



The Key to Learning with Dr. Nyman, Inc.

PARENT / STUDENT HANDBOOK

2018-2019

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ADMISSIONS

Students are eligible for admission to The Key to Learning with Dr. Nyman, Inc. (herein referred to as "TK2L") without regard to race, ethnicity, or national origin. Prospective students must reach their age requirements by September 1st of the current academic year. A nonrefundable application fee of \$ 100.00 per student is required to secure a spot for your child.

All prospective parents and students are invited to have an interview with the school's principal. Students will be assessed prior to school starting. It is the parent's responsibility to make arrangements thru the school office for their student's placement testing. This testing is simply to identify your student's level and tailor a plan specifically for their success.

On occasion, the principal may accept early birthday admittance. This determination is reached in conjunction with the parent. This service will carefully look at the social, emotional, physical, and academic capabilities of the child, and it will be honored on a probationary basis. A contract will be completed, which indicates that the best placement for the child will be our first priority. Late birthdays will be accepted up to November 30.

The school reserves the right, at any time, to terminate or suspend the enrollment of any student whose conduct, behavior, or performance, or the conduct or behavior of his/her parent falls short of the standards set forth by our school.

AFTER SCHOOL ENRICHMENT CLASSES / TUTORING

After School Enrichment classes/ Tutoring for a fee are available from 3:30 P.M. through 4:30 P.M., and may vary depending on availability.

A contractual agreement will be made available for all After School Enrichment classes/ Tutoring.

All fees for After school enrichment classes / Tutoring are payable on a monthly basis. We will follow the same due dates as tuition payments.

ARRIVAL / DROP OFF PROCEDURES

Students should not arrive earlier than 7:45 A.M. unless they are enrolled in the Before Care program. **DROP OFF and PICK UP PROCEDURES for LIBBY CAMPUS – Car Rider Line** will be on East Side of building located where brick parking lot is located.

Students are to be in their classrooms ready to learn promptly at 8:15 a.m.

Students arriving after 8:15 a.m. will need to be accompanied by a parent (please use parking space directly in front of our school campus) and must be signed in at the school office. Remember, late arrivals are a disruption for the entire learning environment.

The Before Care program begins at 7:00 A.M. for a fee.

Parents/Guardians if you need to pick-up your student before 2:45 PM (Monday, Tuesday, Thursday, Friday) or 12:45 PM (Wednesday) we request student be checked out on/or before 2:15 PM (Mon., Tues., Thurs., Fri.) 12:15 PM (Wed.).

ASSESSMENT AND EVALUATION

TK2L participates in the NWEA MAP Assessment three times per year, allowing teachers to closely monitor student progress, and to plan future instruction based on the individual RIT score of each student.

In the spring, all students are given the final NWEA MAP Assessment. RIT scores are sent out to parents at the end of the school year. Scores and report cards are held for those parents that have outstanding balances.

ATTENDANCE / TARDINESS

A student's attendance is a necessary component for learning. Parents are highly encouraged to support our goal of perfect attendance for every student. Upon return to school following an absence, the student must provide the teacher/school office within 48 hours a written note, containing student's name, dates of absence, reason for absence(s) and must be signed and dated by a parent/guardian.

Absences will be excused for the following reasons **only**:

- Student Illness
- Medical Appointments
- Death in the Family

All other absences will be counted as **unexcused** absences.

In the case of an extended illness, or if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence. Student must bring in a doctor's note upon return stating student was in their care.

Students accumulating ten (10) or more unexcused absences annually will be in jeopardy of not passing. TK2L reserves the right to conduct a truancy report on students missing 10 or more unexcused absence during school year. TK2L encourages parents to become familiar and adhere to the attendance requirements for their child's awarded scholarship.

It is the responsibility of the parent/guardian to request their child makes up any missed assignments, tests, etc. from their child's teachers. All make-up tests will be scheduled at the discretion of the teacher. Failure to make up any missed work will result in "ZEROS" being recorded in the grade book, and this could substantially affect the student's grade.

TK2L reserves the right to not require a teacher to provide make-up work for unexcused absences.

