



**1215 Turner Avenue  
Dallas, Texas 75208  
214-942-2220**

**Parent & Student Handbook  
2021-2022**

**[www.thekesslerschool.com](http://www.thekesslerschool.com)**

## **The Kessler School**

### **Mission & Vision Statement and Core Values**

**Mission:** *The Kessler School creates a community of diverse learners that values individuality, cultivates a passion for learning, instills a respect for others, and promotes leadership and community service.*

**Vision:** *The Kessler School community collaborates to equip our students with skills that promote self-sufficiency and inspire positive contributions locally and globally.*

#### **Core Values:**

*Divergent Thinker: The Kessler School's well-rounded curriculum focuses on a child-centered philosophy tailored to each child's needs, using a variety of teaching styles and techniques.*

*Collaborative Learner: The Kessler School's unique sense of community in the diverse Kessler Park and surrounding neighborhoods provides a loving, nurturing environment to develop strong leadership and interpersonal skills.*

*Reflective Person: The Kessler School fosters spiritual awareness and growth coupled with a strong sense of ethics, regardless of nationality, race, origin or beliefs.*

*Physically Well-Rounded: The Kessler School is dedicated to providing a curriculum that includes daily physical education activities to allow students to excel academically as well as physically.*

### **The Kessler School Philosophy**

- \* We strive to operate in harmony with our students, parents and faculty under an umbrella of mutual respect and high personal integrity.*
- \* We exhibit responsible stewardship of the school community and its resources.*
- \* We utilize open, honest, and direct communication.*
- \* We celebrate and embrace uniqueness and diversity in an environment of responsibility and compassion.*
- \* We instill a passion for knowledge in our students by the daily reinforcement of lifelong learning and leading by example.*

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## **CONTACT INFORMATION**

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1215 Turner Ave  
Dallas, TX 75208  
Office - (214) 942-2220  
Fax - (214) 942-1223  
[www.thekesslerschool.com](http://www.thekesslerschool.com)

## **ACCOUNTING**

### *Billing*

In addition to tuition fees, there are a wide variety of additional charges that will be placed on a student/family FACTS account. Aftercare and supplemental programs are a few such items.

### *Invoices*

Invoices for additional items are sent out monthly. Payment is due upon receipt of the statement. You may pay online with a check or credit card or bring payment to the school. A late fee of \$25.00 may be assessed on bills not paid within 30 days of bill date. Additionally, a charge of \$30 will be assessed for returned checks. If there are ever any questions on a statement received, they can be directed to Rhonda Heatly, Director of Finance.

## **ADMISSION POLICY AND REQUIREMENTS**

The Kessler School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies or programs. TKS has the right to determine whether current students may re-register. This decision will be determined after careful review of student progress or lack thereof during the course of the school year.

Education is a partnership between home and school. The parents/guardians are the primary educator: TKS supports families in this endeavor. If, however, there is a breakdown in that important partnership, students may be asked to withdraw from TKS.

### *Requirements for Enrollment*

Families interested in enrolling their child(ren) at TKS must first complete an application for admission. Once documentation from parents and student records are received, they are reviewed carefully for consideration of enrollment. Please be prepared to provide an immunization record for your student(s) upon enrollment (PreK - 8th grade.) Students who are not in compliance with required vaccinations will not be accepted to The Kessler School. As of the 2019-20 school year, we will not be accepting new students with immunization exemption letters.

Grade school students are required to do a one day visit to The Kessler School. During that visit, both the teachers and the student consider whether TKS is the best fit for the student and some

assessment is conducted. If a student is enrolled during the summer, a conditional enrollment may be agreed upon. This conditional period shall last no more than one grading period. Pre-K students must be toilet trained. Accepted students will be notified by phone or email within five days of receipt of the completed application and site visit (if applicable). Existing students are always given priority registration from one year to the next. Supply and enrollment fees are due at the time of enrollment or re-enrollment and are non-refundable and non-transferable. All families must be enrolled in the FACTS system for any tuition and fee payment. All students are required to have proper paperwork completed and returned to TKS before the school year begins. Once an opening is reserved for a student, parents are required to sign a tuition contract agreement for enrollment to be considered complete.

## ACCREDITATION

Accreditation systems are designed to set professional program standards and to help families identify high-quality programs. Cognia is the accreditation parenting group that issues the SACS/CASI, a voluntary association, 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](http://www.sacscasi.org).

## ACCIDENTS OR EMERGENCIES

Our staff is certified in basic first aid and CPR training and 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. **Please note that it is very important that the school office be notified of any changes in contact phone numbers, so that there is no delay in contacting you.** Any time a child sustains a bump on the head, we will make every attempt to contact a parent. Any time 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 with your child. TKS School Nurse is on campus 3 days per week. TKS Staff is also trained in administering the school epinephrine auto-injectors, which are stored in a secure location easily accessible to school personnel.

