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Parent & Camper Handbook

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The Kessler School
Parent & Student Handbook



June 3 – August 8, 2014

The faculty and staff of Camp Kessler want to welcome you and your child! Camp Kessler wants you and your child to have the best summer camp experience possible.

In order to maintain excellence in our camp, we must agree that a secure, safe and orderly environment, built on mutual respect is a necessity. This handbook establishes the rules that will best govern the exciting camp experience – putting safety first. Campers are expected to comply with reasonable requests from all Camp Staff.

Camp Kessler puts safety & respect first.

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EXAMPLE CAMP ACTIVITIES

Welcome /Arrival Time: Children are welcomed and then independently select activities as they arrive in the camp room. Between 7:45-9:00, please drop your child off in room #16 (on ground level) - after 9:00 AM please walk your child to his/her camp room.

Circle Time: Your child joins with friends to talk about the day. At this time, a story may also be read and discussed (based on a weekly camp-wide theme).

Outdoor Play: We will play on our playground and or play outdoor games. We also have tricycles, sidewalk chalk and bubbles to play with! On Fridays, we will Splash in wading pools, sprinklers, or on a water slide.

Snack Time: Camp will provide a light mid-morning and afternoon snack for its campers. Please look at the Snack Schedule in your child's camp room. If your child does not like the snack being provided please send a morning and afternoon snack each day. If your child needs additional snacks, you are welcome to send them.

Small Group Instruction: Campers will receive intentional instruction on targeted objectives based on our theme in a small group setting.

Lunch Time: Campers bring their own lunches from home - don't forget a drink. We will have pizza on Thursday for the children who bring \$5.00 (to be paid at the start of the week). Campers will also get a drink and fruit with their pizza.

Rest Time (For Pre-Kinder Level Only): Campers have a short rest time after lunch.

Indoor Games: Campers will sing songs and move to the groove with Freeze Dance and Simon Says. If necessary, we may use this time to finish up projects that we have started.

Afternoon Outdoor Play: Dependent on Weather. We will not go outside if the ozone warning is orange or above.

Free Choice and or Movie: Campers will choose their favorite center or may bring a camp approved movie to share.

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**KINDERGARTEN THROUGH SIXTH GRADE
CAMP DESCRIPTION**

Indoor Free Choice

Board Games, Building Blocks, Legos, Computer Games, or Thematic Activities

Movie Station

Campers can choose from our collection or bring their favorites from home!
(Camp Leader approved.)

Outdoor Fun

Large Playground or
Kick Ball, Soccer, Basketball, Skating, Four Square, Hopscotch, Bean
Bags, Three-legged races, Water Balloon Volleyball, Egg Toss (both
teacher-led and student-led)

Cooking

Each week Camp Kessler will have a new recipe to try!

Summer Crafts

Campers will have Art and Craft Time
based on our weekly theme.

Wacky Science

Camp Leader creates Wacky Science Lab that is age appropriate and based on the weekly theme.

**Wheels in Motion (Skate Day)
and In-House Field Trips!**

Based on our theme, campers may be allowed bring their own skates, rollerblades, razors or Heelys. Additionally, we will have field trips come to us: Mad Science, Petting Farm, and Creature Teacher (as examples)

Splash Day

Friday!

(Bring a change of clothes.)

*Activities are subject to change.



PREK CAMP DESCRIPTION

Story & Song Time

Camp Leader chooses a Story to Read or Songs to Sing

Cooking

We will create our own snack at least once a week. Indian Flatbread, Fruit Salad, Mini Pizzas and more, based on the theme of the week!

Playground Games

Campers play free choice or teacher-led games on playground like

Bean Bag Toss

Sponge Toss

Flag Tag

Summer Crafts

Thematic Arts and Crafts

Popcorn and Movie

Camp Kessler will have a collection to choose from. Campers can bring their favorite movie to share! Movie must be approved by Supervisor in advance.

Wacky Science

The Growing Gummy Bear, Emerald Penny City, Clicking Quarters are examples.

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Weekly In-House Field Trips

Mad Science, The Creature Teacher, Petting Farm are examples based on our theme!

Free Choice Indoor Games

Camper can play with blocks, home center, puzzles, read books; whatever the camper's choice.

Splash Day

PreK Campers will be asked to bring their swim-suits to camp on Fridays.

Please pack a towel and dry clothes.

Lunch

Campers bring a sack lunch with drink Monday-Friday. We will have pizza on Thursday for the children who bring \$5.00 (to be paid at the start of the week). Campers will also get a drink and fruit with their pizza.

**Rest Time for Pre-
Kindergarten**

After lunch this camp will have a rest time. Camp Kessler has mats for the campers to lie on.

*Activities are subject to change.

