

# The Greta Berman Arbetter Kazoo School



## Family Handbook

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

Kazoo School may review and publish revisions to this manual at any time.

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# The Kazoo School Family Handbook

## Welcome from the Head of School

The Greta Berman Arbetter Kazoo School is a small school where every child is known, respected, and challenged to reach his or her potential. As Alfie Kohn wrote, a progressive school is a place where children are “taken seriously” – where children’s needs, interests, and developmental levels inform daily activities. At Kazoo School, students’ natural curiosity is nurtured, fostering a lifelong passion for learning. Since we opened our doors in 1972, the teachers at Kazoo School have dedicated themselves to teaching the “whole child” – stimulating students’ intellectual, creative, and physical development, through active, hands-on activities. As our 8<sup>th</sup> grade students graduate and go on to high school, college, and adult life, they carry with them a spirit of inquiry, critical thinking skills, and a commitment to making the world a better place.

“Education is a journey, not a race.” – Rudolf Steiner

“Education is not preparation for life; education is life itself.” – John Dewey

These two quotes are my inspiration as an educator. I believe that all children need an educational space where they can feel ownership, have their thoughts heard, and their ideas respected. When you walk into a classroom, you will often see teachers actively listening to the students; writing observations; listening to the connections the children make; and documenting the important learning that is happening. Each child learns in his or her own way. The Kazoo School team feels it is our job to help each child be an intrinsically motivated learner, actively seeking knowledge. That, to us, is a Kazoo School kid. I am a Kazoo School kid. My brother entered Kazoo School halfway through his Kindergarten year – the year of my birth. My earliest memories are of the Kazoo School Community. My mother and stepfather met through Kazoo School. I have found in my life that all roads lead back, not to Rome, but to Kazoo School. Kazoo School is a wonderful place for families to grow and learn.

Welcome to Kazoo!  
Sonita Newbury-Schau  
Head of School

## Introduction to the Handbook

This handbook is intended to serve as a guide to help students and their families come to know Kazoo School’s programs and opportunities, as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the Family Handbook will answer many questions you may have about academics, security, discipline, school rules, safety, extra-curricular activities, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under

normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Kazoo School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school, taking into consideration the best interests of the school, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made electronically (email). Any student, parent, or guardian with a question about any handbook policy or statement should feel free to speak with the Head of School.

This Handbook, and other official School documents, may be translated upon request.

## Kazoo School Guiding Principles

Approved by the Board of Trustees May, 2016

### Our Mission

Kazoo School's mission is to prepare children to be confident critical thinkers, lifelong learners, and engaged citizens by providing a progressive educational environment that nurtures, empowers, and inspires.

### Our Vision

Kazoo School will be known and respected as an exceptional education experience that is responsive to our evolving world and representative of our diverse community.

### Our Core Values

- Respecting and honoring the voices of children
- Diversity of backgrounds, identities, and perspectives
- Academic, social, emotional, physical, and creative development
- Collaborative, project-based learning
- Partnership between school, family, and community
- Environmental stewardship

### Non-Discrimination

It is the policy of the Kazoo School not to discriminate against any person on the basis of gender, race, color, creed, religion, sexual orientation, gender identity, political persuasion, national or ethnic origin, disability, or any other characteristic protected by law in its admission, hiring or financial aid policies.

# Accreditation and Professional Memberships

Kazoo School is a member of the Independent Schools Association of the Central States (ISACS) and subscribes to the policies of "Principles of Good Practice" set forth by this organization. As an ISACS member school, Kazoo School participates in an ongoing evaluation/accreditation program that includes a self-study, visitation by an ISACS team, and prescribed follow-up activity and reports.

## National Association of Independent School (NAIS)

NAIS is the principal professional association for teachers in independent schools throughout the United States. NAIS sponsors an annual conference in the late winter.

## Independent Schools Association of the Central States (ISACS)

ISACS is active in professional development, running an annual conference and offering professional support and workshops throughout the year. ISACS is the accrediting agency for the School.

## Association of Independent Michigan Schools (AIMS)

AIMS is the local association; it sponsors seminars and workshops throughout the year.

# Governance and Leadership

## Board of Trustees

The Kazoo School is governed by a Board of Trustees with between nine and seventeen voting members charged with oversight of the school's mission and the long-term health and sustainability of the corporation. The school is a not-for-profit institution with a 501(c)(3) status granted by the IRS.

The Board is composed of current and past Kazoo School parents, alums, community members, and volunteers from the greater Kalamazoo area. The Board is self-perpetuating and recruits members through its Committee on Trustees. The Head of School sits on the Board as an ex-officio member.

The Board of Trustees focuses on three areas critical to the success of the school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school.

The Board uses a system of standing committees to carry out its work and solicits participation from the whole community in participating in the work of these committees.

## Board Committees

Executive  
Finance/Audit  
Development/Marketing  
Building and Grounds  
Education  
Trustees/Governance

## Head of School

The Head of School is the chief administrative officer of the Kazoo School and supervises and controls all of the operational and educational affairs of the corporation, including recruiting and supervision of teachers, school curriculum, student admission standards, general supervision of students, financial matters, building and grounds, fundraising, liaison with the parent body, and such other duties as may be prescribed by the Board of Trustees.

The Head of School is the only employee of the Board of Trustees; all other school personnel report to the Head of School.

# Kazoo School Employees

## Staff

Staff members include:

- Head of School
- Business Manager
- Director of Programs
- Assistant to the Head of School

## Faculty

Faculty members include:

- Basegroup Teachers (e.g., Pre-K, Kindergarten, Primary, Elementary, Middle School)
- Assistant Teachers
- Specials Teachers (e.g., Art, Music, PE, Spanish)
- Extended Day Teachers

## Pre-Interns and Interns

Pre-interns and interns from Western Michigan University and other institutions often volunteer with Kazoo School teachers. The staff has always been actively involved with teacher education and has a long tradition of working closely with area university and college faculty.

## Professional Development

Kazoo School places a high value on professional development opportunities for faculty and staff. Therefore, throughout the year, various faculty, staff, and administrators attend workshops, conferences, or meetings in their professional areas. Many such opportunities are sponsored by our regional or national associations (ISACS or NAIS), as well as other training opportunities offered in the community. It is at these various gatherings that administrators and faculty learn about best practices as they are applied at other independent schools, review the latest research findings, and meet colleagues who share the same hopes for teaching children fully and well.

All teachers involved in programs that are licensed by the State of Michigan (i.e., Pre-Kindergarten and Extended Day) complete a minimum of 16 hours of professional development annually.

The school may also schedule Professional Development Days during the school year. These days provide the staff with time for planning, discussing student needs, and attending conferences to keep current with educational methods and research. The dates are noted on the yearly calendar. School is not in session on these days.

## Enrollment

### Enrollment Process

Kazoo School has a rolling enrollment admissions policy. Admissions is done on a first come, first served basis, and is open to students from Kalamazoo and the surrounding communities. Pre-K children must be 3 years old by September 30 and toilet-trained.

The following forms must be completed to enroll a child:

1. Student application
2. Health and Immunization forms
3. Child Information Form
4. Tuition contract

Please see the Kazoo School website ([www.kazooschool.org](http://www.kazooschool.org)) for more details about enrollment and financial aid.

### Withdrawal

If a child is withdrawn during the contract year for any reason (other than relocation), the responsible party is liable for the full tuition. The tuition contract outlines further policies regarding student withdrawal.

### Student Body

Kazoo School serves children of varied abilities and is committed to challenging and accommodating the diverse educational needs of students. Our environment is built upon trust, respect and cooperation and

does presuppose certain skills. Students must be able to respond to gentle verbal reminders and within a reasonable period of time, and be able to accept the Kazoo School's Bill of Responsibilities and Rights, which is a framework for positive behavior. Kazoo School looks for students who can both benefit from and contribute to our school community. Kazoo School reserves the right to deny admission to any student whose educational needs cannot be met by Kazoo School.

## The School Day

### Hours

Full Day Pre-Kindergarten (Pre-K) through 8th grade:

8:00 AM - 3:15 PM

Half Day Pre-Kindergarten:

8:00 AM - 11:15 AM

### Arrival and Early Day

Drop-off for students in Kindergarten through 8th grade is between 7:45 and 8:00 AM, with the school day beginning promptly at 8:00 AM. Drop-off for Pre-K students is between 7:45 and 8:15 AM.

The Early Day Program provides supervision, at a small cost, for children in PK-8th grade between 7:30 and 7:45 AM. Any student arriving before 7:45 AM should be checked in to Early Day in the Pre-K room.

### After School

School is dismissed at 3:15 PM Monday through Friday. Teachers (K-8) walk their classes out of the building to the playing field through the East exit. Pre-K students are dismissed directly from their classroom.

