

PARENT/STUDENT HANDBOOK 2022-2023



Kino's mission is to provide an environment where students have the freedom and responsibility to develop their passion for learning. Kino is a school where creativity, respect for others, and community are valued, and where students of all abilities can succeed.

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E-mail: info@kinoschool.org; Website: www.kinoschool.org

Enrollment is available to all children without regard to race, religion, gender, sexual orientation, gender identity, or national origin

Progressive Education Philosophy at Kino

Kino is a private school on the northwest side of Tucson for students from kindergarten through high school. Inspired by the “open education” leaders and writers in the 1970’s, Kino has been a pioneer of progressive approaches to education, such as hands-on experiential learning, multi age grouping, and the recognition that there are many different kinds of intelligence.

Kino School’s program extends beyond an emphasis on the conventional academic skills to the development of the contemporary skills of choosing, leadership, responsibility, collaboration, communication, and respect for self and others. Kino is a caring community in which students learn to care about themselves, each other, the environment, and the community.

Students of all ages play a vital role in helping design the curriculum, formulate questions, seek out answers, think through possibilities, and evaluate how successful they have been. Teachers build on students’ natural curiosity and encourage students to develop their passions and take ownership of their learning.

For more than 40 years, Kino’s philosophy and educational practices described in this handbook have remained consistent. Classes and day to day operations may change with relevance and staffing, but our beliefs about children, learning and schooling have not.



GENERAL GUIDELINES

Enrollment/Disenrollment Procedure

A student who wishes to enroll at Kino School must complete a 3-day visit. This consists of being in a homeroom, attending classes, and participating in activities. After school on the third day, there will be a conference with the student, parents, homeroom teacher, and Director to decide if Kino is the right school for the student.

After one month, the Director may contact the parents of the newly enrolled student to set up a short conference to ensure the student's transition to Kino is going well and to address any parental concerns.

To disenroll, parents are asked to advise the director in writing that the student is leaving the school and the reason for leaving.

Attendance

School Hours:	Monday*	8:30 a.m. - 2:00 p.m.
	Tuesday-Friday	8:30 a.m. - 3:00 p.m.

*On Mondays, school dismisses early for weekly faculty meetings.

Absences: Parents must notify the school office between 8:00 a.m. and 9:00 a.m. if their children will not be in school that day.

Attendance at school is an integral part of the academic process and being a contributing member of a homeroom and school community. Absences are excused if a student is participating in field trips, for religious purposes, or for illness, accident, disease, medical appointments or emergencies.

Parents may arrange for students to be absent for family trips or out of school learning activities. It is the responsibility of the student to

make up any classwork or assignments for any absences. Once a student has accumulated 10 unexcused absences, the homeroom teacher will discuss this issue with the director, who will call the parent to discuss what steps can be taken to improve attendance. Excessive absences may result in high school students losing credit in one or more classes. More than 20 absences may result in a student being asked to leave the community

Leaving campus: Lunch is from 11:30-12:30 p.m. high school students who have *written permission* from their parents may leave campus during this time. They must also provide a copy of their driver's license. *However, parents assume responsibility for their son/daughter during this time.*

High school students attending courses from other institutions (e.g. Pima College, apprenticeships, local high schools, or trade schools) must complete and sign a separate permission slip. This slip must also be signed by their parents.

Early dismissal: Parents are to notify the front office and homeroom teacher if they pick up their son/daughter early from school. Students must be signed out at the front desk.

Tuition and Fees

Registration for the 2022-2023 school year is \$450, and a yearly supply fee of \$100. Registration is not considered complete until the school has received transcripts from the student’s previous school.

Tuition	Yearly	12	10 Payments
		(Begin 6/1/22)	(Begin 8/1/22)
Elementary	\$9,900	\$825/mo	\$990/mo
Jr.High(11+)and Secondary	\$10,400	\$867/mo	\$1,040/mo

If your child attends school for any portion for the month, tuition for the entire month is owed. If your child is in high school, tuition of \$5,200, will be owed for the entire semester regardless of date of enrollment/withdrawal. Tuition obligations are incurred at the time of enrollment.

Kino School’s Scholarship Policy

- Scholarship assistance is available to students attending Kino School through the school’s participation in the Arizona Tax Credit program.
- Kino School provides parent(s)/guardian(s) with the necessary information used in the application process, however, parent(s)/guardian(s) are responsible for submitting applications to state tax credit organizations (STOs).
- Parent(s)/guardian(s) are required to submit proof of scholarship application completion(s) before their student is allowed to attend Kino School.