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ACCREDITATION AND LICENSING

Accreditation systems are designed to set professional program standards and to help families identify high-quality programs. SACS/CASI are voluntary associations by which The Kessler School has measured itself against a national set of standards and been deemed a `high quality_ educational institution. Criteria for accreditation can be found at www.sacscasi.org. Camp Kessler is licensed by the State of Texas and the Texas Department of Family and Protective Services.

ACCIDENTS OR EMERGENCIES

Our staff is trained in basic first aid and CPR. TKS and Kessler Park United Methodist Church has an emergency AED onsite. Staff members are able to attend minor scrapes and bruises. If a more serious accident should occur, immediate steps will be taken to notify parents and secure medical attention. A Camp Leader or Supervisor will call 911- **Please note that it is very important that the camp office be notified of any changes in contact phone numbers, so that there is no delay in contacting you.** Anytime a child sustains a bump on the head, we will make every attempt to contact a parent. Anytime an injury takes more than a hug and a band aid or ice to make it better, a staff person will complete an Accident Report Form, which will be sent home in your child's camp bag and a phone call may be placed to you.

ANTI-HARASSMENT POLICY

The School/Camp is committed to treating all members of its community with respect. In furtherance of this, the School/Camp prohibits harassment of any kind on any basis including, but not limited to the following: gender, age, religion, national origin, disability or sexual orientation. This policy applies to all employees of the School/Camp as well as its campers and parents.

ATTENDANCE

If your child will not be attending camp, we request that you contact the office so that we might plan for the day's activities.

BEFORE AND AFTER CAMP CARE

Normal camp operating times are 9:00-3:00 M-F from June 4-August 9, 2013. Before and After care are available from 7:45 - 9:00, Monday - Friday. You may drop your child off in room 16 from 7:45-9:00 AM at **no extra charge**.

The After-Camp Care begins at 3:00 PM each day and runs until 5:30PM. Any pick-ups after 5:45 PM will be billed at \$5 per minute. Parents utilizing the After-Camp Care program must pick their children up in room 16 (or playground) and sign them out daily. This procedure ensures children's safety as well as our accountability. The cost of the After-Camp Care program is \$15 a day. You may be billed separately for the After-Camp Care costs.

Note: Camp Kessler reserves the right to refuse participation in After-Camp Care for campers whose care has not been paid for in a reasonable amount of time. Campers will be allowed to

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use the program once the bill is settled.

CAMP BAGS (AVAILABLE WHILE SUPPLIES LAST)

Camp Kessler will provide a camp bag for your child to bring to camp every day at the beginning of each week (one per camper). Please empty your child's camp bag every day. We will send home communications via the camp bag.

CARE OF PROPERTY

Campers are expected to treat school/camp property, that of other students, faculty, and their own with respect and to use camp materials and resources wisely. Campers misusing or abusing camp property or that of others will be expected to repair or replace the item.

CHILD PROTECTIVE SERVICES

§ 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT. (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter. b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.1 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers. (c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services. (d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only: (1) as provided by Section 261.201; or (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

As required by law, the faculty and staff of Camp Kessler and The Kessler School will report any suspected child abuse to the appropriate authorities. Professional and confidential behavior will be used in these manners. Call 214-951-7902 if you suspect a problem.

COMMUNICATION BETWEEN CAMP AND HOME

Any notes or money from you should be put into your child's camp bag. Please immediately advise the Camp Leader when there is a change of address, phone number, or emergency number.

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COMMUNICABLE DISEASES OR CONDITIONS

To protect other campers from contagious illnesses, students with certain illnesses will not be allowed to come to camp. Please see the **Medical Appendix** for more information.

Students should be free of fever for 24 hours before returning to camp. Students with vomiting and/or diarrhea should remain at home.

It is the parent's responsibility to ensure that the child is current on all required immunizations, including the varicella vaccine (chicken pox). When a child is absent with one of the contagious diseases such as measles, strep, etc. **please notify Camp Kessler** in order that we may alert the other parents to the possibility of further cases.

In the event a child becomes ill during camp hours, parents will be called immediately. If a parent cannot be reached, we will call one of the emergency contacts (listed on the Medical Waiver Form) to come get your child. If a child is not well enough to play outside, she/he should be cared for at home.

DISCIPLINE MANAGEMENT

It is the responsibility of each parent (and student if applicable) to read and understand this information. Younger children will need assistance in understanding their responsibilities as a camper.

Camp Leaders will handle most disciplinary issues within the classroom. They put into practice redirection, positive disciplinary techniques as well as the assertive discipline techniques (mostly Love & Logic style) of establishing classroom roles and consequences for not following rules.

Camp Leaders will rely on low-level consequence for minor incidents, warnings, timeout in the classroom, recess restrictions and restrictions from other privileges that are typical consequences for misbehavior. Most disciplinary issues are resolved with the teacher's guidance.