Children who regularly need to be in school after dismissal can register to participate in our Extended Day Program that runs from 3:30 to 6:00 PM. Registration information is distributed electronically; please visit our website or call the Office for additional information. Additional details about the Extended Day program are included in the "Co-Curricular Programs and Special Activities" section of this Handbook.

### Lunch and Snack

Students bring their lunch and 1-2 snacks each day. Opportunities to pre-order a variety of meals may be available to students for a fee. Students eat lunch in their classrooms with their teacher. The lunch period is 30-minutes and is followed by a 30-minute recess period. If a student forgets a lunch, parents will be

contacted as soon as possible. The school may supply a healthy snack (e.g., granola bar, pretzels, or an apple) on an emergency basis.

## Attendance/Absences

Regular attendance at school is an essential part of the learning process. We expect students to attend school every day unless they are ill. In cases of illness or other unforeseen cause of absence, parents should promptly call the School Office at (269) 345-3239.

Parents are asked to let teachers know in advance, explaining the need for any pre-arranged absence. For absences of one week or more, the contact needs to be with the Head of School. We ask parents not to put their children into the troublesome bind of missing school unnecessarily. Families are asked not to extend or create holidays outside the regular vacation times. It is important for parents to know that such choices often place their children in the middle, and schoolwork along with a child's feeling of control may suffer.

## Tardiness

Being on time is important. Part of the school's role is to help students develop good learning habits, and punctuality is certainly one of these. Students who arrive at school late are to report to the office and sign in with the Assistant to the Head of School. If a pattern of regular lateness develops, parents will be informed and it will be necessary that an agreement be made that breaks the pattern of tardiness.

## Leaving During the School Day

Students are not to leave the school grounds during the school day. Children who must leave school before dismissal because of a scheduled appointment should be picked up from the main office and signed out by a parent or guardian.

## Visitors

Kazoo School is a welcoming community where family members, alumni, and other community friends are frequently invited to participate in the daily life of the school. In order to ensure a safe and productive learning environment for our students, all visitors must sign in at the main office, and may not be alone with students. Visitors should create minimal disruption for the normal school day by pre-arranging visits with the Head of School and classroom teachers, and by only meeting with teachers during their planning times. Visitors under 18 years of age must indicate a responsible adult employee.

Parents who have completed a background check and been approved to serve as Volunteers (see “Volunteers,” below) do not need to sign in at the office, but should follow all other procedures. Members of the public visiting the school to attend public events, such as an open-house, class presentation, or public performance may proceed directly to the event venue without visiting the office.

## Curriculum and Assessment

### Curriculum Overview

Kazoo School takes a balanced approach to curriculum. Students develop academic, social-emotional, and physical skills through a curriculum that is active, responsive, and challenging. Kazoo School teachers enact a curriculum that is emergent, integrated, and experiential. Curriculum regularly draws on current events, students’ interests, as well as whole-school themes. Curriculum emphasizes appreciation of diverse cultures, and is inclusive of diverse backgrounds and ideologies.

### Mixed-Age Groups

Kazoo School operates with a mixed-age group system in comparison to the conventional single-graded system (1st, 2nd, 3rd grade etc.) found in most public schools. At Kazoo School classes are called basegroups. Students are grouped in multiage basegroups according to their developmental levels. Ages in a given class may span two to three chronological years or two traditional grade levels.

These groupings are meant to be flexible and temporary; each year the School may regroup students based on enrollment and students’ academic, developmental, and social-emotional needs. Kazoo School teachers spend numerous hours grouping students for each class. Their collective professional judgment, extensive contact with enrolled students, and observations of new students play a vital part in base grouping. Base group class size is targeted to 16-18 students, Pre-Kindergarten through 8th grade.

Multi-aged groupings allow students to progress at their own best pace and in appropriately varied ways. Instruction and learning opportunities are designed to correspond to individual needs, interests and abilities.

Younger students in multi-aged classrooms benefit from being grouped with older role models, and are motivated to set higher goals for themselves. Older students’ self-esteem is bolstered by serving as peer teachers and leaders.

Individual differences within each base group are accepted and respected. Students with a range of abilities and talents are both challenged and supported. Competition among students is minimized; cooperation and collaboration is encouraged.

## Homework

The purpose of homework is to reinforce learning that takes place in the classroom. It is also a way for students to develop and refine more mature learning habits. Assignments may consist of both daily and long-term projects.

Kazoo School teachers intentionally limit homework assignments, recognizing that children benefit from having time after school to participate in athletic or creative activities, spend time with family members, play, and relax. Students in Pre-K through 3<sup>rd</sup> grade do not receive regular homework; students in 4<sup>th</sup> through 8<sup>th</sup> grades have regular math practice and other small assignments. Students are always encouraged to read (or be read to), and occasionally may be asked to finish in-class work at home.

Parents can help by providing an environment conducive to concentration, and can help their children work on a suitable schedule. Students need different amounts of support and encouragement, but ultimate responsibility for homework should be on the student, not the parent.

## Assessment

The primary objective of the Kazoo School curriculum is to promote learning and continuous progress for each student. The teachers stress pride in individual accomplishment and set expectations and goals according to each student's capabilities. Kazoo School has developed a comprehensive student assessment process that focuses on all aspects of a student's intellectual, social/emotional, physical, and creative growth.

Multiple sources of documentation are used for assessment. Examples of qualitative resources are student journals, final project work, self-assessments, conferences, reflective writing and work samples, observations and written comments by teachers. Evaluation can also be quantitative. Examples of this are test scores, inventories, and checklists. Quizzes and homework are other tools used to measure achievement.

Kazoo School does not participate in standardized testing. Interested middle school students are encouraged to take the ACT or SAT as practice.

## Neuro-Psychological Evaluation

Any Kazoo School student who has received a formal psycho-educational evaluation with a recommendation stating that he/she is eligible for extended time or other accommodations should contact the Head of School to arrange for the implementation of these recommendations.

When a therapist, doctor, or diagnostician does work with a student a request is often made to gather written information or rating scales from the child's teachers. It is the policy of the Kazoo School that all rating scales and written requests for information as part of an evaluation for learning issues be processed through our Head of School. The Head of School will distribute the material and then submit the completed documents directly to the requesting evaluator(s).

## Tutoring and Special Services

Parents can make arrangements for private tutors to work with their child at school during school hours or after school. Arrangements for use of a classroom must be made through the Kazoo School Office. Additional student services provided by the state and private organizations are available upon request. They include diagnostic testing for learning disabilities and psychological screening. Screening and therapy for hearing, vision, speech and language can be requested.

Kazoo School may not be an appropriate learning environment for every student. After every effort has been made, given the resources of Kazoo School to accommodate a child's special needs, a recommendation may be made for an alternative learning situation.

# Communication

## Communication Overview

Communication between Kazoo School and students' families takes many forms. Parents can expect to receive regular communication from their child's teachers and from the front Office (including the Assistant to the Head of School, the Business Manager, the Director of Programs, and the Head of School).

## Website

Information can also be accessed on the Kazoo School Website: <http://www.kazooschool.org>. Updated regularly, information, photos, calendars, forms and contact points can be accessed through this interactive electronic resource.

## Back to School Night

Held during the early weeks of the new school year, Back to School Night is an opportunity for teachers to explain their expectations, program, and procedures to parents. During this evening event, parents hear brief presentations from their child's teachers.

## Newsletters and Friday Folders

The Pre-K and elementary classrooms send weekly electronic newsletters to keep parents informed about classroom happenings and upcoming events. As needed, teachers may also send home a "Friday Folder," containing announcements, student work, handouts and updates, with your child. These weekly folders are returned to school on Monday so they can be used again the following week.

## Homeroom App

Kazoo teachers utilize a website/mobile app called “Homeroom” to share photos with families. Teachers often upload photos throughout the school day so that parents can see their children at work and play. Parents will receive an email inviting them to join a private album for their child’s class.

## Pre-Conference Reports

Pre-Conference Reports are completed and given to parents/guardians one week prior to Parent-Teacher Conference at the end of the first and third quarter of the academic year. Information from this report serves as a springboard for discussion during conferences. These reports become a part of each student’s academic file.

## Parent Conferences

Two formal conferences are scheduled during the year: one in the fall and one in the spring. Additional conferences, in person or by phone, may be requested as needed by a teacher or parent. During conferences, teachers share student progress in all areas. Examples of student work are also shared. In addition, informal contacts are encouraged whenever a parent or teacher has specific questions or concerns. Faculty believe that ongoing communication encourages the cooperation between home and school that is vital for each student’s development. During the spring conference, middle school students actively participate in the discussion with parents and teachers.

## Progress Reports

The Progress Report is a written evaluation for each student and is completed by all teachers at the end of each semester. The Progress Report is designed to provide information about academic growth, progress toward independent learning, social/emotional development, and physical growth. It includes a series of discrete skills that are rated on a Mastery scale, complemented by narrative statements detailing specific areas of development. In middle school, a letter grade may be added to this assessment.