- Unless and until full scholarship funds are received, parent(s)/guardian(s) are responsible for paying a negotiated percentage of the student's tuition, ranging from 20-30%.
- Parent(s)/guardian(s) are responsible for payment of a student's full tuition amount, offset by the total amount of scholarship funds received.
- An annual registration fee is paid by the parent upon enrollment.
- The Kino administration may take extenuating circumstances arising during the school year into consideration in awarding limited duration scholarships for a reasonable period

Student Goals

Primary and middle level students (approximately ages 5 – 10)

- creativity in a variety of areas, e.g. art, music, storytelling, construction, mathematical strategies, problem solving, etc.
- ability to relate respectfully to people of all ages with acceptance of different abilities and opinions.
- ability to use appropriate language at school.
- ability to cooperate and participate in homeroom.
- ability to communicate ideas and feelings clearly.
- involvement in academic areas, academic discourse, and critical thinking.
- ability to make effective use of school time.
- ability to state goals and work towards them.
- ability to evaluate their learning at conferences.

Junior High Students: (ages 11 – 14)

All of the expectations of the 5 – 10 year olds plus:

- the ability to communicate academically, orally and in writing.
- the ability to set goals, follow through to complete them and manage school time effectively and remain academically engaged.
- the ability to help others without being asked.
- the ability to help others in homeroom and academic settings.
- appropriate hygiene and dress.

High School Students: (ages 14 – 18)

All of the expectations of the 5 – 14 year olds plus:

- leadership in homeroom and throughout the school.
- the ability to plan, complete and state learning.
- the ability to reflect on learning in self-evaluations, essays, and college or scholarship applications.
- the ability to set and work toward future goals beyond high school.

Primary, Middle and Jr. High Curriculum

In general, primary students are ages 4 ½-7, the mid-level students are ages 8-10, and the Jr. high-school students are 11-13, at the beginning of the school year.

For students of all ages, the curriculum at Kino is organized around the problems, projects, and questions that students find most interesting and worthwhile. Our curriculum encourages students to acquire skills rather than focusing on facts that can be memorized and tested. Educational practices are based on student individual interests and developmental needs. We work from the recognition that each child is a unique individual, with his or her own history, strengths, and needs, and that teaching should be based on what is best for the child. There is an emphasis on problem solving, critical thinking, effective communication, and a sense of community and responsibility.

Independence and interdependence work hand in hand toward development of the student as an integrated and contributing member of the community.

With a teacher-student ratio of 1:6, the Kino environment provides student-centered, individual, and small group instruction. Rich academic choices are offered throughout the year in Language Arts, Humanities, Social Studies, Math, Science, Shop, Music, Spanish, Gardening, independent and creative play, caring for the animals, and special individual projects. Junior High students are encouraged to pursue their interests and develop their skills in a variety of areas while focusing on effective communication in reading and writing in their studies, and to develop their skills in mathematics. **Additional junior high requirements are specified in the Junior High Handbook.**

High School at Kino School

To graduate from high school, a Kino student must earn twenty-two credits, with each credit representing a year-long substantial class or project.

High School students are encouraged to work towards goals that are meaningful to them, just like younger students. But the focus now is on tailoring one's curriculum to what one plans to do after graduation. A student who is planning to go to college will want to take classes or work on projects that follow the general guidelines that most colleges require or recommend.

Within those requirements, however, a Kino student will often have a myriad of choices. To earn an English credit, for example, a student may take a literature class, which might focus on a particular genre or author, or a writing class, which may be creative writing, essay writing, or journalism. A student can work one-on-one with a teacher, follow his or her own reading list, work on an extended writing project, or produce his or her

own newspaper or magazine. To earn a History credit, a student may join a class, review documentaries, read historical fiction, or pursue his/her own idea. Additional high school requirements are specified in the High School Handbook.

As students grow through their years at Kino, they develop not only their academic skills, but also learn to balance freedom and responsibility. They learn that they are ultimately responsible for themselves. They also learn that they are members of a community that depends on them and values them. They become lifelong passionate learners who believe in themselves and make a difference in the world.

