



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 3:30 p.m.

Lunch: 11:00 – 11:30 a.m.

Advisory: 11:30 – 11:50 a.m.

PE: 12:00 – 12:20 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: 10:30 – 10:40 a.m.

Middle School Lunch: 12:20 – 12:50 p.m.

High School Lunch: 12:50 – 1:20 p.m.

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. when a child is absent. When a student's absence is known in advance, please inform the office as soon as possible.

*High school student hours are documented to adhere to accreditation guidelines.

Tardy Policy

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 7:15 a.m.

Students not attending 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 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 4:30 p.m. Key School cannot be responsible for students left in the building after 4:30 p.m.

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. If a late arrival/early dismissal cannot be avoided, please adhere to the following guidelines:

- Key School requires that a parent or guardian who is coming to check out a student early, park and report to the school office. Office staff will bring the student to the parent/guardian so they can leave together.
- When a student is to be released during school hours to someone other than a parent or guardian, 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.
- If a student is late to school, we ask that the parent/guardian walk the child into the building and check-in.
- In case of illness, a parent will be contacted to pick-up the student as soon as possible. Please come into the building and check-in with the school nurse.
- Student drivers who are late must park in front of the building.

Friday School (Elementary)

Friday School is from 8:00 a.m. to 11:00 a.m. with the same uniform and class rules as regular school. Please check the school calendar for dates that Friday school will not meet.

Friday School (Middle School / High School)

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

Middle/High school classes will be held on Friday for students who have been absent or dismissed early on Monday - Thursday. The classroom material or homework to be completed will be identified by teachers with help from the student. Middle/High school students must make-up all time missed in order to fulfill state and accreditation 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, please see the attendance flow chart. The Director or Assistant Director will authorize an individualized make-up schedule. This plan may include school attendance on Friday, Saturday, 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 and www.wfaa.com/closings. Closings will also be posted on the Key School Facebook page and sent by email. Closings will be made up the Friday following the missed day.

Attendance Flow Chart

1.

- Student has attended less than 80% of the required school days during a 9 week term.

2.

- Student will be placed on attendance probation for 2 weeks.
- 2a- Students on probation for 2 weeks are required to maintain perfect attendance.
- 2b- Students must maintain a passing grade average in all classes.
- 2c- Once students have met the 2 weeks attendance requirements, student placed on attendance probation will be removed from probation and the attendance process will start over.

3.

- If after the initial 2 week probation the student still struggles with attendance, he/she will be placed on attendance probation for 4 weeks.
- 3a- Students will be placed on attendance probation for 4 weeks which will require perfect attendance and a passing grade average in all classes.

4.

- Director and Assistant Director will meet with the Leadership Team to determine the student's enrollment status.

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 students, 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 3:30 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.

Carpools

A student roster and parent contact information is available in RenWeb to assist parents in organizing carpools. 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.

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 carpools; 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 drivers will be issued a parking permit sticker for their vehicle.
- Key school adheres to the following driver violations:
 - #1 driving violation = parent called, parent notification slip filed
 - #2 driving violation = probation, parent called, parent notification slip filed
 - #3 driving violation = parent notification slip filed, driving privileges suspended for the remainder of the school year

Lunch and P.E. Guidelines

Lunch Schedule

Elementary Lunch: 11:00 – 11:30 a.m.

Middle School Lunch: 12:20 – 12:50 p.m.

High School Lunch: 12:50 – 1:20 p.m. p.m.

All 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. ***Key School is a peanut-free zone.**

P.E. Schedule

Elementary P.E.: 12:00 – 12:20 p.m.

Middle School P.E.: 12:50 – 1:20 p.m.

High School P.E.: 12:20 – 12:50 p.m.

Students must be accompanied by faculty or staff when going to and from the playing field at P.E. for supervised activities.

Academics

Parent/Teacher Communication

Parents and teachers need to work closely together to identify ways to create and sustain academic success. 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 Key School teachers and staff may contact parents regarding medication, homework assignments, detention, tardies and/or the need to stay after school. Parents can contact teachers for telephone conferences by leaving a message at school or by emailing them through their Key School account.

Grading System

Grades

90 – 100	A
80 – 89	B
70 – 79	C
69 or less	F

Citizenship

E - Excellent
S - Satisfactory
N - Unsatisfactory

Rectification Policy

To ensure comprehension of the content, students will be required to rectify all questions missed on daily assignments and tests. The amount of Bonus Points received for rectifications on assignments that score above 70 percent will be at the discretion of the teacher.

Assignments that score below 70 percent:

1. Teacher will assign a rectification to student to be completed on their own time and turned in by the due date assigned.
2. Parents will be notified that their child needs to rectify an assignment that has scored below 70 percent.
3. Student will turn in the rectified assignment to be graded.
 - Assignments that score a grade of 60-69 students must rectify all missed problems to receive ½ credit back up to 10 points.
 - Assignments that scored a grade of 0-59 students must rectify all missed problems to receive ½ credit back, up to a 70.
4. Grades that have been rectified will be notated in Renweb.

