

2005

ALTERNATIVE EDUCATION PROGRAMS

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The Camelot Schools, LLC



Camelot Schools

believe - trust - achieve

THE CAMELOT SCHOOLS

# Alternative Education Program Overview

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## Who we are

At The Camelot Schools, we are committed to improving the quality of the lives of struggling children and their families. We serve students who have not been able to achieve in the mainstream public schools or at other private school settings.

Our programs go beyond the basics of reading, writing and arithmetic to address all of children's developmental, academic, and social needs. We present to the children, a combination of personal and emotional growth opportunities, challenging academics, and practical learning experiences.

Our goal is to provide troubled children and adolescents with the tools they need to progress in a positive manner that will enable them to have a successful transition back into a mainstream public life.

The Camelot Schools is nationally recognized for providing a safe, structured, and nurturing learning environment. Here, struggling children receive the attention and guidance they require which will allow them to realize their full potential.

## Programs

The Camelot Schools are private schools for children and young adults ages 5 through 21 who are struggling in their school, home or community. By providing a safe and nurturing environment, we promote positive growth in children and young adults who are facing behavioral, emotional, psychological, or motivational issues.

Our time proven programs combine intensive therapy, accredited academics and powerful personal and family development programs to provide comprehensive and effective treatment. Over the years, we have helped thousands of children who have not been able to achieve in the mainstream public school systems or at other private school environments.

Common characteristics of students who enter The Camelot Schools typically include one or more of the following:

- Conflict in the family
- Low scholastic performance despite high potential
- Anger and defiance toward parents and other authority
- Loss of interest in beneficial activities
- Moderate drug or alcohol experimentation
- Poor peer choices
- Problems with attention including ADD and ADHD
- Trouble with self-esteem, depression, or general unhappiness
- Displaying avoidance behavior such as school truancy or withdrawal
- Experimentation with alcohol or drugs

## Locations

The Camelot Schools, DeKalb Campus  
DeKalb, IL

The Camelot Schools, Naperville Campus  
Naperville, IL

The Camelot Schools, Palatine Campus  
Palatine, IL

The Camelot Schools of Pennsylvania  
Daniel Boone School, Philadelphia

The Camelot Schools of Pennsylvania  
Fels Academy, Philadelphia

The Camelot Schools of Pennsylvania  
Thomas P. Shallcross, Philadelphia

The Camelot Schools of Tennessee  
Kingston, TN

# Philosophical Framework

## Why Delinquent Behavior Occurs

In the Camelot Schools, we do not believe there are “bad” children. We believe that children have three basic sociological needs: need for survival, need to belong to a group and the need have status within that group. When a child is unable to achieve these sociological needs through prosocial behavior, delinquent conduct emerges. Students who are unable to survive, belong, or gain status in a group using desired behavior resort to violating the formal rules imposed by the established authority in order to gain status, power, or “juice” in the group.

## Clinical Model vs. Sociological Model

Focusing on delinquent conduct through a sociological model not a clinical model is the key to the Camelot Schools behavior management and modification program.

### Clinical Model

Treat delinquent youth as abnormal

Respond to delinquency as a psychiatric syndrome

Treatment model emphasizes family dysfunction, early development and psychosocial problems

Student viewed as basically deviant in character

Individual emphasis: focus on personality change to effect behavior change

Emphasis on one to one counseling

Professional staff as the sole treatment force and line staff as caretakers

Blame family, school, line staff, parents, legislators, judges for the youth’s inability to reform, mature or develop life skills

### Sociological Model

Treat delinquent youth as normal

Respond to delinquency as a social fact

Treatment model emphasizes behavior change and life skill development

Student viewed as basically good and and worthy of respect

System emphasis: focus on behavior change to bring about personality change

Emphasis on group normative culture

Line staff accountable for student life and skill development. Utilize specialist when requested by staff team

Hold the student, staff, and the program accountable (only the program and its workers fail)

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Use lock-ups, drugs, one to one counseling to <u>control</u> behavior	↔	Use peer pressure, rewards, diversification of programs to <u>change</u> behavior
Do not place necessary and proper emphasis for protection of students in living units. This results in a street culture of bullying, conning, physical hurting and stealing	↔	Pay great attention to internal systems for a safe environment
Since the basic assumptions are flawed, the problems continue and become greater. The traditional social service leaders <u>continuously</u> request more money to do more and more of what is not working	↔	Require no paid security department and far fewer professionals. The model operates efficiently on a per diem cost far below that of clinical programs
Consider guards and locked units necessary for security	↔	Consider guards and locked units impediments to security

## Building a Positive Culture

Understanding that changing delinquent behavior has to involve students' group dynamics, we put great value in building an environment where negative, subversive, delinquent behavior is not tolerated or rewarded. We call this building a positive culture. To accomplish this, we rely on norms and an understanding of Howard Polisky's Diamond.

### Utilizing Norms

Norms and rules are different. Rules are part of a formal system that define standards of conduct enforced by authority. Norms also define standards of conduct, but they are enforced by the pressure of the *peer* group.