Becoming a Valued, Responsible Member of the Kino Community

Homeroom is the central unit for social development at Kino. A critical part of forming community begins every morning in homeroom. Announcements are read and plans are discussed. Most importantly, goals are set. Students plan what they will do and just as importantly, hear what others in their homeroom are doing, too. Homeroom develops a culture that values learning as intrinsically rewarding. On a daily basis, students hear the things others are doing, e.g.: "I'm going to finish my stained glass piece today," or "I have one chapter to read in my novel before class this afternoon", or "We're practicing for a play we're presenting on project night", or "I have to print out my history report". Students stay attuned to the opportunities at school, and participation in school becomes a natural expectation.

In homeroom, students learn to see each other as people. "We had to take our cat to the vet last night". "I'm scared of grasshoppers". "My grandmother always beats me at Scrabble". "My grandpa lets me have donuts for breakfast". "I'm getting my learner's permit in two weeks". Empathy and understanding are natural outcomes of the bonds developed in homeroom, and thus a deeper sense of belonging and security that encourages participation. A cross section of ages in each homeroom helps

the students to see themselves in a broader context rather than being in a group of children only their age.

Students learn that actions and attitudes can positively or negatively affect the people in their homeroom. When someone takes something from another person's cubbie, we learn how this can affect the atmosphere of trust in the whole group. When we do lunch duty together we are actively participating in the maintenance of our environment. When an older student takes a moment to help a younger student with an activity or through some stressful situation, we learn how good it feels to help each other. And, when students discover that their teachers are here as their allies and collaborators in learning, we begin to develop a social structure based on cooperation, participation, and responsibility.

The Role of the Homeroom Teacher

Students request a homeroom teacher at the beginning of the year. The teacher monitors and guides each student in the homeroom, and communicates student progress regularly to the parents. Homeroom teachers schedule conferences during the year with parents in October, in January, and at the end of the year, but they are always available throughout the year for additional conferences and conversations. Parents who have questions or concerns should first address them to their child's homeroom teacher. All Kino teachers and the director are available to parents, but it is the homeroom teacher who has primary responsibility for your child at school and who has the most information about your child's academic and social progress.

Students start their day in homeroom at 8:30 am. At the end of the day, students come back together in homeroom (from 1:30 – 2:00 on Monday, from 2:30 to 3:00 other days) to discuss how their days went.

Students are expected to be on time for homeroom every morning. Older students are expected to model good behavior for younger students.

The Role of Homework at Kino School

In our planned learning environment we allow ample time in the day for students to do their research, practice piano or guitar, get further involved in their artwork, read books or write reactions to things they have been working on in independent projects or classes, work in the garden or shop, study their Spanish, struggle with math and get help from teachers, etc. Many of our students choose to use their school time in these endeavors. Others choose to use their time to read to a younger student, experiment with the potter's wheel, join a discussion in another class, help another student or a teacher, participate in a field trip, or socialize with friends.

Students then often take their work home to do further research, edit papers, read novels, practice their music, continue their art, duplicate a science experiment, write poetry, keep a journal, take additional photos for a photography class, etc. Ultimately, we hope that they are passionate enough or interested enough in their school work to want to continue at home.

What Kino does not do is assign homework that is of no interest to students, does not enrich their interests or fuel their passions, or consists of hours of drill and practice. That definition of homework shows no positive correlation to academic success or love of learning ([The Homework Myth by Alfie Kohn](#)). It interferes in family life as arguments and threats become part of the evening "homework routine".

The Role of the Kino Parent

- Express your interest in your child’s day at school with questions such as: “How did your day go today?” “Did you do anything interesting today?” “How was homeroom today?” “Did you spend time with a friend today?”
- Stay in close contact with your child’s homeroom teacher.
- Attend all scheduled conferences.
- Set up a conference or conversation if you have a question or concern.
- Attend all parent information nights.
- Attend community events and celebrations.
- Apply and follow through on all applicable scholarship forms and discuss availability with the financial manager.
- Be available to be reached at all times in case of an emergency.
- Volunteer.
- Be an advocate for Kino.

Discipline

Kino teachers and staff employ a rational, issue-oriented approach to guiding students’ behavior and social development. Teachers use a positive, encouraging communication style with give and take dialogue encouraged. Teachers take a strong, active interest in the lives of their students. Students are expected to assume responsibility as they are developmentally capable of doing so. Respect for others, cooperation and responsible contribution are highly valued and modeled by all teachers and staff. Problems and conflicts are dealt with in an issue-oriented, rational manner with the focus on resolving the problem and teaching appropriate social skills in a respectful manner which helps the students develop a sense of belonging and significance. (*)

*Paraphrased from Wm A Nicoll, Ph.D. Adlerian Teaching Instructor

In addition, Kino teachers have been trained in conflict resolution, in which students work with a teacher to resolve

conflicts by listening to each other stating their concerns and coming up with mutually agreeable solutions. This process focuses on improved self-esteem, listening and critical thinking skills, and a school climate for learning. This should result in reduced disciplinary actions and less conflict. If an unresolved dispute is brought to the Director, the Director will incorporate this conflict resolution process into her/his strategies as well.