Parents are encouraged to contact the teacher if they do not understand any part of the report. They are also encouraged to share the report with their children. A copy of the Progress Report becomes part of a student’s permanent academic file.

## Student Records

It is the School’s policy to communicate openly with parents and guardians regarding the progress of their child. Parents and legal guardians may review the permanent records of their child or specify, in writing, others who may examine these records. A written request from a parent or guardian is required for the school to provide non-school personnel with access to your child’s records.

# Health Information

## Health Care Plan

Upon enrollment and annually thereafter, the school will obtain and keep on file at the school a signed statement from the child's parents containing all of the following:

- The child's immunizations are up to date from the child's physician or health department.
- The immunization record or health waiver is on file with Kazoo School.

The health appraisal must be completed by a physician and returned to school. Parents are expected to bring documentation to the school each time the child's shots are updated. Every child enrolled in the school, ages 3 years to 6 years old, will renew his/her Health Appraisal every year. Children ages 6 and up will sign a form every two years, which states the child's immunizations are up to date and that their child is in good health.

## Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of Kazoo School, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

Kazoo School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Kazoo School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of Kazoo School who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the parents/guardians in advance.

## Accidents at School

Young children in a group setting may have some accidents. If your child is hurt at school, an adult will comfort the child and administer First Aid, as necessary. All Kazoo School faculty and staff receive regular training in First Aid, CPR, Epi Pen administration, and Blood-Borne Pathogens.

If your child's injury is on the head or is significant, we will call a parent to discuss the injury. The Head of School (or teacher in charge) may decide to send the child home for the rest of the day so that the parent can observe him/her more closely. If a child is seriously injured, we will call 911 to transport your child to the hospital. A teacher will accompany your child and stay until you arrive.

In the case of a minor injury or accident, parents will be notified at pick up or by text or phone call.

## Medical Emergencies

All children are required to have Emergency Contact information on file before they attend class. Parents/guardians will complete the emergency card when registering their child, and will be given the opportunity to review and update this information each year. Parents must notify Kazoo of any changes that may occur throughout the year. In the event of injury or illness, every effort shall be made to notify the parents/guardians or designated person indicated on the forms.

If a serious health emergency (e.g., head injury, asthma attack, allergic reaction, child becomes unconscious, or vomiting) occurs at school, we will:

- First: Call you, your spouse, the child's guardian or emergency contact person.
- Second: If we are unable to contact any of the above, we will take the child by ambulance to the nearest emergency room. In the meantime, school personnel will continue to try to reach parents as stated in step one.

Parents will also be contacted immediately in the case of other serious incidents, including: lost child, inappropriate contact child-child or adult-child, or physical discipline by staff member or volunteer.

## Illness at School

If a child becomes ill at school, we may call the parents/guardian for guidance. We will ask that they pick up their child as quickly as possible if there is a temperature of 100 or above. If we cannot reach the parents/guardian, we will call the emergency contact person. It is not only best for a sick child to be at home, it is our responsibility to watch out for the health needs of all children at school. After parents have been notified, a sick child will wait in the school office for his/her ride.

No child should come to school with any contagious disease, an unexplained rash, a temperature of 100 or above, or vomiting. We ask that students stay home until they are symptom-free for 24 hours. We believe that a child must be healthy to experience useful days at school.

## Medication

In order to comply with state guidelines regarding the dispensing of medication at school, it is necessary for the school to control the location and administering of all prescription and nonprescription medicines, and to restrict the use of these medicines to the appropriately authorized students. The Kazoo School's policy is:

- Student medication of any kind (pills, liquids, drops, etc.) except inhalers and epi-pens will be kept in the School Office.
- The Assistant to the Head of School must have appropriate written authorization from the prescribing physician and the parent/guardian on file. Non-prescription medication requires written authorization from the parent. Such authorization must include:
  - The name of the student
  - The name of the medication
  - The prescribed dosage of the medication
  - The time of administration of the medication

- The exact date the medication is to be given
- The full name of the doctor prescribing the medication
- State guidelines require that the medicine be sent in the original pharmacy container or, in the case of non-prescription drugs, the original manufacturer's container labeled with the ingredients and the student's name.
- Medicine of any kind may only be taken in the presence of the Assistant to the Head of School, or, in her absence, in the presence of her substitute or a school administrator.
- Children should also bring a note to the classroom teacher so the teacher can remind the student of the arrangements.
- Provisions of state law and school policy prohibit any member of the faculty or staff from providing any medicine including Tylenol to students without the written permission of a parent or guardian.
- When a medication is no longer needed, parents are responsible for removing from the school any unused medications. At the end of the school year, should there be any medications not picked up, the school will dispose of them.

## Returning to School

Children who have been severely ill need to bring a clearance from their doctor and give this to the Assistant to the Head of School. Children who return to school for limited activity need to have a doctor's statement supporting their request. If your child is diagnosed as having a communicable disease such as chicken pox, measles, etc., it is important for you to notify the school at once. The school is required to notify all families if a student, staff member, or volunteer has been diagnosed with a communicable disease, including the name of the disease and information about its symptoms.

## Food Allergies and Dietary Restrictions

Whether the issue is safety, religious observance, health consciousness, or personal choice, families have important concerns when it comes to food being shared at school. Communication between families and the School is critical in supporting the needs of students and helping to ensure a strong and positive school experience. It is the responsibility of the parent to communicate to the school of an allergy to a certain food or food group.

Kazoo School is a place that embraces a commitment to inclusiveness, and we want to make sure that our community is respectful of the safety needs and the diversity of our community. To help us be more sensitive to the needs of our families we offer these guidelines.

### Family's Responsibility

- Notify the school if your child has any food allergies or dietary restrictions.
- Work with your child's teacher and the Head of School to develop a plan that reasonably accommodates your child's needs throughout the school including in the classroom, Extended Day programs, and during school-sponsored activities.
- Communicate with your child's teacher before bringing food into the classroom to share with students. A phone call, e-mail, or note to the teacher gives our faculty the opportunity to talk with families whose children have dietary restrictions. When necessary, those parents can bring in alternative treats so all children can participate in the celebration.

- When possible, provide an ingredients list for the teacher for food brought in to share with children. This can help families make decisions when allergies and dietary restrictions limit a child's ability to eat a treat brought to school.
- For allergies:
  - Provide written medical documentation, instructions, and medications as directed by a physician.
  - Provide properly labeled medications and replace medications after use or upon expiration.
  - Provide emergency contact information.
  - Educate your child in the self-management of his/her food allergy including:
    - safe and unsafe foods
    - strategies for avoiding exposure to unsafe foods
    - symptoms of allergic reactions
    - how and when to tell an adult he/she may be having an allergy-related problem
    - how to read food labels (age appropriate)

## School's Responsibility

- Review the health records submitted by parents and physicians.
- Communicate with families about the need to plan in advance before bringing treats or celebratory foods into the classroom.
- Include students with dietary restrictions and allergies in school activities. Students should not be excluded from projects or school activities that involve food items solely based on their dietary restrictions.
- Assure that all staff who interact with the student(s) on a regular basis understand the food allergies and dietary restrictions of children in their classroom.
- In the case of food allergies:
  - Coordinate with the family to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Medications are kept with the Assistant to the Head of School in the main office. Students will be allowed to carry their own epinephrine, if age appropriate, after approval from the student's physician/clinic, parent, and Head of School.
  - Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
  - Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
  - Follow laws regarding sharing medical information about the student.

## Student's Responsibility

Students should:

- Not trade food with others.
- Not eat anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

## Lice

The school will perform routine lice checks at least twice a year. Should a child be found with lice, the parents/guardian will be contacted and asked to have the child be taken home and treated. The child may return to school once all nits and signs of lice are eliminated. The office will first check the child before he/she returns to class.

## Sanitary Procedures

### Hand Washing Procedures for Children and Faculty

These are times when children and faculty should wash their hands:

- When they come in from going for a walk or from playing outside.
- After they use the toilet.
- Before they eat or drink.
- When soiled.
- After each nose blow.
- After handling any live animal or pet.

### Cleaning and Sanitizing of all Equipment, Toys and Other Surfaces

Equipment, toys, and classroom surfaces are cleaned and sanitized regularly using a bleach solution. The concentration of bleach in the solution is tested to maintain child safety and an effective concentration.

### Sanitation and Hygiene when Handling Bodily Fluids

All Kazoo School faculty receive blood borne pathogen training to insure that bodily fluids are disposed of properly.

## Substance Abuse

The fundamental role of the Kazoo School is to provide its student body with the academic and social skills necessary to become healthy, productive citizens who will contribute positively to the school and community. We recognize that substance abuse is a negative and destructive behavior that is inconsistent with the needs of healthy, growing and developing individuals. A person's use of alcohol, tobacco and other drugs can lead to the illness of chemical dependency.