Relying only on rules to maintain or modify delinquent students' behavior suffers from various weaknesses.

- First, the delinquent subculture values the ability to “con” others, specifically authority figures, and gain status within the group by subverting the rules.
- Second, violating rules must carry a consequence. If there are no consequences for undesirable behavior then the undesired behavior is reinforced. If the consequences are not the same from case to case, the teacher or administrator is seen as unfair. If the consequences are always the same the consequence may be damaging if it is not appropriate.
- Finally relying on rules denies students the ability to take responsibility and participate in their school environment.

At the Camelot Schools, we modify behavior by the systematic manipulation of the student culture (group pressure). We build a positive culture where negative behavior is confronted and positive behavior is reinforced. We empower student leaders to influence their peers as they adopt desired behaviors.

## **Polsky's Diamond**

In order to manipulate the group culture to modify behavior one must have a framework for understanding the social system of institutionalized delinquency. In other words, one must understand the flow of power and prestige among different student social roles.

Howard Polsky's Diamond is a graphic representation of the delinquent social system. It describes the hierarchy of the leader, lieutenants, and conartists who bully and intimidate the weaker isolates, dyads, gophers, and scapegoats. The goal in manipulating the peer culture is to crush the diamond by altering the flow of power away from the aggressive and manipulating students while empowering the weaker students. Stealing the power of the leaders, lieutenants and con artists loosens their control over the weaker isolates, dyads, gophers, and scapegoats thereby weakening and eventually collapsing the social structure. Once every student is free to confront all negative behavior and participate fully in the peer group, students gain self-esteem, self-respect, and the ability to monitor their own behavior as well as the behavior of their peers.

The philosophical framework provided in this section is based on the works of Grant R. Grissom and WM. L. Dubnov (*Without Locks and Bars*) and Howard W. Polsky (*Cottage Six: Social System of Delinquent Boys in Residential Treatment*).

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\*The original "*Bushboy*" term given by Howard Polsky has been changed to "*Gopher*" for the purposes of adapting the model to public schools.

# Eligible Students

Student eligible for the Camelot Schools' Alternative Education Program fall into three different categories:

## Discretionary Expulsions

Students that participate in the following incidents in school, on school campuses, during a school related activity, or within 300 feet of school property qualify for discretionary expulsions from their school.

- Misdemeanor drug offenses
- Terroristic or bomb threat
- Class A assault on school employee
- Uses or under the influence of drugs, alcohol, or volatile chemical
- Deadly conduct
- Felony criminal mischief
- Serious and persistent misconduct while placed in a DAEP
- Assault (Penal Code 22.01(a)(1)) related to retaliation against a school employee
- Uses, exhibits or possesses a weapon
- Aggravated assault; sexual assault; aggravated sexual assault
- Arson
- Murder; attempted murder; criminal attempt
- Felony drugs
- Indecency with a child
- Aggravated kidnapping
- Aggravated robbery
- Manslaughter
- Criminal negligent homicide

Students that participate in the following incidents against another student regardless of location qualify for discretionary expulsion from their school.

- Aggravated sexual assault; sexual assault
- Murder; attempted murder; criminal attempt, capital murder
- Aggravated robbery

## Mandatory Expulsions

Students that participate in one or more of the following activities in school, on the school campus or during a school related activity qualify for mandatory expulsion from their school.

- Uses, exhibits or possesses a weapon
- Aggravated assault
- Sexual assault; aggravated sexual assault; aggravated assault
- Arson
- Murder, attempted murder; criminal attempt
- Indecency with a child
- Aggravated kidnapping
- Aggravated robbery
- Manslaughter
- Criminal negligent homicide
- Felony drugs

## Other Placements

Other students are eligible for placement upon mutual agreement between the Camelot Schools and the school district.

# Academic Program

## Curriculum

The Camelot Schools Alternative Education Program provides students in grades 5 through 12 a challenging academic program designed to meet the graduation requirement of the state of Texas, accelerate student achievement for students on grade level, recover skills and credit for students who are functioning below grade level, and provide needed skills to transition into college, vocational schools, and the work environment. The school day consists of 7 hours of instruction by certified teachers using an exciting curriculum aligned with the Texas Essential Knowledge and Skills and the Texas Assessment of Knowledge and Skills. English, Math, Social Studies, Science and Physical Education make up the core academic schedule.

## Skills Based Computer Software

Students also benefit from the “New Century” computer software. This program assesses the student skills in Reading and Math, and then provides a self-paced curriculum to recover deficit skills. If the student is functioning on grade level, the program offers a self-paced curriculum to accelerate the student’s skills into the next grade level. This is an excellent software to prepare for TAKs tests.

## Special Education

Free and Appropriate Public Education is provided by certified Special Education teachers for students identified with disabilities. Special Education teachers implement the students IEPs (Individual Education Program) in both resource and inclusionary settings. All IEPs are updated every six weeks and sent to parents and the home school district to document the student’s progress.