Parents who are concerned about their child's behavior are always welcome to request a conference at any time with his or her homeroom teacher or the Director.

Leaving the Community

If, in the judgment of the Director, a child has demonstrated that his or her presence presents a threat to the safety or well-being of other students, he or she will be asked to no longer attend Kino.

A decision of this magnitude is not made without first discussing the problem with the child's homeroom teacher, other faculty members, and the child's parents. Because we are a private school, it is the right of Kino School to inform any student that he or she can no longer be a Kino student for the above stated reason.

Parent Grievance Procedure

This grievance procedure is for the purpose of addressing and resolving concerns raised by parents of students enrolled at Kino School.

Step I: Discussion with Homeroom Teacher/Other Teacher

The parent should first request a conference with the student's homeroom teacher in order to discuss her concern. If the concern involves another teacher, the homeroom teacher should inform the other teacher of the concern and either (a) refer the parent to that teacher for a conference, or (b) ask that teacher to participate in the conference.

The parent may choose to first discuss his concern with a teacher other than the homeroom teacher, if the concern directly relates to a class or activity taught by that teacher.

The parent and teacher(s) shall make all reasonable efforts to reach a mutually agreeable resolution of the concern. The teacher(s) shall document in writing the parent's concern and the efforts made to resolve it.

Step II: Discussion with Director

If the concern is not resolved by Step I, the parent should request a conference with the Director in order to discuss the concern. The conference shall be conducted in an informal manner and shall be designed to provide an opportunity for the parent to explain fully the nature of the concern, the circumstances that gave rise to it and the resolution sought. It shall be designed to give the Director an opportunity to discover the facts that are the basis of the concern. The Director may also ask questions of any other person involved.

The parent and Director shall make all reasonable efforts to reach a mutually agreeable resolution of the concern. The Director shall inform the parent of that decision no later than three (3) calendar days from the date of the conference. If so requested by the parent, the Director's decision shall be in writing.

Step III: Request for Review of Director's Decision

If the parent's concern is not resolved by Step II, the parent may request that the Board of Directors review the Director's decision. That request shall be made in writing to the Board and shall explain fully the nature of the concern, the circumstances that gave rise to it and the resolution sought. The parent shall provide the Board with a copy of the Director's decision.

Step IV: Board Review of Director's Decision

The Board reserves the right, in its sole discretion, to decline to review the Director's decision. If the Board accepts review, the Board (or its designated committee or representative) shall meet for that purpose. It may investigate and review all relevant facts deemed necessary to make a decision. It shall complete its review and issue a written decision within ten (10) calendar days of the request for review. The Board shall uphold the actions and/or decisions of the Director unless those actions and/or decisions are found to be unreasonable.

Harassment and Bullying

Kino teachers and staff are committed to providing a safe and supportive environment for all members of the community. Ensuring this goal is the combined responsibility of all staff, students, parents/guardians, caregivers, and volunteers. All of us are expected to treat each other with respect and all of us have the right to be treated with respect. Older members of the community, including older students and adults, are expected to demonstrate this by the example of their own everyday conduct.

Kino School prohibits all forms of harassment and bullying. Harassment of any kind can interfere with a student's academic performance and emotional well-being. Harassment includes, but is not limited to, hostile or intimidating comments based on race, religion, national origin, beliefs, gender, sexual orientation, gender identity, disability, or physical characteristics. In addition, sexual harassment is defined as unwelcome sexual

advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, such as unwanted sexual or lewd comments, sexual epithets or jokes, spreading rumors of a sexual nature, or any unwelcome physical contact. Unwelcome and intentional contact with specific body parts in which the victim feels threatened will result in a call to law enforcement.

Bullying is repeated hostile or intimidating conduct of any sort over time that involves a real or perceived imbalance of power. Bullying can involve physical, verbal, or psychological actions. Standing by without speaking up when someone is being harassed or bullied can be a part of this type of behavior.

