

PARENT- STUDENT HANDBOOK
2009-2010



Keyes to Learning Charter School
1995-2010

A 2009 California Distinguished School
WASC Accredited 2007-2010

A Message from the Principal

Welcome to Keyes to Learning Charter School. We are happy that you have decided to be part of our educational family. KTL began in 1995 as a K-8 home school program. We are now entering our 15th year as a K-12 award winning charter school with a real home on the beautiful newly designed Keyes School campus.

KTL was one of three home-based charter schools in Stanislaus County in 1995. There are now over a dozen charter schools available to students in the area. Some are site-based, some home-based and a few have combined the two ideas to offer students the best of both home and classroom. KTL is one of those that is considered a very successful hybrid of both types of schools.

Since charter schools began, there have been numerous changes in California's public education system. Development of state content standards, uniform state testing and the ranking of schools were all initiated after KTL opened. We are proud to say that our staff and students have risen to the challenge and every year KTL has shown improved test scores and ranking.

We are quick to point out that charter schools are not for everyone. But that is the point. The charter idea is that parents and students should have choices in the types of schools their children attend and that one size or type does not fit all children.

We expect that families who chose KTL are interested in a strong liberal arts education from kindergarten on and that they want more than a language arts and math curriculum. They want their children to love books, learning and exploring. They understand that an excellent education takes hard work and discipline. Keyes to Learning Charter School is made up of families like this. We look forward to learning and working with you, too!

Sincerely,

Lee Ann Stangl
Founder/Principal

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Distinguished School Synopsis

Imagine public high school students learning whenever they choose...wherever they can... whatever they want. Envision teenagers making responsible choices about how to meet high standards, with their parents as real partners in the educational process preparing them for adult life. Picture reality at Keyes to Learning Charter School in the Central Valley.

Keyes to Learning Charter School was established in 1995 as the 85th charter school in California. What began as a support program for K-8th grade homeschooling families has blossomed into a unique home-based hybrid with so much more than independent study. Today KTL offers a flexible experience through 12th grade with students making responsible choices about time and place and achieving with parents as true partners in learning.

KTL students are free from the traditional time schedules and fixed places that characterized public schools in the 20th century. All students have access to a high-quality education individualized for specific needs and preferences; they meet state standards and prepare for college and career through a one-on-one approach or in a group setting. Every student and parent has the option of personalized support through weekly independent study meetings with caring, credentialed teachers. Students make choices from a wealth of community resources, including early college and work experience, and many decide to meet University of California admissions requirements through twice-weekly college-prep classes with expert teachers.

KTL students experience a seamless climate for learning from elementary school through post-secondary paths because parents are partners at the center of all that happens. Their voices and values are respected as critically important. The KTL high school program was developed when parents articulated a need and continues to thrive because families choose KTL over the many charter and traditional programs available in Stanislaus County. KTL high school students learn about responsibility and decision making from their parents' examples and KTL parents, in turn, are empowered to enjoy learning along with their children.

Imagine, in the last year, supported by their parents and teachers, KTL students chose to invest their time in remarkable places and skills and subjects. They attended college courses as varied as drafting and philosophy, worked part time or ran their own businesses, raised rabbits and guide dogs, performed their own compositions at the school talent show, marveled at the lights in Times Square at night and practiced calligraphy in Tokyo. They even learned the foxtrot with mom and dad at the first high school dinner dance. Picture reality at KTL.

OUR VISION

Learn, Serve, Lead

Expected School-Wide Learning Results

Keyes to Learning Charter School expects its graduates to be:

Academic Achievers who:

- Meet or exceed the California State Standards in English, mathematics, science and social studies.
- Rise above and go beyond the norm.

Responsible, Self-Directed Citizens who:

- Participate fully as well informed and active participants in their communities,
- Make informed choices and fulfill civic duties.
- Demonstrate knowledge of local state and federal government issues.
- Set high educational and personal goals.
- Understand that proper nutrition and physical fitness are necessary for good health
- Demonstrate how to budget money, handle finances and perform other basic life skills.
- Recognizes the importance of service to others.

Effective Thinkers and Communicators who:

- Are culturally literate and classically educated
- Understand and use technology competently and appropriately
- Write logically developed and mechanically proficient reports, letters, essays and narratives.
- Speak with confidence with a group or to an audience.