## Social Skills

Social skills are taught during the first hour of the instructional day through students' participation in Peer and Family Development, a state accredited course. In this course, students are able to talk about relevant issues in their lives in a safe environment. Through these discussions, students learn social skills and replacement behaviors to immediately apply to the situation they are dealing with. These replacement behaviors and social skills are the key in breaking the history of poor choices they have made. The Peer and Family Development curriculum topics are listed below.

Being Part of a group	Impulsive Behavior
Respect	Being Proactive not Reactive
Self Respect	Cheating
Coping with Stress	Embarrassment
Coping with Problems	Loneliness
Acceptance	Patience vs Impatience
Time Management	Boredom
Peer Pressure	Nervousness
Safety First	Competition
Trust	Disagreeing
Being Reliable	Optimism vs Pessimism
Sharing	Attitude
Listening	Honesty
Anger	Actions Speak Louder than Words
Frustration	Owning your behavior
Friendship	Leisure time
Caring	Exercising

## Sample Schedule

8:00-8:45	Student Searches
8:45-9:35	Peer and Family Development
9:35-10:25	English
10:25-11:15	Computer (New Century Software)
11:15-12:05	Science
12:05-12:35	Lunch
12:35-1:00	Study Hall
1:00-1:50	Social Studies
1:50-2:40	Math
2:40-3:30	P.E.

# Intake, Orientation, and Exit

## Intake

Parents are required to enroll their student in the Camelot Schools. During the enrollment process the student and their parents will have the opportunity to review all of the essential elements of the program including:

- Transportation
- Dress code
- Meals
- Behavior management
- Attendance policies
- Exit requirements

All parents and students' questions concerning the program will be answered during this initial meeting.

## Orientation

Students will be assigned to the orientation classroom for the first three days. During their stay in the orientation classroom will:

- Take an initial academic assessment tests.
- Learn the dress code.
- Learn the behavior management program
- Learn transportation policy
- Learn grievance policy
- Receive their academic schedule and team assignments

# Exit

Students need to meet the following criteria to successfully exit the program

- 80% attendance
- Passing 5 out of 7 academic classes
- Clearance from the home school district

# Discipline and Management System

*Right discipline consists, not in external compulsions, but in the habits of minds which lead spontaneously to desirable rather than undesirable activities.*

*Bertrand Russell*

## Students Rights and Responsibilities

All students enrolled in the Camelot Schools have certain rights and responsibilities. These are clearly defined and both students and school personnel are responsible for being familiar with them. Students who do not accept these responsibilities will be subject to disciplinary action. Students will be informed of the grievance process and of his/her rights at the time of enrollment into the Camelot Schools.

### Student Rights

1. Students have the right to expect fair and impartial treatment.
2. Students have the right to be informed of the norms, procedures, and schedules concerning the operation of the school.
3. Students have the right not to be subjected to abuse, harassment, intimidation, threats, harm, assault, humiliation, or other interference with the normal bodily functions of eating or bathroom functions by other school personnel or students. Students will be under the control and supervision of trained school personnel only, not by other students. No student will administer punishment to any other student at any time.
4. Students have the right not to be discriminated against because of race, national origin, color, religious belief or practice, or physical handicap.
5. Students have the right to nutritious meals, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment. No student will ever be denied food, water, clothing or medical needs.
6. Students have the right to proper medical attention.
7. Students have the right to participate in both indoor and outdoor recreation.

8. Students have the right to report any problem or complaint they have while in the school without fear of punishment in accordance with established grievance procedures.

## Student Responsibilities

1. Students are to follow the norms, procedures, schedules and directions of school personnel while at school.
2. Students are not to discriminate against other students or school personnel, or to use language or behavior in a manner that would imply prejudice or discrimination.
3. Students have the responsibility of conducting themselves properly during school and community activities by not accepting or passing contraband and not violating the law.
4. Students have the responsibility of asking for medical care when they need it.
5. Students have the responsibility of asking their teachers for make-up work when they have been absent from school.
6. Students have the responsibility of maintaining school dress code and good personal hygiene.

## Prohibited Behaviors & Conduct

It is the policy of the Camelot Schools is to employ firm and fair discipline in response to disruptive behavior from students. This discipline will foster respect, self-control, trust, and pro-social skills as methods of curbing negative behavior and attitudes. Each student will be responsible for reviewing and knowing all norms, rules, rule infractions, and possible consequences within the Camelot Schools.

Disciplinary reports will be written on any student alleged to have committed a major rule violation. Students' behavior and progress will also be discussed with all appropriate school personnel, parent, law enforcement, and Juvenile Probation Officers.