Students can report harassment or bullying, whether they or someone else is the victim, at any time. They can do this by talking to any teacher or the Director about it or by writing a complaint, which can be anonymous. A student who has reported harassment or bullying has the right to have his or her report treated seriously and confidentially and to be protected against retaliation.

Kino's goal is that our students will learn respect and acceptance. When harassment or bullying by a student has occurred, the first response of Kino staff will be to teach students to abjure such conduct through immediate discussion. Parents will be contacted by the Director to discuss their child's behavior. However, in the case of serious or repeated violations, the well-being of the victim is of greatest importance. More serious consequences, even being asked to leave the Kino Community, may be appropriate. Harassment or bullying by an adult will result in the termination of employment.

Special Note about sexual activity involving children/young teens.

- All sexual activity involving children below the age of 14 must be reported to law enforcement regardless of the age of the partner or the consent of the parents.
- Sexual activity between teens when both partners are 14 to 17 does not need to be reported if it is consensual and neither party is being exploited or manipulated.
- Preschoolers are interested in their bodies and other people's bodies. When they become aggressive in touching other children's body parts or in pushing other children into sex play, we consider this a "concerning behavior" and will discuss this with parents

General Safety

At Kino, we try to balance the development of personal responsibility and personal freedom. Although we give the students a great deal of freedom to develop in whatever direction they see fit, and to choose the majority of their daily activities, the price of that freedom is learning to be responsible in their actions. It's important to remember that the development of personal independence is a real, ongoing developmental need for all children.

However, because of this greater allowance for freedom, there is sometimes the impression that students aren't being supervised adequately, but it's important to recognize that there's a difference between supervision and micro-management. We are genuinely concerned about our students' safety, and take a wide variety of steps to ensure the environment is safe. Generally speaking, students are within 30 feet or so of a teacher or staff member at all times, and our teachers and Director take regular strolls through the building just to check on what's going on. This is, in fact, part of their job description. Students are never allowed outside in an unsupervised manner without specific permission from a teacher, and our outdoor

monitors are given specific instruction on how to effectively maintain safety in the outdoor areas. Older students are likewise expected to help moderate or report any unsafe behaviors they come across during their day.

Occasionally there are students that require closer supervision than others, and sometimes a particular student may prove unable to adequately regulate his or her behavior. Teachers work with such students and their parents to help them learn to consider their actions in greater depth. When this doesn't work, and a student presents a clear safety issue for him/herself, or for other students, it may be necessary to ask the student to leave.

If you have safety concerns, please let us know and we will take steps to address such issues.

Health

Medications-prescription drugs: If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly-labeled prescription bottle with the name of the child, doctor, drug, dosage, and directions for administering. Written permission from the parent is required. (The prescription bottle itself is written permission from the doctor as the written prescription is on file at the drugstore.)

Over-the-counter-drugs: If a request is made to dispense an over-the-counter drug, even aspirin or Tylenol, it must be brought to the school in the original, properly-labeled container. Written permission is required from the doctor together with instructions, dosage, time, and date the medication is to be given. Written permission from the parent or guardian is also required. This is an Arizona Department of Health requirement.

Students may not carry with them or keep in their cubbies any medication.

An epi-pen will be kept at school for unpredicted allergic reactions.

All medication is placed under lock and key. Students may ask for it when they need it.

Special health problems: Parents of children with serious health problems are required to report this information to the school and to supply the school with the name of the attending physician, special healthcare instructions, and properly-labeled medications if indicated.

Injuries at school: The school will attempt to notify parents by phone of all injuries. This *does not* mean the student necessarily will be sent home. For minor bumps, the student will be observed and a decision will be made *together with the parents* as to whether the student should remain at school. For more serious injuries, the student must be taken home. No student may be sent home unattended. No student may be sent to an unattended home. Parents are to make arrangements for the transportation of a child if they cannot come and are to notify the school office of the person who will be picking up the child.

Communicable diseases: If a student has a communicable disease, i.e., chicken pox, measles, strep throat, pink eye, impetigo, etc., please notify the school office. If a student becomes infested with head lice, please treat this person and notify the school office immediately.

Tobacco

State law prohibits the possession and use of tobacco by a minor. Kino School recognizes the massive danger to health inherent in smoking. We are aware that many high school students smoke with or without parental permission. Kino's policy on smoking is as follows: no students or staff members are allowed to smoke on the school property at any time or at any school-related function or have tobacco products, including vaping, e-

cigarettes or Juules on school grounds. This includes field trips. The above products will be confiscated and parents notified if brought to school.