For more detailed information regarding student expectations and procedural consequences for misbehavior, please see Appendix B: **Code of Conduct**. Students who misbehave on an ongoing basis may be asked to leave Camp Kessler.

DRESS CODE

Children need to wear clothing and shoes that allow for easy movement. It is advisable that your child dress in clothing that is **easily washed since much time is spent painting, cooking, playing outside and sitting on the floor**. Clothing should be easy for your child to remove for bathroom purposes. Outdoor play is an important part of the program. Each playtime will be spent outside unless it is raining or extremely hot. Please see that your child's clothing is appropriate for the weather and that comfortable, appropriate shoes are worn. Tennis shoes work best. **Please label all articles of clothing that your child brings to camp.**

For our younger campers, occasionally accidents do happen. For this reason, **please send a change of clothing** that is season appropriate (shirt, underwear, pants/shorts, and socks) in a clear plastic zip-lock bag with your child's name written on the outside of the bag. Please remember to replace used changes of clothing promptly should they need to be used. The clothes will be returned to you at the end of your child's camp experience. Privacy shorts or bloomers are recommended underneath dresses.

FIELD TRIPS

Campers in kindergarten through sixth grade may take field trips throughout the summer. All permission slips must be signed for your child to participate in any field trip. School buses will be used for transportation in these cases.

HEALTH & SAFETY REGULATIONS

No rules are more important or taken more seriously than those having to do with camper health and well-being. The following areas of concern were written to ensure the health and safety of all children:

Immunization Record

As required by state law, immunization records must be up-to-date and in the school office no later than the first day of camp. At this time, tuberculosis screenings are not required by the state.

Medication & Special Diet Records

Campers should not be sent to camp with over-the-counter medication in their bag. If needed, medicine should be given to camp staff with written instructions. Should a camper require prescription medication during camp hours, the prescription bottle (labeled with your child's name and the dispensing instructions written by the parent on an Authorization to Dispense Medication Form) is kept in the Head of School's office. The child will be escorted to the office to take the medication, under the supervision of a camp staff member, Supervisor or Director, or TKS personnel. Please request an Authorization to Dispense Medication Form from camp staff. If your child has specific food or environmental allergies OR is on a special diet, please inform your child's camp leader.

Emergency Procedures

Directions for evacuating the building in the event of a fire or fire drill are posted in each room. All students are to leave the building quietly as directed by school personnel. Fire and disaster drills are conducted on a regular basis throughout the year. (Additionally, there is a set procedure that is followed in the event of severe or otherwise dangerous circumstances such as no power or bad weather).

HOURS OF OPERATION

Camp hours are 9:00 to 3:00. You may bring your child as early as 7:45 for early-care in room 16, on the bottom floor of the School. Extended Hours with additional charge of \$15 a day are available from 3:00 to 5:45. Please note there is a \$5 per minute charge after 6 PM.

LOST AND FOUND

Lost items will be left with Michelle Barclay, TKS Office Manager, at the main school desk. Please check with her if you or your child has misplaced something.

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LUNCH

PreK Campers:

- Eat in their classrooms.
- Please do not send carbonated beverages.
- Bring their own lunch each day - finger foods, and items **that don't need heating**. Please provide **utensils** if the food requires them.
- **Sharing of lunches is not permitted for health reasons.**
- Food that children do not finish will be returned in the student's lunch box so that parents will know what their children are and are not eating each day.
- Please check with your child's camp leader if you are planning to join us for lunch. You are more than welcome to come eat with us, however, some children can have a hard time with separating in the middle of the day.
- Please no glass containers.

Kindergarten through Sixth Grade Campers:

- Eat together in the Gathering Place (room 213) or in their classroom.
- Please do not send carbonated beverages.
- Bring their own lunch each day - finger foods and items that don't need heating. (Campers 3rd through 6th grade are allowed to use microwave ovens.)
- Please provide **utensils** if the food requires them.
- **Sharing of lunches is not permitted for health reasons.**
- Parents are welcome to come and eat with their child. Please check in at the reception area to obtain a visitors pass before going to the lunch area.

MEDICATION

(See Health & Safety)

NON-DISCRIMINATORY POLICY

Camp Kessler does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, programs and other school-administered activities.

PARENTAL CONCERNS

Camp Kessler wants you to feel comfortable approaching faculty and staff with concerns or questions related to your child/children. We do ask that if you would like to discuss something with your child's camp leader, please arrange time other than drop-off or pick-up.

If you are not satisfied with something going on at camp,

- 1.) First level of a resolution is always the camp leader. If unresolved
- 2.) The next person you should see is Camp Supervisor. If still unresolved
- 3.) The next person you should see is The Kessler School's Head of School.
- 4.) Finally, take an unresolved concern to the Chairman of the Board of Directors.