Therefore the School prohibits the use of these substances and will provide preventive education for all students and assistance to any student displaying signs of risk. Furthermore, we believe that it is the responsibility of the Kazoo School community to take steps to promote and maintain a drug-free environment.

The possession or use of drugs or alcohol, on the school campus or at school-sponsored activities, will lead to an out of school suspension. A repeat of the behavior may cause expulsion. The selling of alcohol

or drugs is considered an extreme offense leading to expulsion. Smoking is forbidden on the school campus and at all school-sponsored activities.

We also recognize that what students do outside of school may have an impact on their health, safety and academic performance. Parents should expect to hear from teachers, or administrators any time we note a significant change in a child's behavior or possess information of activities that might endanger a student's health and well-being. Communication between school and home is the best way to prevent students from abusing any harmful substances.

## Safety and Emergency Preparedness

### Security

During the school day the doors remain locked between 8:15-3:00 PM with an interval for lunch and Pre-Kindergarten pick up. All visitors entering the School must enter through the West doors and check in at the Office. After 8:00 AM, visitors to the school must sign in at the front desk in the Main Office. Children are dismissed from the East doors onto the playground. Children participating in Extended Day activities will be dismissed from the Extended Day Classroom. School doors are locked after dismissal except for the West entrance. Only students in school-sponsored, adult-supervised activities may be in the school after 3:30 PM.

### Emergency Procedures

Kazoo School conducts regular drills so that faculty and students can practice emergency procedures. Each year, the school will conduct 5 fire drills, 2 tornado drills, and 3 shelter drills, as required by law. In addition, the school will post information on our website on each drill after it is conducted.

All classrooms have written plans for building lockdown, fire evacuation, and tornado evacuation. Emergency phone numbers are posted near school phones.

Each classroom is equipped with a handheld portable radio that can be used in the case of an emergency. All radios are tuned to a unique channel so that the Office can communicate with all classrooms instantaneously.

### Emergency School Closing

When severe weather forces us to close, an automated telephone calling system will be activated by the Head of School to alert families of our status. Major television and radio stations will also be notified. Phone numbers and e-mail addresses used by the Emergency Alert System are entered online by parents. Parents will be given a password-protected Website to enter this data or make changes to currently held information.

## Pest Management

In the event that Kazoo School must employ pest management solutions, parents/guardians will receive 48 hours of notice before application. This notice will be given by means of a posting near the front door of the school, and an email directly to parents/guardians. It will include information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information for Kazoo School, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Occasionally, an urgent need may arise and pesticides will be applied without advanced notice. In this case, Kazoo will notify families immediately following an application.

## Transportation

Volunteer drivers are frequently needed during and after school hours to transport students for field trips and extracurricular activities. All volunteer drivers must be licensed and insured, and should be confirmed by the staff member in charge of the field trip or activity. No unauthorized substitute drivers will be allowed to transport students during these events. All volunteers must complete the necessary forms.

All students will wear a seat belt and sit in a size/age appropriate car seat when transported in a private vehicle. Each student will be belted separately.

## Parking Lot Safety

Please drive slowly through the parking lot. Hold young children's hand while walking to and from your car. Refrain from using cell phones and give your child your undivided attention for the last few minutes before dropping off and the first few minutes after picking up. Please remember that our handicapped parking area is reserved for those who have permits.

## Bicycles

Bicycles may be locked to the fence along the south side of the school. Students need to lock their bicycle securely; bicycles may not be brought into the school building for storage. Bicycles are not to be used during the school day.

## Compliance with Child Protection Laws

Children who attend Kazoo are to be cared for, nurtured, and kept safe at all times. Our goal is to employ professionals who are committed to the highest standards of ethical behavior. We are mandated by law to report suspected abuse and neglect to child protective services. Therefore, faculty and volunteers are obligated to report any such suspicions to Kazoo's Head of School. Faculty members and volunteers are required to know and adhere to Kazoo's child abuse and neglect policy as a condition of employment. Each employee is required to read and understand the School's policy on abuse reporting protocol and to read and understand the Child Protection Law, 1975 PA 238. After having read the policies and the law,

each employee at School will sign a statement indicating that he or she is aware that abuse and neglect of children is against the law.

## Student Conduct

### Bill of Responsibilities and Rights

#### **EACH PERSON HAS THE RESPONSIBILITY...**

- to respect and take care of community property.
- to put every supply back in its proper place after using it.
- to try to solve his or her own problems.
- to respect other people's possessions or projects.
- to do his or her own clean-up jobs carefully and completely.
- to listen carefully when someone is talking.
- to stay within school rooms unless permission is given by an adult to leave.
- to cooperate in organized activities and follow through with them.

#### **EACH PERSON HAS THE RIGHT...**

- to be free from hurt and to feel safe.
- to have personal privacy.
- to explore his or her own interests with responsibility.
- to discover the joy of learning.

### Discipline Philosophy

We start from the assumption that prevention is better than intervention. Kazoo School faculty and staff work very purposefully to create a school environment in which harmful behaviors are less likely to happen. We do this by:

- Modeling and teaching empathy, acceptance, and inclusion
- Talking openly about forms of oppression (racism, sexism, homophobia, etc.) and the harms that they create
- Emphasizing that students are responsible for their choices and the results of their choices - both intended and unintended
- Building trusting relationships with all students
- Working to ensure that all students feel valued, and have a sense of agency and self-esteem
- Maintaining small classes and a small school, so teachers are able to stay aware of many social/interpersonal dynamics among students
- Involving students in creating a list of norms for a given space, which gives them a clearer understanding of and commitment to the expectations for their behavior

We believe, and research supports, that students are less likely to choose harmful behaviors when they have empathy for others, value difference, and feel supported by adults and included by peers. Empowering all students means that students are less likely to seek validation by hurting others, and also that students are less likely to allow themselves or others to be victimized. The small school environment means that teachers are able to address problems early.

We also operate from the assumption that, even with the best supports, students will still have conflicts, will still sometimes exhibit harmful behaviors, and will continue to refine their skills in resolving problems. Usually, those occasions present excellent opportunities for learning through problem solving. Students receive help first to identify the problem, and second, to explore solutions to the problem. Whenever possible, staff members and volunteers use the techniques of positive redirection, distraction, or humor to change undesired behaviors.

Physical punishment (hitting, spanking, physical confinement, etc.) or language that demeans children is unacceptable and will never be utilized. Students will also never be deprived of food, rest, or necessary toilet use. Students will not be excluded from daily learning or outdoor play, except in instances where temporary exclusion is necessary to ensure a safe and productive learning environment.

## Restorative Justice

Kazoo School's approach to helping students solve problems and mediate conflicts follows a Restorative Justice (RJ) model. Unlike traditional discipline models, which are based on blame and punishment, restorative justice focuses on repairing harm done to relationships. Restorative justice emphasizes the values of empathy, respect, honesty, acceptance, responsibility, and accountability. Inclusion in the disciplinary process is a basic tenet of restorative justice.

Restorative justice combines a high level of control with a high level of support, meaning that students are held accountable for their choices and actions, while being supported in making things right. Restorative justice approaches wrongdoing in a way that is not punitive, neglectful, or permissive.

There are a few specific practices within the restorative model - circles, informal conversations or "chats," and restorative conferences or mediation. These practices help us answer the questions:

Who was harmed?

What are their needs?

Whose obligation is it to repair the harm?

**Circles** - Circles serve multiple purposes in the RJ model. Circles are an opportunity for all participants to sit, facing each other, and take turns speaking about a particular topic. Everyone has equal voice in a circle. Often, teachers will use classroom circles to build community or to process something that has happened. There are also conflict resolution circles, which bring a group of 6 or more people together to resolve a larger conflict. Conflict-resolution circles must have a trained facilitator, so Kazoo School has partnered with local nonprofit Gryphon Place to access facilitators, should a need arise.

**Chats** - Restorative chats are informal conversations with one or two students that aim to bring quick resolution to a situation. These chats address what happened, what students were thinking and feeling, and what should happen next in order to repair harm.

**Conferences/Mediation** - A restorative conference, also known as mediation, is used to address more serious and/or ongoing situations through a more involved process. A trained facilitator meets separately with both students involved for an "intake" meeting, then brings the parties together to share their perspectives and work toward a mutually agreed-upon resolution. This process is always voluntary and confidential. Some Kazoo faculty and staff members have been trained as mediation facilitators and will serve as mediators throughout the year.

