THE KIPLING SCHOOL

Kindergarten – 8th Grade Student-Parent Handbook

2026-2027

Information, policies, and procedures contained in this Handbook are subject to change at any time and supersede any previously published policies. The terms of this Handbook are binding and may not be modified or amended, except in writing by an authorized representative of The Kipling School.

Welcome to The Kipling School!

Thank you for choosing us for your child's education. We are so excited for your child to continue their educational journey with us!

We are proud to have built an extraordinary place where the needs and growth of children come first. It is a place where you can feel comfortable knowing that our staff is highly trained and committed to the education and wellbeing of your child.

Our original location, Kipling Street Academy in Montrose, first opened its doors to the public in October 2007. In 2012, we established The Kipling School, located on Shepherd Drive, adding our Elementary School in 2014 and Middle School in 2018. Kipling Street Academy and The Kipling School continue to grow and proudly serve infants through eighth grade between our two locations!

At Kipling, we recognize children as individuals with unique gifts, strengths, and needs. The spirit of Kipling, fostering a lifelong love of learning and growth, can be seen in everything we do. It is our goal to nurture your child through meaningful application of learning in a safe, exciting, creative, and loving environment.

We thank you again for your trust and support by enrolling your child at The Kipling School. These wonderful years will be filled with excitement and discovery, and we are honored to be partners in this journey!

Contents

Mission & Philosophy 1
About this Handbook 1
School-Wide Expectations 1
Enrollment Procedures 2
Attendance Policy 3
Academics 4
Parent-Teacher Conferences 5
Cell Phones and Electronic Devices 5
Responsible Use Policy for Students 6
Student Discipline 7
Schoolwide Dress Standards 10
Student Organizations 10
Classroom Parties and Social Events 10
Lunch and Snack 11
Lockers 11
Library 11
Communication and Support 11
Student Health 12
Reporting of Suspected Child Abuse and Neglect 13
Car Lane, Parking and Safety 14
After School Program 14
Dismissal/Expulsion Policy 15
Legal Disputes & Custody Agreements 15

Mission & Philosophy

Our mission at The Kipling School ("Kipling" or "the School") is to foster a child's need to learn in a safe, caring environment. We want to spark curiosity, challenge our future leaders, and deepen the desire to grow as individuals in our ever-changing world.

Our philosophy at The Kipling School centers around the individual student. Our class sizes allow our teachers to build relationships with each student and focus on how each student learns. Individualization, differentiation, and collaboration are at the heart of what we do.

About this Handbook

This handbook is intended to serve as a guide to help students and their families understand The Kipling School's mission and programs as well as to set forth basic expectations and agreements. We require parents and students to take the time to familiarize themselves with the contents, our expectations, and ways to be part of the Kipling family.

Parents/guardians will adhere to and abide by and agree to require their child(ren) to adhere to and abide by the policies and procedures set forth in this handbook, as amended from time to time with or without notice. Any violations of these policies or procedures by parents/guardians or students may result in disciplinary action up to and including dismissal from The Kipling School or non-renewal of enrollment for future academic years, at the sole discretion of The Kipling School.

This handbook creates no expectancy of enrollment in future school years. The Kipling School reserves the right to suspend, dismiss during the school year, or decline to re-enroll any student who in effort, conduct or progress is not fulfilling the School's expectations as determined solely by the School. The Kipling School also reserves the right to suspend, dismiss during the school year, or decline to re-enroll any student whose enrollment is deemed by The Kipling School not to be in the best interest of the school or whose parents/guardians are deemed by The Kipling School not to support the school's mission, philosophy, expectations, and/or rules.

At the same time, we know that no set of rules or guidelines can cover every conceivable situation that might arise at the School. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of The Kipling School to deviate from the normal rules and procedures set forth in this handbook and to deal with the individual circumstances as they arise in the manner deemed most appropriate by the institution, its staff, students, and overall school community.

The Kipling School has the sole discretion to interpret the provisions of this handbook. The School's failure to enforce any provision of the handbook does not constitute a waiver of the provision. The School may change any provision of this handbook at any time, and any such changes are binding on students and parents.

School-Wide Expectations

- Respect yourself, respect others, and respect our school
- Think twice; act once
- Embrace opportunities that make a positive impact on others
- Practice perseverance
- Speak with kindness
- Do the little things the right way, even if no one is looking

Enrollment Procedures

The Kipling School is a kindergarten through eighth grade campus serving students with high-achieving academic abilities. Parents are encouraged to tour the school and meet with an administrator to discuss availability, student needs, policies and questions. Enrollment applications are accepted from November 15th through February 15th for the following school year. However, we do accept applications outside of the dates if space is available.

