



Key School

— *Est. 1966* —

STUDENT AND PARENT GUIDELINES

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Parent and Student Guidelines

Key School Mission

Overcoming learning differences to create individualized educational success

Key School Vision

Our students are equipped with the skills and strategies necessary to address their learning differences and to achieve their own level of academic confidence and future success.

Key School Philosophy

Key School lifts academic and social performance by:

1. Conducting a comprehensive initial evaluation that provides historical educational insight
2. Placing students in classes based on ability
3. Providing personalized instruction and continuous academic monitoring
4. Equipping our specialized educators with the latest research-supported best practices and professional development in the field of learning differences

School Schedule

Arrival time for all students should be no later than 7:45 am.

Elementary

Monday – Thursday: 7:55 a.m. to 3:15 p.m.
Lunch: 11:15 a.m. to 12:00 p.m.

Friday: 8:00 a.m. to 11:00 a.m.

Middle School/High School

Monday – Thursday: 7:55 a.m. to 3:45 p.m.
Break: 10:00 a.m. to 10:10 a.m.
Middle School Lunch: 12:00 p.m. to 12:55 p.m.
High School Lunch: 12:55 p.m. to 1:50 p.m. High School

Friday School: 8:00 a.m. to 11:00 a.m.

Attendance

Absences

Parents need to contact the school office by 9:00 a.m. and send a note the following day for the school file. When a student's absence is known in advance, please inform the office as soon as possible.

Tardies

Key School does not have an excused tardy policy. We regret any inconvenience this may cause, but we cannot differentiate among reasons for tardy students. If students are late for any reason (sickness, car trouble, car pool problems, traffic, etc.), they must report to the office before entering class. Since students miss academic instruction when they are not in class, it is necessary to make up the lost time. The following guidelines will be used to make up lost time due to tardies:

- 1 - 15 minutes tardy = 15 Minutes Lunch Detention
- 15 - 30 minutes tardy = 30 Minutes Lunch Detention
- Over 30 minutes Tardy = After School

Before and After School Supervision

Students are not to arrive or be dropped off at school anytime staff is not present. In order to ensure staff supervision, students should arrive by 7:45 a.m. but no earlier than 7:30 a.m.

Students who are not staying after school for detention or prearranged tutoring, must be picked up by 3:45 p.m. In case of an emergency, parents must notify the office as to the exact time and who will come for the child. Your child will be assigned a classroom to do until his/her ride arrives. The driver will need to come into the building for the student.

All students after school must be picked up at 4:45 p.m. Key School cannot be responsible for students left in the building after 4:45 p.m. unless prior arrangements have been made.

Late Arrivals and Early Dismissals

Late arrivals and early dismissals are strongly discouraged. We request that all routine medical and dental appointments be made on Friday.

When a student is to be released during school hours, parents need to send a note stating the date, time, and reason along with the name of the person to whom the child should be released. The school may then contact the parent to verify the information. The person picking up the student must report to the office and be prepared to show identification upon request.

In case of illness, a parent will be contacted to pick-up the student as soon as possible.

Friday School (Elementary)

Friday School is from 8:00 a.m. to 11:00 a.m. with the same dress code and class rules as regular school.

Friday School (Middle School / High School)

Friday school is from 8:00 a.m. to 11:00 a.m. with the same dress code and class rules as regular school.

Middle/High school classes will be held on Friday for students who have been absent, dismissed early, or have been assigned detention (see disciplinary actions). The classroom material or homework to be completed will be identified by teachers. Middle/High school students must make-up all time missed in order to fulfill state requirements for classroom hours.

Student drivers may park in the front on Fridays. All student drivers will remain in the Friday school classroom until the teacher can accompany them to their cars. No driver may leave early without written permission from his/her parents.

Extended School

If any student incurs excessive absences, fails to attend Friday school, and/or has incomplete classroom assignments, the Director or Assistant Director will authorize an individualized make-up schedule. This plan may include school attendance on Friday, Saturday, Sunday, evening hours, and/or privately contracted teaching sessions.