## Major Rule Violations

- Destruction of county or school property
- Fighting, assaultive behavior, threatening others
- Possession of weapons/dangerous contraband (including pornography)
- Possession/use/coming to school under the influence of drugs, alcohol
- Inappropriate physical contact/sexual acting out
- Use of profanity, offensive language
- Antagonizing, aggravating, provoking peers or staff
- Refusal to attend class
- Leaving the school building without permission
- Refusal to comply with informal confrontation efforts
- Extortion
- Forgery
- Gambling
- Graffiti
- Terroristic threat
- Gang activity
- Theft
- Hazing
- Arson
- Serious or persistent misconduct
- Violation of other Texas or U.S. laws

## Minor Rule Violations

- Not complying with dress code
- Talking without permission
- Sleeping in class
- Rude and disrespectful behavior
- Refusal to follow instructions/directions
- Misbehavior on the bus
- Classroom disruption / horseplay
- Cheating or copying the work of another student
- Excessive unexcused absences or tardies

## Student Behavioral Norms (Expected Behaviors)

The Camelot Schools uses norms to operate the program. A norm is an expected behavior of a group. This means it is what most people do. The following are norms established throughout the campus and will be followed by students and school personnel.

## Camelot School Norms

1. Around here we respect each other.
2. Around here we treat school personnel with respect.
3. Around here we don't fight or horseplay.
4. Around here we don't play staff on staff.
5. Around here we don't use racial slurs.
6. Around here we don't steal.
7. Around here we keep our shirts tucked in and our shoes tied.
8. Around here we don't tolerate graffiti.
9. Around here we don't lie.
10. Around here we don't support negative behavior.

## Student Responsibilities

Students are expected to utilize the following steps and behaviors to ensure self-discipline and self-control for a positive, orderly school environment:

1. Help to confront your peers.
2. Accept all confrontations right or wrong, weak or strong.
3. Be where you are supposed to be on time and plan ahead.
4. Do what you are supposed to do.
5. Take pride in Camelot Schools.
6. Work together to succeed.

## Camelot School Rules

Students are expected to display the following behaviors:

1. *Be on time and on task.*  
Attend class on time and persist at activities until completed as assigned.
2. *Cooperate with others.*  
Interact and comply with school personnel/peers appropriately.
3. *Follow all norms/policies.*  
Effectively control behavior to maintain expected behaviors.
4. *Use self-control.*  
Refrain from impulsive behavior by self-monitoring your behaviors.
5. *Complete all work/make-up work/correct work (as necessary).*  
Finish all assignments, get with teachers to make-up work and correct assignments as instructed.

## Behavioral Concerns

The following will be identified as behavioral concerns:

- All minor rule violations
- All major rule violations

# Disciplinary Consequences

## Behavioral Consequences for Violating Minor and Major Rules

Teachers, school disciplinary staff, and administrators will discipline students who violate the Student Code of Conduct with either a major or minor infraction. Possible sanctions for rule violations include one or more of the following:

- Norm Infraction Report
- Student conference
- Possible loss of status (rating)
- Parent conference
- Loss of privileges
- Special assignments
- Restitution
- Behavioral contracts/action plans
- Removal from extra-curricular activities
- In-School Suspension (Concerns)\*
- Referral to a probation officer for possible violation\*
- Referral to a law enforcement agency for appropriate legal action\*
- Violation of probation or arrest\*

**Note:** Consequences listed above with an asterisk (“\*”) require the approval of either the Team Leader or a School Administrator. Violations alleging illegal conduct or a possible probation rule violation will be made with the consultation and recommendation of the Juvenile Probation Officers and/or Law Enforcement Officers.

### **Behavior Infraction Report:**

A Camelot Schools Behavior Infraction Report will be generated when a student exhibits any of the minor or major rule infractions.

# Camelot School's Behavior Management Plan

The Camelot Schools is based on positive peer group pressure and confrontation. Camelot Schools' school personnel and students alike will model pro-social behaviors and confront all negative or anti-social behavior using the "Six Levels of Confrontation". The following six levels will be a guideline to establish and maintain the school's positive normative culture.

## 1. Friendly Non-Verbal

The friendly non-verbal is first in the order of the levels of confrontation. When a staff member observes a student who is involved with a problem, they will give the student a helpful non-verbal gesture. These gestures are made with the eyes, hands, head or other body parts. These gestures are used to change the behavior of the student immediately at the time of the problem. Non-verbal gestures given with empathy are given to effect change.

## 2. Concern Non-Verbal

After the student has not responded to the helpful non-verbals, the next form of confrontation is concern non-verbal. This is done by stern and forceful facial gestures, hand gestures or other non-verbal gestures. These non-verbals are used in order to change the behavior or actions of the student immediately at the particular time of the problem.

## 3. Helpful Verbal

When a student does not respond to the concern non-verbal, the next level used is helpful verbal. At this time, the staff verbally communicates in a cordial manner, their concern with the student involved in the incident.

## 4. Concern Verbal

After a student has been given a helpful verbal concerning his/her negative actions and disregards this step, the next level of confrontation is concern verbal. The concern verbal informs the student in question that his/her actions are fast becoming a major concern to that staff member. The staff member accomplishes this by using different voice levels, facial expressions and non-physical actions.