Admissions Process

Students who wish to join the Kipling family will need to complete the following steps:

1. Parents/Guardians submit a completed application online, a non-refundable application fee, required teacher recommendation form and/or current report card, and applicable test results.
2. Student completes an extended visit to the school for a classroom evaluation.
3. Parents conference with Kipling Administration.
4. The admissions committee examines the application, classroom evaluation, teacher recommendation and/or current report card, parent conference notes, and applicable test results.
5. Parents receiving notification of acceptance may secure placement by submitting the required forms and a non-refundable registration fee and confirmation payment.

Tuition and Fees

Parents will be notified by mid-February if their child has been accepted into our program for the following year. A non-refundable registration fee and confirmation payment is due at the time of acceptance in order to secure enrollment at The Kipling School for the following academic year. The confirmation payment is non-refundable and non-transferable and will be applied toward the annual tuition.

The Kipling School publishes and provides families with annual tuition and fee amounts. Families will be invoiced according to the fee schedule when payments are due. Tuition payments are to be made by personal or cashier's check, due in full. Tuition may also be paid online via ACH bank draft for a 1% processing fee (up to $7.00) per transaction. Due to processing times, online ACH payments must be made by the 24th of the month prior to avoid late fees. *Cash will not be accepted by The Kipling School as payment for any tuition or fees.* Returned or reprocessed payments will be subject to NSF fees as well as bank fees.

Annual tuition may be paid in full or in four equal installments, and family cooperation in paying on time is required. For families on the installment plan, tuition payments must be received by the 1st on the corresponding due dates – June 1st, September 1st, November 1st, and February 1st. When the 1st of the month falls on a weekend or holiday, tuition will be due the last business day before the 1st. Families that do not pay on time according to the payment method they selected will incur late fees and/or forfeit enrollment for the upcoming school year. An initial late fee of $25.00 will be charged on the 1st day after the due date that tuition must be paid in full. A daily late fee of $10.00 will be charged for each day thereafter until payment is received in full.

The school will not release grades and/or transcripts for students with outstanding financial obligations. All tuition and fees paid are non-refundable and non-transferable. We encourage families to obtain tuition insurance if needed.

Families participating in the Texas Education Freedom Accounts (TEFA) program are responsible for completing all required TEFA enrollment, funding, and payment steps within the deadlines established by the State of Texas. TEFA funds are not automatically released to The Kipling School and must be authorized by the parent or guardian through the TEFA parent portal. Families remain responsible for all tuition and fees until TEFA funds have been successfully released and received by the school. If TEFA funds are delayed, unavailable, or insufficient to cover the family's tuition and fees, the family is responsible for paying any remaining balance by the applicable due date. TEFA funding does not alter The Kipling School's tuition payment schedule, withdrawal policies, or non-refundable and non-transferable fee policies.

Withdrawal from School

A written notice is **required** thirty (30) days in advance if a student is to be withdrawn from our program. Parents/guardians are financially responsible for all tuition and fees due within the thirty (30) days following the date of written notice of withdrawal. All financial obligations must be met during the final 30 days of enrollment, including tuition installments. When annual tuition is paid in full and appropriate notice is given, a refund of the amount of any installments not yet due (less any discount for paying in full) will be considered. No refunds or credits will be issued in the event that the thirty-day notice of **intent to withdraw** has not been provided, nor will any refunds or credits be issued for failure to complete the enrollment process after paying the initial confirmation payment. The final payment must meet all financial obligations to date and is due within three (3) business days of The Kipling School's receipt of withdrawal notice. Student records will be released upon written request from the parents/guardians assuming all financial commitments are current and exit checklists have been completed.

Students may be administratively withdrawn due to the failure of parents to meet financial obligations, including late charges and late pick-up fees, or failure to follow policies and procedures as stipulated in this Parent Handbook. Families subject to administrative withdrawal for any reason, including expulsion, will still be financially responsible for all tuition and fees for the thirty (30) days following the date of notice of administrative withdrawal. Readmission after withdrawal is conditional on the approval of administration and will require the full payment of any outstanding account balances as well as the payment of all enrollment fees including registration and supply fees.

Fines/Debts

The school office will hold all school records and reports until financial obligations have been cleared. This includes but is not limited to re-enrollment forms, student report cards, and student records.

Non-Discriminatory Policy

The Kipling School does not discriminate on the basis of race, color, national origin, sex, religion, or sexual orientation in the administration of its educational policies, admissions policies, other school administered programs or in its employment practices. The Kipling School believes in the strength of a diverse community and welcomes inquiries from all families.