TARDINESS

Students begin their school day promptly at 8:15 a.m. Parent cooperation in this matter is required. A student who is tardy to class not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Excessive tardiness will prompt a meeting to be schedule with Principal to discuss reasons for tardiness. And further action will be determined at that time.

BACKPACKS

TK2L does not require the students to use backpacks. All school supplies and items used on a daily basis should be kept in student's cube.

BEFORE SCHOOL CARE

Children in need of care before school begins may attend our Before Care service for a fee between the hours of 7:00 A.M. – 7:45 A.M.: Monday - Friday. Before Care is for students of TK2L only. TK2L does allow for daily drop ins for parents that may need before care on an as needed basis. Parent/guardian must sign in the student (Car rider line drop off is not available at this time). (BE SURE A STAFF MEMBER HAS TAKEN CHARGE AND HAS ACKNOWLEDGED YOUR CHILD) TK2L reserves the right to prohibit any student from Before Care) This is a designated time for quiet and safe play that will engage the student in preparing their minds to learn. (Supervision provided by assigned authorized staff member). Students will be dismissed to their classrooms by staff member at 7:45 a.m. Parents must sign up for Before Care with our school office.

All fees for Before Care are payable on a monthly basis following the same due dates as tuition payments.

BOARD

TK2L's governing board is the policy making body of the school. Administering policies and communication between faculty is the direct responsibility of the Principal. The board is involved in all aspects of the fiscal and financial responsibility of the non-profit. Each year the school will publish a Parent / Student Handbook. The handbook will contain the operating procedures and guidelines for the school year along with a school calendar (published separately)

CELL PHONE USE

Cell phones are allowed on campus and will follow the Key Economy system set forth by the allowances. Cell phones may be collected every morning and returned at the end of the day.

MIDDLE SCHOOL and HIGH SCHOOL students may be allowed to check out their phones during lunch. Teachers reserve the right to implement additional rules with Principal's and/or Dean of Operations' explicit permission.

Students are encouraged to use the school office telephone if contact with parent must be made.

Any student not following the rules, will be scrutinized carefully, and risk the chance of his/her cell phone being confiscated for twenty four (24) hours or more. (Length of time will be at the discretion of the Principal / Dean of Operations.

TK2L does not take responsibility for lost or broken cell phones.

COMMUNICATIONS

Communication for all school related announcements, upcoming events, school news, needs, will be done via Remind App (text), email, Facebook posts, flyers and/or Weekly Newsletters (sent by each grade or school office Monthly Newsletters (sent via email).

COMPUTERS

Computers are provided for the use of students during the school day on campus. Please refer to the Internet Acceptable Use Policy which details appropriate use of computer. TK2L encourages proper handling of

computers at all times. In the event the computer is being used improperly, the parents will be asked to meet with the Principal/ Dean of Operations to address this matter. Damage to a computer / tablet by student will result in repair or replacement charges due from to parent.

CONFLICT RESOLUTION

The following model will be followed by all teachers, staff, and parents:

Matthew 18:15-17 “If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” This passage contains the most helpful principle to follow in administering a Christian school: settle each complaint with the persons directly involved at the lowest level possible, even though it may take some time. The procedures for handling a parent complaint about a teacher or a teacher complaint about a parent follow the same steps. All complaints will be handled according to this Biblical principle:

- Step One - The parent meets privately with the teacher to seek a resolution in a spirit of reconciliation.
- Step Two - The parent meets with the teacher and principal to seek a resolution in a spirit of reconciliation.

All parents upon enrollment of their student review and sign a Parent Code of Conduct which states the following:

PARENT CODE OF CONDUCT

- o I agree to support the Administration in any disciplinary action necessary for our children.
- o I agree to have our child(ren)'s previous school record transferred to The Key to Learning.
- o I agree to allow our child(ren) to participate in any school activities/class or sporting trips at or away from school. We will not hold the school responsible for any accidents, illness or injuries of any nature.
- o I will strive to build up the school in my discussions and interactions with persons in the school community.
- o If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved and will bring the matter to the attention of the school Principal immediately.
- o I will show an active interest in my child's school work and progress.
- o I will help my child be neat, appropriately dressed and prepared for school.
- o I will ensure that my child attends school regularly and on time.
- o I will promptly report to the school my child's absence or late arrival.
- o I accept the school reserves the right, at the discretion of the administrator(s), to remove a student from the school whose parent(s)/guardian(s) continually fail to support the administrator(s), teachers and staff.