## ANNUAL FUND

At the beginning of each school year, the Annual Fund Drive begins. The Annual Fund makes it possible for The Kessler School to continue to provide an exceptional foundation for our students, staff and community. **Annual participation, which is vital to our sustainability, provides direct funding for educational initiatives that tuition alone does not cover.** The fund supports our ability to provide faculty with competitive salaries and professional development opportunities to ensure continued academic excellence, enrich our challenging curriculum needs and our ability to secure new opportunities, grants and fund special programs. We will request at least 10% of the tuition amount, but participation is of the utmost importance. No gift is too small. Our goal each year is 100% family/Faculty & Staff/ School Board participation. We thank you in advance for your support and commitment to The Kessler School.

## **ANTI-HARASSMENT POLICY**

The School is committed to treating all members of its community with respect. In furtherance of this, the School 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 as well as its students and parents.

## **ATTENDANCE**

In accordance with state law, students in Grades K-8 are required to attend 90% of the days a class is offered in order to receive class credit. If a student's absences in class (both excused and unexcused) exceed 10%, then credit for that class may be denied.

Your child must arrive no later than 10:00AM to be counted present. Should your child have a temperature, pink eye or other contagious diseases, please keep him/her at home. If you will call the school office, we can make arrangements with the teacher for work (where applicable) to be sent home. Every attempt should be made to schedule appointments and vacations around the school schedule to minimize the impact on your child's academic experience.

Punctuality is essential for performance and success. When a student is tardy, it not only affects the child, but everyone else around them is disrupted. All students must be on time and arrive at school no later than 8:00AM. Please see Tardy Policy on page 19.

## **BEFORE & AFTER SCHOOL CARE**

The Kessler School Before & After School Care program allows the option of care for their children immediately before or after school during the school year. The Before School Care program begins at 7:30 AM each morning. It will be held the Chapel on the 1<sup>st</sup> floor. Parents utilizing the Before School Care program must take their children into the Chapel each day. **The After-School Care program begins at 3:30PM each day and runs until 5:45PM.** After-School Care is for full day TKS students only. Half-day students must be picked up by 12:15pm. **Any family pickup after 12:15PM for half-day students or 5:45PM for full-day students will be billed at \$5.00 per minute.**

Due to the safety of our students, any student not picked up by 3:30PM will be escorted by their teacher to the After-School Care room and parents will be charged. Parents utilizing the After-School Care program must pick their children up from the after school care room (or playground) and sign them out daily. This procedure ensures children's safety as well as our accountability. Between the hours of 3:45-5:45PM, there will be a staff member answering phones at the ground floor desk and can be reached by calling the main number 214.942.2220. For Grades K-8<sup>th</sup>, homework time will be provided the first 40-45 minutes.

Parents have the option to pre-pay for aftercare for the entire year by registering for a pre-paid plan. All families not registered for a pre-paid plan will be billed the drop-in rate. All aftercare billings are administered through FACTS and charged to your FACTS account.

*Note: Because our after-school teachers' time is valuable, families excessively exceeding the 5:45PM pick-up time could be asked to find alternate childcare.*

## **AFTER SCHOOL ENRICHMENT**

The Kessler School will offer optional semester long after school enrichment classes. Parents will be notified in advance of the activity and cost. Activities and costs will vary each semester. Students must arrive to school no later than 10:00AM to attend that day's after school program. Examples of after school enrichment include: Chess Club, Robotics, Yoga, Tumbling, etc. Payments for after school enrichment classes are payable upon registration before the classes begin. These clubs and activities are completely optional and offered as a service to TKS families only.

## **BIRTHDAYS/CELEBRATIONS**

Birthdays are special. Children are invited to celebrate their birthdays at a time determined by the classroom teacher. **NO FOOD ITEMS ALLOWED.** If parents wish to bring a treat for the entire class, only prizes (i.e. stickers, pencils, erasers, plastic rings, etc.) are allowed.

Private birthday parties are best held on non-school days. Please do not plan a private party on school property including playgrounds and the forest. We ask that you please distribute invitations and thank you notes outside of school to prevent any hurt feelings.

## **BOARD OF DIRECTORS**

The Board of Trustees are the guardians of The Kessler School's mission and act as stewards of the school's resources and financial stability. Consisting of parents and community leaders, the Board sets the vision and takes action on long-term strategic goals of the school on behalf of the next generation of the students. Their primary purpose is to support the Head of School and follow whatever measures ensure the future success of TKS. The current list of Board of Directors can be found on the TKS website.

## **CARE OF PROPERTY**

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

## **CHILD PROTECTIVE SERVICES**

As required by law, the faculty and staff of The Kessler School will report any suspected child abuse to the appropriate authorities. Professional and confidential behavior will be used in these manners.

## **CLASSROOM OBSERVATION**

TKS has an open-door policy. However, all parents and visitors must be approved. Upon arrival, visitors need to sign in and receive a Visitor's Pass from the front office. This is for the safety of all students at our school as well as the safety of visitors in the event of a building emergency. This allows us to account for all people present in our school at that time. A parent arriving to a classroom without a visitor's pass will be referred back to the office to sign in and acquire one.