## 5. Student-Staff Support

Verbal support is requested when a student ignores the concern verbal. Other staff members will be called upon to lend support to the confronting staff. This is used to alert the student that his/her actions have reached a high level of concern and to enlist peer group pressure to help alleviate the situation. **THIS IS THE LAST LEVEL THAT MAY BE USED BY A STUDENT.**

## 6. Staff Escort

This level of confrontation consists of a staff member escorting the student to a safe location when reasonably necessary to prevent harm to themselves, another student, staff member, other person(s) on the school campus. If at this point the student has not accepted any of the non-verbal or verbal confrontations, the staff then explains that they are extremely concerned about the student's present behaviors and would like them to cease their negative actions. Redirection and de-escalation techniques will be employed by staff to successfully calm the student.

# Student Rating System

Students will receive a rating on a weekly basis. These ratings will be assigned by school personnel using the following behavioral characteristics to guide their decision.

## 1. Concern

Concern is a rating for students that have had behavior problems. Students on Concern status have no privileges. Any free time given to Concern status students should be used studying, doing homework, or reading a book.

Concern students are expected to grow in the following areas:

- NOT to have an attitude about dropping to Concern.
- “Bounce back” from their issue that placed them on Concern.
- Act as a role model for other Concerns.
- Complete tasks issued by staff.

## 2. Neutral

Neutral is a rating for new students and students who are unsure of school procedures and who are adjusting to the normative culture.

New students are expect to grow in the following areas:

- Understand that eye-to-eye, shoulder-to-shoulder, “Yes, sir/ma’am”, “No, sir/ma’am”, and “Excuse me” is how they address all school personnel and visitors.
- Study their task package (Student Manual/Student Code of Conduct).
- Learn all school personnel, student names, and daily schedule.
- Develop an understanding of how norms and confrontation is utilized at Camelot Schools.
- Conform to the normative culture at Camelot Schools.
- Grow in all areas of the Camelot Schools.

Existing students who are still adjusting to the normative culture are expected to grow in the following areas:

- Become more vocal in confronting their peers.
- Support and maintain the normative culture at the Camelot Schools.
- Grow in all areas of the Camelot Schools.

### 3. Positive

Positive is a rating for students who are confronting negative behavior and supporting positive behavior (including supporting directives of school personnel) on a consistent basis.

Students are expected to exhibit the following behaviors:

- Are vocal in confronting his/her peers.
- Support and maintain the normative culture at Camelot Schools.
- Maintain at least 90% school attendance.
- Are focused and prepared for all academic assignments.
- Maintain positive behavior while on campus or on off-campus events.

### 4. Pledge

Pledge is a rating for students who has maintained a positive rating for at least two weeks. Once a student has earned the status of Pledge, the student is issued a Pledge Log to complete for Eagle Club status.

Students are expected to exhibit the following behaviors:

- Are vocal in confronting his/her peers consistently (Check Pledge Log for documentation).
- Takes pride in their Pledge Log.
- Supports and maintains the normative culture at Camelot Schools consistently.
- Door Coverage (if assigned by school personnel).
- Provides leadership in all areas of Camelot Schools (G.G.I., Townhouse, etc...).
- Maintains at least 90% school attendance.
- Are focused and prepares for all academic assignments.
- Sets the positive standard of conduct during on campus or off-campus events.

### 5. Eagle

Eagle is a rating for students who have completed their Pledge Log and have been recommended for this status by all staff members. Eagles function as members of the Camelot Schools Student Government.

The students are expected to exhibit the following behaviors:

- Are vocal in confronting his/her peers consistently.
- Support and maintain the normative culture at Camelot Schools consistently.
- Gets back with new students and lower status students consistently.
- Door Coverage and Café Crew.
- Support school personnel in all areas consistently.
- Support other students (walking on campus, coverage, etc...).

- Provide leadership in all areas of Camelot Schools (G.G.I., Townhouse, tours, etc...).
- Ensure process is followed correctly and brings school personnel on board with issues or problems.
- Maintain at least 90% school attendance.
- Are focused and prepared for all academic assignments.
- Set the positive standard of conduct during on campus and off-campus events.

## 6. Executive

The Executive rating is for students who have earned the highest status of the Eagle Club and are acting officials within the student government.

These students are expected to exhibit the following behaviors:

- Are vocal in confronting his/her peers consistently.
- Support and maintain the normative culture at Camelot Schools consistently.
- Gets back with all students consistently.
- Support all school personnel in all areas consistently.
- Support other students (walking on campus, coverage, etc...).
- Provide leadership in all areas of Camelot Schools (G.G.I., Townhouse, tours, appearances, etc...).
- Ensure process is followed correctly and brings school personnel on board with issues or problems.
- Maintain at least 90% school attendance.
- Are focused and prepared for all academic assignments.
- Set the positive standard of conduct during on campus and off-campus events.
- Represent their respective campus in monthly Reps Meetings.