- o My child(ren) will make restitution for any damage they cause to property.
- o I will fulfill all of my financial obligations to the school on or before the dates due.
- o I will uphold in prayer all efforts of The Key to Learning.

CURRICULUM

TK2L is a standards-based curriculum teaching school, all the Florida Standards are met based on student's abilities. Curriculum maps are developed, analyzed and revised annually. We incorporate the 4C'S –critical thinking, collaboration, creativity and communication into all grade levels. An array of lessons and activities that increase, enhance and support curriculum are developed and designed for students. (while embracing our 21st century non-traditional, flexible learning environments)

All lessons designed meet the various needs of all learners, Engaging students in meaningful learning. TK2L also participates in the NWEA / MAP Assessments three times a year, allowing teachers to monitor student progress based on the individual RIT score of each student, helping to base for further instruction.

DISCIPLINE STATEMENT

Students react better under structured, empowering, responsible and caring scenarios. However, on occasion it becomes necessary to redirect a student. This will be conducted in a loving, Christian-filled, and positive manner, at all times. Yelling and exhibiting a lack of self-control is prohibited by any student. We will rely on The Key Economy.

The Key Economy helps students develop a strong understanding of time management and fiscal responsibility. Students earn keys by completing required assignments on time and to the best of their ability, volunteering to serve others on campus, and demonstrating outstanding Christian character. Keys can be saved and spent at the students' discretion and may even be shared with other students as an act of service. Keys are used for reserving Choice workspaces, participating in extracurricular activities, booking time in the Game Room, out of uniform privilege, reserving choice spaces for lunch, or purchasing extra time on assignments.

The Key Economy also requires students to pay fines for (but not limited to) missing assignments, disrespect, skipping class, touching other students (inappropriate touching will be dealt with more severe consequences) not picking up after themselves, use of unauthorized electronics. The Principal / Dean of Operations will handle disciplinary procedures. The principal and/Dean of Operations reserves the right to require the student be picked up from school for the remainder of the school day. The principal reserves the right to revise this policy at any time.

All students upon enrollment review and sign a Student Code of Conduct which states the following:

STUDENT CODE OF CONDUCT

- I will be respectful, cooperative, and polite to all students at The Key to Learning and obey all adults in a position of authority there.
- I will respect school property and the property of others at all times.

- I will comply with the school Uniform Policy/Dress Code.
- I will come to school prepared, on time and ready to learn.
- I will refrain from bringing anything to school that may compromise the safety of others.
- I will follow the established rules and take responsibility for my own actions.
- I will remain on school property at all times, unless arrangements have been made through the office.
- I will not bring to school, or use any illegal substances, weapons (including knives), alcohol, tobacco products, firecrackers, lighters or matches while I am at school or on any school event/ trip.
- I will not lie, make obscene gestures, curse, use foul language or use the name of God inappropriately while I am at school or on any school event/trip.
- I will refrain from fighting, rough play, and any other inappropriate physical contact while I am at school or on any school event/trip.
- I understand that the school reserves the right to suspend or expel any student who fails to abide by the Student Code of Conduct.
- I will abide by the Internet Acceptable Use Policy set forth by The Key to Learning.
- I will abide by and participate in the Key Economy.

DISMISSAL PROCEDURES

Dismissal begins via CAR RIDER LINE at 2:45 P.M. (Mon., Tues, Thurs., Fri.) until 3:15 (12:45 P.M. until 1:15 P.M. on Wed.) Car Rider Line will be on East Side of building located where brick parking lot is located.) At 3:15 p.m. any student remaining on campus parent/guardian will incur a fee per occurrence.