Successful Collaborative Individuals who:

- Work effectively in groups.
- Exhibit good manners and positive attitudes.
- Manage relationships in a positive manner.
- Exhibit flexibility and good time management.

Keyes School Board Members and
District Administration

Superintendent

Karen Poppen

Board Members:

Tony Aguilar

Bob Edwards

Sandra Marchant

Jimmy Emmons, SR.

Jeff Reed



KEYES TO LEARNING CHARTER SCHOOL

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KEYES, CA 95328

PHONE 209-634-6467 FAX 209-669-7121

OFFICE HOURS

MONDAY – THURSDAY 8-4:00

FRIDAY 8-1:00

KEYES TO LEARNING CHARTER SCHOOL STAFF

OFFICE STAFF:

Secretary - Betty-Jo Nascimento

Business Manager -Terrie Purto

CERTIFICATED STAFF:

Principal:

Lee Ann Stangl

Program Coordinators:

Monique Becker	K-12	Independent Study
Vicki Harmon	7-8th	
Jill McGinnis	K-6th	
Susan Nisan	9-12th	

Educational Advisors and Classroom Teachers:

Monique Becker	K-12th I.S.
Emma Rovito	K-12th I.S.
Vicki Harmon	9-12th Humanities, Student Leadership, Travel
Jennifer Hayes	1st
Michelle Johnson	7-9th English, Creative Arts, Math
Lorraine Jones	7-8th Humanities
Kim Mattos	5-6th
Diana McCullough	2nd
Jill McGinnis	K
Bob Monroe	9-12th Spanish
Susan Nisan	7-12th Latin, Psych, Algebra
Terrie Purto	7-12th Business, Technology
Annette Steele	4th
Denise Longacre	5-12th Math
Cindy Tyson	3rd
Davendra Prakash	7-12th Science

All staff members can be reached by calling the office at 209-634-6467 or visiting our website at www.keyestolearning.com

KTL CHARTER SCHOOL EDUCATIONAL PROGRAMS

KTL Independent Study (K-12)

Weekly C.O.R.E. Enrichment Class (K-6)

KEY Academy (7-12)

Mission Statement

Keyes To Learning Charter School, working in partnership with the families and community will provide students in kindergarten through twelfth grade with the materials, expertise and opportunities needed to be an educated, productive citizen and lifelong learner in the 21st century.

This will be accomplished by offering individualized instruction in one-on-one and classroom settings using the highest quality academic resources.

KTL Home Study (Independent Study) program for K-12 grade students. These students meet weekly with a certificated teacher. Parents are expected to participate in the meetings and assist student at home.

C.O.R.E. Enrichment Class (K-6) Home-Based Hybrid school with enrichment classes each week and parent meetings every learning period with a certificated advisor. K-6 students may attend weekly classes if the parents are following the daily lesson plans provided at KTL. Students are expected to participate fully by arriving on time and cooperating with the instructor.

Key Academy (7-12) University Model program with 2 days of classes offered each week. The core academic classes may follow a block schedule in order to maximize the time. This program enables students to participate in higher level math, science labs and project based instruction. Students are encouraged to participate at the college level while still enrolled in KTL.

I. Charter Purpose

A, The purpose of Keyes to Learning Charter School will be accomplished by providing students and parents with:

- Access on a regular basis to certificated teachers as educational partners and advisors who assist in attendance, lesson plan development, course selection and remediation;
- High quality, organized curriculum choices aligned with the Core Knowledge Sequence® and the California State Standards plus access to educational resources through an extensive *Parent Educational Resource Library*;
- frequent and varied assessments including STAR Math and Reading, Accelerated Reader, monthly interviews and annual CST testing;
- Learning records and portfolios;
- Instructional methods including, but not limited to, home-based instruction, classroom instruction, workshops, seminars, distance learning, internet, and travel programs;
- Opportunities to utilize educational resources in the community made available through partnerships with individual professionals, businesses, colleges, and local government agencies.



