



The King's Daughters' School New Student & Parent Handbook

Welcome!

Welcome to The King's Daughters' School (KDS)! We are honored and excited by the opportunity to work with your child. At KDS, your student will have many wonderful opportunities, and we will work with you to ensure his/her experiences are as positive as possible.

This New Student & Parent Handbook is designed to help orient you to KDS and to answer some general questions. Please look it over, and remember that you can contact KDS staff at any time if you have additional questions or concerns.

When you have finished reading this handbook, please sign and date the last page, indicating that you understand and accept the policies outlined in it. Then, return the signed page to KDS.

Thank you again for sharing your child with us.

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General Information

Contact Information

You may contact KDS via the following:

Main Campus:

412 West Ninth Street, Columbia, TN 38401

931-388-3810

Fax: 931-388-0405

Web: www.tkds.org

Center for Autism:

900 Trotwood Avenue, Columbia, TN 38401

931-380-0292

Fax: 931-380-0294

Web: www.tkds.org

Individual staff email addresses are published at the beginning of each school year in the KDS newsletter. Once your child is assigned to a residence hall, you will be given the contact name and phone number for that residence hall as well.

The Mission of The King's Daughters' School

The King's Daughters' School is dedicated to serving the educational and life skills training needs of persons with developmental disabilities who are able to function in a group setting.

The King's Daughters' School strives to provide individual academic plans based on promoting independence, socialization, maturation, and personal growth in a wholesome residential atmosphere. Individuals are challenged to reach their fullest potential as productive citizens with sound moral values.

The King's Daughters' School provides comprehensive, community-based programs including educational, vocational, recreational, and social activities.

School Philosophy

KDS programs are based upon the philosophy that individuals with mild/moderate mental retardation learn through living and that their total life's activities contribute to the effectiveness of the learning process. KDS provides experiences in accordance with the principle of normalization, utilizing methods that are as culturally normative and least restrictive as possible and that include educational, vocational, recreational, and social activities and opportunities.

The programs are based also upon the developmental principles that (1) development begins at conception and continues throughout the life span of every individual and (2) human development normally progresses in a sequential, orderly, and predictable manner. Consequently, developmental sequences can be identified and used in planning programs and assessing progress. The rate and

direction of development may be modified by utilizing and controlling certain physical, psychological, and social aspects of an individual's environment.

KDS subscribes to the following implicit values underlying fundamental goals for individuals with mental retardation:

1. they should be helped to become as much like non-handicapped people as possible;
2. they should be helped to achieve their greatest possible intellectual, vocational, and social potential;
3. they should be encouraged to reach their optimum level of achievement;
4. they should be assisted in achieving the maximum possible level of independence and self-sufficiency;
5. they should have the opportunity to make choices and the freedom to explore available and feasible alternatives whenever possible; and
6. economic productivity should be a fundamental goal for them.

School Qualifications

KDS is an approved school through the State of Tennessee Department of Education. All our residences are licensed by the Tennessee Department of Intellectual and Developmental Disabilities. KDS is accredited by the Council on Accreditation (COA). KDS is approved for the admission of foreign students by the Department of Homeland Security's Student and Exchange Visitor Program (SEVP). KDS is a member of the National Association of Private Special Education Center (NAPSEC).

Admissions

The King's Daughters' School admits students with developmental disabilities with a primary diagnosis of mental retardation or autism who are able to function in a group setting. In order to determine if a child is appropriate for KDS, an Admission Committee reviews the application, reports, histories, and records on a child. We also encourage parents to visit, and may require an observation of a student before accepting him/her for admission.

Students from outside the United States are required to submit additional documentation and assurances.

KDS does not discriminate on the basis of race, color, religion, sex, or national origin.

Contracts

Once a family has reached an agreement with KDS, they will be asked to sign a one-year contract. This contract can be broken with 30-days' notice from either party. You will be mailed a new contract each spring for the upcoming fiscal year.

Religious and Cultural Diversity

KDS seeks to foster religious and cultural diversity in all its activities.

The King's Daughters' School was founded by The International Order of The King's Daughters and Sons, an interdenominational Christian service organization. We are proud of our Christian roots, and strive to uphold the Order's creed to "labor not for self, but for others."

However, in our more than 50-year history, we have served children from a variety of religious backgrounds. We do not indoctrinate children into any religion, and we provide the same services for children from any religious and cultural backgrounds.

Some parents ask that their children attend church. We take children to various churches throughout the community as time, staffing, and church availability allow. However, we cannot guarantee that a child will attend a certain denomination, or the frequency of their attendance.

Parental Involvement and Support

You know your child better than anyone, and your involvement and support are key to your child's success. We will ask you to be involved in the development of your child's Individual Education Program (IEP) and other activities as appropriate.

We also ask that you support KDS staff and programming; together, we will work to help your child become a successful adult.

Because our parents come from across the US and abroad, we do not have a formal parents' group. Once a year, though, we offer a Family Day, where you can meet other parents, conduct parent-teacher conferences, and more.

Fees

Tuition

Tuition is individualized, and is based upon each student's program, needs, and level of care. Tuition is generally privately paid by parents, or funded through a school system. Medicaid waiver and private insurance will not fund KDS tuition.

Tuition is paid quarterly, and KDS requires 3-months' tuition before a student is allowed to enroll. After the first year, tuition rates are set annually. You will be mailed a new contract with an updated tuition amount each spring for the upcoming fiscal year.

Tuition covers all regular school activities, with the exception of a limited number of activities, services, and supplies. Items not covered by tuition include special activities (including weekend trips, which are covered by the Student Spending Account), trips that KDS staff make to transport students to the airport for flights home, medical services provided by community providers, student uniform shirts, haircuts, birthday or other special activities you request, and special purchases you or your student wishes to make.

Student Spending Account

Families should deposit at least \$50 per month into their child's Student Spending Account. These funds are used for the student's special weekly activities, haircuts, and other miscellaneous items.

Student spending funds are the responsibility of the family, regardless of the source of funding. There are some situations that will require a larger monthly deposit, but that will be determined on an individual basis, based upon unique circumstances as they arise. If a negative account balance occurs, parents will receive a request for an increase in funds.

As students work and become productive in their employment (either off-campus or in the on-campus workshop), a portion of their weekly check will be deposited into their Student Spending Account. Students are allowed to use their earnings in their Student Spending Account for special purchases, if funds allow. (See also *Student Earned Money* in the Educational Program section.)

All medical bills will be forwarded to the family and will not be paid from the student spending account.

An accounting of funds in the Student Spending Account can be provided upon request.

Student Health & Safety

Student Health Services Office

KDS has a Health Services Offices (HSO) that is open 7 days a week. The staff in the HSO are not nurses or doctors, but have received Certificates for Medication Administration, and are CPR and First Aid certified. HSO staff administer medication, attend to basic first aid and illness needs, and accompany students on medical appointments.