Staff members will be present to assist the students entering their vehicles during car rider line and to ensure traffic flow is managed safely. **This is a ONE- WAY only driveway. DO NOT LEAVE YOUR CAR. THIS IS NOT A PARKING AREA.**

Only names on the pick up list will be allowed to pick up your child. We will kindly ask for ID, if we do not recognize the person. No student will be dismissed to anyone 18 years of age or younger.

DRESS CODE

The dress code at TK2L reflects our learning culture: flexible and relaxed. In addition to our standard uniform, students may earn the privilege of wearing other items through their assignments, behavior, and attitudes (earned with Keys)

Uniform options for Boys / Elementary include:

- Antique green polo shirts embroidered with the school logo / or spirit shirt
- Khaki, navy blue, gray or black shorts or pants
- Closed toe shoes daily.

Uniform options for Girls / Elementary include:

- Antique green polo shirts embroidered with the school logo / or spirit shirt
- Khaki, navy blue, gray or black, shorts, pants, skorts, skirts (with shorts underneath) Note: Shorts, skorts and skirts must be of appropriate length. If Principal or Teacher believe bottom is too short, a phone call we be made by school office requesting change of clothes.
- Closed toe shoes daily.

Uniform options for Boys / Middle & High School include:

- Sapphire polo shirts embroidered with the school logo / or spirit shirt
- Khaki, navy blue, gray or black shorts or pants
- Closed toe shoes daily.

Uniform options for Girls / Middle & High School include:

- Sapphire polo shirts embroidered with the school logo / or spirit shirt
- Khaki, navy blue, gray or black shorts, pants, skorts, skirts (with shorts underneath) or jumpers; Note: Skorts, shorts, and skirts must be of appropriate length. If teacher/Principal believe the uniform bottom is too short, a call will be made by school office

We recommend that you label all items of additional clothing provided to school, in case of misplacements.

Additional Options (these are earned and cost KEYS)

- *Flexible Dress Down #1-*
 - Jeans (rips may not be above knees) shorts and skirts must be of appropriate length.
- *Flexible Dress Down #2- Normal Clothes (KEYS)*
 - This would include regular clothes and no uniform attire. Gym shorts are acceptable. No yoga pants allowed. (*Clothing depicting alcohol, tobacco, drugs or profanity is prohibited.*)

The amount of KEYS that each option will require will be determined by Elementary, Secondary Teachers and Principal. KEY ECONOMYS are used for Elementary and Secondary students but the amount of KEYS given varies. Should you have any questions please email your student's teacher for additional information.

Miscellaneous Dress Code/Appearance

- Antique Green (Elementary); Sapphire (Middle/High School) Sweatshirts, hoodies,(must remain hood down) and cardigans may be worn for cold weather. (Uniform shirts must be worn underneath)
- Hats are allowed- must be appropriate and must be removed upon request & during chapel
- Leggings are permitted so long as the shirt totally covers the backside.
- Piercings are allowed but require a parent note.
- Colored hair is allowed but require a parent note.

- ALL students must wear closed toe shoes to school (shoes with skates, sandals, flip-flops, crocks, or other open toe or open back footwear are not acceptable)
- Heels over ½ inch are not acceptable.
- No Tank Tops
- CLOTHING DEPICTING ALCHOL, TOBACCO, DRUGS OR PROFANITY, IS PROHIBITED.

IMPORTANT! Every student must purchase at minimum (1) Uniform Polo Shirt in the correct color.

DUAL ENROLLMENT

Dual enrollment with LSSC is available for 11th and 12th grade students. Student must have a 3.0 grade point average. Meet minimum test scores in either SAT, ACT or PERT test. TK2L does not provide transportation at an time. Please contact school office for further instructions and contract.

EMERGENCY CONTACT INFORMATION

Emergency contact information must always be kept up to date. This vital information is needed for the safety of your child. Please keep all addresses and telephone numbers current. The “approved for pick-up” list must also be kept up to date. All head injuries minor or major require a telephone call to the parent by school office.