Rectified assignments that score below 70 percent:

1. Teacher will assign a 2nd rectification to be completed during after school.
2. Parents will be notified that their child will complete a 2nd and final rectification in after school.
3. Student will turn in the rectified assignment to be graded.
 - For assignments that score a grade of 60-69 students must rectify all missed problems to receive ½ credit back up to 10 points.
 - For assignments that scored a grade of 0-59 students must rectify all missed problems to receive ½ credit back, up to a 70.
4. The 2nd rectification will be graded and recorded in Renweb

Report Cards

Report Cards will be mailed every 9 weeks.

Parents also have access to grades at all times in RenWeb.

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.

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.

Uniform Guidelines – Elementary (Grades K-4)

Purchase uniforms from Mills Uniforms: 5640 East Loop 820 South, Fort Worth, Texas 76119 or www.millswear.com. **School code:** 3373.

Purchasing your uniforms at this location will ensure your purchase will meet the Key School uniform requirements.

Elementary Girl

Item	Color
Girls' 2-in-1 Skort	Key School Plaid, Khaki or Navy
Girls' Cotton/Poly Dress Pants	Khaki or Navy
Girls' Knife-pleat Skirt	Key School Plaid, Khaki or Navy
Boys' Cotton/Poly Dress Shorts	Khaki or Navy
Girls' Front-zip Jumper	Key School Plaid ONLY
Girls' Broadcloth Short Sleeve Peter-Pan Blouse	White
Girls' Broadcloth Long Sleeve Peter-Pan Blouse	White
Pique Short Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Modesty Shorts	Navy
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Tights or Leggings	Black or Navy (solid) Leggings must be ankle length with no adornment
Belt (Must be worn in 2 nd -4 th whenever loops are present) No belt requirements for Kindergarten and 1 st grade	Brown or black leather Smooth or Braided

Elementary Boy

Item	Color
Boys' Cotton/Poly Dress Pants	Khaki or Navy
Boys' Cotton/Poly Dress Shorts	Khaki or Navy
Pique Short Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Belt (Must be worn in 2 nd -4 th whenever loops are present) No belt requirements for Kindergarten and 1 st grade	Brown or black leather Smooth or Braided

- Uniforms must only be worn with items as noted in the guidelines above.
- Clothing labeled with legible names have a better chance of being returned if lost.
- No logos or personal monogramming other than that which has been authorized.
- The acceptable length of the skort/jumper is at least two inches below the fingertips when the arm is extended along the leg. **Please allow growth when hemming these items.**
- Uniform dress shorts must be no shorter than two inches above the knee when the arm is extended along the leg.
- Dress shoes or tennis shoes (no high-tops, sandals, or open toe shoes) are acceptable.

Uniform Guidelines – Middle School (Grades 5-8)

Purchase uniforms from Mills Uniforms: 5640 East Loop 820 South, Fort Worth, Texas 76119 or www.millswear.com. **School code:** 3373.

Purchasing your uniforms at this location will ensure your purchase will meet the Key School uniform requirements.

Middle School Girl (Grades 5-8):

Item	Color
Girls' 2-in-1 Skort	Key School Plaid, Khaki or Navy
Girls' Cotton/Poly Dress Pants	Khaki or Navy
Girls' Cotton/Poly Dress Shorts	Khaki or Navy
Girls' Knife-pleat Skirt	Key School Plaid, Khaki or Navy
Modesty Shorts	Navy
Pique Short Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Tights or Leggings	Black or Navy (solid) Leggings must be ankle length with no adornment
Belt	Brown or black leather Smooth or Braided

Middle School Boy (Grades 5-8):

Item	Color
Boys' Cotton/Poly Dress Pants	Khaki or Navy
Boys'/Men's Cotton/Poly Dress Shorts	Khaki or Navy
Pique Short Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Belt	Brown or black leather Smooth or Braided

Important Notes:

- Uniforms must only be worn with items as noted in the guidelines above.
- Clothing labeled with legible names have a better chance of being returned if lost.
- No logos or personal monogramming other than that which has been authorized.
- The acceptable length of the skort and jumper is at least two inches below the fingertips when the arm is extended along the leg. **Please allow growth when hemming these items.**
- Uniform dress shorts must be no shorter than two inches above the knee when the arm is extended along the leg.
- Dress shoes or tennis shoes (no high-tops, sandals, or open toe shoes) are acceptable.

Uniform Guidelines – High School (Grades 9-12)

Purchase uniforms from Mills Uniforms: 5640 East Loop 820 South, Fort Worth, Texas 76119 or www.millswear.com. School code: 3373.

Purchasing your uniforms at this location will ensure your purchase will meet the Key School uniform requirements.