B. Charter Goals

The goals of Keyes To Learning Charter School are:

- To provide high interest, challenging course work and activities based on a classic, content rich liberal arts education.
- To encourage students to be self-motivated and lifelong learners by including them in the educational decision making and giving them greater responsibility.
- To involve the entire family in the learning process and provide a variety of academic and social activities to promote understanding.
- To assess knowledge and demonstration of integrated learning across major subject areas through performance based assessments.
- *To assure transferability of student credit by applying for and receiving WASC accreditation.*
- *To inform parents and students of college and university requirements and options early and often.*
- *To offer students the means to accrue college credit while in high school and thus be better prepared for independent college life.*

C. Charter Educational Philosophy

The Keyes To Learning Charter School educational philosophy promotes the idea of the Core Knowledge Foundation that students should be culturally literate. They should acquire basic liberal arts content knowledge early and in so doing create a strong foundation for thinking and learning. Parents play an essential role in their children's education. Communication between the home and school is ongoing and an integral part of the learning environment. Student's input is valued, promoted, and acknowledged. Education is viewed as a lifelong process.

D. Charter Students

Students who enroll in KTL Charter School do so for a variety of reasons, which include:

- *A commitment to a classic liberal arts education and academic challenge*
- *Family relationships or personal beliefs and values*
- *A desire for flexible and personalized learning*

As educated individuals in the 21st century, KTL students will be culturally literate, self-directed and motivated, able to communicate well and work cooperatively with others,

problem solve and think scientifically, value relationships, be reflective, socially conscientious, creative and practice good citizenship.

TEACHER RESPONSIBILITIES

1. INSTRUCTION

- Develop courses of study aligned with the state standards and the school's charter.
- Implement instruction aligned with the courses of study.
- Utilize a variety of research based methods of instruction
- Maximize the use of independent study time by including community resources.

2. ASSESS STUDENT WORK

- Develop assessments aligned with the state standards, the ESLR's, and the charter.
- Develop a variety of classroom assessment including exams, quizzes, projects, portfolios, presentations, and oral exams.
- Communicate grades to students and parents on a regular basis via an internet based gradebook.
- Re-teach, if necessary, based on assessment results.

3. COMMUNICATE WITH FAMILIES

- Include parents and students as part of the educational team.
- Treat parents and students in a professional manner.
- Be available to help students outside of class time—post regular office hours.
- Communicate with parents as necessary about student progress.
- Ensure that all students have equitable access to learning the core curriculum.
- Return parent phone calls or e-mail within 48 hours.

4. RECORDS

- Maintain independent study records including assignment sheets and graded work samples.
- Maintain classroom attendance records including absences and tardies using a internet based program.

5. PROFESSIONAL RESPONSIBILITIES

- Adhere to the charter and the policies developed by the School Council.
- Be regular and prompt in attendance. Arrive 15 minutes before class or meeting.
- Work as part of teacher/parent/student educational team.
- Develop annual goals for professional improvement.
- Participate in school governance serve on committees and attend staff meetings as required.

STUDENT RESPONSIBILITIES

ON INDEPENDENT STUDY

- Accept responsibilities regarding behavior and academic participation.
- Complete all assigned work.
- Turn in all work in a timely manner
- Maintain an organized school notebook.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.
- Attend tutoring sessions when needed.
- Be on time to class or appointments.
- Ask the teacher for help whenever an assignment is not understood.
- **Follow all handbook guidelines for dress, technology and behavior when on campus.**

IN CLASS

- Accept responsibilities regarding behavior and academic participation.
- Maintain at least a 2.0 grade point average with no D's or F's.
- Complete all assigned work and make up missed work.
- Turn in all work in a timely manner.
- Maintain an organized school notebook.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.
- Attend tutoring sessions when needed.
 - Be on time to class or appointments.
- Obtain missed assignment as soon as possible.
- Ask the teacher for help whenever an assignment is not understood.



PARENT RESPONSIBILITIES

- Maintain an ongoing awareness of how your student is doing in each subject by monitoring your student's weekly independent study assignment sheet both for completion and quality of work and
 - Contacting teachers whenever progress is in doubt.
 - Attend a conference when requested by a teacher
- Ensure that your student maintains completed schoolwork in some organized fashion. All work should be saved for possible use in a portfolio.
- Ensure that your student takes care of school property such as textbooks and calculators.
- Ensure that your student attends tutoring sessions when requested by a teacher.
- Provide a quiet and orderly place in which to study and work at home.
- Provide transportation to and from classes **on time**.
- Be aware of your student's behavior.
- Attend parent meetings.
- Volunteer at least 30 hours during the school year. (If student is enrolled in class).
- Speak to your child's teacher if a problem arises.