## **COMMUNICATION BETWEEN SCHOOL & HOME**

Teachers will use email as the main source of communication about activities occurring in the classroom and student daily progress. Quarterly report cards and mid quarter progress reports are provided to inform parents of child's progress. For all grade levels we encourage the use of email and RenWeb to communicate quickly and effectively between home and school. Owl News with school-wide information and class newsletters are sent electronically on a weekly basis. Owl News is also linked to the school website each week.

## **COMMUNICABLE DISEASES/CONDITIONS**

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

**Students should be free of fever (100.4 degrees or above) for 24 hours before returning to school. Students with vomiting and/or diarrhea should remain at home and be free of both 24 hours before returning to school.** If you suspect the vomiting and/or diarrhea to be viral or if vomiting occurs before school, please keep the student 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 the school in order that we may alert the other parents to the possibility of further cases.

In the event a child becomes ill during school 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 the child. If a child is not well enough to play outside, she/he should be cared for at home.

## **CONTACT PHONE NUMBERS**

Each year a Student Directory is available through RenWeb. **Please keep your home, work, cell phone, and other emergency contact numbers up to date.** It is very distressing to have a sick or injured child whose parents cannot be reached. Be sure to provide, preferably in writing (note or email), to the school office as soon as any of this information changes.

## **CURRICULUM**

The Kessler School will instruct students using age-appropriate objectives, a variety of resources and will tailor the program to the needs of our students. The Common Core State Standards are used for language arts and math, and the Texas Essential Knowledge and Skills (TEKS) are used for science and social studies. Curriculum will include, but is not limited to:

- Reading and Writing Workshop**
- Scientific Spelling**
- Everyday Mathematics**
- Eureka Math**
- Science/STEM**
- Social Studies/History**
- Fine Arts Classes (Music & Visual Arts)**
- Character Education/ Life-Skills**
- Physical Education**
- Spanish**
- Library**
- World Foreign Language**

The Kessler School uses a variety of research-based, balanced literacy & best practices in education for establishing and enhancing curriculum and teaching methods. A Curriculum Overview is available on the website. Each teacher will provide parents with up-to-date curricula throughout the school year.

## **DISCIPLINE MANAGEMENT**

TKS has a Zero Tolerance Policy. This means that the school has no tolerance for transgressions that interfere with the safe learning environment of others in any manner. The School feels all children have the right to attend school in a positive, fun and constructive learning environment. If a student interferes with another's right to learn in a safe, positive environment, that student will receive logical consequences based on the offense.

Discipline Management at The Kessler School is based upon the School's mission statement and school code of conduct

Teachers will handle most disciplinary issues within the classroom, practicing redirection, positive disciplinary techniques as well as the assertive discipline techniques of establishing classroom roles and consequences for not following rules.

Teachers 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**.

## **DRESS CODE**

### **Pre-Kindergarten**

The purpose of the dress code is to establish guidelines and standards for the proper dress and grooming of all TKS students. The dress code is to be followed during regular school hours (on or off campus) or any time students are representing The Kessler School. Pre-K children must wear the required Pre-K uniform and shoes (detailed dress code posted on the website).

#### **Label All Clothing**

Please label all articles of clothing that your child brings to school.

#### **Change of Clothing**

Occasionally accidents do happen. For this reason, please send a change of uniform clothing that is season appropriate (shirt, underwear, pants, 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. The clothes will be returned to you at the end of the year. Privacy shorts or bloomers are required underneath dresses.

#### **School Bags**

The Kessler School will provide a school bag for your child to bring to school every day. Please empty your child's school bag & folder every day.

### **Kindergarten to Grade 8**

The purpose of the dress code is to establish guidelines and standards for the proper dress and grooming of all TKS students. The dress code is to be followed during regular school hours (on or off campus) or any time students are representing The Kessler School (detailed dress code posted on the website).

Students in grades K-8 are to wear the specified school uniform daily. Students will be required to wear their "formal dress" uniforms every Wednesday. Refer to Uniform Guidelines for specific requirements. Any outerwear (jacket, sweater, sweatshirt) worn into the classroom must be solid dark green (logo optional). Parents are asked to help with the enforcement of the dress code by noting their child's attire as they leave in the morning. Please be sure to label all of your child's clothing so that we may return misplaced items promptly.

## **FIELD TRIPS**

Students in Kindergarten – Grade 8 will take field trips throughout the year. Some of these may be short, local trips to the library and others may be multi-day events requiring parental support and chaperones. Parents will be informed of field trips in advance and asked to sign and return permission slips for their child's attendance. Uniform expectations will be clearly outlined on field trip permission forms.