FIELD TRIPS

Students may participate in several day trips to experience a variety of activities that will be designed to further educate them in any certain area. For each individual trip a field trip permission slip will be required. The field trip permission slip will include any costs and/or plans unique to each field trip. These field trips will be safe, fun, and educational. A field trip permission slip as well as the cost due for the trip will be required for each child. No refunds on paid trips will be issued, unless otherwise stated. All activities will be supervised by STAFF. Chaperones are welcomed and encouraged to attend. **All chaperones, and adults attending field trip must have a completed and cleared background on file with the school office, NO EXCEPTIONS prior to field trip date.**

FINANCES

Our fiscal year is July 1 to June 30. The Principal/Board shall oversee all financial records and transactions. Tuition/school related fee payments are due on the first of each month beginning:

August 1st and ending May 1st.

Parents of students with accounts that remain in arrears after the 10th of the month, must meet with the Principal and make arrangements for payment of the account (arrangements to meet with Principal should be made prior to next payment due date). And will also incur a \$30.00 late fee.

Failure to meet with the Principal and/or fulfill payment arrangements may be cause for access to your child's MySchoolworx account to be limited and/or removal from the school until the account is paid in full.

See *Financial Contract* for further information.

Monthly detailed statements are sent home via email to each family. Receipts are provided for all cash payments otherwise a canceled check will serve as the receipt. A payment returned for any reason will be assessed a \$35.00 fee. Payment, including the \$35.00 fee, must be made by cash or money order immediately. (Fees subject to change without notice)

FIRE DRILL / LOCK DOWN

TK2L is in compliance with City and County Fire Rescue Department and will conduct monthly fire drills. It is essential that the building be cleared promptly by the evacuation route when the signal is given.

Lock down drills will be held throughout the school year. On occasion lock downs are called upon us by local authorities. In order to protect our students and school campus, all doors will be locked and no one enters or exits the building. In the event of an emergency, parents should stay tuned to local emergency broadcasts for additional information.

TK2L school campus is maintained LOCKED at all times. And all persons entering school campus enter through one assigned door.

FUNDRAISING

The mission of TK2L is to unlock success for all students of all abilities through student-centered learning, a strong teacher/student connection, family involvement, social and emotional acceptance, creative choice, grace –filled compassion and collaboration that rigorously prepare learners for the 21st Century. An active participation in all of our fundraisers is highly encouraged. The cost of a solid, Christian education is a gift from God and we graciously accept that calling. Our budget is always enhanced thru a series of fundraisers throughout the year. (Spirit Nights, etc.)

GRADING POLICY

Grades are the responsibility of the teacher. Parent volunteers and classroom assistants are prohibited from grading papers. Confidentiality of student work is expected. We use 21st century communication methods between teacher and parent through, text messages, emails, classroom newsletters, progress reports, parent /teacher conferences and report cards.

Progress Reports/Report cards will be electronically generated. Report Cards will have an academic grade policy for, which will include a numeric and letter value along with diligence and character development under a comment codes.

GRADING SCALE

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

In addition, conduct grades will be reflected by a letter system of (E=Excellent, S=Satisfactory, N=Needs Improvement, U=Unsatisfactory).

For grades 1 – 12, a final academic letter grade will be obtained by the total of all 4 quarters and divided by 4.

For example:

Quarter 1 = A (worth 4)

Quarter 2 = B (worth 3)

Quarter 3 = C (worth 2)

Quarter 4 = B (worth 3)

The final grade will be B ($4 + 3 + 2 + 3 = 12$ divided by $4 = 3$)

Kindergarten each quarter will be looked at in isolation, this allows the best possible measurement of the individual development.

GRADUATION REQUIREMENTS (HIGH SCHOOL)

ENGLISH	4 CREDITS
HISTORY	3 CREDITS
MATHEMATICS	4 CREDITS
SCIENCE	3 CREDITS
FOREIGN LANGUAGE (same language)	2 CREDITS
CORE CLASSES or ELECTIVES	8 CREDITS
TOTAL	24 CREDITS

Graduation requirements are tracked for each student on a Credit Tracking form. This form is maintained in each high school student's file and is updated each school year.

Community Service is strongly encouraged and twenty five (25) hours each year is needed for high school graduation.

Volunteer Hours must be verified on a letterhead from the organization stating the number of hours worked, student name and signed by an authorized representative of the organization. This letter must be given to the school office to keep in student's file.