## Identifying and Responding to Harm

It is impossible to list all of the potential kinds of inappropriate behaviors in which students might participate in the school setting. However, the following is a list of examples of behaviors that will not be tolerated at Kazoo School:

1. Behavior in violation of the Kazoo School Bill of Rights and Responsibilities
2. Harming any person, physically or verbally, including, but not limited to, sexual harassment, racial epithets, and homophobic language.
3. Profane language and/or gestures.
4. Possession, use, or distribution of any substance, device, or object that is unlawful for a student to possess (includes drugs, alcohol, and tobacco products).
5. Possession or use of any weapon or look-alike weapon.

## Definitions

### Bullying

Bullying will not be tolerated at our school. Bullying is based on a power imbalance, and may include, but is not limited to, behavior such as:

1. Intimidation, such as name-calling or threatening;
2. Social alienation, such as shunning or spreading rumors; or 3. Physical aggression, such as spitting or pushing.

In each of these cases, teachers are careful to help students understand when bullying is occurring, and when behavior is part of normal social conflict. We help students develop tools to deal with both situations.

**Cyber-bullying:** Cyber-bullying is bullying (as defined above) through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the internet. It includes, but is not limited to, e-mail, instant messages, text messages, and internet postings, whether on a webpage, in a blog, or otherwise.

In addition, bullying and cyber-bullying are 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 the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

### Prevention of Bullying and Cyber-bullying

From the earliest grades, Kazoo School students learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and

teachers are clear in their expectations for student behavior. The administration and faculty recognize it is essential that expectations for student conduct extend to corridors, locker rooms, lunch, recess, carpool, buses, and the like. The School strives to ensure that ample adult supervision is provided on School premises, including in the corridors and locker rooms, at lunch and at recess, and on school-provided transportation throughout the school day as well as at school-sponsored events.

### **Reports of Bullying, Cyber-bullying, or Retaliation**

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Head of School, a teacher, or another trusted adult. Parents or other adults who witness or suspect bullying are also strongly encouraged to report the matter to the Head of School or another school employee. Students who knowingly make false reports of bullying, cyber-bullying, or retaliation will be subject to disciplinary action.

### **Responding to a Report of Bullying, Cyber-bullying, or Retaliation**

When the school receives a complaint of bullying or cyber-bullying, the Head of School will consult with the students' basegroup teacher or advisor (for middle school) and determine whether initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying during an investigation.

The Head of School will notify the parents of any student who is an alleged target of bullying, and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

### **Investigation:**

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School:

- The Head of School or his/her designee will conduct an investigation on all reports of bullying. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.
- Depending on the circumstances, the Head of School or designee conducting the investigation also may choose to consult with other faculty, staff and/or administrators.

### **Resolution, Notification, and Follow-up:**

Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of School will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Head of School will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

Upon completion of the investigation, the Head of School or designee who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made. Parents will then be informed of the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, the steps that will be taken to correct the situation. The Head of School will comply with applicable laws regarding disclosure of confidential information when informing students and parents. Any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, and no disciplinary action may be taken against a student solely on the basis of an anonymous report. The school may refer perpetrators, victims, and family members of such students for counseling or other services as appropriate. The Head of School will insure that there is follow-up contact made with any student who reported being targeted in violation of this policy. The Head of School will keep a file on all reports of bullying, the investigation, and any actions taken in response to a finding of bullying.

### **Sexual Harassment**

Sexual harassment is unacceptable. Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or in social settings. Some examples are verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault.

Students who have complaints of sexual harassment should report them immediately to the Head of School, their teacher, or another trusted adult. Complaints will be considered confidential, and each complaint will be thoroughly investigated. If the evidence supports the allegation that sexual harassment has occurred, corrective action will be taken.

## **Responding to Harm**

When someone is harmed (physically or emotionally) by another person at school, responses should work toward two goals:

- 1 - The individual (or individuals) who was harmed feels better; the harm is repaired
- 2 - The individual who is responsible for the harm chooses not to engage in the harmful behavior again

In the Restorative Justice model, goal 1 should work toward goal 2 - that is, by holding students accountable for repairing harm, students come to understand the effects of their actions on others, and learn to make different choices in the future.

Responses to harm always aim to be educative, rather than strictly punitive, with the goal of guiding the student to learn from the experience. Each infraction will be handled on an individual basis, coordinated by the basegroup teacher, Head of School, and/or Director of Programs. School adults consider many factors when determining the appropriate response to student misbehavior, including factors related to the individual/s involved (e.g., age, developmental age), the relationship between individuals involved, history of behavior and previous interventions, and seriousness of behavior.

As children learn and grow, some amount of misbehavior may be developmentally appropriate and therefore should be handled through coaching and problem-solving. However, some situations begin to go beyond what is part of typical social skill development, such as when a student has had support to

change a behavior, and that behavior continues. This may be behavior that is not an issue when it only happens once, but becomes an issue when it is repeated.

Infractions range from common day to day misbehaviors (e.g., interrupting, ordinary disagreements between classmates), to more serious problems (e.g., severely disrupting the learning environment, endangering the safety of others). Responses, therefore, should parallel the seriousness of the situation. Lower-level misbehaviors are handled by the teacher, often through an informal “hallway chat.” If harmful behavior becomes more frequent or more severe, teachers involve the Director of Programs and/or the Head of School in determining the appropriate response. School adults also communicate and collaborate with parents to ensure consistent boundaries and consequences.

When an infraction occurs, the following steps will be taken:

1. The student will talk to a staff member about what happened.
2. The staff member will decide whether to take immediate action and will notify the student’s basegroup teacher, the Director of Programs, and/or Head of School. Parents will be informed of the incident as soon as possible.
3. Depending on the seriousness of the incident, the basegroup teacher, the Director of Programs, or Head of School (and other appropriate staff members) will meet to determine a course of action.
4. The course of action will be communicated to the student, parents, and appropriate staff.

Possible responses to harmful behaviors include, but are not limited to:

- Verbal or written apology
- Natural or logical consequences
- Loss of privileges
- Referral for mediation
- Recommendation of professional services (i.e., counseling, evaluation, and/or tutoring)
- Written agreement (e.g., friendship agreement)
- Conditional renewal of contract
- Non-renewal of contract

### Important Note about the Restorative Justice Process

A student may be asked to leave the classroom or the school on a given day if they are unwilling to participate in the RJ process, or pose a threat to themselves or others. In most cases, the student may return once they are no longer a threat and are willing to participate. If an individual refuses to participate in the restorative justice process - either by refusing to take ownership for their actions and the consequences of their actions, or by refusing to try to repair harm - they may be excluded from classroom activities (i.e., in-school or at-home suspension) until they are ready to participate. The duration of this exclusion will depend on the student’s willingness to engage in the process, rather than a set duration.

### Serious Infractions

Serious infractions will result in serious consequences. Repeat offenses of a lesser nature can become serious infractions. The age and social development of the child, as well as patterns of behavior, will be taken into consideration. The following list will be used as a guideline but is not all inclusive: repeated incidents of fighting, bullying, kicking, pushing, shoving, throwing sand, rocks, sticks, snowballs or hard sharp objects; threatening or intimidating; using inappropriate language; sexual harassment; bringing

tobacco, alcohol or other drugs to school; bringing knives or potential weapons; persistent disruption of the classroom; vandalism; refusing to obey a staff member; or any other offense deemed serious.

Parents and students should be aware that some actions may be violations of the law and could be subject to legal actions by city authorities and/or parent of students affected by those actions. In serious situations, when the safety of the school community is threatened, a student may be required to undergo professional psychological evaluation to determine the conditions necessary for a safe re-entry into the learning environment. In such cases, the student would not be allowed to participate in school or extracurricular activities until the evaluation is completed. Kazoo School does reserve the right to un-enroll a student should there be a threat of substantial harm, and/or continued unwillingness to participate in the restorative process.

## Level system if students opt out of the Restorative Justice process.

### Level I: Ordinary Day-to-Day Conflicts

Examples: When students have had a difference of opinion, dispute over space or materials, a misunderstanding about what someone has said or done, or physical interactions that start out as playful and mutual then become problematic.

Response: We respond to these situations with support and education. These interactions happen often and naturally during an ordinary day at school and are opportunities for students to practice strategies for solving social problems, managing difficult emotions, and communicating effectively. These are teachable moments. Students are generally calm enough to talk, listen and work toward an agreed upon solution.

#### Actions:

- The teacher will talk with the student/s in order to understand what happened
- The teacher will guide the student/s toward understanding the problem and accepting responsibility for harm caused
- The teacher will assist in identifying what needs to happen to repair the harm
- The teacher will clarify consequences for this behavior if inappropriate behavior occurs again
- The teacher may ask the student/s to complete a "Think Sheet"

All documents (e.g., Think Sheets) completed during the RJ process will be copied, with one copy sent home and one copy kept in the student's file.

### Level II: Conflicts That Result in Someone Feeling Hurt, Being Upset or Losing Self-Regulation

Examples: When a student excludes, makes fun of, takes materials or belongings, pushes, shoves or does not respond to a limit set by an adult.