## **FACTS TUITION MANAGEMENT COMPANY**

The Kessler School utilizes FACTS Tuition Management Company to administer tuition payments. FACTS is a reputable company, with which The Kessler School has had an ongoing relationship. FACTS serves many schools and colleges across the country. FACTS offers several payment options to pay out the balance of your tuition. They do not charge TKS any percentage of your tuition for their services and they do not charge families interest for payment plans, but make their money via the initial setup charge for each agreement per academic year. Please

contact the Director of Finance if you need to make changes throughout the year or have questions about your FACTS account information. FACTS phone number is 1-800-624-7092.

## **FINANCIAL AID**

TKS uses the services of FACTS Grant & Aid to collect data on financial aid applicants. Upon confirmation by FACTS Grant & Aid, the Scholarship Committee will evaluate the applicant family's commitment to TKS, including volunteer hours and participation in the school's fundraising activities. The number and amount of scholarships awarded may be limited by the availability of funds, by considerations relating to enrollment and class size, or based on other needs of TKS as determined by the Head of School and Scholarship Committee. Parents must apply every year beginning in November. **Financial aid cannot be given to students who have outstanding balances with the school office.** Scholarships will be granted first to current students currently on scholarship, then to current students not on scholarship, and lastly, to new students to TKS. It is important that scholarship grants be accepted in a timely fashion in order that monies can be allocated appropriately. Parents who do not sign their scholarship acceptance letter will be in jeopardy of losing the scholarship to another deserving student.

## **FOOD**

**TKS is a NUT AWARE SCHOOL.** To promote safety for our students at The Kessler School we are implement the following policies:

**Lunch:** It is required that home lunches contain NO nut food items. Students bringing lunch from home with food items that might contain peanuts or tree nuts will be asked to sit at a separate table in the back of the cafeteria, in order to protect the safety of the students with nut allergies.

**Snack:** It is required that snacks contain NO nut food items. Students who might have a snack containing nut products will be asked to sit in a separate area of the classroom during snack time.

**Please be mindful of the health value of the food you bring into the school and limit sugar as much as possible.** Candy or soda is NOT allowed at school and will not be given as treats to students.

## **GRADING POLICY (Pre-K)**

### **STUDENT ASSESMENTS**

For our PreK students, we have an age-appropriate assessment tool (based on Gesell) that we use at regular intervals throughout the year (approx. every 12 weeks). Students are assessed on Social/Emotional, Gross Motor, Fine Motor, Language, Math: Number, Time, Space & Memory, and Math: Classifying & Sorting using the key descriptors noted below.

C: Consistently

M: Most of the time

S: Sometimes

TN: Time Needed for learning

NE: Not Evaluated at this time

\*All assessments are kept in the student's academic file. These files are confidential and kept in the school office.

## **GRADING POLICY (Kindergarten-Grade 8)**

Report Cards will be issued at regular nine-week intervals to Kindergarten to 6<sup>th</sup> Grade students. Student Led Conferences will occur twice a year at which they will review student progress, discuss individual student goals, as well as offer suggestions for parental support. Teachers are available for conferences at other times as well – please contact him/her to set up an appointment. In the fall, Grades K-6 students will participate in ITBS and CoGAT Testing to determine abilities. In the spring, Grades K-6 students will participate in Terra Nova Standards Based Testing to determine achievement.

### Kindergarten – Grade 8

Elementary students are assessed in: Language Arts: Reading & Writing, Mathematics, Science, Social Studies, Work Habits & Social Skills, Specials (Visual Arts, Music/Strings, PE, and Spanish)

\*All Report Cards are kept in the student's academic file via RenWeb. These files are confidential and can be accessed in the school office.

## **HEALTH & SAFETY REGULATIONS**

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

### **Immunization Records**

- As required by state law, immunization records must be up-to-date and in the office by the first day of classes.

### **Medication & Special Diets Records**

- ▶ Students should not be sent to school with over-the-counter medication in their bag. If needed, medicine should be given to school personnel with written instructions.
- ▶ Should a student require prescription medication during school hours, the prescription bottle, (labeled with the child's name & dispensing instructions written by the parent on an Authorization to Dispense Medication Form) is kept locked in the school office. The child will be escorted to the office to take the medication, under the supervision of the teacher, Head of School, or other TKS personnel. Please request an Authorization Form.
- ▶ If your child has specific food or environmental allergies, OR is on a special diet, please inform the classroom teacher.

### **Hearing & Vision Screenings**

- ▶ Hearing and vision tests are required by the state for all students 4 – years old by September 1<sup>st</sup>, students in Kindergarten, and in grades 1,3,5,7 and 9. These tests will be done through our school nurse.

### **Drills**

- ▶ 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 monthly throughout the year. (Additionally, there is a set procedure that is followed in the event of severe or otherwise dangerous circumstances, i.e.: no power, heat, phones, etc.).

## **HOMEWORK (Grades K-8)**

Please see your child's Take-Home folder each evening for any required homework assignments. This folder is a critical link in our communication between home and school. For more detailed information please refer to The Kessler School's Homework Policy linked under *Resource Documents* in RenWeb.

