
- Understand and support the School's philosophy, policies, and procedures.
- Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- Be supportive of the School's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School's emphasis on sustainable practices.

### 2. **Provide a home environment that supports the intellectual, physical, and emotional growth of the student.**

- Create a schedule and structure that supports a student's study and completion of homework requirements.

- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

### **3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.**

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

## **COMMUNICATION**

MyKPS is designed as the main communication tool for parents. MyKPS provides divisional information, important dates, forms, event details, and more. Please visit [www.kentplace.org](http://www.kentplace.org) and click on MyKPS at the top right to log in. On your smartphone or tablet, please visit [my.kentplace.org](http://my.kentplace.org) and save to your home screen for quick access to the MyKPS log-in. Each parent has their own unique username and password. *The KPS Navigator* is our all School e-newsletter for parents sent

every Friday when school is in session. Content is provided by each division, athletics, and the arts. If you encounter problems or have questions, please email [communications@kentplace.org](mailto:communications@kentplace.org).

## CURRENT FAMILY CONTACT INFORMATION

Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergencies.

### MULTIPLE HOUSEHOLDS

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the School, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips, or other issues, the School should be informed. These situations can be stressful for parents and confusing for students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

## VOLUNTEER OPPORTUNITIES

*Below is an overview of volunteer opportunities at KPS. For more information about volunteering in general, please contact Danielle Robinson P '28, Parents' Association President. Please visit the online directory on MyKPS to easily look up email addresses and phone numbers of any of the contacts below.*

### COMMON GROUNDS SPEAKS

Parent volunteers represent Kent Place at a consortium of Parents' Associations within the independent school community.

**Contact:** Allison Rosefort P '32 '34

### DIVERSITY AND EQUITY PARENT GROUP

The goal of the Diversity and Equity Parent Group is to provide a space for our families to dialogue, learn about, and explore issues of identity, diversity, and equity. Our subcommittees include affinity groups, LatinX Night, Lunar New Year, MLK Day of Service planning, and more. The group, which is open to all parents and caregivers, supports families and students in developing respect, deepening understanding of identity, and co-constructing an increasingly inclusive and equitable School community.

**Contacts:** Natalia Espejo P '34 '37

## **DIVISION AND CLASS REPRESENTATIVES**

The Division and Class Representatives support the classroom teachers and/or the class advisor in organizing activities and grade-specific events. Class representatives meet with the Division Representatives and Division Directors throughout the school year in order to provide parent support where needed for classroom-based activity.

**Contacts:** Kristen Segal P '29 '32 (PS), Joanne Rim P '21 '28 (MS), Stella Kapur P '23 '26 (US)

## **DRAGON ATHLETIC CLUB**

The Dragon Athletic Club (DAC) supports and promotes athletic teams at KPS. The DAC hosts a number of programs and events each year, such as Team Dinners, seasonal athletic banquets and more.

**Contact:** TBD

## **ETHICS INSTITUTE PARENT GROUP**

The Ethics Institute Parent Group supports the mission of the Ethics Institute by assisting with events, parent programs, and promotion to the broader community.

**Contacts:** TBD

## **FACULTY/STAFF APPRECIATION LUNCHEON**

In the spring of each year, parent volunteers host a lunch on campus to express thanks to Kent Place faculty and staff for their service to our students.

**Contacts:** Yemi Benedict Vatel P '28

## **FAMILY FUN DAY**

A favorite fall tradition, Family Fun Day is a Kent Place community-wide celebration with food, games, rides, music, and so much more! This event is a great way to get involved and meet other Kent Place families while volunteering.

**Contacts:** Leeroy Moyo P '34 and Annel Mitchell P '31

## **GRANDPARENTS AND SPECIAL FRIENDS DAY**

Grandparents and Special Friends is a favorite holiday tradition on campus for students, families, and faculty. Parent volunteers are needed to make this event a success.