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If you have any questions or concerns regarding financial matters or about the policies and procedures of this Parent & Student Handbook, please contact the camp's Director.

PASSING THROUGH THE HALLS

During camp, students are expected to walk through the halls in a quiet and orderly manner. Campers will walk on the right side of the hall and stairways. Any camper not escorted by an adult will be expected to have permission to be out of camp and move directly between locations. At no time should a camper disrupt another camp room visually or audibly.

PHOTOS

Snapshots of students are periodically taken throughout the summer and posted on camp bulletin boards, sent home in class newsletters, or published on school's website. If you wish to restrict the use of your child's photo, please indicate your wishes on the blue Parental Release Form.

POLICIES

If there are any changes to Camp Kessler policies in the Parent & Student Handbook, all parents will be notified by sending home an addendum and receipt for the parent to sign and return to school office to file in the student's camp record.

PROCEDURES

MORNING PROCEDURES

- If your child goes to Early Camp Care, please take him/her to room 16 on Ground Level. At 9:00AM, Camp Leaders will be ready for campers to enter camp rooms.
- Parents of Preschool & Kindergarten children are expected to escort their children to their camp room each morning, **no earlier** than 9:00AM.
- All children will be signed in/out by Camp Leaders. Please make sure your child is signed in/out daily for safety reasons.

END OF THE DAY PROCEDURES

- Parents picking up their children before 3:00 PM, please pick them up in their assigned camp room.
- Parents picking up their children after 3:00PM, please pick up in room #16.
- Campers will **NOT** be released from camp to anyone except their parent/guardian or those persons listed on the Parental Release form submitted at the beginning of the summer unless the parent has given written permission sent to the camp leader in the child's camp bag. In the event of an emergency, you must speak to someone in the school office not later than 2:30PM. (See **SECURITY** section for more information).

RULES FOR CAMPERS

The following camp rules are reviewed with campers regularly and are visibly posted in classrooms and hallways.

- **Be Prepared** to have fun and learn.

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- **Be Kind** to others.
- **Be Truthful** in your thinking, speaking and doing.
- **Be Responsible** work and play safely.
- **Be Respectful of** people and property.

SECURITY

We believe that providing a safe, secure environment for your child is of the highest priority and our security policy is in no way intended to inconvenience you or keep you from coming into the building.

- Entry doors are locked via a magnetic key system. They are opened and locked throughout the day.
- Please use the buzzer, identifying yourself as a parent of a Camp Kessler camper, to be let in during off-peak times ~ or call the camp office 214-942-2220.
- Church offices close at noon on Fridays and Camp Kessler has limited access to the remote unlocking feature. **Please program the camp's number into your cell phone for handy reference: 214.942.2220.**

IMPORTANT NOTE: Please be aware that Camp Kessler/staff will only release your child to those persons listed as authorized for pick-up on the blue Parent Release Form submitted at the beginning of the summer. Should someone other than those listed on that form be picking-up your child, please send a note to the camp leader your camp bag. In the event of an emergency, you must **speak** to someone in the school office no later than 2:30PM if at all possible.

SNACKS

Camp Kessler adheres to the basic requirements for snack and meal times as outlined in state standards for licensed childcare centers. These include but are not limited to:

- Snacks are offered at regular intervals. Snack schedules can be found outside your child's camp room. If your child does not like what is provided or requires a heavier snack, please send extra food in their lunch for a snack.
- An ample supply of drinking water is always available. Food is not used as a reward or punishment.
- Birthday snacks are welcomed. Please discuss ideas with your child's camp leader if you would like to provide a special snack/meal for your child's birthday.

SUPPLIES

Campers' supplies for the summer are primarily covered by the Supply Fee paid at enrollment. Any necessary supplies will be provided by the camp leader. Occasionally, camp leaders might ask parents for specific items related to a camp project.

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TOYS

Children are encouraged to leave toys at home. Camp Kessler is not responsible for lost or broken items. Also, blankets and personal effects are discouraged although we understand that children do need consistency in their security items.

TUITION & FEES

All fees (Enrollment & Supply) must be paid in full by the first day of camp (every Monday morning). Failure to resolve outstanding charges may prohibit your child from attending camp. Weekly balance can be paid to the Camp Directors or Michelle Barclay. All tuition & fees are non-refundable or transferable. We cannot prorate the weekly fee. Any meal monies (\$5) will be due on Monday with tuition fees for planning purposes.

VISITORS

Visitors to Camp Kessler are welcome, however, they should check in at the TKS Reception area to receive a visitor badge.

WATER BOTTLES

All campers are required to bring their own re-useable or Camp Kessler water bottle. Camp Kessler will provide each camper a water bottle at the beginning of their camp experience. Please make sure to label with your child's name. We will send home the water bottle every day to be washed and refilled. It is very important to send your child to camp every day with a water bottle!