Medication Administration

Most students at KDS take medication. Medical prescriptions should be transferred to a local pharmacy, which packages the medications in color-coded dosage packs. This eliminates confusion regarding medications. Medications are administered in the presence of a HSO staff member. The staff member places the medicine in the student's hand, and the student physically takes the medicine. When necessary, the staff will place the medicine in the student's mouth. As an additional back-up, most direct care staff members also receive Certificates for Medication Administration and can administer medicines when necessary.

Transfer of Prescription Medications

By licensing standards, KDS is required to dispense all non-liquid medications in color-coded dosage packs. Therefore, all of a student's medications should be transferred immediately to a local pharmacy that provides this service.

When entering KDS, a student should bring with him/her several weeks' worth of medications, as well as refills for those. HSO staff will make appointments for students with local doctors as soon as possible, in order to get health care and medicines transferred to local providers.

If you have questions or problems regarding health care providers or the transfer of prescription medications, please contact KDS as soon as possible.

Medication Evaluation

Direct-care staff and staff at the Student Health Services Office are experienced in evaluating students' behaviors when medication evaluations are necessary. When a medication is being evaluated, or a new medication introduced, your child's teachers and teacher-counselor will record changes for report to the physician.

Illnesses

Minor illnesses at KDS (sore throats, stomach aches, etc.) are treated much like they would be at home: with TLC and over-the-counter medications. When children are contagious or more sick, they will spend the day in the Student Health Services Office, or in their residence hall.

Whenever we suspect that a child may need prescription medications to combat an illness, we schedule a visit with a local physician. For all acute illnesses or serious injuries, we take children to the

Emergency Room or the Ambulatory Care Clinic at Maury Regional Hospital. If your child is taken to a doctor or the ER for any reason, you will be notified as soon as possible.

Doctors' Appointments

KDS students use local physicians for routine and acute health care. We transport students to local optometrists, ophthalmologists, dentists, general practitioners, neurologists, psychiatrists, and more. A staff member from the Health Services Office will accompany your child on all doctors' visits, and will record and report all activity from those visits.

Transfer of Health Care

Most health care issues (neurology, psychiatry, general care, etc.) will need to be transferred to local providers in order to provide a continuum of care for your child and to ensure proper medication evaluation. If you would like for your child to continue his/her care with a physician who is *not* local to KDS, please inform the Health Services Office as soon as possible. If your child will continue to see non-local health care professionals, please ensure open and continual communication between those physicians and the local physicians at KDS who care for your child.

Before or upon your child's enrollment, please send copies of your child's most recent physical, dental, and vision exams. If these screenings are more than one year old, KDS will reschedule new ones as soon as possible.

Insurance

Your insurance will be billed for all doctors' appointments, and you will be responsible for any charges not covered by insurance.

Please report any changes in your insurance to KDS as soon as possible, and ensure that KDS always has an up-to-date copy of your insurance card.

The Educational (School-Day) Program

The Educational Program

All students at KDS receive a 6 ½-hour school day. Depending upon your child's program and needs, this could include a rotating schedule to different classes, a self-contained class, time in the on-campus vocational workshop, work off-campus, or more. Each program will vary because it is individualized to your child's needs. In general, though, students will participate in the following during their 6 ½-hour Monday-Friday school day:

Main Campus (Total Lifestyles Program for adolescents)

Students in the Total Lifestyles Program on the Main Campus transition to various classes for 50-minute class periods. Typical classes include Reading, Math, Language Arts, Computer Science, Physical Education, Music/Art, Vocational Workshop (or Pre-Vocational Workshop), and Science and Social Studies.

Lifeskills. Older children may transition into the Lifeskills track, which continues to offer academics, but in an independent-living context. Lifeskills also focuses heavily on issues that present themselves during adolescence and in preparation for graduation. Students in Lifeskills may find themselves working in the community (through volunteer work, job shadowing, or paid employment) for portions of the day.

CDC. KDS has one self-contained classroom for children who need more intensive help in behavioral and self-care skills. These students are based out of one classroom, and transition as a group to P.E., Music, and the Vocational Workshop.

Center for Autism

Students at the Center for Autism transition through 50-60 minute classes throughout the day. These classes include Communication, Functional Academics, Vocational and Daily Living Skills, Hard Play (P.E.), and Sensory Integration. Students who are old enough and are able, transition to the KDS Main Campus up to three times per week to work in the Vocational Workshop. Students take weekly community trips to practice communication systems, as weather, scheduling, and behavior allow.

Young Adult Academy

The Young Adult Academy consists of classwork, community experiences, and independent living skills training. Students in the Academy are based out of one classroom, where they address academic and independent living skills curriculum. They spend regular time in the community, practicing community living skills, and in the Vocational Workshop, working and learning transferable work skills. Students in the Academy may find themselves working in the community (through volunteer work, job shadowing, or paid employment) for large portions of the day.

IEP Goalwork

Teachers and parents set academic IEP goals each year, and teachers and their assistants work with students toward achieving their goals. When a new student enters, KDS works with the child, tests the child's abilities, and will request an IEP development meeting within the student's first 30 days.

Report Cards

Parents receive progress reports on their child's work toward IEP goals every nine weeks.

Each classroom is staffed by one teacher and teachers' aides as needed. Students are grouped in classes based on age and ability, so that teachers can present general skills and work with students individually and in small groups as needed. The number of students per class varies based upon the child's program and abilities. In general, student-to-staff ratios are as follows:

- Main Campus classes (not including Lifeskills or CDC Classes): 4:1
- Main Campus Life Skills Class: 5:1
- Main Campus CDC (self-contained) Class: 3:1
- Center for Autism classes: 3:1
- Young Adult Academy: 5:1

School Day

KDS students have a full 6 ½-hour school day. The school day at the Main Campus (412 W. 9th St.) is 8:30 a.m.-3:00 p.m. The school day at the Center for Autism (900 Trotwood Ave.) is 9:00 a.m.-3:30 p.m.

School Calendar

KDS provides a year-round program, with three one-week breaks: Spring Break, Winter Break, and Summer Break. Residence halls are closed during these times, and students should be scheduled to be at home.

Outside of these breaks, students are in class with teachers every weekday, with the exception of the following holidays: Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Independence Day. On these days, KDS and residence halls are open, but students are engaged in other, holiday-related activities.

During the Summer Program, students are generally out of class one day each week on field trips, accompanied by teachers and other staff.

The Vocational Program

All students participate in either the Vocational or Pre-Vocational Workshop during the school day, both of which are located on campus.

The Pre-Vocational Workshop is for students younger than age 14. It introduces students to different types of work, explores community workers, and teaches basic skills necessary for employment (positive peer and supervisor interactions, sorting, matching, etc.)

The Vocational Workshop is for students age 14 and above. Here, students sort and package products for local manufacturers and earn a “per piece” pay check. They also learn related skills, such as time management, tracking productivity, conflict resolution, and more.

Students at the Center for Autism who have mastered the vocational curriculum in the Vocational and Daily Living Skills Classroom transition to the Vocational Workshop on the Main Campus to work, up to three times per week, as weather, scheduling, and behavior allow.