Response: These are moments that require a pause in the action, and emotions may be high. It may not be possible for the classroom teacher to address the issue in the moment, so another adult (an assistant teacher or administrator) will assist in the process. We will provide emotional support, set boundaries when needed, and help students repair relationships.

#### Actions:

- The student will take some time to calm down (if needed), and then complete a Think Sheet.

- If the student is unable to calm down, the student can go to the office. If the student refuses to go to the office, an Administrator will be called to escort them. Specials teachers or staff alone with a student may call the classroom teacher or additional staff for support.
- An administrator (Head of School or Director of Programs) or an assistant teacher, if available, will talk with the student to understand what happened
- The administrator/assistant will guide the student/s toward understanding the problem and accepting responsibility for harm caused
- The administrator/assistant will assist in identifying what harm was caused and what needs to happen to repair the harm
- The administrator/assistant will confer with the classroom teacher to determine any necessary steps for reentry.
- The teacher will clarify the consequences if the inappropriate behavior happens again.
- The teacher may complete a "Classroom Norms Form"

All documents (e.g., Think Sheets) completed during the RJ process will be copied, with one copy sent home and one copy kept in the student's file.

#### Level III: Patterns of Conflict

Examples: Situations that begin to go beyond what is part of typical social skill development, such as when a student has had support to change any of the previously described behavior, and that behavior continues. This may be behavior that is not an issue when it only happens once, but becomes an issue when it is repeated.

Responses: In these situations, we acknowledge that there has been a breach in our classroom and/or school agreements. We establish consequences with the student and document the interaction. These are situations that require stopping or stepping out of the interaction, and emotions may be high.

#### Actions:

- The student will go to the office. If the student refuses to go to the office, an Administrator will be called to escort them. Specials teachers or staff alone with a student may call the classroom teacher or additional staff for support.
- The student will take some time to calm down (if needed), and then complete a Think Sheet.
- An administrator (Head of School or Director of Programs) or an assistant teacher, if available, will talk with the student to understand what happened
- The administrator/assistant will guide the student/s toward understanding the problem and accepting responsibility for harm caused
- The administrator/assistant will assist in identifying what harm was caused and what needs to happen to repair the harm
- If the student is unwilling or unable to accept responsibility for the harm caused by their actions, and/or unwilling to take steps to repair the harm, they may be sent home until they are willing to participate in the process.
- The Head of School or designee will contact the student's parent(s) to arrange a Team Meeting, to involve the classroom teacher, parent(s), Head of School, other assistant/specials teachers (as needed), and student when applicable.
- Staff will determine if the student would benefit from an individual Student Behavior Contract that defines expectations for student behavior and reinforcement/consequences. Leaving a classroom

activity and/or leaving school for the day may be a consequence included in an individual student contract.

- Parents may be asked to seek additional support outside of school, such as counseling, if the student continues to demonstrate behavior that interferes with his or her successful participation in learning activities and school life. School staff will work collaboratively with community professionals who are supporting a student and/or his or her family
- Staff will determine any necessary steps for reentry. An agreement with terms of re-entry and consequences for violation of these terms may be developed.

Level IV: Serious Conflict with the Potential to Affect Continued Enrollment

Examples: Situations that are notably beyond what is part of typical, developmentally appropriate social skill development, such as when a student's words or actions have compromised his/her own safety or the safety of another person, or when there are unresolved patterns of repeated conflict.

Response: In consultation with involved staff members, the Head of School and/or Director of Programs will determine the severity of the situation and the appropriate response. These types of situations may require that a student be temporarily removed from the classroom or school or permanently removed or withdrawn from the school.

Actions:

- The student will go to the office. If the student refuses to go to the office, an Administrator will be called to escort them. Specials teachers or staff along with a student may call the classroom teacher or additional staff for support.
- The Head of School or designee will contact the student's parent(s) to arrange for the child to go home for the remainder of the school day.
- The Head of School will arrange a Team Meeting, to involve the classroom teacher, parent(s), Head of School, other assistant/specials teachers (as needed), and student when applicable. Documentation of this meeting, action taken, recommendations, referrals, and date for follow-up communication will be documented in the Student's Personal File.
- Parents may be asked to seek additional support outside of school, such as counseling, if the student continues to demonstrate behavior that interferes with his or her successful participation in learning activities and school life. School staff will work collaboratively with community professionals who are supporting a student and/or his or her family
- Staff will determine any necessary steps for re-entry. An agreement with terms of re-entry and consequences for violation of these terms may be developed.
- Conditional Enrollment may be implemented, which clarifies specific conditions that must be met in order for the child to continue to be enrolled at school.

## Recess/Playground Rules

Recess is a time to have fun with friends in a safe environment. In order to ensure that recess is safe and enjoyable for everyone, Kazoo School students agree to follow the guidelines below.

The boundaries of our playground during recess are:

- the north sidewalk along Cherry Street
- the edge of the woods to the south

- the school parking lot
- the cement curb just beyond the backstop

#### Recess Rules:

- We always follow the Kazoo School Bill of Responsibilities and Rights during recess
- We always engage in peaceful play
  - We do not use real or imaginary weapons
  - We do not pretend to “kill” one another
  - We do not tackle or wrestle with one another
- We ask an adult for assistance in retrieving playground equipment from outside the playground boundaries (e.g., balls that roll into the street)
- We check in with an adult before entering the building
- We use playground equipment in the manner for which it was designed.
  - We only go down the slide
  - We do not stand, sit, or lay on top of the monkey bars
  - We use swings safely
- We return any equipment (balls, hoops, chalk, etc.) to the building by the end of recess
- We play football by “touch” rules only
- We do not play with sticks on the playground
- We follow the Rules of Gaga (see separate agreement)
- We do not exclude other students from any game in which they would like to participate. “You can’t say you can’t play.”
- We only eat while seated at a picnic table. We do not bring food onto the playground.
- Recess is over when the supervisor blows the whistle. We line up immediately by the east entrance door with our classes and wait to be invited into the building

#### Recess Volunteer Responsibilities

- Recess volunteers must supervise their own non-Kazoo School children who accompany them to recess.
- When helping students to resolve a conflict, if possible, recess volunteers should not participate in conflict resolution involving their own children.
- If children are injured during recess, an adult or a buddy (depending on the severity of the injury) will accompany them to the school office. The Assistant to the Head of School will administer first aid.

## Out of School Conduct

Students should be aware that certain activities, even outside of school hours or off school property, may result in a referral to the restorative justice process.

Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school.

Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, or computer websites (personal, at home or at school); and other behavior that could impact the welfare of any member of the school community or the reputation or functioning of the school.

In particular, students should be aware that inappropriate or harmful behavior that occurs via text message, social media, or other technology - whether it occurs at school or outside of school - will not be tolerated and may result in disciplinary action.

## Weapons

The Kazoo School does not tolerate possession of a weapon by any individual, other than law enforcement personnel, while on school premises or at a school-related event. A “weapon” shall include, but is not limited to, any gun or pistol or starter pistol, any type of knife, brass knuckles, iron bars, or any other device that may readily do harm to students or adults. The Head of School may grant exemptions to this policy with regard to an item deemed necessary for an educational purpose at school. Any such exception will be determined on a case-by-case basis, in consultation with the educational staff. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol or openly carrying a gun on school property, unless prior arrangements have been made.

The presence on school property of any weapon will constitute an emergency. In the presence of an unapproved weapon on school property, the school will exercise the emergency response protocols and enact precautions to secure the campus and students, including lockdown or evacuation, and notifying local law enforcement. The school will notify families about the presence of a weapon on school property. If a weapon or other potentially dangerous item is found in the possession of a student, but there is not an imminent threat (e.g., a knife found in a locker), the adult who discovered the item will immediately confiscate the item and it will be kept in a secure location in the office. The Head of School or Head’s designee will contact the student’s parents to arrange to have the student taken home until further plans can be made. The Head of School will return the item to the parents at pickup, unless local law enforcement has advised otherwise.

Students violating this policy will be disciplined up to and including dismissal. The use of “look-alike” toy weapons in a manner that can be interpreted or mistaken to be a real weapon is also grounds for discipline up to and including dismissal. Others will be dealt with as allowed by law, and in the case of employees, up to and including dismissal.

## Field Trip Behavior

Field trips are an important part of our school program. On occasions when students travel outside the building for a daytime visit or an overnight experience, they are representing the Kazoo School and should behave in ways consistent with the school’s guidelines for behavior.

## Other policies

### Attire and Appearance

Attire and grooming are, within reasonable limits, matters of personal taste; however, a student's choice of clothing should not offend others, be torn, or be a distraction to the learning environment of school. Students who dress outside of these guidelines will be spoken to about their clothing, and asked to change clothes. If the student continues to come to school inappropriately dressed then parents will be contacted to assist in helping to address the student's behavior.