School Closings

In the event that weather makes road conditions too hazardous for travel, the school will close. Key School does **not** follow any I.S.D. closing policy. In addition, every effort will be made to begin at 10:00 a.m. Please check local radio station WBAP and television stations Channel 5/NBC/KXAS and 8/ABC/WFAA, for announcements. Inclement weather postings are listed on the following websites www.nbcdfw.com, www.wfaa.com/closings, and www.KeySchoolFortWorth.com (using the alert tab). Closing will also be posted on the Key School Facebook and Twitter pages. Closings will be made up the Friday following the missed day.

Transportation and Student Safety

Arrival / Departure

Parents and students traveling north on Loop 820 should use the Wilbarger exit and stay on the access road in front of the school. Parents traveling south should exit Wilbarger, make a U turn under the freeway, and follow the access road back to the school.

For the safety of the children, we have requested the Ft. Worth Police Department monitor speed on the access road during school hours.

Loading and Unloading

Students are to be unloaded and loaded from the passenger's side of the vehicle. Grayson Street may not be used for unloading, loading or parking. Students are to enter the building immediately upon arrival. If the parent needs to come inside, he/she must enter the driveway and park in a visitor's parking space.

Elementary dismissal is at 3:15 p.m. The curb space from the north driveway to the sign are reserved for elementary parents. Middle School / High School parents are to park behind the sign until all elementary students are loaded and the sign has been removed. At that time, Middle School / High School parents will drive their cars to the north driveway entrance for the 3:45 p.m. dismissal.

Students must remain in the loading zone unless accompanied by an adult to a waiting car. We ask the parents to please not block the driveways.

Car Pools

Key School will provide a roster of students to assist parents in organizing car pools.

If your child will be riding with someone other the parent please notify the school of the riding arrangement.

Student Drivers

The Texas Education Agency (TEA) requires the verification of enrollment and attendance for a student to be eligible to receive an instruction permit and/or a Texas driver's license. Key School adheres to the 90 percent attendance rule as outlined in the TEA Code #25.092. The TEA form must be requested from the school office two to three days in advance.

If a student desires the privilege of driving to school he/she must adhere to the following rules:

- Complete a student driver information form and return it to the office. This form must be on file and updated as needed.
- No fast or dangerous driving will be tolerated. Students are asked to observe the school zone speed of 20 mph directly in front of the school as well as all official school zone rules. Parents will be notified of any unsafe driving and disciplinary action will be taken.
- Students are not allowed to return to their cars during the school day except when accompanied by a staff member. Students who arrive late or have an early dismissal must park in front and use the main entrance.
- In order to increase parking lot safety, drivers must wait in their cars until given permission to leave the parking lot by the faculty member in charge. Student drivers must leave the lot slowly and come to a complete stop at the stop sign on Grayson and Loop 820 South.

- Key School discourages students driving car pools; however, Key School cannot monitor nor be responsible for car pooling arrangements made by parents or students.
- Students must enter the school building immediately from the parking lot.
- Key school adheres to the following driver violations:
 - #1 driving violation = parent called, pink slip filed
 - #2 driving violation = probation, parent called, pink slip filed
 - #3 driving violation = driving privileges suspended for the remainder of the school year

Break and Lunch Guidelines

Elementary

10:00 a.m. Break: Key School encourages our students to bring healthy snacks for the 10 minute break.

11:15 a.m. Lunch: Students may bring a sack lunch or purchase a meal from Food4Life Monday – Thursday. Food4Life is not provided on Fridays.

Middle School/High School

10:00 a.m. Break: Students may bring snacks and drinks from home or purchase water with money brought individually.

Middle School Lunch - 12:00 p.m. / High School Lunch - 12:55 p.m.

Students must remain at school during lunch. Students may bring a sack lunch. If desired, food orders can be placed on a monthly basis from Food4Life.

Students must be accompanied by faculty or staff when going to and from the playing field at lunch for supervised activities. Students must cross at intersection of Grayson Street and the frontage road of East Loop 820 South. They are to walk on the grass on the north side of Grayson (facing traffic).

**Microwaves and refrigerators are no longer provided.*

Academics

Parent/Teacher Communication

Parents and teachers need to work closely together to identify ways to create and sustain motivation. The Key School organizer will have homework recorded on a daily basis, while due dates for long term projects will be kept on monthly calendars. The organizer provides a vehicle for teachers to communicate routinely with parents.