Student-Earned Money

Learning to earn, budget, save, and spend money are important lessons. Students address these issues in the classroom and in real-life as well.

All students who are on Level 2 or above earn at least \$1.00/week, which they can use for Candy Store purchases on Friday afternoons.

Students can earn additional money through employment. Students may earn money based upon their productivity in the on-campus workshop; the more productive they are, the more money they earn. These are generally not large sums, but they provide a basis for real-life money lessons.

Students who are employed in the community earn a paycheck from their employer. (This is true for actual employment only, not for job shadowing or volunteering.)

At the end of each week (or pay period, for students working in the community), students are allowed to keep up to 25% of their earnings. (The actual amount depends upon the number of points the student has earned that week, and his/her corresponding Level. See *The Point & Level System* in the Behavior Management and Modification section.) The remaining 75% is placed in their Student Spending Account.

Curricula, Textbooks, and Classroom Supplies

KDS uses a variety of curricula in different subject areas. Our goal is to have a variety of tools at our disposal, and to use those that work best with each individual student. If you have questions about the curriculum being used in a particular class, please contact that classroom teacher.

Textbooks and workbooks are provided for each class. They remain the property of The King's Daughters' School.

Similarly, KDS provides the classroom supplies (paper, pencils, etc.) that each student needs. If your child prefers a certain binder, pencil, or other supply, you are welcome to purchase those for him/her.

Field Trips

Most field trips are taken during the Summer Program, when everyone has the opportunity to take one field trip per week. These include trips to regional museums, cultural and historical attractions, natural wonders and parks, and even water parks.

Field trips during the regular school year are generally limited, except for the Center for Autism, which takes weekly community trips, as weather, scheduling, and behavior allow.

School Dress Code

While in class, students are expected to dress in a manner that does not detract from learning. Students wear a school-issued shirt, which parents purchase each semester, khaki pants or shorts, belt, and appropriate shoes. Hats, sunglasses, excessive jewelry, etc. are not permitted during school hours. Students change into clothing of their choice when they transition into the residence halls in the afternoons.

For Day Students

KDS serves a limited number of day students.

If your child is a day student at the Main Campus (412 W. 9th St.), you may drop him off between 8:00 and 8:30 a.m., and pick him up between 3:00 and 3:15 p.m.

If your child is a day student at the Center for Autism (900 Trotwood Ave.), you may drop him off between 8:30 and 9:00 a.m., and pick him up between 3:30 and 3:45 p.m.

KDS does not provide transportation to and from school for day students.

The Residential Program

Residence Halls

KDS provides several options in residence halls: on-campus residences, off-campus residences, and the Center for Autism. Regardless of where a student lives, he/she is supervised 24 hours per day.

Most students live in on-campus residences. Students who are older and have demonstrated responsibility may live in an off-campus residence. Students who attend the Center for Autism live on the top two residential floors at the Center for Autism.

Students are assigned to residence halls based on their gender, age, and abilities. The Director of Residential Services assigns residence halls, and moves students between halls as necessary.

Residences may be double- or single-bedrooms (see *Roommates*, below), and all have appropriate bathroom facilities on each floor, hallway, or suited between bedrooms.

Male students are not allowed in female residences, and female students are not allowed in male residences.

Roommates

Students living in on-campus residence halls and the Center for Autism will have one roommate. Rooms and roommates are assigned by the Director of Residential Services (or the Director of Autism Services) and the residence's teacher-counselor. When necessary, a student may be moved from one room or residence hall to another in order to find a more compatible roommate. However, moving a student is a measure of last resort; students are encouraged to work out differences with their roommates and engage their roommates in positive activities.

Students living in off-campus residence halls have single bedrooms.

Supervision and Staffing

Students in all residence halls (off-campus, on-campus, and the Center for Autism) are supervised 24-hours per day. Each residence hall (and each residential floor at the Center for Autism) is overseen by a teacher-counselor. The teacher-counselor is a staff member with a degree in social services (or a related field) or equivalent experience. The teacher-counselor oversees all weekly activities, coordinates goal planning and work, manages the residence, and directly supervises and works with students.

Teacher-counselors have assistants as needed who help in the supervision and goal work of students.

Teacher-counselors at KDS do not live in the residence halls. Rather, new staff rotate into the residence every 8 hours. Therefore, there is awake staff during the midnights to perform bed checks, assist with night-time toileting, clean the residences, and help students wake up and prepare for the next day.

On the weekends, weekend teacher-counselors come into the residences to supervise and work with students. Because weekend staff remain at the residences all weekend, they do sleep in the residences. As a result, there are times on the weekends when there may not be awake staff in each residence. However, a residential supervisor is always on-call 24-hours per day.

Student-to-staff ratios in the residence halls vary based on the time of day and the abilities of the students in a residence. In general, though, student-to-staff ratios are about 5:1 during awake hours.

Goal Work/Independent Living Skills

At KDS, we set goals for the residential portion of our program just like we do for the educational portion in the IEP. Residentially, we set goals in the following categories: leisure/recreational skills, social-adaptive skills, and daily living skills. The teacher-counselor and parents set these goals each year, and residential staff work with students toward achieving their goals. Parents will receive progress reports on their child's work toward these goals every nine weeks.

Students are also assigned daily and weekly chores, and are assisted by staff in keeping their rooms cleaned, dressing and grooming appropriately, and other independent living skills.

Evening and Weekend Activities

Evenings and weekends in the residence halls are used for goal work. However, we also know it is important for students to be in the community, socialize with their peers, and experience new things. Each teacher-counselor and weekend teacher-counselor chooses activities for the students in their residence halls that are fun, are ability and age appropriate, and provide opportunities for learning.

Students participate in community festivals and activities, travel to Nashville and other nearby areas to visit attractions, use community entertainment options (movie theaters, bowling alleys, etc.), participate in Special Olympics training and competitions, and enjoy on-campus activities.

KDS employs a full-time recreational therapist who helps plan and oversee activities that are appropriate for students. The recreational therapist plans and carries out events such as an Annual Prom (for students ages 16-21), holiday parties and dances, athletic events, and more.

On the weekends, each residence hall generally has one big special event, such as roller skating, making model cars, shopping for and preparing a special meal, having a cookout, etc. These activities are posted on the KDS website.

Participation in all activities is a privilege, and students must exhibit good behavior and decision-making skills to participate. Additionally, many activities (Special Olympics sports, trips to baseball games, etc.) are limited in the number of students who can participate. Students are chosen to participate based upon behaviors, interest, and ability.

For most evening and weekend activities, there is no additional charge. Bigger activities, such as each hall's special weekend activity or Special Olympics trips, incur greater expenses. Money for these special activities comes out of each student's Student Spending Account (see Fees).

Therapies and Additional Services

Testing

Every student who enters KDS will be tested to determine appropriate programming and goals. Specific testing depends upon your child's program, but generally includes academic, vocational, social, and independent living skills. There is no additional charge for this testing.