### Food

We share a common space with many different age groups and have a responsibility to keep our space clean and safe. Spilled food poses a physical hazard and a means of attracting bugs and other pests. Students are responsible for the cleaning and care of their space and will take turns overseeing this task. Students should take home unfinished lunches and snacks at the end of the school day and should not store food in their lockers overnight.

### Nuisance Items

Students should not bring toys or items that would detract from the learning environment of the school. The school does not and will not assume responsibility for the protection of items that are not a necessary part of the learning environment and too often become the type of property that gets lost or taken. Teachers may confiscate these nuisance items if they are used during the school day and turn them over to the Head of School. Parents will be notified, and asked to retrieve these items.

### Backpacks and Use of Lockers

Students are given lockers or classroom spaces to store their coats, book bags and other materials. These spaces are given to students to maintain school safety by reducing clutter in the hallways and classrooms. We ask students to keep backpacks and other book bags in their assigned space during the school day. Students with lockers are expected to keep them neat, unmarked and in good working order. It is important not to store food in lockers overnight.

### Cell Phones and School Telephones

Students may not carry or use cell phones during the school day or while attending school activities and trips. If a student brings a cell phone to school, the device should be turned off and left in a locker, or stored securely with the student's basegroup teacher or advisor. If a student needs to use their phone during the school day, such as to contact a parent, they may request permission from the teacher, or may use the office phone. If a student does not follow this policy and his/her cell phone or other electronic device causes disruption to the learning environment, a teacher may confiscate the device and deliver it to the office as soon as they are able. Confiscated devices will be kept in the office and returned to the parent or guardian at the end of the school day. Please note that although they will take care to keep students' devices secure, Kazoo School faculty and staff are not liable for any damage that may occur to a device while in the teacher's possession or in the office.

# Co-Curricular Programs and Special Events

## Extended Day

The Extended Day program is open to all students enrolled at Kazoo School in Pre-Kindergarten through eighth grade. The program adheres to the philosophy, rules, and policies of the School.

The before-school (Early Day) session runs from 7:30 AM to 7:45 AM when classrooms open for the day. The after school session runs from 3:15 PM to 6:00 PM. Students have a snack time from 3:15 to 3:30 PM and then move into their selected sessions. Families requiring care earlier than 7:30 AM or later than 6:00 PM should contact the Office to make arrangements.

Students participate in a variety of enrichment activities that run in six-week sessions. Sessions may include drama, art, music, science, sports, yearbook, Lego club, chess club, etc. Fees for the extended day program are sent home to families at the start of each new session.

## School Breaks and Vacation Days

Each summer, the school provides a calendar of Important Dates for the upcoming school year. This list includes major breaks (Thanksgiving, Winter, Mid-Winter, Spring), school events, and other days off (e.g., for conferences). On some days when class is not in session, Vacation Day programs offer the possibility of childcare for parents. Information about registration will be made available in advance of the date.

## Assembly

Each Friday morning students in Kindergarten through 8th grade gather in the gym at 8:00 AM for our weekly school assembly. The event is open to parents, community members and friends, and is a wonderful opportunity to come together to share an experience as members of a larger community.

## Birthdays

Celebrating a birthday at school is strictly voluntary. In consultation with the classroom teacher, students may bring a special treat to share with their basegroup on or near their birthdays. "Summer Birthday" students may schedule with the teacher a time to celebrate during the school year. Healthy snacks are encouraged.

If a family is planning a birthday party outside of school, and would like to distribute invitations at school, please be sure to include an invitation for every child in the class, to avoid hurt feelings. If the party is for a smaller group of closest friends, please distribute invitations via mail.

## Special Days and Activities

Students have opportunities to participate in many other special school activities throughout the year. These activities may include field trips, assemblies, Middle School Track and All-School Field Day, a day of ice skating, swimming, etc. There may be fees for some of these activities. If a fee becomes a financial hardship, arrangements can be made in the Office to ensure that everyone can participate.

These activities are possible when parent support is available. Teachers call on parents to assist with transportation and supervision of students for many of these special programs.

A few major events are listed below:

### Thanksgiving Celebration

On the Tuesday before Thanksgiving, families are invited to gather at the school to enjoy a celebration of community and togetherness.

### Winter Program

This creative student performance is a traditional highlight and an all-school family evening. The date is included on the school calendar.

### Science Fair

Each year, Kazoo School hosts a Science Fair. All students participate in age-appropriate ways, and families are invited to attend an evening event to see their work.

## General School Information

### Lost-and-Found

Articles that are found are brought to the lost-and-found box. We will make every effort to return marked items to the owners. Twice a year - after the first semester and at the end of the school year in June - items remaining in the lost and found are given to charities.

### Licensing Notebook

The Kazoo School Pre-Kindergarten and Extended Day programs are licensed by the State of Michigan Department of Human Services. All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. Kazoo School maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available to parents for

review during regular business hours in the main office. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## Yearbook

The Kazoo School Yearbook is published in the spring. It includes each student's picture and a sampling of pictures taken throughout the year showing class and school activities. The Yearbook Committee welcomes volunteers to assist with layout and accepts photos taken by Kazoo community members at special events. The cost of the yearbook is covered through sponsorships.

# Parents in the Kazoo School

## Volunteers

Parents are invited to help at school in a variety of capacities. Opportunities include being a recess volunteer, sharing areas of expertise (e.g., artistic, legal, financial, public relations, marketing, governance, architectural, fundraising, etc.), assisting with recycling efforts, providing refreshments for events, computer work, and many, many other activities. The Parent Association maintains a database of volunteer skills and resources to share with faculty and administration.

All teachers and volunteer instructors will undergo the appropriate background check as mandated by law and will be supervised by a member of the Kazoo School faculty/staff.

## Volunteer Requirements

At Kazoo School, your child's/children's safety is our utmost concern. In an effort to ensure the safety of your children and Kazoo School staff and patrons, the Kazoo School performs appropriate background checks for all parent volunteers. This decision was not based on any specific current concerns, but rather on an understanding of best practices at many other public and independent schools.

Parents should complete the Background Check form if:

- you plan to volunteer at recess
- you plan to volunteer as a driver
- you plan to volunteer in a classroom

Background checks will include checking:

- NSOR (National Sex Offender Registry)
- MSOR (Michigan Sex Offender Registry)
- iChat (Internet Criminal History Access Tool)

Restrictions for volunteers:

- Any volunteer with any offense against children (sexual/physical) will not be allowed to volunteer
- Any volunteer with any offense related to drunk driving or drug use in the last three years will not be allowed to transport for field trips

Background checks will be returned to the individual after the Head of School or the Head of School's designee consult the report. Only the Head of School or the Head of School's designee will have access to view the background checks before returning to the individual.

## Classroom Volunteers

Your child's teacher may have classroom activities with which you can help such as being a reading listener, typing stories, making presentations in your area of interest or expertise, or driving for field trips. Teachers may solicit parent volunteers during the basegroup meeting at the beginning of the year. Kazoo School depends on the time and effort that its parents contribute in all of these areas to provide the learning experiences that are so important for its children.

Our faculty, staff, and administrators see parents as educational partners. Parents are always welcome in the school. This is a school community where parents and teachers work in partnership on behalf of children.

## Parent Association

The goals of the Parent Association are to help build community, increase communication and aid the school in fulfilling its mission. Meetings are held regularly throughout the year.

## Annual Fund

I frequently hear people say, "Families pay tuition; doesn't that money fund the needs of the school?" It's a good question - after all, tuition seems to be rising and parents are asked to volunteer more of their time, why is it necessary to ask members of our community to make Kazoo School a priority in their annual donations? The answer is important and requires a clear understanding of the way non-profit schools operate.

The simple and important answer is – no, tuition dollars don't cover the costs of running the school. Each year, our Board works very hard with our administration to keep tuition low and a Kazoo School education accessible to all families. With this economic commitment to our families we annually construct a budget with a built-in gap –the budget has an intentional deficit that needs to be closed by community giving. In 2015, the difference between tuition and the real cost of a Kazoo School education was just over \$2,500 per child. The Annual Fund is a critical component of the School's budget and supports its daily operations. Your gifts, quite literally, help to keep the lights on.

Giving to the Annual Fund impacts each and every Kazoo School student in tangible ways – you need only to visit a classroom, the playing field, or a school program to see your gifts at work. Equally important, the Fund supports the professional development of our dedicated teachers who make Kazoo School unique.

The Annual Fund supports all of the elements of the annual budget that make the operation of our school possible: things like field trips, library books, classroom materials, the facility and, of course, the school's

financial aid program, enriching our community by extending the opportunity for a Kazoo School education to children for whom it would otherwise not be possible.