## **INCLEMENT WEATHER POLICY**

During the winter months there may be snow and ice days during which no classes will be held. In the event of bad weather, the decision to cancel school or not will be made by 6:00AM. Parents may check the school website ([www.thekesslerschool.com](http://www.thekesslerschool.com)) or watch Channels 8 and 5 for updated information about closures. Also, on dangerous OZONE days, students will have a modified P.E./ recess schedule if necessary.

## **KPUMC (Kessler Park United Methodist Church)**

KPUMC has been the physical home of TKS since its inception in 1999 and the founding organization for the Day School in 1964. However, TKS is a secular school and has no affiliation with any religious beliefs.

## **LABELING CHILDREN'S BELONGINGS**

All student's clothing, bags and other personal items should be labeled with the student's name. We would like for students to return home with everything they bring to school each day.

## **LEARNING ENVIRONMENT**

The environment is nurturing, warm and inviting for children to discover and create learning. The environment is failure-free and conducive for children to be risk-takers and to explore their full potential. The curriculum provides for all levels of ability. The learning environment supports the total development of the child. No one area takes precedence over another, and all areas are interwoven. Learning goes on all day without being broken into unrelated segments. The learning environment is prepared daily to offer endless opportunities for success for every child in all areas of development.

The philosophy that children learn by self-reward is dominant. Children are encouraged to work, develop, and grow at their own rate, in their own style, for their personal best. As children strive for their personal best, competition with peers is less important. The teaching staff strives to

implement a variety of teaching methodology and strategies to meet the diverse learning styles of children.

The curriculum reflects the philosophy that learning is a life-long process. The staff displays a thorough knowledge of developmentally appropriate practices for the age level in which they work. Positive relationships stressing mutual respect for both adult and child are essential.

The staff initiates growth and change for personal and professional development through conferences, workshops, seminars, reading and in-service. All staff participate in contributing to an environment of support, adherence to professional standards, modeling, integrity, curiosity, responsibility, creativity, respect for all persons, and appreciation for racial, cultural, and gender diversity.

## **LICE POLICY**

Because early childhood is a common time for children to contract lice, The Kessler School has developed a policy to protect all students. While absence from school or child care is a loss of educational opportunity and an encumbrance to working parents, allowing an infested child to stay at school is not the solution. A policy for head lice must consider not only the infested child, but also his or her peers who have already been successfully deloused or who have not yet been infested. All this considered, a No Nit Policy remains the most sensible approach that sets the standard to serve and protect all the children in the group. If a child is found to have head lice or nits, parents will be called to pick up the child and provide proof of treatment to the hair before students are allowed to return to the classroom.

## **LOST & FOUND**

Lost items will be turned into the Lost & Found box located by the school office. Please check there if you or your child has misplaced something. We cannot assume responsibility for losses. Any items left at the end of the semester will be donated to a local charity. Please mark clothing, backpacks and lunchboxes with your child's name.

## **LUNCH**

It is required that home lunches contain NO nut food items. Students bringing lunch from home with food items that might contain peanuts or tree nuts will be asked to sit at a separate table in the back of the cafeteria (or separated area of the classroom), in order to protect the safety of the students with nut allergies.

### **Pre-Kindergarten Students**

#### **1/2 DAY Students:**

- **Do not** eat lunch at school. Pickup time for half-day programs is at noon.

#### **FULL DAY Students:**

- Eat in their classrooms.
- Please do not send carbonated beverages.
- Please do not send glass containers.
- Bring their own lunch each day unless they participate in the school lunch program – finger foods, and items that don't need heating. Please provide **utensils**.
- Sharing of lunches is NOT permitted.

- 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.
- Parents who would like to come for lunch, please check with the teacher before planning to do so. Some children can have a hard time with separating in the middle of the day.

**Kinder – 8<sup>th</sup> Grade**

- Please do not send carbonated beverages.
- Bring their own lunch each day unless they participate in the school lunch offerings – finger foods, and items that don't need heating. Please provide **utensils**.
- Sharing of lunches is NOT permitted.
- Students in Grades 3 – 8 have the privilege of using the microwave in the kitchenette. (Please send in appropriate container).

Parents are welcome to come and eat with their child. Please check in at the front desk to obtain a visitor's pass before going to the lunch room.

**MUSIC (Violin)**

The Kessler School offers strings during the school year to children in Kinder - Grade 5. Middle School students are offered piano lessons within their music program.

**Violin:** It is not necessary to purchase a violin in order to participate in the strings program. Space, however, is limited by the number of instruments we have. The Kessler School provides the violin lessons. There is a supply fee for this class to cover the violin rental and sheet music for students.