Individual Counseling

KDS can provide individual counseling by a licensed counselor on an as-needed basis. This must be arranged with parents and requires an additional fee.

Group Counseling

Students participate in group counseling centers each week, where they address issues that are pertinent to teenagers. Topics covered include health and hygiene, sex education, relationship building, drug and alcohol abuse prevention, and more. These counseling centers are grouped by gender, age, and ability.

Speech Therapy

Speech therapy is provided when required by the IEP. At the Center for Autism, all students receive at least group speech therapy. Individual speech therapy may require additional fees. Please discuss these arrangements with administrative staff.

Occupational Therapy

Occupational therapy consults and services are provided when required by the IEP. At the Center for Autism, all students receive sensory integration every day. Individual occupational therapy may require additional fees. Please discuss these arrangements with administrative staff.

Recreational Therapy/Adaptive P.E.

Every student benefits from activities planned by a recreational therapist, and every student participates in P.E./Adaptive P.E. There is no additional charge for this service.

Other Therapies and Services

KDS does not offer physical therapy. When required by a physician, physical therapy and other, additional therapies or services are provided through contracts with outside providers. Additional therapies and services are billed to insurance when possible; when not possible, parents are responsible for fees for such services.

Living at KDS

Clothing

Please send a minimal amount of clothing to KDS.

Each item of clothing must be **labeled**. We will inventory your child's clothing when he/she enters KDS, and will do our best to ensure that your child keeps track of his/her clothing. Although we discourage students from sharing clothing, students may share items, and it is not uncommon for clothing to become missing. Likewise, as students learn to do their own laundry, clothing can sometimes become discolored or look overworn or overwashed. Please plan your child's wardrobe accordingly.

With this in mind, we believe that students work harder and perform better when they feel good about themselves. Therefore, we do all we can to help make students' clothing, grooming, and appearance as nice as possible.

Parents are responsible for swapping clothing out seasonally, so that children have appropriate clothing for all weather. We will ensure that every child is dressed appropriately for all weather. If a child does not have clothing that is warm or cool enough, we will purchase the necessary item(s), and bill the child's Student Spending Account or the parents directly.

A general clothing list is as follows:

FEMALE Clothing	<i>Seasonal Female Clothing</i>	MALE Clothing	<i>Seasonal Male Clothing</i>
Short Sleeve Shirts	Sweaters	Short Sleeve Shirts	Sweaters
Long Sleeve Shirts	Winter Coat	Long Sleeve Shirts	Winter Coat
2 pr. Khakis Pants (uniform requirement)	2 pr. Khaki Shorts (summer uniform requirement)	2 pr. Khakis Pants (uniform requirement)	2 pr. Khaki Shorts (summer uniform requirement)
2 pr. Jeans	2 Bathing Suits	2 pr. Jeans	2 Swimming Trunks
Jogging Suit/Windsuit		Jogging Suit/Windsuit	
2 pr. Pajamas/Gowns		2 pr. Pajamas	
1 Dress Outfit (dress or skirt/blouse)		1 Dress Outfit (suit or pants/jacket)	
1 pr. Dress Shoes		1 pr. Dress Shoes	
1 pr. Tennis Shoes		1 pr. Tennis Shoes	
1 Jacket		1 Jacket	
6 pr. Underwear		6 pr. Underwear	
6 pr. White Socks		6 pr. White Socks	
6 Bras		Undershirts (as needed)	
Belts (uniform requirement)		Belts (uniform requirement)	
1 pr. Pantyhose		1 pr. Dark Dress Socks	

Dress Code

Students are expected to dress in ways that promote a positive self-image, always striving to “put their best foot forward.” To that end, the following is expected of students when choosing clothing, hairstyles, and accessories for KDS:

Clothing

- Clothing must be reasonably modest, not revealing.
- Vulgar clothing is not allowed (ie, suggestive or sexual sayings, logos of related companies, etc).
- Clothing with references to or logos from beer, wine, or tobacco companies.
- Clothing may not reference violence (ie, gang activity, encouraging harm, mistreatment, or disrespect toward any individual or group).
- With staff assistance, students should strive for clothing that is clean and neat.

Hair

- Hair color must be in a natural color (ie, no pink or blue).
- With staff assistance, students should strive for hair that is clean, combed, and styled appropriately.

Earrings/Piercing

- Girls may wear earrings, provided they do not present a danger for pulling/snagging (ie, no extra large hoops).
- Girls may not wear earring bars or chains.
- Boys may not wear earrings.
- No body piercings (other than earrings for girls, see above) are allowed.

Tattoos

- Tattoos are not allowed.

Laundry

Each residence hall launders clothing daily. Staff members are primarily responsible for laundering clothing, but students assist as their goals and abilities allow. As students learn to do their own laundry, clothing can sometimes become discolored or look overworn or overwashed. Please plan your child’s wardrobe accordingly.

Linens

KDS provides linens for all students. However, many students choose to bring their own linens. If you send these items with your child, please **label** each of them.

- 1 Pillow
- 2 Sets of Twin Sheets
- 3 Washcloths
- 3 Bath Towels
- 1 Blanket (as needed)
- 1 Mattress Pad
- 1 Comforter/Bedspread

Hygiene Items

KDS provides personal hygiene items (shampoo, deodorant, toothpaste, toothbrushes, etc.) for all students. If you choose to bring your own personal items (hairdryers, hair styling products, shaving cream, etc.), please **label** them.

Other Personal Items

Many students choose to bring items from home to make their room feel more personal. Each student has a bulletin board, where they are encouraged to place pictures from home and other special mementos. Students often bring a favorite stuffed animal, a few small toys, or books. When choosing personal items to bring to school, please keep in mind that your child's storage space is very limited.

Many students choose to bring radios or portable CD players to school. Parents are responsible for providing batteries for these devices. We strongly discourage other electronics, such as televisions, Game Boys, etc. These items are often shared with others, and become broken or missing. KDS cannot be responsible for any personal item that becomes broken or missing because of its owner's use or because of borrowing. Additionally, students are encouraged to participate in activities with their peers rather than watching television or playing electronic games in their rooms.

Please remember that storage space at KDS is extremely limited. Whatever items your child brings will need to be stored in his/her closet. You may want to send a small plastic tub or container to place in your child's closet for his/her personal items.

Cell phones and any type of recording devices for students are prohibited at KDS.