Methods of Measuring Student Progress

INDEPENDENT STUDY AND K-6

Student progress will be assessed through a combination of non-standardized and standardized evaluations. Student progress will be reviewed once each month by the Educational Advisor in collaboration with the parent educator. Multiple measures will include but not be limited to interviews, anecdotal observations as well as review of work samples and written records. Progress toward the measurable outcomes will be formally assessed through the administration of STAR math, STAR reading and the California State Standards tests.

Areas of student academic need will be evaluated at the beginning of the school year. The results of the California State Standards tests will be the initial guide used to determine areas of strengths and weaknesses.

REQUIRED ASSESSMENTS

- Summary of learning and daily attendance forms completed using learning period deadlines
- Once or twice monthly advisor/parent/student conferences
- Monthly collection of student work to be added to student's portfolio
- Computerized STAR Reading 2X per year
- Computerized STAR Math 2X per year
- Required state mandated test (spring)
- Completed grade level projects
- Publisher's periodic testing in subject areas
- Demonstration of student skills (i.e., reading, writing, mathematics, extracurricular, etc).
- Parent-educator and program director observations
- Accelerated Reader and Math Incentive Program
- Exhibits, publications, fairs, competitions and contests
- Core Knowledge Comprehensive Tests

KTL ACADEMIC STANDARDS

High School Classes

In order to maintain the rigor of the program and motivate students to perform at their best, students will be required to maintain at least a 2.0 grade point average with no D's or F's to stay in the classroom based programs. Frequently, the problem of low grades is also related to poor work habits. If a student has enrolled in classes but does not participate by submitting assignments in a timely manner, the student will be referred to independent study. 80% is the minimum attendance allowed.

The principal may make an exception to the above rule for students with identified learning disabilities or for students who demonstrate a high level of motivation and have strong parent involvement. Parents may apply to the principal for a waiver of this requirement but the key consideration will be the demonstrated effort of the student. The principal will take into consideration the student's grade performance, potential for future improvement, ability to fit in with the school's curricular path, and input from the teachers, parents, and student.

Junior High Classes

Students in the junior high program must pass all of their core classes with a C or better. If a student has enrolled in classes but does not participate by submitting assignments in a timely manner, the student will be referred to independent study. 80% is the minimum attendance allowed.

The principal may make an exception to the above rule for students with identified learning disabilities or for students who demonstrate a high level of motivation and have strong parent involvement. Parents may apply to the principal for a waiver of this requirement but the key consideration will be the demonstrated effort of the student. The principal will take into consideration the student's grade performance, potential for future improvement, ability to fit in with the school's curricular path, and input from the teachers, parents, and student.

ACADEMIC SUCCESS

Students at KTL will be successful if they complete all assignments on time and do their work to the best of their ability. They should follow all guidelines for classes and maintain an organized binder. Unsatisfactory grades on work may require a resubmission until it has met passing criteria. Students may not be promoted to the next level until all credits are earned. Classes are intended to be challenging but not frustrating. All students are considered independent study students but classes are taught at a college prep level. Students should not enroll in classes if they do not intend to work longer and harder than on I.S.

ACADEMIC EXPECTATIONS BY PROGRAM

KEY ACADEMY

KTL students in 7th through 12th grade who attend *weekly classes* must maintain a C average or better. If they are unable to meet that standard they will be moved to the independent study program to complete the course.

CORE ENRICHMENT CLASS

K-6 Students attending weekly CORE Classes should be following the lessons at home. Classes are offered for the express purpose of providing group activities, games, team experiences and expert instruction to compliment what the parent is teaching. It does not supplant the home instruction but compliments it. Frequently students will have assignments made in class that are in addition to what they are already doing. Joining the class may increase student academic expectation.

INDEPENDENT STUDY

Independent study students must complete work as assigned. Missing appointments or incomplete work will result in probation and eventual removal.

EARLY COLLEGE PARTICIPATION

Students who wish to take college coursework while attending KTL must maintain a 3.0 GPA and be enrolled in at least three KTL classes. This program is primarily for mature 10-12 grade students. Teacher approval may be required before students are permitted to represent KTL on a college campus. It is the student's responsibility to complete the eligibility form and bring it to the principal for approval before asking for signatures on the college form.