**NETWORK/INTERNET POLICY**

The purpose of internet access is to enhance instruction and support students' learning. The internet offers unique resources to students that allow them to access electronic libraries, search topics in almost any field and obtain information other not available on a local, immediate level/format. Student usage of the internet shall only be for educational purposes consistent with the curriculum of the school. Usage for entertainment or recreation is generally prohibited during school hours. Inappropriate use of the internet may result in cancellation of privileges and students may face disciplinary and/or legal action including, but not limited to, criminal prosecution under local, state and federal laws. Students in grades K-8<sup>th</sup> are required to have a TKS Technology Code of Conduct signed by a parent or guardian.

**NON-DISCRIMINATORY POLICY**

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

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**

TKS wants you to feel like you can approach faculty and staff with concerns or questions relating to your child. We do ask that when wanting to discuss something with your child's teacher, you arrange time **other** than drop-off or pick-up.

- 1.) First level of resolution is always the classroom teacher.
- 2.) The next person you should see is the Head of School.
- 3.) If you have a school-wide concern, please contact the Head of School directly.

If you have any questions or concerns regarding financial matters, please contact the Director of Finance. If you have any questions or concerns regarding the policies and procedures of this Parent & Student Handbook, please contact the Head of School.

## **PARENT / TEACHER CONFERENCES**

Student Led Conferences are scheduled during the school year, but you are urged to email/call at any time if you have specific concerns throughout the year. If you need to speak to the teacher, please do not take his/her time at the beginning or end of the school day when he/she needs to be attending to children. You may schedule an appointment or a phone call at a time convenient for each of you. Email communication is encouraged because of its convenience and ease of use.

## **PASSING THROUGH THE HALLS**

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

## **PETS ON CAMPUS**

Any live, domestic animal or pet in the classroom, either for temporary or on permanent display must **FIRST** be approved by the Head of School and teacher. Adequate safeguards shall be established to protect students and animal from injury or disease. Teachers with class pets are personally responsible for the proper care (food and environment) of any animals in their classroom. For the safety of our children, The Kessler School does not allow family pets in the building at any time. Unattended family pets outside the building is also not permitted.

## **PHOTOS**

- **Individual** student photos are scheduled in the Fall Semester each year. Packages are available for sale. The date will be published as soon as it is scheduled.
- **Class** photos are usually scheduled in the Spring Semester. Prints will be provided to each student. The date will be published as soon as it is scheduled.
- **Snapshots** of students are periodically taken throughout the school year and posted on school 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 notify the school office in writing prior to the first Friday of the school year.**

## **PHOTOGRAPHY AND IDENTIFICATION GUIDELINES**

The Kessler School has established the following guidelines regarding photographs and identification of students for internal and external communication programs. The guidelines are intended to protect the privacy and security of all School community members as well as ensure the integrity of the School's image and positioning in the community.

Photographs and videos of TKS community members are used in School internal and external communication programs. In particular, identification of students in said photos or videos will not include first and/or last name unless verbal or written permission is given by parent or guardian.

### External (website, press releases, media interviews)

TKS' guidelines regarding identification of students accessible by the general public is that students will not be identified in a photograph without parent or guardian permission. Students may be acknowledged by name without a photograph attached (i.e., news article or quote).

### Internal (OWL News (weekly newsletter), bulletin boards)

TKS may identify students by both name and photo in the school newsletter which is distributed within the TKS community.

### Internet

TKS cannot be held responsible for materials (photos and/or video, audio) placed without its knowledge or permission online on a personal website, social media sites (such as Facebook or YouTube) or other external medial like photo sharing sites (such as Shutterfly). As such, we strongly encourage all TKS families to respect the privacy of others and provide NO IDENTIFICATION of any online posting (photos, video, audio).

## **POLICIES**

If there are any changes to The Kessler School’s 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 permanent record.

## **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of The Kessler School Parent Teacher Organization:

- To support the students, parents and teachers of The Kessler School;
- To maximize Parent-Teacher involvement and cooperation in an effort to secure the highest advantages in physical, mental, social, and spiritual education;
- To raise funds to support the school;
- To promote healthy relationships with the Kessler Park Methodist Church and with the local community.

## **PTO MEMBERSHIP**

There are three levels of membership as outlined in the PTO bylaws:

**Regular Membership:** All parents and/or legal guardians of students who currently attend The Kessler School and all current faculty and staff of The Kessler School shall be considered Regular Members in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization.

**Voting Membership:** All Regular Members who are current in the payment of annual dues, as established pursuant to Section X of the PTO Bylaws, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

**Honorary Membership:** All parents and/or legal guardians of former students and former faculty or staff of The Kessler School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

**PTO Annual Dues are \$40 per academic year and cover expenses for items such as:**

- special programs (i.e.: Teacher Appreciation Week)
- parent education programs, book studies, etc.
- help create stable basis for budget & event planning
- occasional dinner prior to meetings

**PTO Meetings:**

PTO information will be shared at monthly (Sept – May) PIN, Parent Information Night, meetings and via email or social media.