During school hours, the office staff may contact parents regarding medication, homework assignments, discipline problems, tardies and/or the need to stay after school. Parents can contact teachers for telephone conferences by leaving a message at school.

Homework Policy

Students and parents can track homework assignments by reviewing the student's Key School Organizer.

Grading System

Grades

90 - 100 A

80 - 89 B

70 - 79 C

69 or less F

Citizenship

E - Excellent

S - Satisfactory

N - Unsatisfactory

Report Cards

Report Cards will be mailed every quarter.

Transcripts

Official high school transcripts are maintained in the registrar's office and will be mailed to a receiving school or college upon request.

Hold on Records

All accounts payable to the school must be current before any records, testing, transcripts or teacher recommendations can be processed or sent to schools or colleges. A student's records will be placed on hold until the account is paid in full.

Parent Sponsored Events

Parents are welcome to bring snacks or cupcakes during lunch to celebrate a student's birthday. Please call ahead to confirm time and number of students who eat lunch at that period.

Key School is a small school. Please make every attempt to prevent any child from feeling excluded. If parents are planning a party outside of school, contact information is available on RenWeb.

In order to prevent any hurt feelings or confusion about Key School sponsorship, it is requested that no invitations be passed out at school and that no general announcements be made in school concerning outside activities.

Dress Code

Key School believes that dress has an important influence on attitude, behavior, and safety. Students are expected to be well groomed, neatly dressed, and in dress code before entering the building. Any form of dress which is distracting, disruptive, or detrimental to general conduct rules will not be permitted. Key School reserves the right to determine when any form of dress is distracting or disruptive. If a student is out of dress code, parents will be called to bring acceptable clothes and the student will spend break in detention. Key School will provide clothes until parents can be reached. The dress code remains in force for all students on Friday.

In order to simplify The Key School dress code, the Board of Directors has implemented standardized dress.

To ease any confusion about dress code choices, the following guidelines will be required:

- standardized uniform skirts or relaxed fit slacks for girls
- skirts must be fitted at the waist and come to the top of the knee
- standardized uniform slacks for boys
- slacks must be fitted at the waist, worn with a belt for both boys and girls
- standardized uniform shorts for boys and girls are allowed August through October and March through May
- Key School cardigans and Key School fleece jackets are the only acceptable outer wear for the classroom
- Key School polo shirt is to be worn on all field trips

Standardized uniform dress, slacks, skirts, shorts, cotton shirts, and blouses can be purchased at these retail stores: Old Navy, Gap, Dillard's, JCPenney, and Target, as well as the specialized uniform stores: Texas School Uniforms (Bryant Irvin Rd.) and Mills (Sun Valley).

Knit shirts with collars will be in compliance with the dress code. Key School Spirit Wear is also acceptable.

The following is acceptable:

Boys

- Dress or tennis shoes with socks
- Conservatively styled fitted belt and buckle
- Hair that is neat, clean, well groomed and conservatively styled
- Clean shaven with sideburns not extending past the bottom of the earlobes
- Cardigan, sweater vest or pullover without a collar with a collared shirt underneath

Girls

- Blouses/shirts, cotton or knit, neatly pressed, with collars and shirt tails long enough to remain tucked into pants/skirts/jumpers/shorts
- Dress or tennis shoes with tights, socks, or leggings. Tights and ankle length leggings only allowed under regulation length skirt and must be black or navy.
- Fitted belt
- Fitted pullover or cardigan sweater, solid colored and hoodless, worn over a collared shirt, which must remain tucked in.
- Hair that is neat, clean, and conservatively styled

The following is unacceptable at Key School:

All Students

1. Shirts with visible writing or pictures of any kind, except logos
2. Oversized shirts or short sleeve shirts over long sleeve shirts
3. Outside dress or jean jackets in the classroom
4. Wrinkled clothing
5. Extreme (such as white or silver) or non-human hair colors, spikes, tails, feathers, partially shaved, asymmetrical lengths or hair extending below the eye brows
6. Strong cologne, after shave, perfume
7. Multiple necklaces or distracting jewelry
8. Untied or mismatched shoe laces
9. Tennis shoes with flashing lights

Boys

1. Earrings or jewelry in pierced body parts
2. Uncovered tattoos
3. Facial hair or hair length extending past the top of shirt collar
4. Sandals, open toe or open heel shoes, skater or grinding shoes, wheelies or heelies