Attendance Policy

At the heart of a Kipling education is the classroom experience. Therefore consistent, punctual attendance is essential and indicative of student/family commitment to the school's programs and philosophy. Regular and punctual attendance at The Kipling School is expected and required. We ask that parents support the academic well-being of their children by planning family travel during school holidays. If extraordinary circumstances occur, and a family absence is necessary, parents should present their situation to the Head of School. Irregular attendance is a major cause for poor academics, and continual tardiness is disruptive to the normal flow of school activities. Neither situation can be, nor will be, excused on a continual basis.

Elementary & Middle School Hours

Excluding Holidays

Elementary School Instructional Day:	Monday-Friday 8:00AM-3:30PM
Middle School Instructional Day:	Monday-Friday 8:00AM-3:35PM
After School Program:	Monday-Friday 3:30PM-6:00PM
Elementary School Building Hours:	Monday-Friday 7:30AM-6:00PM
Middle School Building Hours:	Monday-Friday 7:30AM-4:00PM

Excused/Unexcused Absences

Attendance is an important factor in the academic success of our students. As such, students absent more than 10% per semester (about 9 days) will be assessed by the attendance committee and School administration on re-enrollment. Extenuating circumstances may be considered on a case-by-case basis.

Parents/guardians must contact the school office via phone, email, or handwritten note when their student is absent. Notification must include date(s) absent, reason, and parent/guardian signature or include a doctor's note within three days of returning to school in order for the absences to be excused. Please note that absences and tardiness are part of a student's official record and are reported on the transcript.

Make Up Work After an Absence

Students will be allowed to complete missed work. The student will receive the same number of days he/she missed to complete the work. Students with excessive absences (3 or more consecutive days) may have an individualized make up plan designed by his/her teacher and an administrator.

Tardiness

Arriving promptly for each class is a way of showing respect for others' time and valuing the learning opportunities in each class. Being late to class or school is invariably disruptive and should be avoided. Faculty and administrators will monitor tardiness. If a student's tardiness is deemed excessive, parents will be notified, and disciplinary action may be taken. Parents/guardians must escort late students into the building and sign them in at the front desk.

Academics

The Kipling School curriculum creatively blends the humanities with science, mathematics, and technology to create a well-rounded student. Our small class sizes, flexible classrooms, and effective teacher/student ratio ensure individualized attention.

A Cross-Content Approach

- Every module and unit, in each grade, focuses on topics essential for building background knowledge, vocabulary, critical thinking, and writing skills. Whether students are learning about the seasons, the American Revolution, or space exploration they are exposed to works of literature, informational text, and art of the highest quality. Essential topics strategically reoccur, empowering students to deepen their understanding of core knowledge across grades. Students explore an essential question across the module or unit in order to connect what they are learning to the broader world around them. Students interact with authentic and high-quality texts to build knowledge of important topics and master skills across all content areas. All students read and communicate about grade-level texts, with suggestions for support included at key moments in lessons.
- Our math curriculum was designed to teach math as a coherent body of knowledge that follows the proper learning progressions required for true math fluency, and not just a set of skills. It focuses on instilling a deep, conceptual understanding that students can build on while also allowing them to find the joy in the subject. The goal is to help all students become fluent in mathematics. Fluency goes beyond just knowing how a particular process can be used to solve a problem. It also requires an understanding of why that process works. Students learn to think, strategize, and solve problems, instead of just getting the answers.
- Students will explore topics through engaging print and interactive online resources. Students read about both current and historical events and will research, ask questions, and seek solutions to real world problems.

- Integrating project-based learning throughout the curriculum is a priority for our teachers. Our teachers foster learning through hands-on, inquiry based, and creative projects, which allow students to engage with the content through multiple means and demonstrate their understanding in authentic ways. The depth of knowledge students acquire with project based learning far exceeds a standard multiple-choice testing format.

Monitoring Progress (Evaluation and Reporting)

- Kindergarten and 1st Grade students will receive evaluations at the end of each 9-week cycle. The evaluation will let parents/guardians know how their child is performing academically and socially within the class and across the school.
- Students in 2nd-8th Grades will receive progress reports at the fourth week of the 9-week cycle and a report card at the end of the 9-week cycle.
- MAP Testing – All of our students K-8 take the computer-adaptive NWEA MAP test. This test is taken three times per year and allows us to receive real-time data and results about what each student knows and is ready to learn next. This data is used to inform small group and large group instruction, in addition to thoroughly planning for individual intervention and extension. MAP is an international progress monitoring test used in more than 40 countries and tests nearly 8 million students each year.