**Contacts:** Angela Lin P '28 '28 and Tara Marshall P '31

## **PARENT BOOK CLUB**

Alumnae Parent and Current Parent Book Club is a great opportunity to stay connected to our community while engaging in a lively discussion on interesting book selections and topics. Open to current parents and parents of alumnae, this book club meets four times a year.

**Contacts:** TBD

## **PARENT SOCIAL**

The All-School Parent Social is a fun-filled fall evening designed to celebrate our community and provide an informal opportunity for families to get to know each other.

**Contacts:** Jen Grogan P '26 and Tracey Walters P '24

## PARENTS' ASSOCIATION

The Parents' Association supports the Parent Engagement program by providing parent meetings several times a year, as well as assisting in the organization of numerous School events with the aim of building community and volunteerism on campus.

**President:** Danielle Robinson P '28; **Vice-President:** Carlos Cruz P '34 '37

## PRIMARY SCHOOL BOOK FAIR

The Primary School hosts a special book fair that instills excitement for reading and learning in our youngest students. The Primary School relies on parent volunteers to make this a memorable occasion for our youngest readers.

**Contacts:** Jessica Mills P '33 and Heidi Ivy P '29 '33

## SCHOOL STORE

The School Store offers KPS logo items, after school snacks, school supplies, and much more for our students and families. Parent volunteers are a welcome addition to the friendly faces found here.

**Contact:** Justine Young P '24

## SPRING FLING

Spring Fling is the PA's annual fundraiser. A committee of volunteers works closely with the Advancement office to ensure a successful and fun event for all.

**Contact:** Jennifer Counihan P '27 '30, Lori Obalde P '29 '31 '33, and Stephanie Wilson P '32 '35

## UNIFORM EXCHANGE

This free service is provided to all families the first Thursday of every month in the Upper School basement from 8:30 to 10:30 a.m. Parents may drop in during that time without making an appointment. Gently-worn uniforms may be dropped off at the reception area of the Center for Innovation.

**Contacts:** Mimi Liu P '30 and Lina Mattle P '28

## WELCOMING COMMITTEE

This parent committee provides a warm welcome for new families through a series of events and opportunities to get to know the Kent Place community.

**Chair:** Cindy Toste P '30

**PS Welcoming Liaison:** Dawnlena Deans-Malone P '30 and Nina Hallgren P '33

**MS Welcoming Liaison:** Hallee (Branin) Dangler '96 P '26 '28 '30

**US Welcoming Liaison:** Elizabeth Miller P '24

# 2022–2023 PARENTS' ASSOCIATION EXECUTIVE BOARD

President . . . . .	Danielle Robinson P '28
Vice President . . . . .	Carlos Cruz P '34 '37
Secretary . . . . .	Carrie Callahan P '24 '26 '26
Treasurer . . . . .	Shefali Gandhi P '25 '27

# 2022–2023 DIVISION AND CLASS REPRESENTATIVES

These volunteers support the classroom teachers and/or the class advisor in organizing activities and grade-specific events. For your reference, please see below for your child's Division and Class Representatives for the year.

Primary School Division Representative . . . . .	Kristen Segal P '29 '32
Middle School Division Representative . . . . .	Joanne Rim P '21 '28
Upper School Division Representative. . . . .	Stella Kapur P '23 '26

## CLASS REPRESENTATIVES

Junior Pre-K . . . . .	Sean Glasser P '36 '37 Allea Spann P '34 '37
Pre-K . . . . .	Kristen Glasser P '36 '37 Melody Siu P '36
Kindergarten. . . . .	Tiffany LeClair P '35 Tina Scheule P '35
Grade 1 . . . . .	Mark Budaj P '34 Chelsy Smith P '34
Grade 2 . . . . .	Cindy Amaral P '33 Marta Colgan P '33
Grade 3 . . . . .	Laura Magedoff P '29 '32 Sarah Seelaus P '32
Grade 4 . . . . .	Kim Kent-Bracci '95 P '29 '31 Jacob Buurma P '31
Grade 5 . . . . .	Maria (Fekete) Brugg '98 P '28 '30 Maura Janiszewski P '30 '32
Grade 6 . . . . .	Ashley Avigdor P '29 Ruchika Kapur P '29 Voncille Lubrin P '29
Grade 7 . . . . .	Charnette Hockaday P '28 Stacy Krieger P '28 Jill Sulkes P '28