# Circumstances Which Allow Removal from Classroom

## Student Removal from the Classroom

Students will be removed from the regular classroom and placed in In-School Suspension (Concerns Class) for any major rule violation of the Student Code of Conduct. At the discretion of the student's Team Leader, a student may be placed in In-School Suspension for a minor rule infraction or persistent violations of the Student Code of Conduct.

Students will have an opportunity to complete their regular classroom assignments while in the Concerns Class. Students must complete all classroom assignments in the Concerns Class before returning to the regular classroom.

Students placed in In-School Suspension (Concerns Class) will be under continuous visual supervision of the Concerns Instructor and other school disciplinary staff. Electronic monitoring of students will not be utilized or substituted for required staff supervision. Students will not be placed in locked or unlocked isolation or time-out rooms.

# Use of Force/Physical Restraint

## Physical Restraint

The use of force and initiation of a restraint will be STRICTLY governed by the following criteria:

1. Only staff trained in an approved physical restraint technique may participate in or utilize a physical restraint
2. Restraints will only be used in instances of:
  - Threat of Imminent Self-Injury, and/or
  - Injury to Others, and/or
  - Serious Property Damage;
3. Restraints will only be used as a last resort.
4. Only the amount of force and type of restraint necessary to control the situation will be used.
5. Restraints will be implemented in such a way as to protect the health and safety of the student and others.
6. Restraints will be terminated as soon as the student's behavior indicated that the threat of imminent self-injury, injury to others, or serious property damage has subsided.
7. Under no circumstances will physical force be utilized or imposed on a student for the purposes of punishment, intimidation, or discipline.
8. Students are strictly prohibited from assisting staff in the discipline or physical restraint of other students.

## Prohibited Sanctions

The following disciplinary sanctions discussed will be strictly prohibited and will not be tolerated at Camelot Schools:

- Corporal punishment
- Physical abuse
- Any act intended to degrade or humiliate a student
- Hazing
- Deprivation of food, water, clothing, and medical needs
- One student sanctioning another
- Expulsion from the Camelot Schools

# Student Dress Code & Appearance

The students in Camelot Schools will be required to wear designated school attire and be appropriately well groomed.

1. Students will wear the designated school uniform from the time they board the school bus in the morning until they leave the school bus in the afternoon. The following constitutes the designated school uniform:
  - White collared polo style shirt or white dress shirt with collar. Shirts must be tucked neatly into pants at all times. School personnel will confiscate any shirt that is not approved and the student will be provided an approved shirt to wear.
  - Khaki pants or khaki slacks. Shorts are not allowed. Pants that have multiple pockets (pockets on the sides of the legs, cargo pants, etc.) will not be allowed. Pants will be properly sized and belted at the waist. Pants will not be oversized, baggy, or too tight. Pants must be ankle-length. Pants with split seams are not acceptable. The front pockets on all pants must be able to come out. School personnel will confiscate any pants deemed inappropriate and the student will be provided with approved pants to wear.
  - A plain black or brown belt with a buckle must be worn at all times. School personnel will confiscate any belt or belt buckle with an insignia, studs, etc.
  - Tennis shoes must be either all white or all black, or a combination of white and black only. Shoes with colors other than black or white are unacceptable and may not be worn to school. Shoelaces must be all white or all black, and laced and tied at all times. Sandals, slip-on tennis shoes with no heel, dress shoes or boots are not allowed. School personnel will confiscate any shoes deemed unacceptable and the student will be provided with approved shoes to wear.
2. No jewelry of any kind is allowed. This includes, but is not limited to: watches, rings, earrings, necklaces, bracelets, and body piercing(s). If jewelry is worn or brought to school, school personnel will confiscate the item(s).
3. Clothing deemed by school administration to reflect gang affiliation, colors, or logos may not be worn.
4. Coats and jackets with decorations, words and logos deemed inappropriate by school administration may not be worn.
5. Book bags and backpacks are not allowed.
6. Hats, bandanas and caps are not allowed.

7. Hair and facial hair must be neat and groomed (combed). Female student's hair must be neat. Scrunchies or rubber bands must be white or black. No beads will be allowed. Combs, brushes, and hair picks are not allowed.
8. Fingernails must be neat and trimmed.
9. Beepers, cell phones, cameras, or other electronic devices are not allowed and will be confiscated by school personnel.
10. If students require additional warmth due to weather conditions, students are permitted to wear an all white or gray colored short or long sleeve shirt underneath the required white collared polo style shirt.
11. All students are subject to a search as per departmental procedures.

**Any clothing worn or items brought to school that are deemed inappropriate will be confiscated. The student's parent must pick up any clothing/items confiscated by school personnel. The Camelot Schools is not responsible for any lost or stolen clothing or items.**

# Chain of Command and Grievance Process

The Camelot Schools will provide students with an orderly process for the prompt and equitable resolution of grievances whenever a student believes his/her rights have been violated by staff, policy, or other students.

It is preferable that general complaints be resolved at the lowest possible level. General complaints or questions regarding campus level decisions should be addressed through the procedure below.