Late and Unexcused Work in 3rd-8th Grades

Late work and/or unexcused work will have points deducted from the grade. Deductions will be at the discretion of the classroom teacher. Policies regarding late and unexcused work will be communicated to each student at the beginning of the school year or upon enrollment.

Grading Scale

Grade Level	Scale	Responsibilities + Conduct
Kindergarten – 1st Grade	5 = Can go beyond grade level expectations 4 = Exhibits mastery of skill/concept 3 = Exhibits skill/concept with minimal guidance 2 = Exhibits skill/concept with direct guidance 1 = Exhibits no understanding of the concept N/A = Not assessed	E = Exemplary S = Satisfactory N = Needs Improvement
2nd – 8th Grades	A = 90-100 B = 80-89 C = 75-79 D = 70-74 F = Below 70	E = Exemplary S = Satisfactory N = Needs Improvement U = Unsatisfactory

Parent-Teacher Conferences

Our teachers and administrators work together to help our students grow. Most conferences will include teachers and the administrative team in order to help facilitate that growth at school. Parents and teachers can request conferences at any time. Parents should contact the teacher or administrator to schedule a conference.

Cell Phones and Electronic Devices

Cell phones, smart watches, and all other electronic devices must remain off and in student backpacks in their locker during the day. However, there are times when a teacher requests students to utilize their own technology. During those times, students must adhere to the assignment and the Responsible Use Policy.

Responsible Use Policy for Students

All use of The Kipling School computer network must be consistent with the educational objectives and mission of the school. Each student is personally responsible for his/her actions in accessing and utilizing the schools' network and technology resources. The use of The Kipling School computer network is a privilege, not a right, and may be revoked if abused. Students must have parent permission to access the internet.

Kindergarten-3rd Grade Responsible Use of Technology Policy

As the parent/guardian of a Kipling School student, I understand and agree that my child must adhere to the following rules regarding the use of technology:

- My child will keep all personal information private. Personal information includes name, address, phone number, password, and birthday.
- My child will tell an adult if he/she receives any messages that are mean or that make him/her feel uncomfortable.
- My child will tell an adult if he/she encounters any pictures, videos, or images that make him/her feel uncomfortable.
- My child will respect others by sending only kind and appropriate messages.
- My child will respect others by using polite and respectful language.
- My child will only access, change or delete his/her own file, never those of others.
- My child will only use applications, music, pictures, videos, and files that are approved by their teacher or parent.
- My child will respect others by taking turns and sharing computer resources.
- My child will not take pictures of students, teachers, or classroom activities without permission.
- My child will not make audio or video recordings of students, teachers, or classroom activities without permission.

4th-8th Grade Responsible Use of Technology Policy

As a parent of a Kipling School student, I understand and agree that my child must adhere to the following rules regarding the use of technology:

- My child will show respect by using acceptable, responsible language in all communications. Threats, insults, vulgarities, and swearing are inappropriate.
- My child will not use the network to send, post, or view content that is objectionable. My child will tell an adult if he/she receives any content that is inappropriate or that makes him/her feel uncomfortable.
- My child will keep his/her cell phone in the "off" position and in his/her locker during the school day. Smartwatches with texting & internet capabilities must be kept at home.
- My child will keep all personal information private. Personal information includes but is not limited to name, address, phone number, passwords, and birthday.
- My child will use The Kipling School computer network and equipment for educational purposes only. My child will treat school equipment with care. My child will not attempt to disable or circumvent the network filter. My child will not use the network for commercial purposes.
- My child will respect the work of others and will not tamper with shared documents.
- My child will show respect by honoring the rights of the copyright owners.
- I acknowledge that the school reserves the right to monitor all student devices, files, communication, and activities.
- I acknowledge that The Kipling School will fulfill its reporting obligations and cooperate fully with local, state, or federal authorities in any investigation related to activities conducted through The Kipling School network.

Parent Agreement:
Electronic Communication & Social Media Responsibility

I understand that inappropriate electronic communication originating off campus or associated with social networking by my child is to be dealt with in the family setting; however, the school, in its sole discretion, may take disciplinary action based on my child's online or social networking behavior if it causes a significant disruption in the educational setting or hurts others. Furthermore, I understand that content posted on any online platform by my child and/or myself that undermines the integrity of the Kipling School may be grounds for dismissal from the Kipling School.

Student Discipline

Philosophy: Love and Logic

Supported by the book, Creating a Love and Logic School Culture, by Jim Fay

Maintain Cooperation between Home and School

The Kipling School believes the home and school should work in partnership with one another. Both should implement discipline in love and humility, not in anger or haste. Parents are expected to support the school's discipline policies and decisions.