In short, the following outlines items that students are and are not encouraged to bring:

Students are ENCOURAGED to bring...	Students are DISCOURAGED from bringing...
Linens (if choosing to bring your own; see list above)	Anything of great value or that is unreplaceable
Hairdryer, or other small, inexpensive personal hygiene items desired	Televisions, Game Boys, Computers, other large electronics
Tub for personal items (labeled with student's name, to fit into bottom of closet)	Large quantities of toys, stuffed animals, books, etc.
Inexpensive radio/portable CD player with headphones	Large toys
A few small toys or favorite stuffed animals	Cell phones (prohibited)
A few pictures of family, home, etc.	Credit cards (prohibited)
A few books	Large amounts of money (send to front office)
Batteries for radio, etc.	Food (send to front office)
	Any type of recording device (prohibited)

Borrowing/Sharing Personal Items

Students frequently share their personal items (especially electronics and other “toys”) and borrow them from their friends. Please **label** all of your child’s personal items. KDS cannot be responsible for any personal item (including electronics, clothing, batteries, etc.) that becomes broken or missing due to its owner’s use or because it was borrowed or shared with another. Please keep this in mind, and do not send anything with your child that is irreplaceable.

Cleanliness and Hygiene

KDS strives to provide a clean, comfortable environment for all its students. KDS employs janitorial staff, who maintain the educational buildings, and midnight staff, who clean during the night hours while children are sleeping.

Students are expected to keep their personal items and space neat and clean as well. Students are required to make their beds each morning, keep their chests and closets neat, and help perform basic household chores. Before participating in any activity, a student’s bed must be made and room must be straight.

Similarly, students are expected to take pride in themselves each day. Students shower each day, brush their teeth after every meal and when waking up, have their hair neatly kempt, wear clothes that fit appropriately and are clean and nice-looking, wear deodorant daily, shave, and more.

For students who are limited in their self-help skills, staff members provide hand-over-hand assistance, prompting, or supervision as necessary.

Food

All meals and snacks are provided for your child by KDS. If your child has special dietary concerns or food allergies, please alert KDS as soon as possible.

Please do not send snacks with a student without staff knowledge. All snacks should be given to staff members because some students’ access to food is limited for health reasons.

Activities

Children like to be busy, but also need down-time. We schedule a variety of age-appropriate activities for students, and try to use every activity as an opportunity for learning. Participation in all activities is a privilege, and students must exhibit good behavior and decision-making skills to participate.

Students also have less-structured and “down-time,” when they can participate in preferred activities and enjoy time with their friends. Down-time is necessarily more structured at the Center for Autism.

Transportation

KDS maintains a fleet of vehicles to transport students to and from activities, doctors’ appointments, work, and for all the other many things that students travel to do. We take great precautions with your child’s safety while being transported by KDS staff in KDS vehicles: Only KDS staff members are

allowed to transport students in KDS vehicles. In order to be allowed to drive a KDS vehicle, a staff member must undergo a driving record check, and hold a valid Tennessee Class D License with an F-endorsement or CDL. Staff members who drive students receive instruction on KDS vehicle rules and log every trip they take.

All students and staff wear seatbelts at all times in vehicles, and must comply with all safety laws. Staff members count students every time they enter and exit a vehicle, and KDS maintenance staff ensure that every vehicle receives routine preventative service, as well as service on an as-needed basis.

In spite of all these precautions, accidents can still happen. In the event of an accident, staff members are instructed to remain calm, assess students and other staff, to immediately seek medical treatment for anyone needing it, and to call KDS so that parents may be notified.

Allowances/Students Keeping Money

We discourage students from carrying large amounts of money with them. Students on Level 2 and above earn at least \$1.00/week, which they generally use for Candy Store purchases on Friday afternoons. Students can earn additional spending money by being productive in the workshop or by being employed off-campus. (See also *Student Earned Money* in the Educational Program section.)

When students have large paychecks or receive money from family members, we hold a large portion of that money in their Student Spending Account so that students do not have to carry large amounts of cash with them. Students can access this money for purchases with the help of their staff members.

Please do not send large amounts of money to your child, or with your child. Money for special purchases should be given to the front office (or an administrative staff member) to be held in the Student Spending Account. This reduces the risk of misplacement or theft.

Students are prohibited from having credit cards.

Special Olympics

KDS participates in 19 Special Olympics sports. Many of our leisure and recreational activities involve training and preparation for various competitions. Students compete on the local, regional, national, and sometimes even international levels.

There are a limited number of participants allowed in each sport, so students are assigned Special Olympics sports based on their interests and abilities. In order to participate in any Special Olympics training or competition, parents must sign a consent form, which you will be provided prior to your child's first event.

When students travel for a Special Olympics event, they are transported in KDS vehicles by KDS staff. Students are supervised by KDS staff throughout the trip. If the trip takes students away from campus overnight, students will share a room with an appropriate peer. The KDS staff who are supervising the trip will perform room checks throughout the night as needed.

Student Supervision

KDS students are supervised 24-hours per day. Students may earn the privilege of time outdoors or in the gymnasium with their friends by earning points and higher levels on the Point System. (See Behavior Management and Modification.)

Birthdays

If you would like a special activity, meal, or event for your child's birthday, please let the teacher-counselor or Recreational Therapist know at least one month in advance. They will make arrangements for your child and his/her friends and housemates to celebrate the birthday. You will need to send funds to cover the birthday activities.

Home Visits

KDS has three breaks, each of which is one-week long: Christmas Break, Spring Break, and Summer Break. See the School Calendar for these dates.

You may schedule your child to visit home at other times, to correspond with special events and holidays. We ask that you plan these trips in advance so that your child is well-prepared and can avoid being anxious about trips home. Please send travel itineraries to the KDS Secretary as soon as possible.

For any trips home, we require to know how the child is being transported and how long the visit will be. KDS staff will have all medications ready and clothing packed for your student's visit. Please let the Secretary or teacher-counselor know of any special items that should be packed to go home, and we will have those packed along with clothing and medication.

Home visits are necessarily less structured than school-time. However, please continue to reinforce good manners and rules while your child is at home. Poor behavior by your child at home should be dealt with at home. **KDS staff will not punish your child at school for poor behavior on a home visit.**

Transportation Home for Visits

When taking a visit home (either during a break or for a special visit), students are usually either picked up by a family member or they fly. Prior to each break, you will be sent a letter reminding you of the break time and requesting a copy of your child's travel itinerary. For any home visit (during a break or for a special visit), please send your child's travel itinerary to the KDS Secretary as soon as possible.

By Car

If someone other than a parent is picking up your child from school, we require written notification from the parent and ID from the individual picking up your child (until or unless that individual is well-known to KDS staff).

By Airplane

If you desire your child to fly home, please ensure that this is a safe and viable option for your child's age and abilities. KDS will transport students to the Nashville International Airport, escort the student to the correct terminal, and ensure that your child is safely boarded on the airplane. When your student flies back into the Nashville International Airport, we will meet them at the gate and transport them back to KDS.

There is a small fee for transporting a child to and from the airport.

For the three one-week breaks, KDS designates "fly out" and "fly in" days. These are the preferred days for your child to fly to and from school, and are the days we have set aside for airport transportation. If you schedule your child for flights on any other days, or in the very early morning or very late evening hours, an additional charge may apply.

If your child will require assistance flying, it is your responsibility to purchase assistance from the airline.

On-Campus Visits

Parents often choose to visit their children at school. This is an excellent option for shorter visits or when a parent wishes to accompany a child on a special doctor's appointment.