Students must have a cumulative grade point average of 2.5. Including the above required credits.

HARRASSMENT

TK2L is committed to maintaining at all times, a learning and working environment free of any type of harassment. Harassment and intimidation includes but is not limited to sexual, physical, and/or emotional. Any type of harassment shall be dealt with by the principal and will not be tolerated. Report bullying immediately to Principal / Dean of Operations. This type of behavior among the students is not acceptable and will be dealt with strongly and confidentially.

Students are expected to treat one another with dignity and respect. We encourage students to make responsible decisions regarding sexuality and to consider the consequences of their decisions. TK2L discourages any student to date another student attending TK2L.

HEALTH POLICY

- Florida Statute 232.032 states that any students enrolling in a Florida school must present documentation showing the immunization and health requirements have been met. (DH Form 680/ DH Form 3040)) and other important health information must be on file in the school office on or prior to the first day of school attendance. **NO EXCEPTIONS**
- Students should not attend school when they are contagious or when they have a fever.
- If a student becomes ill while in school, parents will immediately be called to come pick their child up.
- If a doctor has prescribed a medication, and medication schedule cannot be adjusted to be administered at home, a TK2L Medication Administration Form signed and dated by parent and DOCTOR must be completed. The prescription medication must be in the pharmacy dispensation bottle with legible pharmacy label adhered with dosage and times clearly labeled. TK2L reserves the right to accept the responsibility of dispensing medication on a case by case basis. The medication will be administered in the school office.
- Over the counter medication must be in a NEW unopened package. A TK2L Medication Administration form must be completed and signed by parent. Reason for administering medication must be clearly stated. TK2L reserves the right to accept the responsibility of dispensing medication on a case by case basis. The medication will be administered in the school office.
- It is the responsibility of the parent to advise the school of any change in medication held at school.
- It is the responsibility of the parent to be aware of any medication recalled / discontinued and provide this information to the school immediately. The school will immediately return medication to parent.
- If parent fails to pick up medication at end of school year, medication will be destroyed.
- According to the Center for Disease Control, students must be fever free, vomit free, or on antibiotic for 24 hours before returning to school
- Contagious diseases must be shared and disclosed to the principal for further instruction. Conditions such as ring worm, Molluscum Contagiosum, or any other condition of serious and contagious nature must be accompanied with a doctor's note to be allowed back at school.
- We encourage parents to check weekly for head lice and act accordingly. In the event your child has head lice, we ask that you treat the hair and have an office staff inspect the child before returning to class.

HEALTH/SAFETY

The school is in compliance with all Department of Health regulations and undergoes regular inspections.

HOMEWORK POLICY

TK2L values rest and family time; and participation in church/ministry activities. All students are encouraged to read for a minimum of twenty (20) minutes daily. Students in both elementary and secondary are also encouraged to complete any assignments not completed during school hours. Homework will not be assigned to teach a new concept.

INSURANCE

TK2L maintains liability policies and insurance on all buildings. It is recommended that each student carry their own health insurance benefits.

INTERNET ACCEPTABLE USE POLICY

It is the goal of The Key to Learning to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. While there is an enormous amount of useful and valuable information available, access brings with it the potential for misuse and abuse due to the global nature of the Internet and the lack of effective control over its content.

Our Technical Team at The Key to Learning has made every reasonable effort to ensure the Internet is used responsibly by setting up parental controls and safety nets. This school will take every reasonable step to control access to inappropriate material. We expect all students to use the Internet in an appropriate and responsible manner for educational purposes only. Access to the Internet is a privilege offered to the students at the discretion of the administrators, teachers, and staff at The Key to Learning. While at school, students may only log on using a school provided account, and may not use personal or home accounts. In the event your student receives phone/tablet with cellular capabilities privileges on campus, it is understood that anything outside of the school's network, which is protected by firewall and safety nets, parents will ultimately take full responsibility for what their student can and cannot do on their personal devices. An additional area where parents will be fully responsible will be in the usage of social media. The family's choice to allow their student to have an active social media account is a personal decision and The Key to Learning will abide by their choices. However, students will not be allowed to post or actively engage in social media while on school campus or school event without explicit permission. Students are not allowed to take or post photos or videos while on campus or at any school event; these are strictly prohibited without explicit permission from administration.