Grade 8 . . . . .	Jennifer Counihan P '27 '30 Candace Hickey P '24 '27 Elizabeth Meenan P '27 '28 Huma Mirza P '25 '27 '32
Grade 9 . . . . .	Amy Gustafson P '26 Kristin Mon P '26 '28 Being-Li Oh P '24 '26 '30 Olivia Wong P '26
Grade 10. . . . .	Moyra Murungi P '25 Jamie Pukl-Werbel P '25 Anna Santiago P '25 Stephanie Walsh '95 P '25
Grade 11. . . . .	Virgina Cepeda P '24 Sonia Choi P '24 Frances Longo P '24 Victoria Shpilsky P '24
Grade 12. . . . .	Kim Kaplan P '23 Julie Miller P '23 Aimee Realı '91 P '23

# 2022–2023 PARENTS' ASSOCIATION MEETING DATES

All parents are welcome to join our open PA Meetings whether in person or virtual with Head of School Jennifer Galambos. Zoom information will be included in the Kent Place *Navigator*.

Wednesday, September 14, 8:30 a.m. . . . .	.Commons Room
Wednesday, November 2, 8:30 a.m. . . . .	.Commons Room
Wednesday, January 11, 8:30 a.m. . . . .	.Commons Room
Wednesday, April 5, 8:30 a.m. . . . .	.Commons Room
Wednesday, May 24, 8:30 a.m.. . . . .	.Commons Room

# FACULTY/STAFF DIRECTORY



## BY EMAIL

Email addresses at Kent Place are generally formed by using the person's last name and first initial. For example, "Mary Smith" would become [smithm@kentplace.org](mailto:smithm@kentplace.org).

## BY PHONE

Our main school phone number is (908) 273-0900. You may bypass the switchboard and go directly into our voicemail system by calling (908) 273-5764.

Larry Adebayo	205	Network and Systems Administrator
Julius Adena	286	US English/History
Deborah Afir	262	PS Librarian
Laura Albowicz	256	Grade 2
Casey Amos	255	MS/US History
Beth Arentsen	218	PS/MS Theater
Amy Ashinsky	279	PS Nurse
Heather Auerbach	222	Director of Human Resources
Shaunna Banning	226	Pre-Kindergarten
Jennifer Barbosa	366	PS Dance
Danielle Barnes	241	US Counselor
Lydia Barovero	243	US Academic Dean
Ashley Batti		Permanent Sub
Charline Bernard	371	PS French
Nadine Bernard	315	US French/Spanish
Amanda Berry	357	MS English
Judith Bianco	224	US Computer Science & Engineering
Richard Biddulph	362	US Math
Sara Binnington	206	PS Reading, Grades 3–5
Chris Bonner	278	Director of Operations
Chris Brandel	202	Systems and Support Manager
Coral Butler Brooks	213	Chief Advancement Officer
Rebecca Brown	391	US Science
Vicky Browne	228	Director of Athletics
Allie Brunhouse	254	Chief Enrollment & Strategy Officer
Riddhi Calidas	203	MS/US Computer Science & Engineering
Casey Caprio	298	Administrative Assistant, Athletics Department
Salvatore Caruso	230	Campus Security
Ana María Casas	332	PS Spanish
Shirley Chang	324	MS/US Chinese