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APPENDIX A
MEDICAL

BACTERIAL MENINGITIS

State law requires the school to provide the following information and gives parents guidelines for re-entry to school if diagnosed with one or more of the following illnesses:

What is Meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria cause meningitis. Viral meningitis is the most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infections with the potential for serious, long-term complications. While rare, it requires urgent treatment with antibiotics to prevent permanent brain damage or death.

What are The Symptoms of Meningitis? Some with meningitis will become very ill. The illness may develop over one or two days, but can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious is Bacterial Meningitis? If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is Bacterial Meningitis Spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. While there are vaccines for some other strains of bacterial meningitis, they are only used in special circumstances, including epidemics, or for foreign travelers to high-risk areas. The meningitis vaccine is safe and effective (85 - 90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven (7) to ten (10) days after the vaccine is given and lasts up to five (5) years.

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CHICKENPOX (VARICELLA) - Return to school 7 days from the onset of the rash.

COMMON COLD - Return to school after fever free for 24 hours.

EPIDEMIC MENINGITIS -- Return to school when released by private physician or Health Department. Must have certificate from doctor.

FEVER - ORAL TEMPERATURE OF 100.4 DEGREES OR GREATER

Return to school when fever free for 24 hours.

FIFTH DISEASE (ERYTHEMA INFECTIOSUM) - Return to school when fever free for 24 hours.

HEAD LICE (PEDICULOSIS) -- Return to school once student is lice and nit free.

VIRAL HEPATITIS - Return to school when released by private physician or Health Department.

IMPETIGO - Return to school after treatment has begun.

PINK EYE (CONJUNCTIVITIS) - Return to school after obtaining doctor's written statement or local health authority permit.

RINGWORM (OF THE BODY OR SCALP) -- Return to school after medical treatment is given.

SCABIES - Return to school 24 hours after application of prescription medicine.

STREPTOCOCCAL DISEASE (STREP THROAT, SCARLETINA, SCARLET FEVER) -- Return to school 24 hours after antibiotic treatment has begun.

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APPENDIX B
CODE OF CONDUCT

I. THE PURPOSE OF THE CODE OF CONDUCT

The Kessler School is committed to giving your child the best education possible. The quality of learning depends very much on the student's and parent's attitude toward learning and the student's behavior. TKS's goal is to provide a safe, secure environment where students can grow intellectually, physically, spiritually and emotionally. Students who consistently follow established rules are likely to be happy, productive children who feel safe because there have been boundaries established for their behavior.

Acceptance of school rules means the expectations for behavior are communicated, understood and valued. This Code of Conduct, reviewed and approved by the TKS Board of Directors, meets the requirements of Chapter 37 of the Texas Education Code and must be prominently displayed at the school. The law requires definition of misconduct that may or must result in a range of specific disciplinary consequences. This Code provides such to students and parents.

II. STUDENT RESPONSIBILITIES

Students have the right to attend school in a setting that is orderly and educationally efficient, free from disruption of normal teaching-learning functions. To maintain a productive educational environment, each student is expected to behave appropriately in school-related situations. Positive student behavior is expected of students in the classroom, in and around the school campus, at school functions regardless of location, and while being transported to and from a school-related activity. Staff and student accountability, inappropriate behaviors, and consequences are specified in this Code of Conduct and in this Parent & Student Handbook.

A. STANDARDS FOR STUDENT CONDUCT

The following principles form a foundation for student behavior. TKS is committed to these principles:

- a) **Honesty:** Tell the truth and be fair.
- b) **Integrity:** Know and do what is right.
- c) **Promise-Keeping:** Keep promises and commitments you make.
- d) **Loyalty:** Promote the school and support your friends and family.
- e) **Fairness:** Make fair decisions and be a good sport.
- f) **Caring and Concern for Others:** Be caring, compassionate, and considerate of others.
- g) **Respect for Others:** Honor the rights of others and treat them with courtesy and decency.
- h) **Law Abidingness/Civic Duty:** Act as responsible citizens and uphold the law.
- i) **Pursuit of Excellence:** Always do and be your best.
- j) **Accountability:** Be dependable and be responsible.

B. STUDENT BEHAVIORAL EXPECTATIONS & RESPONSIBILITIES

The following rules of behavior apply to all TKS students (former, present or visiting). Each student is expected to:

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- a) Demonstrate courtesy and respect for others.
- b) Behave in a responsible manner.
- c) Attend all classes, regularly and on time.
- d) Prepare for each class; take appropriate materials and assignments to class.
- e) Be well groomed and dressed appropriately.
- f) Obey all campus and classroom rules.
- g) Respect the rights and privileges of other students, teachers, administrators and facilities staff.
- h) Respect the property of others, including KPUMC property and facilities.
- i) Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- j) Avoid violations of this Code of Conduct.
- k) Obey transportation policies, rules, and procedures.