We also encourage on-campus visits for children who have newly transitioned into the Center for Autism, prior to the first home visit.

You are welcome to visit KDS at any time. We ask that you call ahead to inform us of your visit so that we can ensure your child is on-campus when you arrive. Please come to the front office and sign in so that we will know you have arrived.

Parents often take their child off-campus while they are here, for shopping, spending the night in their hotel, meals, etc. If you are taking your child off-campus while you are here, please let us know so that we can send appropriate medications with you. Please sign your student in and out at the front office, and let the secretary know that you are leaving and when you expect to return.

If another family member is visiting, please let us know who they are, their relationship, arrival dates and times, and whether or not they have permission to visit your child in the residence hall and/or take your child off-campus.

Safety Procedures

Your child's safety is our foremost concern. KDS carefully monitors who has access to the facilities; all visitors must sign in and out at the front office. When students leave campus for any reason (with parents, with staff for a doctor's appointment, etc.), they must sign in and out at the front office.

KDS is a staff-secure facility. Students are never locked in rooms or residences. If your child has a history of or a potential for eloping, alert staff as soon as possible.

KDS routinely performs fire drills in all residence halls, Main Campus Educational Building, and the Center for Autism.

Emergencies

In the rare event of an emergency at KDS, you will be notified as soon as possible about your child's well-being. As part of the admission packet, you gave KDS the right to seek emergency medical attention for your child, and KDS will use this privilege when necessary. We will contact you as soon as possible so that you may make decisions and be informed about your child's emergency.

If you experience a family emergency that you must make KDS or your student aware of immediately, please contact the front office or your child's teacher/counselor. You can also contact the Residential Supervisor on duty by calling the residential pager at 931-540-3109.

Communication with Your Student

We encourage students to communicate with parents via email and letters. You (and other family members and friends) are encouraged to write and email your student as well.

Please send all packages and correspondence to your child at the following addresses:

Main Campus: 412 West Ninth Street, Columbia, TN 38401

Center for Autism: 900 Trotwood Avenue, Columbia, TN 38401

Do not send packages or mail to your child's residence.

Parents generally initiate telephone calls. You may contact your student at any time, although it is preferable to call in the evening hours so that the school day is not disrupted. Once your student is assigned to a residence hall, you will receive the phone number for that residence.

Communication with Staff

KDS staff members want to keep you abreast of your student's successes and challenges. You will receive progress reports toward your student's goals every nine weeks. Please feel free to initiate additional communication with staff members whenever you have questions or concerns.

Please inform staff members whenever your address, email address, or telephone number changes; your insurance information changes; there are issues at home that may be affecting your student; etc.

You will receive quarterly newsletters regarding KDS and student activities, and you are encouraged to check the KDS website for events and news each week.

Grievance Process

Learning to advocate for themselves is an important life skill that KDS seeks to teach all students. In most cases, when a student has a minor complaint, they are encouraged to remember to direct those concerns to the "right" person: the person who can assist them in finding a solution.

Parents are encouraged to help students learn this skill by encouraging students to seek help and answers on their own, when students have a problem or concern (ie, rather than calling staff to talk about a student's quarrel with a roommate, parents are encouraged to remind the student that they should talk to their Teacher-Counselor, and discuss ways they can solve the problem). And, of course, parents are always encouraged to contact staff members to address issues that arise.

In the unlikely event that a student or a parent has a serious grievance that cannot be worked through with direct-care or supervisory staff, a student, his parent/surrogate, or third party has the right to exercise a formal grievance. The formal grievance process is as follows:

The student, parent, or surrogate should submit a grievance within 15 days of the incident or problem to an administrative staff member, who will form a grievance committee and set a hearing date within 15 days. At the hearing, information and testimony will be examined, and recommendations made for a solution. If the student, parent, or surrogate is not satisfied, a formal appeal may be made to the Executive Director. In the event an agreement cannot be reached, the client, parent, or surrogate may continue the grievance by requesting via the Executive Director, a hearing with the Board of Directors and a non-KDS affiliated participant selected from the community within 30 days. The President of the Board will assume the role of hearing officer. A grievance that warrants judicial action should be appealed to the proper court of law, and the student, parent, or surrogate should seek independent counsel.

Harassment

Harassment in any form from any individual or group will not be tolerated; this includes harassment by or of students, staff, parents, and any other stakeholders. Harassment is defined as conduct, advances, gestures, or words which unreasonably interfere with someone's ability to learn, work, or advocate; or creates an intimidating, hostile, or offensive work environment. Harassment includes but is not limited to sexual harassment.

Any student, parent, staff member, or other stakeholder who believes that they have been the victim of or witnessed harassment of any form should immediately report these conditions to a supervisor, the Executive Director, or Assistant Executive Director. Ultimately, the Executive Director shall be responsible for investigating and resolving all complaints of this very serious charge.

Behavior Management and Modification

The Point & Level System

KDS operates a point and level system. This provides students with continuous feedback on their behavior, as well as rewards for good behavior and choices.

Students earn points every hour of every day at KDS. A student earns one point for each of the four behavioral areas he's been successful in during that hour; those behavioral areas are following directions, staying on task, interacting with peers in a positive way, and interacting with staff in a positive way.

If a student earns all four points during a period, he also gets a bonus point. Therefore, each student has the potential of earning up to 5 points every hour.

Every Friday, students' weekly points are totaled. The number of points earned that week determines what level a student will be on during the coming week. Higher levels bring with them more responsibilities, privileges, and trust.

This table explains the points are necessary to achieve each level:

Student's Weekly Point Total	Student's Corresponding Level
0-501	Level 1
502-579	Level 2
580-590	Level 3 (Levels 3.0-3.4)
More than 590 (after maintaining Level 3 for 4 weeks)	Level 4 (Levels 4.0-4.52)
More than 590 for 1 year (after maintaining Level 4 for 1 year)	Level 5

Each level brings with it the rewards and responsibilities as outlined below:

School Activity	Level 1	Level 2	Level 3	Level 4	Level 5
Choice of seating in cafeteria		X	X	X	X
No escort to the restroom & water fountain		X	X	X	X
Off-campus trips & activities		Some	X	X	X
Candy store purchase on Fridays		X	X	X	X
Bring backpack to school		X	X	X	X
Buy drink/snack with own money after school		X	X	X	X
Buy drink/snack with own money at any time				X	X
Extra computer time		X	X	X	X
Free time (after work is completed in class)		Some	X	X	X
Tea at lunch (after milk)			X	X	X
Take library books home			X	X	X
Community employment (if interested, appropriate, & available)			X	X	X
½ day outing every 9 weeks				X	X
Savings account (if interested)				X	X

Residential Activity	Level 1	Level 2	Level 3	Level 4	Level 5
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	1				
Choice of seating		X	X	X	X
Later bedtime		X	X	X	X
Activity money (from student spending)		X			
Activity money + 20% extra allowance			X		
Activity money + 30% extra allowance				X	X
Supervised free time		X	X	X	X
Unsupervised free time			Some	X	X
Off-campus trips & activities		X	X	X	X
Listening to CD/radio		Some	X	X	X
Outgoing phone calls		1/month	2/month	3/month	4/month
Visitation to other houses (of the same sex)			X	X	X
Limited supervision off-campus activities (i.e., working without a job coach)				X	X
Dating (age 16+, with parental permission & shadow supervision)				X	X
Additional individualized privileges negotiated between student and staff					X

Each student enters KDS on Level 2, and then earns or loses levels based on the points earned during the week through appropriate behavior.