Work with Each Student Individually

At the Kipling School, discipline is a child-centered process that focuses on individual behaviors and choices. It is our goal to help students understand that they are accountable for their actions and to model for them what respect and responsibility truly mean. Most incidents of inappropriate behavior are treated as "teachable moments" and are most often resolved through teacher guidance. However, incidents that include physical aggression or disrespect may involve Kipling administration and contacting the parent.

Allow Growth through Failure

The Kipling School knows that some of the profound opportunities for growth in life come through learning from mistakes and failures. We will encourage students to grow in maturity during these times. Consequences caused by failure can serve as a catalyst for beneficial change.

Consequences

The following consequences may be administered in the event of a discipline referral. Faculty and administration will seek to provide a consequence that is appropriate and thoughtful. Any disciplinary action shall be at the sole discretion of The Kipling School administration.

- Warning: A verbal or written warning by any faculty/staff member.
- Discipline Referral: Written discipline report to administration by a faculty/staff member.
- Clean Up Duty: Disciplinary time spent cleaning the lunchroom and/or surrounding areas.
- Lunch Detention: Student will eat lunch away from other students (other table, office, classroom, etc.)
- Administrative Conference: Administrator and/or other school official meets with the student and the parent/guardian to discuss concerns and solutions.
- After School Detention: Student will stay for one hour after school on a Tuesday or Thursday.
- In-School Suspension: School day or part of a school day spent in a supervised location out of class due to discipline consequences.
- Behavior Contract: An agreement made between a student and parents with school officials to assure corrective action is made after a breach of conduct. The intent is to clarify expectations and restore relationships.
- Suspension: Time spent at home (1-5 days) for serious behavior violations. Students are responsible for coordinating the completion of assignments through faculty and administration. A suspension warns the

student and their parent/guardian that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from The Kipling School.

- Withdrawal: Administrative recommendation for voluntary removal from school.
- Expulsion: A student may be expelled for a breach of conduct and/or habitual infractions. Expulsion remains on the student's permanent record.

Bullying/Cyberbullying

The Kipling School will defer to the definition of bullying (TEC §37.0832) as a guide for what constitutes "bullying."

- A single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and:
    - Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear or harm to the student's person or of damage to the student's property;
    - Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
    - Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
    - Infringes on the rights of the victim at school; and
- Includes cyberbullying
    - "Cyberbullying" means bullying that is done through the use of any electronic communication device.
        - Examples of cyberbullying include but are not limited to mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
    - This applies to
        - Bullying that occurs on or is delivered to school property;
        - Interferes with a student's educational opportunities; or
        - Substantially disrupts the orderly operation of a classroom, school, or school-related activity.

Possession or Use of Alcoholic Beverages

Any student under the influence of alcoholic beverages, possessing or selling alcoholic beverages on the school grounds or at a school activity, or using alcoholic beverages on the school premises or at a school activity is committing an illegal act and will be subject to disciplinary action up to and including expulsion from the school.

Possession or Illegal Use or Sale of Drugs

Possession, use, or sale of illegal drugs is prohibited on/off campus and at school-sponsored activities. In addition, over-the-counter medication is prohibited on the school campus or at school-sponsored activities. A student will be subject to disciplinary action up to and including expulsion from the school for any of the following reasons:

- Being under the influence of non-prescribed drugs
- Possessing illegal drugs or drug paraphernalia
- Using illegal drugs; selling or making available, illegal drugs or other medications
- Possessing over-the-counter medication on the school campus or at a school-sponsored event

Possession of Fireworks

Possession, use, or sale of fireworks is prohibited on the campus and at school activities. Students violating this policy will be subject to disciplinary action. Fireworks are illegal within the city limits of Houston and are a violation of the Fire Code.

Possession or Use of Tobacco, Vaping Devices and Associated Products

Smoking is strictly prohibited anywhere on the campus and at school-sponsored activities. Smokeless tobacco products and vaping devices are likewise banned from the campus and at school-sponsored activities. Possession of cigarettes, cigars, vaping devices, or other tobacco-related and similar products on campus or at school-sponsored activities is not allowed. Any student in violation of this policy is subject to disciplinary action, up to and including expulsion from the school.

Possession of a Weapon

A student in possession of any weapon, or any instrument that could be classified as a weapon, on the school campus or at school-related activities, is strictly prohibited and will be subject to disciplinary action, up to and including expulsion from the school.

Gang Activity & Affiliation

The Kipling School is a gang-free zone. Gang-related behaviors such as hand gestures, wearing gang-related apparel, and displaying signatures, mottoes, or graffiti is prohibited and is subject to disciplinary action, up to and including expulsion from the school.