ACADEMIC PROBATION FOR ALL CLASSROOM PROGRAMS

Students who continually fail to meet their assignment requirements may be referred to the academic intervention team. A plan will be written with the student, teachers, and parents. The student will be monitored for a designated period of time. If progress is not noted, the student will be recommended for non-continuation at either school as the program at these schools may not be the correct placement to ensure the highest academic success for this particular student. College prep classes are not appropriate for all students

A STUDENT MAY BE PLACED ON PROBATION AT ANY TIME!

EXCUSED AND UNEXCUSED ABSENCES IN CLASSES

Parents should call and let the office know when a student will be absent or late and give the reason. Teachers will not offer make up opportunities for a grade unless the absence involved an illness or family emergency. Habitual tardies are unacceptable. The administration is developing a policy to address them but students should expect consequences after three.

100% is the expected attendance rate for students in all programs. Those who fall under 80% two consecutive learning periods will receive a warning notice and may be dropped from the program.
KTL's attendance accounting and funding is based on the work product not seat time!

VENDORS @ KTL

Vendors are a popular feature of many charter schools. KTL is no exception, however as our own program has developed there is less need for outside services. The vendor programs were originally in place due to lack of campus services and the distance families had to travel to find a charter school. KTL is presently in the process of revisiting its vendor policy. It is likely that the more on campus services the student uses the less vendor credit will be awarded.

*Students who are **ineligible** for vendor funds are:*

- *Independent Study students who are recovering credits.*
- *Students who are on probation for any reason.*
- *Students who are receiving a grade of D or F in any course.*

If the student's performance at the semester causes vendor funding to be lost, KTL will stop all payments immediately. It becomes the parent's responsibility to pay the balance.

EFFECT OF STATE BUDGET PROBLEMS ON KTL

Critical budget problems at the state level have caused educational funding to be lost. We are entering into time of uncertain financial future and want to do the best with the resources we have.

TRANSPORTATION TO AND FROM SCHOOL

Transportation is a critical part of the charter school experience. Charter schools are not able to provide transportation to and from school so parents are required to make sure their students arrive on time. Tardies must also be documented. Students may be late due to reasons beyond their control but tardies waste time, interrupt class and demonstrate a general disrespect for others.

Picking up the student after school is important. Because our staff expects to maintain regular hours, parents who consistently arrive late create problems. We can expect that once in awhile traffic will be a problem however, most charter schools charge for the care of students left beyond the required 15 minutes. Students should be picked up no later than 15 minutes after their class is over. Parents will receive an office generated invoice charging \$30 for each 15 minute increment when students are left and our staff is obligated to supervise them. While many students are old enough to take care of themselves, as long as a student is at school they are KTL's responsibility. Hanging around after school is considered loitering and as such is not allowed.

If you feel you have received unfair treatment for being late, please explain in writing and we will keep it on record. If transportation is a big problem then perhaps our program is not the right one for you.

Older students may walk down to the county library to wait for parents with written permission.

STUDENT SAFETY / Bullying and Harassment

A primary concern is for student safety. All recess activities are monitored by staff members. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns to a teacher. Subsequent incidents will be addressed by the Charter Director. Parent contact will be made and a conference scheduled. Board policy clearly defines the steps to be taken to address these concerns. (See appendix).

LUNCH TIME RESPONSIBILITIES

Students may bring a lunch or purchase one from the cafeteria. Basic etiquette and good manners are expected for a satisfactory dining experience. Students are expected to clean up after themselves.

PHYSICAL EDUCATION

All students will be involved in developing and maintaining a personal fitness plan. PE Logs are the responsibility of the parent and student to submit either weekly or by learning period to their advising teacher.

PARKING

High school students with cars will be directed where to park. It is likely to change each year.

LEAVING SCHOOL EARLY

Students are not to leave campus once they have arrived at school. They may not leave during the school day without permission. To obtain permission, a student must bring a note stating the time he or she is to leave, the reason for leaving, and a number where we can reach the person who wrote the note. Parents or legal guardians who pick up children other than at dismissal time must sign them out of the office. Parents are not to go directly to the classrooms. Complete attendance is important! If a student must leave early, please check for the best possible time within the student's schedule.

INDEPENDENT STUDY FOR STUDENTS ENROLLED IN CLASS

If it is known that a student is going to be missing classes for a period of time, arrangements should be made for independent work. The office must be contacted at least 48 hours in advance of the absence, if possible. The state requires that the amount of work given must equal the amount of work assigned in the classroom.