It is hard to overstate the importance of your participation in the Annual Fund. Kazoo School families come from a wide range of economic backgrounds, and some families are able to contribute more than others. Every donation, no matter its size, contributes to the whole. Participation at any level demonstrates a strong commitment to the Kazoo School and its mission.

## In Your Search for Answers

In your search for answers to your questions we hope the following starting points will be useful. All of us are happy to be helpful, but these hints should give you a good head start.

For answers to questions about child development, what is normal for young people at different ages.  
*Your Child's Teacher, The Head of School*

For answers to questions about how your child is doing in a specific class, for answers to questions about a certain teacher's expectations and/or assessment practices.  
*The Specific Teacher*

For answers to questions about participation in student activities, after school programs and special events.  
*Director of Programs*

For answers to questions about participation in middle school athletics or physical education.  
*Physical Education Director*

For answers to questions about the philosophy of the school, concerns about the quality of instruction, questions about the overall program, concerns and comments about school climate and tone, or to dispel gossip.  
*The Head of School*

For answers to questions about how your child is faring in his/her overall school life.  
*The teacher first, then the Head of School*

For answers to concerns you have about how students are being treated by other students, about a new student's adjustment to the Kazoo School  
*The teacher first, then the Head of School*

When all else fails, you feel you have tried to find answers and you are not succeeding.  
*The Head of School*

When you are pleased with the job being done by any of us who work with your child(ren) and you.  
*That person*

# The Greta Berman Arbetter Kazoo School Technology Policy

## Section A: Introduction

A.1 The Kazoo School views computers and technology resources as important educational tools for furthering its mission. Using these resources is a privilege, not a right. Like all privileges, a set of responsibilities accompanies its proper exercise. This policy outlines those responsibilities so those who use their privileges conscientiously can be protected from those who do not.

A.2 When computer users choose to violate the terms of this policy, they can expect sanctions to be imposed. These may include suspension of computer privileges, disciplinary review, suspension or expulsion from the school, termination of employment, and/or legal action.

Computer users are responsible for:

- Reporting Computing Policy violations to the Head of School,
- Cooperating with system administrators in investigations of system abuse
- Behaving courteously, ethically, and legally even in the absence of reminders

## Section B: Care of Computing Resources

B.1 The Kazoo School's computing resources and personal computing resources brought to school are limited and valuable. Users are expected to be good stewards of the School's and community member's investment in computing resources.

B.2 Theft, vandalism, software copying, tampering, destruction, or disregard for the physical condition of computers or peripheral devices is a serious breach of discipline and will be treated that way. Users are expected to report others' abuse of computers and peripheral devices to faculty or school administrators without hesitation.

#### Section C: E-mail and Internet Access

C.1 The Kazoo School's network is connected to the internet and thus allows access to millions of computers and computer users throughout the world. Unacceptable actions over the network will not be tolerated and will result in loss of the offending individual's network access.

C.2 As members of the Kazoo School networking community, all users of the School's facilities are expected to read and abide by the School's computing policy.

C.3 Take responsibility for your actions. All e-mail and postings must identify the sender clearly and accurately. Anonymous or pseudonymous electronic communications appear to dissociate you from responsibility for your actions and are rarely appropriate. Identifying yourself as another individual may constitute fraud and is prohibited. Any communications that would be improper or illegal on any other medium are equally so on the computer: libelous material, obscene or offensive messages, threats, etc.

C.4 Users must not send messages to unwilling recipients. They must never use school computing facilities for harassment, cyber bullying, inappropriate messages, plagiarism, or other illegal or unethical activities. Nor may Kazoo School's computing facilities be used to violate copyright and other intellectual-property rights.

#### Section D: Shared Resources

D.1 The computer network, computers (including laptops), hard drives and all connected peripherals located at the Kazoo School and provided to students and faculty by the Kazoo School are the property of the Kazoo School, including all data stored on those devices and related servers. Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by the System Administrator in conjunction with school administrators.

D.2 Anyone using the Kazoo School network with a School owned computing device, or a community member owned device brought into the School expressly consents to the monitoring of their computing activities, and is advised that when such monitoring reveals possible evidence that is in violation of current Kazoo School Computer Policy, system personnel may provide this evidence to school administrators.

D.3 Shared resources on the School network include file servers and other computers on which users' work is stored. To protect private information, mechanisms exist to prevent unauthorized examination by others. Attempts to circumvent these mechanisms will be treated as violations of privacy and a breach of ethical standards.

D.4 Information you have not been invited to use is not yours to access. Even if a user's files are unprotected, it is improper for another user to read them unless the owner has given permission. Any attempt to access another user's files by any means will result in immediate suspension of all computer privileges and further disciplinary actions.

D.5 The Kazoo School reserves the right to limit recreational computing as it sees fit.

D.6 Users may not use any other networking software on the Kazoo School's network.

#### Section E: Prohibited Items and Activities

A. Altering/modifying the original pre-set (loaded) software image on School-owned computing devices is prohibited. Examples include, but are not limited to the following:

- loading software applications not authorized by the Kazoo School,
- changing the computer name,
- changing or removing operating system extensions,
- altering security software,
- altering the pre-loaded operating system or applications, or
- taking apart the computer for access to internal parts.

B. Loading pornographic, obscene, or vulgar images, sounds, music, language or materials (including, but not limited to, screen savers, backgrounds, pictures, and movies) is prohibited.

C. Students are not allowed to download or install any software or other materials, including screen savers on the school-owned laptops. School staff will perform all approved software loads.

D. Altering/modifying system policies as set by School personnel is prohibited.

E. The laptop speakers must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds may be used with the permission of the teacher.

F. Deleting any folders or files that you did not create or that you do not recognize is prohibited. Deleting certain files may result in a computer failure and will interfere with your ability to complete class work.

G. Music and games are a distraction during class and will not be brought to school unless you have permission for an educational project.

#### AGREEMENT FOR APPROPRIATE USE OF THE INTERNET AND SCHOOL NETWORK (distributed annually to students in grades 1-8)

You are being given access to the School's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and the School's network. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you (or your parents) might find objectionable.

While the School will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

#### RULES FOR APPROPRIATE USE

- You will be assigned an individual account and are responsible for not sharing the password for that account with others.
- The account is to be used for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the School may suspend or revoke your access if you violate the rules.

- You will be held responsible for any postings to a social networking site that would materially disrupt classwork, involve substantial disorder, or interfere with the rights of others.

**INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone’s account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Kazoo School Conduct Policies and applicable laws.

I understand that my computer use is not private and that the School will monitor my activity on the School network. I have read this document and agree to abide by its provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student’s Name \_\_\_\_\_(PRINTED)

Grade Level\_\_\_\_\_

Student’s Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN**

I give permission for my child to participate in the School’s electronic communications system. I have read the School’s policies and guidelines. In consideration of the privilege of my child’s using the School’s electronic communications system, and in consideration for having access to the public networks, I hereby release the School, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the type of damage identified in the School’s policies and guidelines.

Parent or Guardian’s Name \_\_\_\_\_(PRINTED)

Signature of Parent or Guardian \_\_\_\_\_Date\_\_\_\_\_

Home address\_\_\_\_\_

Home phone number \_\_\_\_\_

#### Appropriate Use Policy - Student Agreement

The Kazoo School's computers and facilities are intended to support and enhance the educational and administrative work of the school; therefore, their use should be consistent with Kazoo's educational goals.

User cooperation is expected at all times; supervising faculty and administrators reserve the right to examine e-mail and/or any file stored or created using the School's network or resources. Users are reminded that use of the school's computers and systems is a privilege that may be revoked temporarily or permanently if abused.

I have read and fully understand the conditions and terms of this Appropriate Use Policy (AUP). I agree to be a responsible user of the Kazoo School computer system.

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Student Name (please print)	Student Signature	Date
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#### Appropriate Use Policy - Parental Agreement

I have read and fully understand the conditions and terms of this Appropriate Use Policy (AUP). I agree to be responsible for my child's use of the Kazoo School computer system when my child is accessing the system.

I hereby give consent to the Kazoo School to access my child's electronic communications on the system, as it deems necessary for compliance with this agreement and any applicable laws.

I hereby release Kazoo School from any and all claims and damages of any nature arising out of my child's use of, or inability to use, the system, including, but not limited to claims that may arise from unauthorized use of the system.

I understand it is impossible to restrict my child's access to all potentially controversial materials. I agree not to hold Kazoo School responsible for any information or materials acquired by my child on the system.

I fully understand that if my child's Kazoo School account is suspended, terminated or revoked, Kazoo School will not refund any tuition, use fee, or portion thereof. I further understand and agree that I am fully responsible for any financial obligations arising from my child's use or unauthorized use of the system to purchase products or services.

I hereby give my permission to issue an account for my child.

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Parent/Guardian Name (please print)	Parent/Guardian Signature	Date
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