C. AUTHORITY/JURISDICTION OF THE KESSLER SCHOOL

A student whose behavior shows disrespect for others, and/or interferes with access to an education and a safe environment, will be subject to disciplinary action. Whenever the interest of the school is involved, whether on or off school grounds, in conjunction with or independent of classes and school-sponsored activities, school rules and the authority of The Kessler School to administer discipline apply:

- a) During the regular school day;
- b) While the student is participating in any activity during the school day, on school/church grounds, or within 300 feet of school/church property as measured from any point on the real property boundary line;
- c) While the student is in attendance at any school-related activity, regardless of time or location;
- d) For any school-related misconduct, regardless of time or location;
- e) When retaliation against a school employee is involved, either on or off school/church property.

The Head of School may designate other individuals to assist, if he/she feels the need to do so. The Head of School's responsibilities include: implementation of the Discipline Management Techniques (found in this Parent & Student Handbook), removal of a student from campus for emergency reasons, referral of students for evaluation, suspension of a student for no more than three school days at a time, expulsion, and others as necessitated to maintain a safe learning environment for ALL children in TKS' care.

III. GENERAL DISCIPLINE GUIDELINES

A. IMPOSITION OF DISCIPLINE

When imposing discipline, TKS personnel shall adhere to the following guidelines:

- a. Each student will be held personally accountable for his/her actions and will be responsible for related consequences. The entire class will not be punished for the behavior of one or a few students.

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- b. Discipline will be designed to correct the misconduct, to maintain a safe learning environment, and to encourage all students to be responsible citizens of the school community.
- c. Disciplinary action will be correlated to the seriousness of the offense, the student's age and maturity, the frequency of the misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Disciplinary action will draw on the professional judgment of teachers/administrators and shall be based on a careful assessment of the circumstances in each case.
 - a) Students shall be treated fairly and equitably.

B. DISCIPLINE MANAGEMENT TECHNIQUES

One important lesson students learn in school is self-discipline. Self-discipline is the key to good conduct and proper consideration for other people. The following Discipline Management Techniques may be used alone or in combination for Code of Conduct and School/classroom rule violations:

- I. Oral correction and/or redirection
- II. Cooling-off or "time-out"
- III. Change in seating assignment
- IV. Telephone call or note to parent/guardian
- V. Counseling by teachers or administrative personnel
- VI. Parent-teacher conference
- VII. Confiscation of items that disrupt the educational process
- VIII. Referral to the Head of School's office
- IX. Assigned school duties other than class tasks
- X. Restriction from or withdrawal of school-related privileges or programs
- XI. Removal from extracurricular or after-school activities
- XII. Behavioral contract
- XIII. Recommendation to an outside agency
- XIV. Suspension
- XV. Expulsion
- XVI. Other strategies and consequences as specified by this Code of Conduct

Corporal punishment as related to striking, spanking, paddling or shaking, is not a discipline management option at The Kessler School.

A student who commits a misdemeanor or felony offense may face additional consequences as determined by the legal system.

C. DISCIPLINE MANAGEMENT PROCEDURES

1. PARENT-TEACHER CONFERENCE

- a) A teacher/staff member may request a conference with the student's parent or guardian whenever the employee perceives the need for parental cooperation in the enforcement of the Code of Conduct.
- b) An employee shall conduct these conferences in person, by phone, or by written correspondence. The employee shall document the attempts to conduct and results of such conferences.
- c) Parents are also encouraged to initiate a conference for any reason they may consider necessary.

2. STUDENT QUESTIONING / SEARCHES

- a) Administrators, teachers, and other TKS personnel may question a student regarding the student's own conduct or the conduct of other students.
- b) Students shall not place, keep, or maintain any article or material in school bags that are forbidden by school policy. Bags may be searched by school officials if there is reasonable cause to believe they contain prohibited articles /materials.

3. PHYSICAL RESTRAINT

TKS personnel or its authorized agents may, within the scope of their duties, use and apply physical restraint to a student if the employee/agent reasonably believes restraint is necessary in order to:

- a) Protect persons, including the person using physical restraint, from injury.
- b) Obtain possession of a weapon or other dangerous object.
- c) Protect property from serious damage.
- d) Remove a student refusing a lawful command of a school employee/agent from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

4. DETENTION

- a) Teachers may detain students before school, during lunch recess, or after school. Before assigning a student to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation.
- b) When detention is used before or after school, notice shall first be given to the student's parent or guardian to inform them of the reason for the detention and to make arrangements for the necessary transportation of the student.

NOTE: *Detention shall not begin until the parent or guardian has been notified.

*The student's parent or guardian will be required to

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provide transportation when the student has been assigned
to detention.