High School Girl (Grades 9-12):

Item	Color
Girls' 2-in-1 Skort	Key School Plaid, Khaki or Navy
Girls' Cotton/Poly Dress Pants	Khaki or Navy
Girls' Cotton/Poly Dress Shorts	Khaki or Navy
Girls' Knife-pleat Skirt	Key School Plaid, Khaki or Navy
Modesty Shorts	Navy
Pique Short Sleeve Polo with Key School Logo (tucked in)	Black (high school ONLY), Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Black (high school ONLY), Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Tights or Leggings	Black or Navy (solid) Leggings must be ankle length with no adornment
Belt	Brown or black leather Smooth or Braided

High School Boy (Grades 9-12):

Item	Color
Boys' Cotton/Poly Dress Pants	Khaki or Navy
Boys'/Men's Cotton/Poly Dress Shorts	Khaki or Navy
Pique Short Sleeve Polo with Key School Logo (tucked in)	Black (high school ONLY), Royal Blue or White with Key School Logo
Pique Long Sleeve Polo with Key School Logo (tucked in)	Black (high school ONLY), Royal Blue or White with Key School Logo
Cardigan Sweater with Key School Logo	Black with Key School Logo
Fleece Front Zip Jacket with Key School Logo	Black with Key School Logo
Socks: crew, quarter crew, or knee length (a minimum of one inch out of shoe)	Solid colors only No neon
Belt	Brown or black leather Smooth or Braided

Important Notes:

- Uniforms must only be worn with items as noted in the guidelines above.
- Clothing labeled with legible names have a better chance of being returned if lost.
- No logos or personal monogramming other than that which has been authorized.
- The acceptable length of the skort and jumper is at least two inches below the fingertips when the arm is extended along the leg. **Please allow growth when hemming these items.**
- Uniform dress shorts must be no shorter than two inches above the knee when the arm is extended along the leg.
- Dress shoes or tennis shoes (no high-tops, sandals, or open toe shoes) are acceptable.

Uniform Guidelines

Monogramming:

The Key School name and logo are valuable brand assets and a form of intellectual property. In an effort to maintain the highest of brand standards, the use of the school logo is limited to design, print and manufacturing partners authorized by Key School.

Grooming:

Key School students must have conservative hairstyles (no unnatural hair color, spikes, tails, feathers, partially shaved, or hair extending below the eyebrows) and be neatly groomed at all times. Hair must not impede eye contact. All aerosol products are prohibited at Key School.

When shaving is required, the school nurse will require that the student shaves during morning break.

Tattoos and Body Piercing:

Other than modest, conservative ear piercing, (no more than two on each ear and no other body parts) other body modifications must not be visible nor cause a distraction or disturbance to the learning process at Key School.

Uniform Violations:

If a student arrives at Key School out of uniform, they will be required to change into clothing from the Key School uniform closet. All clothing borrowed from the uniform closet will need to be washed and returned to the school the following day. Faculty member in charge of uniform compliance will notify the student's parents.

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.

Personal Electronic Device (PED) Usage

To preserve our distraction-free environment, we continue our policy of not allowing any devices to be seen or heard. We ask that all students place their personal devices in their backpack as soon as they enter the building, and their devices are to remain in their backpacks until the students exit the building at dismissal.

These personal devices must remain off to avoid distractions due to sound or vibration. If a student is caught with a device during school, or if a device disrupts a class in the lunchroom because it was not turned off, we will follow the policy of collecting the device and keeping it for a week.

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.

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
- Possessing chewing gum in class, at lunch, on school property
- Having food, candy, breath mints, or drinks in classrooms or lockers, unless given by a teacher
- 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.
- Being late to 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
- Having tobacco, lighters, matches, or paraphernalia in purses, backpacks, anywhere on the person, school property, or school sponsored activities will not be tolerated.

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 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 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
- Fighting

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 middle school students primarily.
- High school students are to build friendships with high school students primarily.
- Although all students go to 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 Assistant Director/Head of Elementary to determine intervention. If not resolved, the parents will be called for a conference.

Middle School and High School - Detention

- **Lunch Period:** Report to posted room for designated period of time.
- **After school:** 3:45 p.m. - 4:30 p.m. Failure to complete a homework assignment results in a rectification slip. The teacher staples the assignment to a rectification slip and turns it into the office. Office personnel will call the parent by 2:00 p.m. to report the missing work and make arrangements for the student to be picked up from school at 4:30 instead of 3:45. If the rectification slip comes to the office after 2:00 p.m., the student will stay after school the following day. 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. Students report to room 8. The classroom material or homework to be completed will be identified by teachers, along with help from the student. Parents will be notified via email if their child need to attend Friday School. A list of students needing to attend Friday School will be posted on the front office window.

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 outside of the student's backpack, 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 kept in a backpack on the student's hook in the lunchroom. 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.

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 lunchroom. 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 items are 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.

Bathroom Policy

Students are individually assigned to a specific bathroom. When a student receives permission to go to the bathroom, he/she must sign out on the sign-out sheet in the classroom. If the restroom facilities are in need of attention, we ask the student to report it to the front office immediately.

Medical Information

Nurse's Office

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 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 2017 - 2018 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.

Student Name *(Please Print)*

Grade

Student Signature

Date

Parent/Guardian Signature

Date