Nancy Christoff	288	MS/US Math
Michelle Clarke	338	MS Spanish
Kim Clary	269	Director of Primary School Admission
Elizabeth Cleary	239	Executive Assistant to Head of School/ Staff Engagement Coordinator
Lisa Cohen	304	US English
Roger Cortegana	252	Facilities
Paige Coviello	235	Associate Director of Communications
Maura Crowe	322	US/MS Science/STEM Coordinator
Molly Dalton	241	Health and Wellness/PE Teacher
Terrell Day	230	Campus Security
Adrianna DeGazon	623	Director of Middle and Upper School Admission and Financial Aid
Maria Diamond	226	Kindergarten
Holly Doyle	339	Director of GLI and Leadership/MS Latin
Sheila Dunne	236	Physical Education/Athletics
Ilaria Durbal	334	US Math
Jennifer Dwyer	361	US English/Global Learning Coordinator
Lara Ellis	265	Associate Director of Admission for Strategic Operations
Joanne Emery	268	PS Learning Support Coordinator
Kristen Emmel*	381	PS/MS Math Coordinator
Lynn Evans	379	Lead Nurse
Gina Ferraioli '03	353	Grade 2/PS Afterschool Enrichment Coordinator
Anne Marie Ferriere	283	Associate Director of College Advising
Susan Fischer	244	Advancement Coordinator
Anna Fisher	227	Director of Annual Giving
Amanda Freiler	385	MS English
Christopher Fuentes	234	Director of Facilities
Brandalyn Gabel	226	Pre-Kindergarten
Jennifer Galambos	247	Head of School
Carey Gates*	364	US Art
Julia Gentile	229	Assistant Head of School for Teaching and Learning
Neil Ginsberg	261	MS/US Choral
Marilyn Goldberg	226	Pre-K Assistant Teacher
Dora Gragg**	309	PS Spanish
Gus Grimanis	230	Campus Security
Melissa Guarino	266	Administrative Assistant, Assistant Head of School for Teaching and Learning; Substitute Coordinator

Nicole Hager	242	Director of the Upper School
Wendy Hall	307	MS/US Science
Dave Hansen	252	Facilities
Marie Hays	287	PS Psychologist
Jeremiah "JP" Healy	246	Resident Director of Dining Services
Tyhissha Henry	249	Assistant Director of Diversity, Equity, Inclusion, and Belonging
Jennifer Hrebin	365	Grade 4
Amanda Hudson	399	MS Dance
Elena Iannuzzi*	382	US Math
Shona Inggs	301	Grade 3
Molly James	233	Kindergarten
Ashley Jones	238	Administrative Assistant, Upper School
Leslie Jones-Wentz	319	PS Science/Health & Wellness
Mark Jorgensen	629	Advancement Services Manager
Sonia Joseph	358	US English
Valentina July	401	US Math/Science
Walidah Justice	294	Chief Equity and Inclusion Officer
Kinnari Jyotishi	393	School Store Assistant; Staff Accountant
Suzanne Kaplan	313	Junior Pre-K
Cheryl Kaplun	343	MS Math
Mary Keating	257	Administrative Assistant, Primary School
Lauren Kravitz	293	Athletic Trainer
Luis Largo*	600	US Science
Joseph Laspina	230	Campus Security
Tina Ledwith	223	Accounts Payable Manager
Jennison Lee	356	Grade 1
Kimberly Lee	328	US English
Keri Lesnik	363	MS/US Theater
Andrea Liu	248	Administrative Assistant, Middle School
Nathan Lutz	325	MS/US French
Katharine MacCornack*	321	US French/Spanish
Genevieve Madigan	215	Chief Financial and Operating Officer
Samuel Manganiello	396	Campus Security
Rodrigo Martinez	252	Facilities
Susan Mascioli	350	Grade 5
Timothy Maset	330	US History
Rashied McCreary*	372	US History
Chrissy McIntyre	620	Kent Place Kids Supervisor