1. Students should make an honest effort to discuss and resolve problems being experienced by dealing face-to face with other students and/or staff through the following chain of command whenever possible:
  - Discuss with your Peers.
  - Discuss with your Eagle Club Members.
  - Discuss with your Executives.
  - Discuss with your Teacher / Advisor.
  - Discuss with your Lead Teacher.
  - Discuss with your Team Leader
2. Staff will take reasonable and appropriate steps to correct the problem. If staff are unable to do so and informal measures have not adequately resolved the issue, the student may request to complete and submit a “Student Grievance Report” to the Team Leader.
3. The Team Leader will review the grievance report, attempt to resolve the grievance, document efforts on the Grievance Review form, and distribute copies to appropriate parties.
4. If the student wishes to appeal, the Principal will review the appeal and will distribute copies after the appeal process is finalized.
5. Parties that will be provided a copy of the grievance include, but are not limited to, the student, the student’s parent, Team Leader, and the School Principal. NOTE: if a student’s parent is not available in person, an extra copy of the completed grievance will be given to the student to take home to his/her parent. It is the responsibility of the student to ensure that the parent in fact receives the copy provided by The Camelot Schools’ staff. A copy of the

student's grievance is kept in the student's file upon completion of the grievance process.

6. The School Principal will review the grievance reports, all appeals, and will meet with the student when necessary to assure that due process was afforded. All grievances, resolved or unresolved, will be brought to the attention of the School Principal. The School Principal is recognized as the District's designee to supervising and resolving grievances concerning Camelot Schools.

# A

## Attendance

### Compulsory Attendance Laws

Per Texas Education Code (TEC) Section 25.085, every child is required to attend school every school day for the entire period the program instruction is provided. Unless specifically exempted by TEC Section 25.086, a child who is at least six (6) years of age, or is younger than six (6) years of age and has previously been enrolled in first grade, and who has not yet reached the child's eighteenth (18<sup>th</sup>) birthday, should attend school.

Students younger than eighteen (18) may be exempted from compulsory attendance under §25.086 Texas Education Code, if (1) the student has received a high school diploma or a GED certificate, (2) the student is at least 16 years of age and is attending a GED course under the recommendation of a public agency who is supervising the student under court order; or (3) the student is at least 17 years of age and is attending a GED course with parental permission.

The provisions of the TEC concerning compulsory school attendance refer to the student's age on his/her birthday, whether the child reaches the age during or prior to the beginning of the academic school year.

### Violations of Compulsory School Attendance

Student attendance is mandatory as established under Texas Law and order of the Court. Failure to attend school will result in a referral to the Court for further legal action against the student (under TEC §25.093) and/or the student's parent or legal guardian (under TEC §25.094). A referral will be made within 2 working days to the Court as established under §51.03 Texas Family Code, if a student has unexcused absences for:

- **3 days or parts of days in a 4-week period; or**
- **10 days or parts of days in a 6-month period.**

Any student arriving at Camelot Schools after 11:30 A.M. will not be counted as "PRESENT" on the day's attendance roster.

# Tardies

Any student who enters the Camelot Schools between 9:00 – 11:30 am will be considered tardy. Tardy students will be required to provide documentation that identifies the student's name, reason for tardiness, and the telephone number and signature of the parent/legal guardian or health care professional. Each note is subject to review by the School Administrator to determine if the tardy is excusable. Excessive tardiness will result in the student receiving a citation from Camelot School's truancy officer.

# Student Absences

## Excused Absences

Excused absences will only be given for the reasons stated in the Camelot Schools' Student Handbook. The Camelot Schools Attendance Coordinator or school administrator should only permit absences to be excused for the following reasons:

- Illness of the student (Doctor's note is required for the absence to be counted as excused).
- A student medical, dental, chiropractic, optometric or other valid professional appointments (Doctor's note is required for the absence to be counted as excused). However, routine dental or doctor appointments should be scheduled NOT to conflict with school hours.
- A death in the immediate family or funerals of close relatives.
- Religious holidays.
- Quarantine of the student and/or their family.
- Court ordered or other verified legal appointments.
- Circumstances found reasonable and proper by the School Administrator.

Prior to excusing the absence, the staff member should ensure that the excuse has been turned into the school within five (5) school days of the student's return to school, and that the excuse contains the required signatures. Each excuse should include the student's name, reason for the absence, and the telephone number and signature of the parent/legal guardian or health care professional.

Excuses should be maintained in Camelot Schools' attendance office and will be available for review and inspection by Harris County Juvenile Probation Department and court staff.

## Unexcused Absences

An unexcused absence is an unauthorized absence from the school, not meeting one of the Excused Absence criteria above.

The Camelot Schools Attendance Coordinator will ensure that the student's parents/guardian are contacted regarding the unexcused absence, and warned of the consequences of any further unexcused absences from school. Unexcused absences of students on probation should be communicated with the student's Juvenile Probation Officer.

## Excessive Absences

TEC §25.092 states that "a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered."

Minimum attendance for credit begins on the day the student enrolls in Camelot Schools.