*Any student assigned detention will be under the direct
supervision of the teacher/staff member who wrote the
detention.

IV. MISCONDUCT VIOLATIONS

A. Identified misconduct will result in application of one or more discipline management techniques listed in the previous section. School policy requires that Code of Conduct violations be reported to the Head of School or other appropriate staff who must send notification to the parent or guardian within 48 hours of receiving the written report.

B. The Kessler School may have campus or classroom rules in addition to those found in this Code of Conduct. The rules are listed in this Parent & Student Handbook and posted in hallways and classrooms. A student that violates campus or classroom rules that are **not** Code of Conduct violations may be disciplined by one or more of the Discipline Management Techniques listed in this Parent & Student Handbook and in this document as well. For these violations, the teacher is not required to make a Code of Conduct violation report, and the Head of School is not required to notify parents.

C. MINOR OFFENSES (Level I)

Students are expected to adhere to those items listed under 'B: Student Behavioral Expectations and Responsibilities. Additionally, minor offenses also include:

1. Behavior that endangers, humiliates, shames, or frightens students or school employees.
2. Verbal or physical abuse directed toward students or school employees.
3. Violating safety rules.
4. Violating dress and grooming standards.
5. Excessive or habitual tardiness to class.

CONSEQUENCES OF MINOR OFFENSES (Level I)

Age-appropriate consequences for Minor Offenses will be designated from the Discipline Management Techniques based on the number of offenses committed. Possible consequences include, but are not limited to:

1. Redirection and/or oral correction
2. Temporary removal from classroom
3. Telephone call or note to parents
4. Referral to Head of School's office
5. Parent conference

D. MAJOR OFFENSES (Level II)

1. Defacing or damaging school property or the property of others - includes, but is not limited to: textbooks, furniture and other equipment with graffiti or by other means.
2. Possessing or exhibiting fireworks of any kind, smoke or stink bombs,

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- exploding devices, snap & pop, or any other exploding devices.
3. Discharging a fire extinguisher.
 4. Setting off a false fire alarm.
 5. Using articles not generally considered to be weapons, as such (i.e.: school/office supplies), when the Head of School or designee determines a danger exists.
 6. Making bomb threats.
 7. Making false threats, hoaxes or accusations regarding school safety.
 8. Violating computer use policies, rules or agreements signed by the student, and/or agreements signed by the student's parent/guardian.
 9. Possessing or using a laser pointer for other than an approved use.
 10. Using the Internet to threaten students, employees or cause disruption to the educational program.
 11. Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to other's reputation or illegal.
 12. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
 13. Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety.
 14. Possessing material that is pornographic.
 15. Violating extracurricular standards of behavior (i.e.: field trips).
 16. Violating classroom rules previously communicated to the student by the teacher.
 17. Violating campus rules previously communicated to the student by the Head of School.
 18. Cheating or copying the work of another to be used at school.
 19. Throwing objects that can cause bodily injury or property damage.
 20. Leaving school building, grounds or school-sponsored events without permission.
 21. Directing profanity, vulgar language or obscene gestures toward other students or school employees.
 22. Scuffling or fighting.
 23. Stealing from students, staff or the school.
 24. Hazing.
 25. Failing to comply with directives given by school personnel.
 26. Obtaining money or another object of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 27. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code.
 28. Name-calling, derogatory statements or any misbehavior that school officials have reason to believe will substantially disrupt the school program or incite violence.
 29. Ethnic, sexual or racial slurs.
 30. Engaging in inappropriate physical or sexual contact, or conduct that constitutes sexual harassment or sexual abuse (by word, gesture, or any other sexual conduct).
 31. Possessing or using tobacco products, matches or a lighter.

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32. Possessing a paging device or cellular telephone.
33. Possessing air guns, BB guns or CO2 guns.
34. Repeatedly violating other communicated campus or classroom standards of behavior.
35. Exposing another person to any substance or material not covered in Level II offenses that may cause an allergic reaction or potential harmful health effects, such as mace, pepper spray, aerosol sprays, etc.
36. Continuing and persisting violations of this Code of Conduct.

E. CONSEQUENCES FOR MAJOR OFFENSES (Level II)

Possible consequences may include, but are not limited to:

1. Oral correction
2. Cooling-off time or `time out`
3. Seating changes within classroom
4. Counseling by teachers, counselors or administrative personnel
5. Parent/Teacher Conferences
6. Temporary confiscation of items that disrupt the educational process
7. Rewards or demerits
8. Behavioral contracts
9. Referral to Head of School's office or other assigned area
10. Detention
11. Withdrawal of privileges, such as participation in extracurricular activities and/or eligibility for seeking or holding honorary offices
12. School assessed and school-administered removal from school.
13. Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by TKS.
14. Suspension
15. Removal of student from classroom (informal, discretionary, mandatory - see below)

Student Removal from Class by Teacher

There are three types of procedures for a teacher to consider in removing a student from the classroom:

a.) Informal Removal

A teacher may send a student to the Head of School's office to maintain effective discipline in the classroom. The Head of School shall respond by employing appropriate Discipline Management Techniques, consistent with this Code of Conduct. The Head of School shall request the teacher's assistance in implementing Discipline Management Techniques. Parents shall be contacted either by telephone, or in writing.

b.) Discretionary Formal Removal

A teacher may remove a student:

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- i. Who has been documented by the teacher to repeatedly interfere with his/her ability to communicate effectively with students in the class or with the ability of other students to learn.
- ii. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students or the other students' ability to learn.