Girls

1. Stretch pants, capri pants, tight, low cut or form fitting pants
2. Skirts tight fitting or shorter than knee length
3. More than two earrings per ear or jewelry in other pierced body parts
4. Uncovered tattoos
5. Flip-flops, wheelies, or heelies, or high top tennis shoes
6. Purses are restricted to the lunchroom

Dress Code Violations

1. If a student has been warned three times to tuck in his/her shirt, the student is required to change into a Key School shirt.
2. If a student has been warned three times to pull up his pants, the student is required to change into Key School pants.
3. If a student arrives at school out of dress code, the student is required to change into Key School clothes for the day.
4. When shaving is required, the student must shave during break.
5. Dress code violations cause the student to lose break.

Rules of Conduct

Honor Code

Any attempt to obtain credit for work done by another is totally unacceptable at Key School. This includes cheating on tests, copying work of others, or copying word-for-word from published works (plagiarism) and similar activities. In addition, we expect students to make a recognizable effort, such as covering their papers during a test, to prevent other students from copying.

Telephone Usage

Students may not have a cell phone or make personal calls during school hours. If a student needs to call a parent or other approved person, a staff member in the office will help the student make the call.

Cell phones are to be turned off and turned in to the office upon arrival at school. Cell phones can be picked up immediately after school. If a cell phone is found in a backpack, purse, or with the student, the phone will be taken up and disciplinary action will follow.

The following is unacceptable at Key School or at any school function:

- Mocking, teasing, name calling, laughing at other students
- Performing malicious pranks, tricks or practical jokes
- Possession of chewing gum in class, at lunch, on school property
- Having food, candy, breath mints, or drinks in classrooms or lockers
- Bringing toys/games to the classroom
- Sitting on furniture (tables, desk, etc.)
- Showing public display of affection
- Sleeping in class. If a student cannot stay awake in class for any reason including illness, allergies, medication reaction, or sleep deprivation, parents will be called, and the student will be considered absent from class.

Serious Behavioral Offenses

- Deliberately disrupting class
- Not complying with teachers' directions
- Using profanity in school, on the field, anywhere on school campus, or at school functions
- Fighting, physical contact
- Defacing of property, walls, tables, desks, chairs, books, organizers, card boxes and lockers
- Destroying property, computers, pencils, fans, decorations, student projects
- Throwing pencils, erasers, paper clips, or other objects that could cause bodily injury or property damage.
- Using obscene, gang or drug related signs, symbols, slogans, drawings
- Using ethnic, racial, sexual or religious slurs including symbols such as a swastika
- Engaging in gambling, betting, wagering, selling, or any exchange of cash or property
- Stealing
- No tobacco, lighters, matches, or paraphernalia will be tolerated in purses, backpacks, or anywhere on the person, school property, or school sponsored activities.

Offenses that may result in Permanent Expulsion

- Carrying guns, knives (including pocket knives), weapons, laser pointers or any material that has the potential of causing harm to others is strictly forbidden on school property and at school functions.
- Using, or being under the influence of drugs or alcohol at school or at school functions
- Possessing alcohol, drugs, or drug paraphernalia, or e-cigarettes will not be tolerated in the student's possession, in purses or backpacks, on school property, or at school functions
- Discussing the buying, selling, or taking of illegal substances in the past or present
- Making any direct threats of physical harm to a student or teacher even in jest
- Leaving the building or school or school sponsored events without supervision or permission

Clear Division of Middle School and High School Students

- Middle school students and high school students eat lunch at different times.
- Middle school students are to build friendships with other middle school students primarily.
- High school students are to build friendships with other high school students primarily.
- Although all students go to 10:00 a.m. break at the same time, students are still required to stay with peers in the same middle or high school group.

Disciplinary Action

Elementary School

Routine discipline will be handled in the classroom or during regular activities through redirection or time out. When necessary, a student will be taken to the appropriate supervisor to determine intervention. If not resolved, the parents will be called for a conference.