## **ROOM PARENTS**

Each class has at least one room parent that is the liaison between the teacher and that class' families. A room parent typically helps the teacher plan holiday parties, special events for the class or communicates with parents. (Note: Being a room parent counts toward volunteer hours). For more detailed information please refer to PTO for Room Parent Responsibilities and Guidelines.

## **SCHOOL HOURS**

<b>Half Day:</b>	<b>PreK 8AM to Noon</b>
<b>Full Day:</b>	<b>PreK-K 8AMto3:15PM</b>
	<b>1st-8<sup>th</sup> 8AM to 3:20PM</b>

**Summer Hours:** The Kessler School is in operation daily Monday through Thursday 9AM-3PM and Friday 9AM-Noon during the summer months (excluding the week of July 4<sup>th</sup>), and following the regular student calendar during the school year.

### **MORNING AND AFTERNOON PROCEDURES**

- The doors to the main floors of the school open at 7:50AM each morning. Students arriving before 7:50AM will need to go to the Before School Program in the Chapel on the 1<sup>st</sup> floor. At 7:50AM, Kinder through sixth grade students remain in the chapel where supervision is provided until Community Time at 8:00AM.
- Parents of Prekindergarten children should escort their children to the classroom each morning after 7:50AM. If parents feel comfortable allowing PK students to walk to class alone, they may utilize the carpool lane with the Head of School's approval.
- At 8:00AM, instructional time begins. Pre-K students are expected to be in their classroom and kinder through sixth grade in the chapel for community time. Students not in community time will be considered tardy.
- The instructional day ends at 3:15PM for Pre-K, 3:20PM for K-5<sup>th</sup> and 3:30PM for 6<sup>th</sup> - 8<sup>th</sup>. Students in grades K - 6 will be dismissed from the ground floor hallway to the carpool line. Pre-K students may be picked up at the classroom by a parent/guardian, or if being picked up in the carpool line with an older sibling then those students will be escorted to the library to wait until all students are dismissed. As the instructional day runs until 3:15PM, 3:20PM and 3:30PM, we ask that parents arriving early remain outside the main doors (unless they are picking up their child early or bad weather prohibits). Parents may also utilize the carpool lane and students will be brought to the car by TKS staff and student crossing guards.
- Parents of Pre-K children whose instructional day ends at noon are requested to pick up their children no later than 12:15PM. Children must be picked up in the classroom. Parents of students who are not picked up by 12:15 PM will be charged \$5.00 per minute late fee for each occurrence.
- **Students will NOT be released from school to anyone except their parent/guardian or those persons listed as Emergency Contacts in RenWeb. In the event of an emergency, you must contact the school office via email no later than 2:30PM. (See SECURITY section for more information). The Student Pick-Up Consent form for students with two custodial households are required to get their release forms signed by both custodial parents. This form can be found under *Resource Documents* in RenWeb and on the school website.**

## **SCHOOL RULES**

The following basic school rules are reviewed with students regularly and are visibly posted in classrooms and hallways.

**Be Prepared** – arrive on time and ready to learn.

**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 in.

- Entry doors are locked via a magnetic key system. They are opened and locked throughout the day.
- Parents visiting the school during the day should come directly to the reception desk to get a visitor pass before going to any classrooms. Staff have been instructed to escort anyone without a badge to the office to sign-in.
- **Please program the school's number into your cell phone for handy reference: 214.942.2220.**

IMPORTANT NOTE: Please be aware that TKS faculty/staff will only release your child to those persons listed as authorized for pick-up in RenWeb. Dual family households need both parents to consent for child pick-up outside of family members. The Student Pick-Up Consent form is located under *Resource Documents* in RenWeb and also on the website. In the event of an emergency, you must contact the school office via email no later than 2:30PM.

## SIBLING DISCOUNT

The eldest child is at full cost. Additional child(ren) receives 5% discount off that child's tuition. Discounts apply to tuition only and not enrollment or supply fees.

## STAFF EMAIL ADDRESSES

Every staff member at The Kessler School has their own email address which is posted on RenWeb and can be used to communicate with parents and students in a professional manner. If you wish to contact a staff member via email, please be reminded that we are working with children during the school day and a response may not come until after school hours.

## STUDENT WORK

Student work is generally the property of the child; however, students may be asked to prepare artwork for special occasions and/or school fundraising events.

## STUDENTS LEAVING SCHOOL BEFORE DISMISSAL

Any student who needs to leave school before their official dismissal time will need to be signed-out by the front desk. Please communicate the with the front desk staff member before getting your child from the classroom.

We request that any appointments made, if possible, be done so after school hours. However, if an appointment is scheduled during the school day, please send a note to the teacher in your child's folder. **Students must return to school by 1:00PM if afterschool care is needed.**

## **SUPPLIES**

Students' supplies for the academic year are primarily covered by the Supply Fee paid at enrollment. Any necessary supplies will be provided by the classroom teacher. Occasionally, teachers might ask parents for specific items related to their class or curriculum.