VISITORS

All visitors must check in at the office. No one is to walk on campus, visit rooms, etc. without first signing in at the office and receiving a visitor badge. When visitors are leaving, they must also check out at the office. Students may not invite relatives or friends to school.

SHADOWING

Parents are encouraged to make an appointment in the office to shadow their student for the day or part of the day. We believe this is an excellent way to fully understand the schedule and see the classes in action. Parents who take advantage of this offer find it most worthwhile.

EMERGENCY & MEDICAL INFORMATION

It is extremely important that our school has up-to-date emergency information regarding your child. Please see that the following information is kept current:

- Home phone number
- Work phone number
- Emergency contact numbers
- Childcare or babysitting numbers
- Cell phone numbers
- Student medical status

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel will give your child medication at school if the following guidelines are followed:

- Parent and physician complete the administering medication form available in the office. This form must be updated each year.

The medication is brought in a pharmacy labeled bottle that includes the student name, medication name, dosage and the time to be given.

PARENT INFORMATION

The school will provide current information by way of the school website www.keystolearning.com. If you do not have internet access at home, you are welcome to browse the internet in the computer lab.

Parents are encouraged to attend **Parent Advisory meetings** which are held once per month.

Teleparent is a phone call system that we use to announce last minute changes and activities.

Newsletters are emailed. If you do not have access to the internet call the office for a hard copy.

VOLUNTEERS

In order to volunteer at KTL Charter School, all volunteers must be processed for security and attend a brief volunteer in-service at the beginning of the year. We ask all volunteers to fill out a simple form, submit a recent TB test and be cleared via Megan's Law. Visit the Business Manager in the administration office for the required documentation. Be sure to register all volunteer hours by logging on to the web site.

PARENT INVOLVEMENT

There are formal committees and clubs that parents may become involved in to accumulate their volunteer hours and benefit the school. Attending the board meetings, participating in the parent information meetings, and actively participating in fundraising by working with the teachers are more formal means of volunteering.

Parents are often asked to contribute needed supplies. The donations may substitute for volunteer hours if the contribution is noted in the volunteer record books.

SAFETY DRILLS

Students may practice emergency drills. All teachers instruct students in fire safety practices and exiting routes. Students will exit in single file silent lines to facilitate safety and further instructions if they should become necessary. Earthquake preparedness is also a part of our safety routine.

RESOLVING PROBLEMS

From time to time problems arise. Parents should contact the child's teacher immediately in person, phone call or through e-mail if possible, and inform the teacher of the concern so that a resolution may be reached. If the parent is not satisfied at the teacher level, the parent should ask to see the principal. If the problem is school wide in nature, or is not resolved at the school level, the parent should contact the school. The Charter Director will be available for appointments or phone conferences when the matter cannot be resolved at the school level. All parent calls or e-mails will be returned within twenty-four hours.

STUDENT BEHAVIOR

Students are expected to care about their school, their work, and one another. While students are to treat one another with respect at all times there are times that students do not do what is expected. While we do not use the usual suspension and expulsion routines of other schools, we do take action to ensure that students who violate the rights of others or are inconsistent with our expectations change their behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR OR LACK OF PARTICIPATION

Consequences for inappropriate behavior will fit the individual and the infraction. Parents will be notified if the inappropriate behavior becomes a pattern of behavior or if the behavior was serious and deliberate. We wish to remind parents and students that attending KTL is a choice and with choice comes responsibility. Students who do not want to be in class will find a way to be dismissed.

Requiring detentions is a teacher's decision. During our school day there is no time or space to keep students for detentions. Instead, a teacher may require extra work to be done at home and signed by the parent. Students who repeatedly find themselves in disciplinary trouble will be assigned to Independent Study. KTL has designed a progressive discipline chart. It will be posted on the web or wiki.

KTL is not a school of entitlement.

This means that student enrollment is based on attendance and participation, not on residential status.

Independent Study students will receive two letters regarding lack of work or missed meetings. The third letter will be a drop letter and the student's district of residence will be notified that they are no longer with KTL.

Students who attend classes are expected to do all assignments and come to class on a regular basis. This expectation applies to all classes. Key Academy is a program that is offered as an extra benefit to our families. Students who do not maintain good attendance, complete assignments or misbehave, will lose the privilege of class instruction and be moved to Independent Study. This administrative action may be taken at any time. If the same habits persist, the student will be dropped from the program entirely.