Within three school days, the teacher, Head of School or other appropriate administrator will inform the student and parent of the misconduct for which he/she is charged and will give the student, if applicable, an opportunity to give his/her version of the incident. The Head of School will notify the student and parent of the consequences of the Student Code of Conduct violation. When the teacher removed a student from class, the Head may place the student into another classroom, or call a parent to come and pick-up the child. The Head may NOT return the student to that teacher's classroom without the teacher's consent. The school, however, may determine that placing the student back in the regular classroom is the best or only alternative available.

c.) Mandatory Formal Removal

A teacher who knows of a Code of Conduct violation that requires formal removal must remove the student from class, send the student to the Head of School and file a written Incident/Discipline Report with the Head (not to exceed one page).

Within 24 hours after receiving the teacher's report, the Head of School must send a copy to the student's parent or guardian. The Head then schedules a conference within three class days with the parent or guardian, teacher and student.

- i. Discipline referrals to the office - Parents are notified.
- ii. Suspension for a maximum of three days per offense with no limit on number of suspensions.
- iii. Students are suspended for a Level II Offense shall not attend or participate in extracurricular activities, field trips or TKS sponsored events until after midnight of the last day of the suspension.
- iv. Based on the severity of the offense, police may be notified.
- v. Self-defense is not a factor in a decision to apply suspension or expulsion.

V. POLICIES AND PROCEDURES FOR SUSPENSION

The state allows for and the school has a right to suspend a child either temporarily or permanently.

Suspension Defined: A legal action denying the student's right to attendance in school, not to exceed three (3) days.

A. Suspension of a student from the educational environment is viewed as a severe form of punishment to be used sparingly.

B. The Head of School will determine participation of the student in school-sponsored or school-related extracurricular and non-curricular activities.

C. In deciding whether to order suspension, the School will take into consideration the following:

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- i. Self-Defense
- ii. Intent or lack of intent at the time the student engaged in the conduct, and
- iii. The student's disciplinary history.

D. A student may be suspended for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or school year for repeated violations of this Student Code of Conduct.

E. **Procedure:** Before suspending a student, the Head of School shall conduct an informal conference with the teacher(s) in which the following will take place:

- i. Review of incident
- ii. Agreement on the number of days to suspend the student
- iii. Agreement on method of parental notification (verbal, writing, in-person)

F. Parents of students who have been suspended shall be advised that it is their responsibility to provide supervision for the student during the period of suspension.

G. The policy for any make-up work applies and will be followed for the day(s) suspended.

NOTE: The Head of School can order immediate suspension or expulsion of the student based on reasonable belief that the action is necessary to protect persons or properties from imminent harm. The emergency suspension should only last as long as necessary to prevent imminent harm. In most cases, that will simply be the rest of the school day. However, if the Head of School has a reasonable belief that bringing the student back to school right away would put persons or property in imminent harm, the Head of School can extend the emergency suspension or expulsion for three (3) days.

VI. POLICIES AND PROCEDURES FOR EXPULSION

The Kessler School has the right to expel a student based on repeated abuse and/or neglect of rules and guidelines found in this Code of Conduct and the TKS Parent & Student Handbook. Such expulsion will only occur after due process as required by law and in accordance with TKS policies stated here forth:

1. The student's parent/guardian must be invited to conference with Head of School in writing.
2. At the conference, the student must be represented by the student's parent/guardian or another adult who can provide guidance to the student and who is not an employee of the school.
3. After the parent/guardian is notified that the student has been expelled, the parent/guardian shall provide adequate supervision of the student during the period of expulsion.
4. The Head of School shall deliver to the student, the student's parent/guardian, and the Board of Directors, a written copy of the expulsion order.
5. The decision to appeal the student's expulsion may be directed to the Board of Directors in writing.
6. During the appeals process, the student may not attend school.
7. Guidelines for length of expulsions: 30 days to 1 year.

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Major Reasons for Expulsion include, but are not limited to:

1. Behavioral (Disruptive, Chronic, Dangerous or Abnormal)
2. Attendance (Infrequent/Chronic absences)
3. Fees (Unpaid)