Fire Alarms

Students whose actions lead to a false and illegal activation of the school's fire alarm system are subject to disciplinary action up to and including expulsion from the school. Parents will be financially responsible for any fines imposed on The Kipling School by public authorities for false alarms.

Vandalism

A destructive act against the school facility and/or equipment is an act against all of those who strive diligently to provide a clean, safe environment for our students. Thoughtless and destructive acts by students will not be tolerated and will result in disciplinary action. Pranks are considered an act of vandalism and are subject to the same consequences. Restitution is required in all instances and includes but is not limited to costs of replacement, labor, and other related costs.

Schoolwide Dress Standards

It is the school's expectation that students should be neat, clean, and modest in appearance at all times. Parents/guardians are responsible for sending students to school free from distraction with appropriate clothing and grooming. The final determination regarding the acceptability and appropriateness of a student's dress, hair, and style rests with School administration.

All students should wear appropriately sized clothing. Please make sure graphics on t-shirts are suitable for the school setting. Shoes should be appropriate for recess and physical education - no backless shoes, flip flops or cleats. Hats or caps are not to be worn inside the building unless administration has allowed it for a special occasion. Hoodies are permitted but the hoods need to remain off. Highly distracting haircuts, hairstyles, and/or hair colors are not allowed. Ear piercings are allowed, however body/facial piercings are not. All students should also keep up with personal hygiene.

4th – 8th Grade Dress Standards

All mentioned above as well as the following:

- Girls
    - Shorts, dresses, and skirts at least meet the student's fingertips when arms are extended down by the student's sides
    - No crop tops – shirts must come below the waistline of the student's pants when wearing shorts/jeans
    - Leggings are permitted only with a shirt that covers the student's bottom and is the same length in the front
    - No pajama pants
    - Sleeveless tops must have straps at least 3 fingers wide on the shoulder; no spaghetti straps
    - Tops must preserve modesty; no deep necklines or one-shoulder, backless, or strapless tops
    - Undergarments must not be visible
- Boys
    - Shorts must go past the student's fingertips when arms are extended down by the student's sides
    - No pajama pants
    - Must be clean-shaven
    - Shirts must be button-ups, polo-style or t-shirts
    - Undergarments must not be visible

Student Organizations

- Student Council, Odyssey of the Mind, Basketball & Volleyball (coming soon), Theater/Art Clubs, Debate

Classroom Parties and Social Events

While we want our students to enjoy coming to school during special times of the year, we also want to keep their safety and education our top priority. Classroom parties and social events will be limited to the following:

- Kindergarten-5th Grade
    - Halloween
    - Christmas/Holiday
    - Valentine's Day Exchange
    - End of School Celebration
- 6th-8th Grades will have activities that are associated with the holidays listed above, but not formal parties like the lower grades. Students will have the opportunity to participate in events such as:
    - End of School Celebration
    - Themed dress up days that coordinate with planned events

Birthday Celebrations

A good way for parents to include their child's class in a birthday celebration is to provide a "treat" at school during lunchtime. Enough "treats" must be provided for each student in the class to have one. Balloons or other decorations are not permitted. Party favors can be handed out at the end of the day in the classroom; however, all children in the classroom must receive a party favor. Parents must notify administration via email when they plan to provide treats to celebrate.

Lunch and Snack

Kipling is a peanut- and tree-nut-free school. Morning snack (Kindergarten-4th Grade only) and lunch are provided by the School. Parents will receive a menu each Friday for the following week. Parents may bring or deliver lunch for their student only, and not a group of friends or other students. Students may not have food delivered through third-party vendors or delivery services.

Any food allergies requiring an allergy action plan will be posted in an area where all staff are able to review any allergies in the building. Any other dietary restrictions must be requested in writing and will be provided to our chef with the list of allergies. *Please note that there are certain dietary restrictions that Kipling may not be able to accommodate.*

Lockers

School lockers are the property of The Kipling School and are issued to students. The lockers and their contents are subject to inspection by school officials without notice or prior consent.

Students may appropriately personalize the inside their lockers on a limited basis. Internal decorations should not interfere with the storage of items or hinder the opening or closing of lockers. The Kipling School is not responsible for any items lost, taken, or missing from lockers.

Library

When students use the library, whether individually or in a class group, the following procedures apply:

- Students should be courteous and respectful and avoid disturbing others.
- No food or drinks may be taken into the library.
- Students are encouraged to ask their teacher or the librarian for assistance.

Checkout Procedures

Students will check out library books with their teacher each week. Damaged or lost books are subject to fines and/or fees.