STUDENT DRESS FOR ALL STUDENTS WHILE ON CAMPUS

- Parents are requested to make sure that their children are dressed for school in an appropriate manner. Students should be dressed modestly and comfortably, able to participate in physical activities. A loose fitting T-shirt or blouse and pants or Bermuda shorts are most appropriate.
- Short skirts, low cut tops, sagging pants and loose fitting shoes are not appropriate for a school day full of activities.
- Chains may not hang from clothing. Tops must cover midsections and must overlap with the unrolled waist of skirts or pants.
- No cleavage should be apparent.
- Bra straps must not be showing.
- **HATS OR HEAD COVERINGS, INCLUDING BANDANAS, ARE NOT TO BE WORN. (BOARD POLICY)**
- Shirts must have logos or sayings that are appropriate for school and should not be related to drugs, alcohol, or sex.
- **No gum**
- **Sodas and candy are discouraged.**

If a student wears inappropriate clothing to school, parents will be called to bring appropriate clothing.

Note: Students will have parties and theme dress days periodically.

ELECTRONICS AND NUISANCE ITEMS AT SCHOOL

Cell phones and iPods may be brought to school but may not be used during the school day. Any necessary calls must be placed from a school phone. Violations of this will result in the phone being taken and only returned to the parent.

Electronic games may not be brought to school.

If a student brings something to school that they should not it will be confiscated and kept in the office until the parent picks it up.

iPods may be used in class as a reward but are not to be used without permission at any other time.

LAPTOPS brought from home are subject to the same restrictions as school computers when used during the school day. (See Tech Agreement)

LOST AND FOUND

Items will be turned in to Charter Office 1. At the end of each month items will be donated to Good Will.

COMMUNITY SERVICE FOR K-6

Students at KTL are expected to demonstrate concern and respect for all persons. The students will serve the school in a variety of ways: mentoring other students, serving and cleaning up after lunch, and helping to housekeep classrooms. It is important that students realize they are contributing members of the school community. The focal point of our community service is limited to the school community until high school.

COMMUNITY SERVICE FOR 7-12

Community service is required for graduation. Parents should attend meetings at the beginning of the year to learn about community service projects.

SCHOOL Sponsored FIELD TRIPS

Field trips are an integral part of our curriculum. They are the springboards to further learning and projects, which demonstrate this learning.

Trips for K-6 will take place on non-class days. They will usually be parent driven trips unless noted otherwise. Parents are always expected to attend with their student. K-6 trips are more frequent than those for older students. For most trips there will be a copayment at the reservation time. Please be aware of age limits when signing up for a trip. Not all trips are for all students.

Trips for 7-12 are more infrequent and often are considered rewards. Reward trips will be made once or twice per year and will be based on behavior, academics and attendance. Trips with older students usually are more costly so parents should be aware of the costs before signing up. Parents are not always expected to go.

PROMOTION CELEBRATION REQUIREMENTS

8th and 12th grade have requirements for promotion/graduation. Please attend the meetings at the beginning of the year for exact information. **Students must apply to participate in the ceremonies and qualify one month ahead of time.** District GPA and behavior standards apply.

SCHOOL LUNCH

Students are able to purchase a lunch from the Keyes cafeteria. The price for lunches will change for the 2008-2009 year. All lunches should be prepaid.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care and use of school property and supplies. School property includes all desks, chairs, sofas, windows and doors. Supplies include paper (lined, colored and printer), pencils, rulers, scissors, staplers, paper clips and any office type items. Computers and library books are also included.

Students will be expected to participate in the care and cleaning of classrooms and other areas of use.

LIBRARY MATERIALS ARE TO BE TURNED IN EACH SEMESTER. A FINE OF 10 CENTS PER DAY MAY BE LEVIED. CORE KITS MUST BE RETURNED BEFORE THE NEXT SEMESTER CURRICULUM WILL BE CHECKED OUT.

MAPS AND APPENDIX

Keyes Elementary School Campus

7-12 Course List

Tech Agreement

Class Schedule

Behavior Matrix

Vendor List

Graduation Requirements

Class Contract

Learning Log Sample

Travel Course Information

Discipline without Stress Ref.