Levels 0 and 1 are reserved for extremely inappropriate behavior, such as elopement, fighting, destruction of property, inappropriate behaviors with fellow students, etc. When a student is placed on Level 0, for the most egregious offenses, he/she is placed on restriction, allowed no extracurricular activities for 1-7 days, and is placed under strictest staff supervision.

When a student is engaging in inappropriate or unproductive behaviors, he is initially given a warning. If warnings are not heeded, the student will fail to earn point(s) in the appropriate category.

Hierarchy of Behavior Modification Techniques

Some behaviors require more immediate feedback than the Point & Level System provides. In these situations, KDS staff are trained in how to use a hierarchy of behavior modification techniques, in the following order:

Reinforcement/Positive Behavior Modification

- Positive behavior modification techniques (praise, feedback, modeling, material reinforcers, preferred activities, privileges, tokens)

Secondary Behavior Modification Techniques

- Verbal warning (student is reminded of consequences of inappropriate behavior)
- Environmental modification or enhancement
- Simple time out (not to a specific location)

Restrictive Behavior Modification Techniques

- Restriction (loss of one or more privileges for a set time so that student can focus on correcting inappropriate behavior)
- Overcorrecting (requires a student to do something over and above that necessary to correct the situation resulting from inappropriate behavior)

- Negative practice (requires a student to continue an inappropriate behavior for a specified period of time)
- Personal restraint/physical holding (the use of body contact by staff to control a client's problem behavior).

These techniques are explained more completely below.

Reinforcement /Positive Behavior Modification

KDS uses reinforcement to reward and encourage appropriate behaviors. With reinforcement, when a student engages in appropriate behaviors, they are immediately rewarded. Reinforcement includes praise, feedback, material reinforcers, tokens, modeling, and privileges. Reinforcement is always used as the primary form of behavior modification.

Secondary Behavior Modification Techniques (See also “Standing Rules,” below)

If reinforcement/positive behavior modification has not been effective, secondary behavior modification techniques may be used. When secondary behavior modification techniques are used, KDS staff use the following guide:

- Define the target behavior,
- Apply the secondary behavior modification technique immediately after the target behavior occurs,
- Use the procedure after every occurrence of the target behavior,
- Administer the procedure in an unemotional and matter-of-fact manner, and
- Reinforce the appropriate target behavior once it is established.

Secondary techniques include ignoring, response cost, privilege loss, environmental modification or enhancement, and simple time-out.

Verbal Warning

Students are given a verbal warning whenever they engage in a negative or inappropriate behavior. If the student does not respond to the verbal warning, he/she may be placed in a simple time out.

Simple Time Out

Time out involves placing the student in a relatively quiet location (sitting in a chair, standing at a corner, etc.) for no longer than 15 minutes. As soon as possible, the child is placed back in the normal routine.

KDS encourages students to seek out and engage in time out on their own when they need the opportunity to calm themselves, and students are always allowed to ask for a quiet area or time in order to regain control of themselves.

Loss of Privileges

If a time out is not effective or if a student refuses a time out, the student may lose privileges. Loss of privileges is designed to provide an opportunity for logical consequences for a student's actions, to

provide the student time to think about his/her negative behavior, and to allow staff to more closely monitor the student to assist with and/or avoid the behavior.

The following list is a sample of privileges that students may earn or lose; this list is not inclusive:

- Use of telephone
- Television viewing
- Visiting another residence
- Tea or lemonade at meal (milk is always served)
- Choice of seating
- Staying up at night
- Leisure time in room
- Individual activity
- Group outing
- Stereo/radio listening

Students may never have food withheld or visitations with family taken away; however, if a student is having significant challenges, staff may advise family members about timing phone calls, visits, etc to work toward the student's advantage.

Restrictive Behavior Modification Techniques (See also "Standing Rules," below)

KDS always uses the least restrictive means of behavior modification possible. However, there are times when a student's inappropriate behavior could place them or others in serious danger. In these situations, more restrictive interventions may be used. When appropriate, KDS may use overcorrecting, negative practice, physical holding, or personal restraint in order to keep students and staff safe.

Physical Restraint

Physical restraint may be only used in emergency-type situations when other methods of redirection have failed.

Physical restraint or holding may be performed by KDS staff members who are trained in the use of physical restraint and holding. If a student is physically restrained, staff involved report the incident to a supervisor and place a report in the student's file.

Prohibited Techniques

The following methods of managing behavior are strictly prohibited at KDS: physical abuse, verbal/mental abuse, seclusion, use of dark as punishment, use of food as a punishment and corporal punishment. Clients are not permitted to discipline other clients and may not participate in a physical restraint.

Any interventions not listed above are discussed the IEP/IPP, approved by participating team members and reviewed as necessary or recommended.

Standing Rules

To serve as a guideline for staff, KDS has established Standing Rules for dealing with certain types of behaviors. However, these rules are only guidelines, and consequences for behaviors must be appropriate to each student, so these rules may be modified as needed.

These standing rules are not intended to take the place of the Point and Level System, positive behavior supports, or any other behavior management technique. They are intended to be used in conjunction with other behavior management techniques, to serve as a guide for logical consequences for actions. This helps to teach students that there are consequences for their behaviors, and it allows them time to calm down and learn more positive responses to situations.

Automatic Time Out

A simple time out is automatically used for certain inappropriate behaviors. These include the following; this list is not inclusive:

- Kicking/hitting (which does *not* seriously and imminently pose a danger to anyone)
- Inappropriate touching (picking on someone, pinching, etc)
- Stealing
- Disrespectful talking
- Throwing objects
- Arguing
- Cursing
- Lying
- Fighting (which does *not* seriously and imminently pose a danger to anyone)
- Spitting
- Repeated noncompliance

If a behavior continues after time out or if the student refuses simple time-out, the student may lose one privilege for up to 24 hours.

Automatic 48-Hour Loss of Privileges

Some inappropriate behaviors require more immediate and significant consequences, due to their serious nature. The loss of privileges is designed to teach students the gravity of their actions and to provide staff with the opportunity to more closely work with and monitor a student following a significant inappropriate behavior. The behaviors that warrant a 48-hour loss of privilege are listed below; this list is not inclusive:

- Destruction of property
- Attacking staff or another student
- Inappropriate sexual behavior

Automatic Additional Loss of Privileges

Due to its extremely dangerous nature, incidents of elopement result in an automatic 5-day loss of privileges.