Communication and Support

The school communicates with parents/guardians in a variety of ways. The primary methods include, but are not limited to:

- Weekly newsletters
- Progress reports (2nd – 8th Grades)
- Report cards
- Emails and text notifications from PRAXI
- Kipling Parent Organization (KPO) meetings
- Scheduled parent and/or administrator meetings

Student Information System (SIS): PRAXI

When you apply to The Kipling School, your application is sent through PRAXI, our SIS. Upon acceptance, you will be given login information so that you can review your child's grades, attendance, update parent contact information, or your child's medical information as needed. EVERY YEAR, by the first day of school, all PRAXI information must be 100% complete for a student to start school. Parents/guardians must keep all information updated in PRAXI at all times.

Emergency Communications

If there is an emergency situation in which we need to get important information out to parents (such as an unexpected school closure), we will utilize the text notification system in PRAXI. It is imperative that the information in PRAXI is updated each school year and during the year if needed.

Student Health

Health and Safety Requirements

Student health information is maintained through our student information system, PRAXI, and kept in our office. All health information must be updated and complete before the first day of school. Throughout the school year, it is the parent/guardian's responsibility to log into PRAXI through The Kipling School's website to make any updates to their student's information, including emergency contacts, medication changes, or insurance coverage.

Student Confidentiality

Sometimes Kipling students see pediatricians, psychologists, psychiatrists, diagnosticians, therapists, counselors, or specialists for help with various medical, developmental, or mental health issues. Questions and requests by parents or legal guardians related to school/teacher communication with outside personnel must be directed to Kipling administration. Written permission must be given by all parties involved before any records are released.

General Health Procedures

When students visit the office for issues related to health, they must sign in for documentation. For the occasional headache, upset stomach, or bump on the knee, comfort measures such as a brief rest, water, and/or an icepack are provided.

Parents will be called to take their student home if the student develops symptoms indicative of a contagious illness, including but not limited to: fever of 100.0F or higher, vomiting, diarrhea, unexplained rash, etc.

If a student is unable to participate in PE due to illness or injury, the parent/guardian must send a written note to the PE teacher and the administrators explaining the reason for non-participation and the period of time he/she needs to sit out of PE class. If a student needs to be excused for more than three consecutive days, a doctor's note is required specifying the date the student is expected to resume PE activities.

Returning to School After an Illness

The Kipling school follows the recommendations from the Texas Department of State Health Services in collaboration with the Centers for Disease Control (CDC). Please reference this website for more information.

Students showing symptoms of a contagious illness will be excluded from attendance until such symptoms have resolved for a minimum of 24 hours without the assistance of medications. If a student was seen by a physician, a physician's release or permission to return to school form must be submitted to the office; however, a doctor's note will not supersede the 24-hour symptom free requirement with regard to fever, vomiting, and/or diarrhea.

Medication Policy

If possible, parents/guardians should schedule times for administering medication to their student while at home. If this is not possible, a parent/guardian must check the medication in with an administrator and complete a Medication Authorization form. All medications must be clearly marked with your student's full name and must be in the original container with the original label. Parents/guardians are responsible for updating office personnel of any changes in a student's need for prescription medication.

Students must not have medication of any kind on campus unless it is checked into the front office by a parent/guardian. For the purposes of this handbook, medication includes creams/ointments, cough drops, supplements, etc. No medications are allowed in student backpacks, lockers, purses, lunch boxes, etc., whether prescription or over the counter. Medicine cannot be left at the school longer than the date indicated on the Medication Authorization form. Medication left more than 10 days after the date on the form will be disposed of.

Herbal and/or naturopathic treatments will not be administered by school personnel or allowed on campus due to lack of FDA approval and establishment of safety parameters. Medications prescribed or purchased outside the United States will not be administered by school personnel due to regulatory discrepancies between the United States and other countries.

Diagnosed Allergies

If a child has a diagnosed allergy, parents must provide an allergy action plan signed by a medical professional as well as all emergency medications with specific instructions regarding what medications to administer in the event of exposure to an allergen. Medications listed on the allergy action plan must be submitted in the same manner as all other medications.

Immunizations

All students must be current on their immunizations, as required by the Texas Department of Health. Immunization records must be submitted to the office before the first day of school or upon enrollment. Students without proof of current immunizations on file will not be permitted to attend class on the first day of school.

For more information on State Immunization Requirements please visit the Texas DSHS website.

Reporting of Suspected Child Abuse and Neglect

The Kipling School employees are mandated under child abuse reporting laws. We must make a report to child abuse authorities of situations that constitute abuse, neglect, or abandonment. If you suspect a child has been abused, neglected, or abandoned, please contact the Texas Child Abuse Hotline at 800.252.5400.