Drugs and Alcohol

Kino School recognizes the following:

1. Problems stemming from chemical abuse interfere with the life, learning, and full development of the individual.
2. Chemical dependency is a disease which is treatable and is to be dealt with as other diseases affecting the well-being and functioning of the individual.

If a student is found to have drugs or alcohol in his or her possession on school property or at a school-related, off-campus activity, the following steps will be taken:

1. The student's parents will be notified and the police will be notified.
2. The student will be suspended for a minimum of one week.
3. If the student wishes to return to Kino, he or she must get a drug evaluation from a recognized drug treatment facility or drug treatment counselor. He or she may then set up a meeting with his/her homeroom teacher, parents, and school Director to discuss readmission.

Reporting Abuse

In compliance with Arizona's Child Protection Act, any teacher, employee, or school official at Kino who reasonably believes that a minor is or has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which may reasonably result in abuse or neglect, must immediately, upon receiving such information, make a

report to Child Protective Services or a peace officer. A.R.S. Sec. 13-3620

Dress and Grooming

Older students need to remember that they are role models for the younger ones. Neatness, cleanliness, and good grooming, with respect for oneself and others in the community, constitute the basic norms for dress and grooming. Clothing which promotes or advertises firearms, alcohol, tobacco, and/or any illegal substance, or has vulgar or obscene language or pictures on it, may not be worn.

Telephone Use

Parents and children should only call each other in the case of an emergency. In the past, most of the calls between students and parents have been to make their afternoon plans. Please make these plans before the student is dropped off at school. **Please avoid calling your child on his or her cell phone while they're at school as these calls interrupt learning activities.** If you need to contact your child, you can call the front office.

Visiting

Parents are always welcome to visit the school at any time. All others, regardless of age, must obtain permission for the visit and are required to sign in at the front desk when they arrive and sign out when they leave. Volunteers are also required to sign in and out at the front desk when they arrive and sign out when they leave. Parents who are visiting or volunteering are asked to sign in and out at the front desk.

Arriving Late and Leaving Early

School begins at 8:30 am and ends at 2:00 pm on Mondays and 3:00 pm Tuesday thru Friday. Students arriving late must sign in at the front desk. If a student needs to leave school early for any

reason, that student must have a note signed by the parent acknowledging that the student is leaving school before dismissal and the reason for doing so. This applies especially to high school students who drive themselves to school. The student must inform the homeroom teacher that he/she is leaving, give the parent note to the front office and sign out.

Leaving School with Non-Parent

Parents must notify the school by phone, e-mail, or in writing if their child is leaving with someone else.

After-School

All students, regardless of age, who are staying in after - school must sign in and out with the supervising adult.

Transportation

Kino does not provide transportation for students to and from school for the regular school day. Transportation is provided for field trips.

Field Trips

At Kino School we view the wider world as a classroom and encourage field trips, apprentice work, and community service throughout the Tucson area. The school also offers extended field trips, which may include marine biology study, visiting museums, and camping and hiking throughout the western United States. Our trips take us far afield for long periods in close quarters: these trips are as much lessons in community as in any particular content area. Because the trips are so far from home, a student's behavior must be acceptable to be eligible to participate. Tuition must be current, also. Permission slips for all field trips must be signed by a parent or responsible party.

If your child is 18 or turns 18 during the school year, field trip permission slips must still be signed by the parent or responsible party. Students may not sign their own permission slip.

All field trips are taken in the school van, which is equipped with seat belts and is kept in good operating condition. On occasion more students than expected want to participate in a particular field trip. At that time we may transport students in a car with a teacher or another parent. When a private car is used, a copy of the driver's license and insurance card is kept on record. Children ages 5 years old and under 8 years old and who are not more than 4/9" tall and/or are less than 40 pounds are to be restrained in a child restraint system provided by the parent. If the child is to be transported in a vehicle other than the school van, permission must be obtained from the parent on the permission slip or in writing.

All applicable paperwork and supplies, including water, first-aid kit, and two blankets, are carried in the van.

NOTES

The following policies are adhered to by Kino Learning Center, Inc., pursuant to A.A.C. R9-5-302:

- Inspection reports are available upon request.
- General liability insurance is carried by Kino Learning Center, Inc.

All policies and reports are available for inspection in the administrative office.