Shannon McPartland	387	MS Math
Ruthanna Graves McQueen	369	PS Music
Sandra Medina	375	US Spanish
Marie Micchelli	280	MS Art/Ethics
Lori Mirabal	369	PS Music
Amy Mockbee	313	Junior Pre-K
Holly Moller	373	MS Science
Iveliz Morales**	281	Administrative Assistant, Business Office
Michelle Murphy	318	US Dean of Students
Rachel Naggar	217	Director of Communications
Melissa Nazon-Tolbert	210	MS/US Learning Support Coordinator
Elena Neacsu	333	US Spanish
Danielle Newbury	218	Theatre Technical Assistant
Antonette Nivar-Rowe	374	Physical Education/Athletics
Kathleen Nunnink	264	School Store Manager & Purchasing Agent
Jairo Otalora	230	Assistant Director of Campus Security
Ralph Pantozzi	367	US Math
Michelle Parisi	306	MS/US History
Latoya Parris-Bailey	253	Director of Finance
Neisha Payne	316	Interim Director of the Middle School
Kimberly Pearson	240	Director of Technology
Lesvi Perez	252	Head Custodian
Stephanie Phillipou	403	US Spanish
Samantha Prato	380	US Science
Holly Prince	310	Grade 3
Donna Ray	297	Director of Summer & Auxiliary Programs
Alicia Regnault	625	EdTech & Support Specialist
Kristen Reitman	207	Registrar
Karen Rezach	395	Director of the Ethics Institute
Shanique Rivers	267	Budget Accountant
Alicia Rodriguez	317	MS/US Math; Economics & Financial Literacy Coordinator
Joseph Saldoriga	289	Assistant Director of Admission for Outreach and Engagement
Chrissy Schmidt	379	MS/US Nurse
Jesse Schulman	337	Assistant Director of Athletics
Elaine Schwartz	348	US History
Sarah Schweinberg	293	Assistant Athletic Trainer
Lainey Segear	335	Senior Director of Community Engagement

Lawrence Seid	342	US History
Mark Semioli	336	MS History
Jennifer Sharp-Stilliard	308	US Science
Melissa Sheehy	251	Administrative Assistant, Ethics Institute
Natalie Silva	368	Director of Leadership Giving
Jennifer Simpson	275	Director of College Advising
Kasanu Sims	231	Operations Manager
Aimee (Bousquet) Singer '88	219	Advancement Communications Manager
Sally Snyder	320	Grade 5
Julia Soffer	214	Senior Director of Development
Sarah Stapperfenne	212	Stewardship & Development Operations Manager
Philip Stephenson	349	MS/US English
Michelle Stevenson*	236	Student Health & Wellness/ Physical Education/Athletics
Michael Sticco	230	Campus Security
Darren Sucorowski	290	Director of Campus Security
Ariel Sykes**	270	Assistant Director of the Ethics Institute
Mariana Terrezza	359	Grade 1
Edel Thomas*	260	MS/US Music/Performing Arts Chair
Terrance Thornhill	352	Instrumental Music
Vicky Tong	245	Interim Middle School Dean of Students/ MS Chinese
Suzanne Tracy*	274	PS Computer Science & Engineering
Bridget Tsemo*	326	US English
Becky Van Ry	329	PS Science
Robin Versh	351	Grade 4
Kim Walker	258	Director of the Primary School
John Walz	295	MS/US Head Librarian
Ken Weathersby	208	US Art
Peter Wertz	370	US Math
Jamilah Whindleton	230	Campus Security; Facilities
Terri Whitaker	313	Junior Pre-K Assistant Teacher
Warren White	252	HVAC/Facilities
Jeneane Willyard	331	Mabie House Receptionist/Calendar Coordinator
Joan Wilson	394	MS/US Social Worker/Health & Wellness
Sara Wilson	360	PS Reading, Kindergarten–Grade 2
Philip Wolstenholme	236	Physical Education/Athletics
Melissa Wood	355	PS Art
Steve Woodall	250	Facilities Supervisor

Lise Woodring	314	US Science
Jill Woodrow	404	US Counselor
LeAnn Yannelli	299	US Dance
Antonia Young	302	US Latin

*\*denotes Department Chair*

*\*\*denotes Diversity, Equity, Inclusion, and Belonging Liaison*



KENT PLACE SCHOOL