All Camelot Schools' students are expected to be in attendance in all their classes and to take advantage of the opportunity to learn and to pass their courses.

## Make-Up Work

All students will be given the opportunity to complete work missed during all absences. It is the responsibility of each student to approach his or her teacher to make-up missed work. Students will have the number of days equal to the number of days of absences to complete and hand in such work. The classroom teaching staff will establish the time period allowed to complete missed computer time during absences. Failure to turn in work or complete work within the timeframe may result in the student receiving no credit for the work missed.

# T

## ransportation

The Camelot Schools provides transportation as a courtesy to all of our students; however, it is the responsibility of the parents/legal guardian to ensure their son or daughter attends school.

It is a two-day process from the first day the student participates in school activities for each student to be assigned a bus route. This does not include the day where the parents/legal guardian brings the student in to enroll for school. All parents/legal guardians must ensure their child has transportation to and from school the first two days.

Once the necessary paperwork has been sent to *the bus company*, a pick-up point and time will be identified. The goal is to identify a pick-up point that is as close to the student's home as possible. In some cases, depending on the number of students in the area, a common pick-up point may be identified. Pickup times are subject to the distance needed to travel to the school and traffic that will be encountered. Once the student is assigned a bus route, the student will be assigned a seat on the bus.

Students must be at their assigned pick-up point fifteen (15) minutes before their pick-up time and stay fifteen (15) minutes after their pick-up time. If the bus has not arrived after waiting thirty (30) minutes, the student must notify the school immediately. Each student must ensure they make every effort to be at their bus stop on time. The bus will not constitute an excuse for not coming to school.

## Security and Supervision of Bus Transportation

### General

- Bus transportation is a courtesy service provided by the Camelot Schools. The Camelot Schools is not responsible for students who do not attend school due to suspension from bus service or tardiness due to a student's late arrival at a pick-up location. Parents are accountable for their child's attendance at Camelot Schools.

- Students will be instructed to arrive at their designated pick-up location 15 minutes prior to their assigned time of pick-up and remain at the location for 15 minutes following the assigned time of pick-up.
- In the event the bus arrives at a pick-up location before the designated time of pick-up, drivers will remain at the location for 3 minutes past the assigned time of pick-up.
- No food or drinks are allowed on the bus.
- Transportation issues or concerns will be immediately communicated to the school's transportation coordinator.

## Behavioral Infractions

- Behavioral infractions during bus transportation will be documented by the driver and communicated in writing to the school's transportation coordinator. School personnel may also review the video surveillance taken on particular bus routes to determine infractions.

## Student Suspension from Bus Service

- A student can be suspended from bus transportation services following documented behavioral incidents or major infractions (i.e. fighting, throwing objects from the bus, gang related incidents, destruction of property, drugs, and/or any incident that poses a threat to the safety of others).
- The school administrator or designee will determine the length of suspension from bus service for any given Camelot Schools student.

## Bus Service Complaints

- Formal complaints regarding bus transportation will be resolved through a meeting of all parties involved.

Section  
10

# Meals, Money, Medical, and Emergency Procedures

## Meals

The Camelot Schools provides a nutritious lunch to all students. Students who wish to bring their lunch from home **MUST** follow these guidelines:

- All lunches must be brought to school in a clear bag with the student's name clearly visible. Sharing or trading food is not permitted.
- Eating on the bus is a violation of the Transportation Policy.
- All food must be wrapped in clear plastic wrap or in a plastic baggie.
- All drinks must be packed in a non-resealable container. No glass containers are allowed.
- Chips, cookies, etc. must be in a sealed pack, single serving size only. **NO CANDY.**

## Money

Students may bring no more than \$5.00 to school. Wallets or purses are not permitted. Money will be in the form of \$1.00 bills or a \$5.00 bill. No change is allowed. If more than \$5.00 is brought to school, school personnel will confiscate it and the parents/legal guardian will be required to pick up the additional monies. The Camelot Schools is not responsible for any lost or stolen money.

## Medical

Any student who needs to see the school nurse will have an opportunity to see the nurse. Based on the school nurse's evaluation, the student may be sent back to class or the parents/legal guardian may be called to pick the student up (in the event the student cannot perform with the rest of the group). In emergency situations, students may be transported to local hospitals. Parents will be notified.

Any student who requires medication during school hours is required to have all necessary documentation completed and the **parents/legal guardian must bring the medication to school and check it in with the school nurse (Under no circumstances will students transport medications to school)**. Once this has taken place, the school nurse will ensure the student receives his/her medication at the appropriate time.

If medications are left over or if the medication must be sent home, each parent/legal guardian must come to school and retrieve the medication. **No medications will be sent home with the student.**

## Emergency Procedures

All students who enter the Camelot Schools will become familiar with the school's emergency procedures. Fire drills will be conducted throughout the school year and will serve as practice for real situations. Students will also become familiar with the location of fire extinguishers and fire alarms. In the event an evacuation of some type is required, students and school personnel will follow fire drill procedures in exiting the building.