Repeat incidents of significant inappropriate behaviors (attacking staff, inappropriate sexual behavior, elopement, etc) may result in additional privilege losses.

KDS Facilities

Properties

KDS prides itself in its properties, which provide a safe, nurturing, and fun environment for children. In addition to the Main Campus Educational Building and Center for Autism, KDS maintains 10 residence halls, Evers Park (which houses a pavilion, running track, playground area, walking trails, and tennis and basketball courts), a gymnasium, indoor and outdoor pools, and a rustic campground (with swings, volleyball and tennis courts, a pavilion, restrooms, hiking trails, and small fishing stream).

Destruction of Property

KDS properties are for everyone to enjoy; therefore, destruction of property is a very serious offense. Students who destroy property will be placed on Level 0 or Level 1, may earn a 48-hour loss of privileges, and will turn their activity and allowance money over to KDS staff for a set time in partial reparation for the damages.

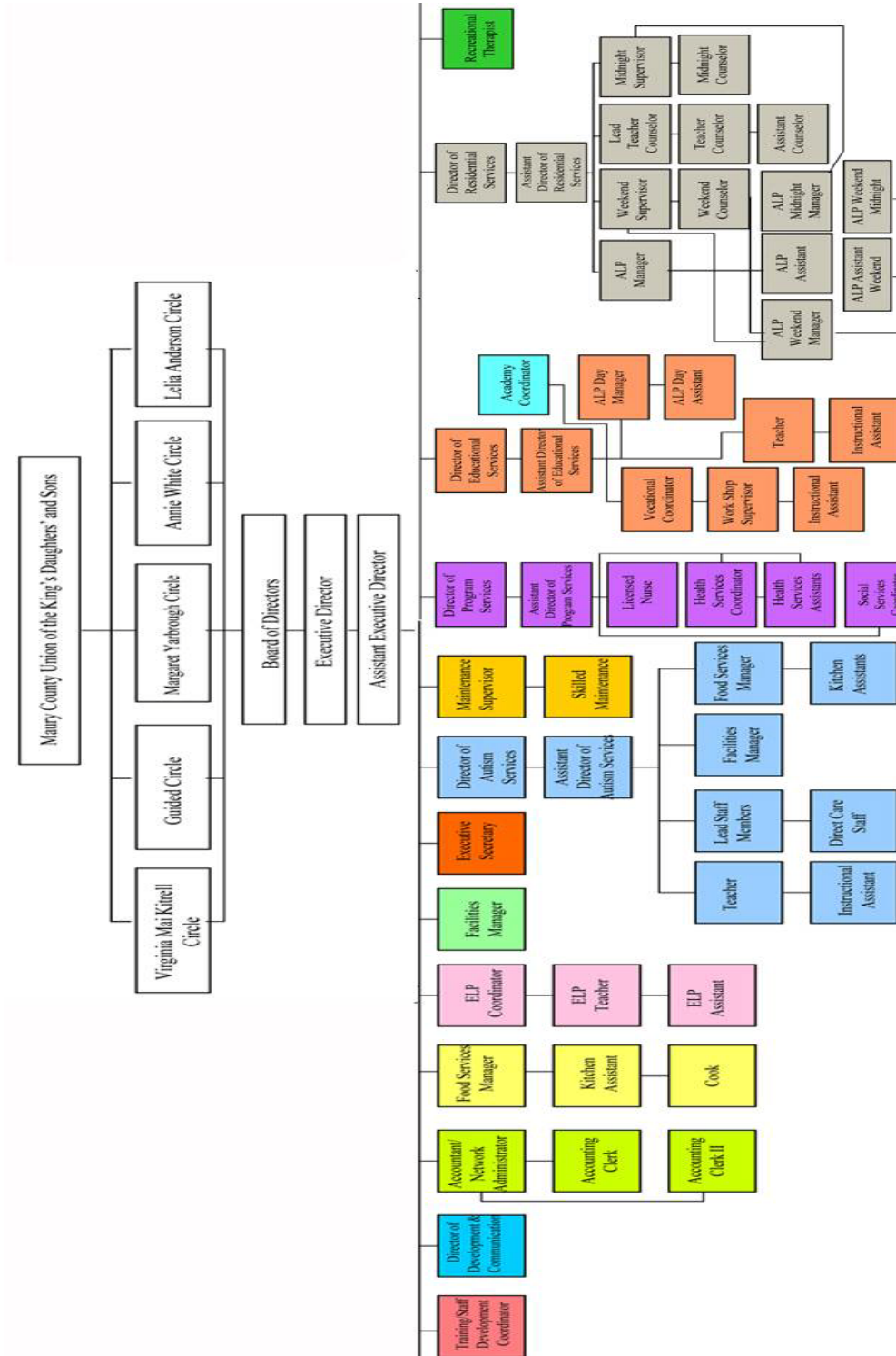
Appendix One: Checklist for School

Before bringing your child to KDS for the first day of school, please ensure that you have turned in the following, or bring it with you when you enroll:

- ___ KDS Application for Admission or KDS Center for Autism Application for Admission
- ___ Supporting materials for application (most recent IEP, psychological evaluation, etc.); see Application for more details
- ___ Copy of your child's immunization record
- ___ Copy of your child's health insurance card
- ___ Copy of your child's Social Security card
- ___ Copy of your child's birth certificate
- ___ Copies of your child's most recent physical, dental, and vision screenings
- ___ At least one month's worth of medications, plus written prescriptions for refills
- ___ Signed contract
- ___ Tuition and student spending funds
- ___ Signed copy of the *Acceptance of New Student & Parent Handbook Form* from the end of this handbook
- ___ Clothing: Shirts, 2 pair of khaki pants, 2 pair of jeans, 2 pair of pajamas, 1 dress outfit, tennis shoes, dress shoes, socks, underwear, pantyhose or dress socks, belt, lightweight jacket, and other seasonal clothing as needed (shorts, swimming suits, heavy coats and gloves, etc.); for more detailed information, see *Clothing* in the *Living at KDS* section.
- ___ Linens (if you choose to bring your own): Pillow, 2 sets of sheets, 3 washcloths, 3 towels, mattress pad, comforter bedspread; for more detailed information, see *Linens* in the *Living at KDS* section.
- ___ Any personal hygiene items that your student prefers (particular hair styling products, hairdryer, hairbrush, etc.)
- ___ Tub for personal items (labeled with student's name, to fit into bottom of closet)
- ___ Any other small, inexpensive personal items desired (CD player, small toys, pictures of family, books, batteries for electronics, etc.)

All personal items, clothing, linens, etc. should be clearly marked with your child's name or initials.

Appendix Two: Organizational Chart



Acceptance of New Student & Parent Handbook Form

I/We have accepted and read the New Student & Parents Handbook for The King's Daughters' School.

I/We understand that this handbook is not comprehensive. I/We and my child accept the policies as outlined in the book.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Please tear out this page and return to KDS. Thank you!