Students are expected to come to school prepared each day. They are to bring with them appropriate clothing, lunch and homework. Students will generally NOT be allowed to call home for items they have forgotten. We are teaching our children not only academics, but life skills and responsibility as well.

## **TARDY POLICY**

All students must be at school on time (7:50-8:00AM). Students who are tardy (after 8:00AM) interrupt the instructional process for themselves, their classmates, and the teacher. Teachers will record and report tardiness on Quarterly Report Cards.

Punctuality is essential for performance and success. When a student is tardy, it not only affects the child, but everyone else around them is disrupted. All students must be on time and arrive at school no later than 8:00AM. If a student is not in attendance for community time (K-5<sup>th</sup> grade) or advisory (6<sup>th</sup>-8<sup>th</sup>), they will be marked tardy. A tardy slip will go home and is expected to return the next day with a parent signature.

Consequences for excessive tardiness is as follows:

- Every 3rd tardy: Will count as an unexcused absence.
- 2nd unexcused absences due to tardiness: Parent contact by the teacher.
- 3rd unexcused absences due to tardiness: Mandatory parent conference with the Head of School.
- Ongoing excessive tardiness: Development of an attendance intervention plan held at the discretion of the Head of School.

## **TOYS**

Children are encouraged to leave toys at home. Occasionally, students will be asked to bring a "show and tell" item to school. Books or objects that enhance the classroom subject matter are welcome. For younger children, a "take along" toy can stay in the car and wait for them there. Toys are lost on the playground, forgotten in the classroom and sometimes even broken accidentally. The School is not responsible for lost, stolen or broken personal items.

Children are NOT allowed to bring any electronic handheld games or devices, toy weapons or aggressive action figures to school unless specific directions have been given in advance.

## **TUITION & FEES**

- All fees (Enrollment & Supply) must be paid in full at time of enrollment. Tuition and other fees and balances must be current for your child to attend class.
- Tuition is due in full by April 1<sup>st</sup>. The Kessler School utilizes the services of FACTS Tuition Management Company to collect tuition payments. Please refer to the FACTS Tuition Management Company section in this manual for more information about FACTS.

- **All tuition & fees are non-refundable. If a student withdraws during the school year, the tuition contract requires continued payment until the contract terms are fulfilled. Tuition Insurance is offered through PROTECT MY TUITION. Please refer to our website for details. There is a \$50 Tuition Insurance processing fee applicable to insurance claims.**

## **VISITORS**

Visitors to The Kessler School are welcome, however, must check in/sign in at the TKS office to receive a visitor pass.

## **VOLUNTEERS**

In order to protect our students, all volunteers who will be working in or around children are subject to a background check prior to student contact. Forms for authorization are available in the School office. Volunteers should sign in at the TKS office to receive a visitor pass. We welcome former TKS students to volunteer at the school, however, make sure you obtain prior approval from the office.

## **VOLUNTEER HOURS**

Each family formally commits during enrollment to volunteer at least 40 hours over the course of the school year for a full day student and 20 hours for a half day student.

Below is an example of how a family can accumulate hours:

- Assisting the teacher in classroom
- Helping with childcare at PIN meetings
- Volunteered to work Pumpkin Patch
- Volunteered for Kessler Derby (2 parents)
- Write Thank you notes for event
- Book fair sales
- Volunteered at school hanging artwork
- Addressed envelopes for mailing
- ETC.

\*Hours for donated items are possible, but subject to approval of Head of School and may be limited in their usable value. Over the course of the year, TKS Faculty/Staff or the PTO will notify you via email, the website and through notices sent home with your child about upcoming volunteer needs. You'll keep track of your hours via RenWeb on the school website – all hours must be completed and posted by the last day of the school year. Because your volunteer hours are so critical to the success of our programs, particularly our fundraising events, families will be invoiced for any hours not completed by the end of the school year. Families will be invoiced at the rate of **\$25.00 per hour** for any unfulfilled volunteer hours. Invoices will be mailed at the end of each year from the TKS Director of Finance. The school charges a \$50 fee for invoice adjustments for volunteer hours input after the deadline.

## **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.

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

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

COVID-19 - Follow the most current CDC guidelines.

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.

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.

## **APPENDIX B ELEMENTARY 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' 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:

- 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.
- 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.
- d) 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**

#### **IV. 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.
  - Detention shall not begin until the parent or guardian has been notified.
  - The student’s parent or guardian will be required to 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.

**V. 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, 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.
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:

## **VI. 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:

- 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:
  - 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.

## **VII. 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.

***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)

**Resource Documents in RenWeb/FACTS:**

Homework Policy

Spirituality Policy

Student Pick-Up Consent Form

Medical Waiver Form

Health Statement

**After reading this document, a parent or guardian must sign the Online Parent Handbook Acknowledgment Form by September 1<sup>st</sup>.**

**\*The Technology Code of Conduct is attached to the Back to School Page on the website along with an acknowledgment form as well.**