Car Lane, Parking and Safety

Traffic around The Kipling School and preschools can be busy during drop off and pick up times. The streets surrounding the properties include several private properties. Speed must be strictly limited to 5MPH while in the car lane and/or parking lots. Please be mindful of your surroundings and follow the guidelines listed below to ensure the safety of all students and families.

Car Lane

- Morning car lane is open from 7:30 to 7:50AM. Drivers will pull into the car lane, paying close attention to students and families crossing the crosswalk, then drive through the lane stopping to allow teachers on duty to assist your child out of the car. Students must exit from the passenger side of the car only.
- Afternoon car lane is open from 3:30 to 3:50PM for Elementary School student pick-up and from 3:35-3:50PM for Middle School student pick-up. Parents are encouraged to participate in afternoon car lane and should notify the front office at the beginning of the school year if they plan to utilize it. You will be given "car tags" to display on your front dash to expedite the pickup process. Drivers will pull into the car lane paying close attention to students and families crossing the crosswalk, then drive through the lane stopping to allow teachers to open your car door for your child. **Teachers are not allowed to help students into car seats, buckle car seats, or buckle seatbelts at any time.**
- Students who are not picked up by 3:50PM will be taken to the after school program. If your child is not enrolled in the after school program, you will be charged $25 each day your child participates.
- Only elementary/middle school students may use the car lane. Preschool students must be walked into and out of their buildings.

Parking

- The parent parking lot is located on the east side of the building at the corner of Blossom Street and Parker Street.
- Street parking and parking in private driveways is strictly prohibited.
- Parents/guardians that do not utilize the morning and afternoon car lane times must park in the parent parking lot and walk their child to and from the building.
- Parking spots directly adjacent to the car lane are reserved for Kipling staff or handicapped tagged vehicles only.

Safety

- Cell phone use is strictly prohibited while driving on or around our campus.
- Parents/guardians must NEVER drop children off along Blossom Street. This is a direct violation of our safety protocols.
- Please do not leave any personal belongings of value in your parked vehicle.
- The Kipling School is not responsible for theft of valuables left in vehicles.

After School Program

The Kipling School offers an after school program for students of all grade levels that operates from 3:30PM-6:00PM. The after school program costs $500 per semester and includes an afternoon snack, time for studies, games, and outside play when weather permits. Third-party vendors offer additional classes such as dance, karate, cooking, soccer, and robotics, which are held onsite during the after school program. Parents/guardians will be able to sign their child up for classes at the beginning of each semester. Parents/guardians will pay the vendors directly for their child to participate. Please note: any child signed up for extracurricular activities MUST be signed up for the after school program.

Late Pick-Up Charges

There will be a late charge if your child has not been picked up by 6:00PM. For the first three times, the charge is $1 per minute after 6:00PM. Following the third time, the charge is $3 per minute after 6:00PM. You will need to sign a Late Pick-Up form at the time you pick up your child. Please call the office if you are going to be late so we can know and reassure your child that you are coming. Continued late pick up may result in removing your child from the after school program.

Dismissal/Expulsion Policy

Unfortunately, we must include a dismissal/expulsion policy. This will be referred to primarily in the event of dangerous or other behavior issues that cause harm to other students or teachers. However, The Kipling School reserves the right to dismiss or expel any student or family for any reason the School deems appropriate.

We always want to work with children as they grow and learn. However, if a child is repetitively hurting others and disrespectful to the point of needing to be removed from the classroom setting or unable to function without incident in the classroom, they are subject to administrative withdrawal. On that same note, parents who repeatedly behave inappropriately, who do not have best interests of the children or school in mind, may inadvertently cause their own administrative withdrawal.

Hitting teachers or students, spitting on teachers or students, screaming, cursing, indecent exposure, inappropriate touching, etc. will not be tolerated. Unacceptable behavior from parents, including but not limited to threats and/or use of inappropriate language, will also not be tolerated. We have truly wonderful families and employees at this school, and we will not tolerate rude or inappropriate behavior toward any of them. This includes other children, parents, teachers, and staff. Please know that every effort will be made on our part to correct any issue before it gets to this. The safety and wellbeing of each child is of the utmost importance to us.

Legal Disputes & Custody Agreements

Parents may not involve any employee of The Kipling School in custody matters or any other legal disputes. The Kipling School and its employees are not responsible for enforcing or otherwise monitoring custody agreements. All court orders regarding assigned custody must be kept on file as part of the student's permanent record. Any parent or legal guardian is able to visit the School and pick up their child(ren) at any time, regardless of an established custody agreement, unless the School has a safety concern or a formal legal document is on file that restricts such access, such as a restraining order. These family matters are expected to be handled off campus before a child is dropped off at the School.