Middle School and High School

Academic time is lost when students report to class without homework, books, or are late. All students must report to their classes prior to going to the nurse's office. They must receive permission from their teacher before leaving their class to see the nurse. Therefore, general rule violations will result in one or a combination of the following:

Detention

- Lunch Period: Report to posted room for designated period of time.
- After school: 3:45 p.m. - 4:45 p.m. Failure to complete a homework assignment results in a pink slip. The teacher staples the assignment to a pink slip and turns it into the office. Office personnel will call the parent to report the missing work and make arrangements for the student to be picked up from school at 4:45 instead of 3:45. This procedure protects Key School students from falling further and further behind in their work.
- Friday School: 8:00 a.m. to 11:00 a.m. Report to assigned room. The classroom material or homework to be completed will be identified by teachers.

Probation/Suspension/Expulsion

Serious behavior violations will be handled by the Director or Assistant Director. Although every student and situation is different, the following actions may be taken:

- Warning by Director or Assistant Director
- Probation
- Suspension
- Immediate and/or permanent expulsion if, in the opinion of the Director or Assistant Director, a student's behavior is a danger to self and/or others or cannot be managed in this setting.

Cell Phones/Electronic Devices

If a cell phone or electronic device is found during any random search, it will be locked in the office for one week before being returned to the student.

Building Security

Property Searches

Anyone coming into the school is legally subject to search. Key School maintains an environment that is free of weapons, alcohol, tobacco, drugs, or drug paraphernalia.

Cell phones and personal electronic devices are to be turned in to the office upon immediate arrival at school. Unannounced searches of lockers, backpacks, pockets, purses and/or shoes will be conducted on a random basis which may also include **the use of a security wand**. Searches will be administered when administration has reason to believe that contraband or **cell phones** might be present. In addition, parents may be contacted to search their child's automobile if the school has any reason to suspect that contraband might be present.

Visitors

All outside doors are designed to open from the inside; however, the doors remain locked to visitors during school hours. Visitors must come to the main entrance and ring the doorbell. The door can then be released by the office staff after determining the nature of the visitor's business. Students are never to open the doors to anyone even if they recognize the visitor. In addition, students must walk around the dark blue carpet at the main entrance to avoid releasing the locking mechanism. All visitors must report to the office. Parents and adult family members are always welcome to visit. Friends who are on vacation and other peers will not be allowed to visit during school hours, including lunch.

Lockers and Backpacks

Hall lockers are provided for students to store their books, binders and issued supplies. Lockers are assigned by the school and may not be changed or decorated by students.

Middle/High school students leave their coats, sweaters, and backpacks in the lunch room. Elementary students have a separate designated area near their classrooms. Backpacks, purses and coats are not allowed in locker or classrooms.

Please make sure the student's name is marked clearly on backpacks, coats, calculators, and lunches.

Parents and students are cautioned not to put valuables such as money or jewelry in backpacks or lockers since these are group access areas. If an item is brought to school, students must check it into the office upon arrival and out upon dismissal. Key School is not responsible for valuables lost from backpacks or lockers.

Medical Information

All students must report to their class and then get a nurse's pass from their teacher to go to the nurse's office. Students are not allowed to go to the nurse's office without teacher permission.

Prescription or Nonprescription Medication

In order to give prescription or nonprescription medication, Key School must have a Physician's Order Form completed and signed by both a parent and a physician.

Parents are responsible for supplying medication on a weekly basis in original pharmacy containers and notifying the school of any medication changes. All medication must be checked into the nurse's office. Students are not allowed to keep any prescription or nonprescription medication in their backpacks, purses, or pockets.

Medical Conditions

It is the parent's responsibility to inform the school nurse and other appropriate staff members of any special medical condition such as food allergies, insect bite reactions, seizures, diabetes, asthma, etc., that may require medication or a medical procedure during school hours.

Key School Board of Directors has the right to refuse or discontinue enrollment to any student due to prior or present medical conditions if in the opinion of the Director or Assistant Director, Key School is not a proper academic setting for that student.

Immunizations

The Public Health Department requires Key School to maintain a current record of immunizations. This record must be provided by the child's physician and filed on an official form.

Oils

Due to the large number of students with allergies, we do not allow oils of any kind.



Key School

Parent and Student Guidelines 2016 - 2017 Signature Page

We have reviewed and discussed the Parent and Student Guidelines. Even if a rule was not read or discussed orally in orientation, we still agree to comply with the guidelines in this handbook.

Parent/Guardian Signature

Date

Student Signature

Date