The Key to Learning's student account is to be used for educational purposes only, including research for school projects and intellectual inquiry. Students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially, or gender offensive, unethical, sexually oriented, or illegal. Game playing is prohibited without proper permission and may only be used in our designated area for gaming. Hacking (any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses) will not be tolerated. Students are expected to conform to accepted social behavior in their use of the Internet. Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify a teacher if a security problem is discovered. Inappropriate behavior on the part of any student while using The Key to Learning's Internet will result in the loss of Internet access privileges for that student. Additional disciplinary action may be added and under appropriate circumstances, law enforcement officials may be notified.

The Key to Learning reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. The Key to Learning reserves the right to modify these guidelines at any time.

At The Key to Learning, we are going to offer students supervised access to the Internet. As part of our policy to allow use of the Internet, all students must now obtain parental permission. Both they and you must sign the appropriate form as evidence of your approval and their acceptance of the school rules on this matter.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

LITERARY POLICY

At TK2L, we believe that literature is an integral part of a well-rounded education. Through books, students can experience the world in ways they ordinarily could not, allowing them to develop a keen understanding of and appreciation for diverse cultures, perspectives, and ideas, all taught through a Biblical worldview.

In keeping with national and state standards, we teach from a diverse range of literature, including both Christian and secular titles. We are committed to teaching all literature through Biblical integration, helping our students practice discernment and develop a strong Christian worldview. We invite and encourage parents/guardians to read along with your children, so that you can become an important part of the great conversations that spring from great literature.

LONG TERM MEDICAL

In the event that a student is diagnosed with and/or contracts a long term medical illness the principal shall meet with the student and family. At that meeting or soon thereafter the affected party should provide a statement from the treating physician concerning any risk of infection to other students or staff. If the physician and School Board agree that the health of other individuals is not at risk then the student may pursue his/her education with exceptions determined at that time. Exceptions must then be followed or will result in immediate suspension or withdrawal.

LUNCH

Lunchtime is half an hour. Please clearly label your child's lunch box on the outside with his or her full name. When packing your child's lunch it is recommended that you use an ice pack or thermos, since we cannot handle children's food or have refrigeration access. Furthermore, please include napkins, utensils, and any other necessity, since the school does not carry these items. We encourage healthy lunches and request students not pack candy, sodas or energy drinks. **Please be aware that an adult may at times assist your child in heating up their food, if child requests.**

MEDICAL EMERGENCIES

In the event of a medical emergency, staff member is to contact the office ASAP. The Principal and Dean of Operations will be notified immediately. If a 911 call is necessary, it should be initiated by the adult witnessing the event, if at all possible. Staff members will provide assistance to the student in the emergency until other rescue personnel arrive. Office staff will call the student's family and review the student's medical records for any notes of allergies or medical condition. The principal or Dean of Operation shall be present for any emergency necessitating rescue efforts. TK2L staff will not leave until parent arrives even if transport is necessary. All head injuries, regardless of whether minor or major, will require a telephone call to the parent. All accidents (minor or major) require an immediate accident report.

MISSION STATEMENT

The mission of TK2L is to unlock success for all students of all abilities through student-centered learning, a strong teacher/student connection, family involvement, social and emotional acceptance, creative choice, grace –filled compassion and collaboration that rigorously prepare learners for the 21st Century.

OFFICE HOURS

Monday, Tuesday, Thursday, Friday	7:30 A.M. - 3:30 P.M.
Wednesday	7:30 A.M. - 1:30 P.M.

PARENT TEACHER COMMUNICATION

Communication between parents and faculty is essential in the education of a child. Open parent/teacher communication includes formal and informal meetings, text messages, notes, phone calls, and volunteer opportunities. Teachers and parents share observations concerning spiritual, academic, physical, emotional, and social development. The school principal prides herself in an open-door policy and is available most every day. It is the parent's responsibility to review any paperwork sent home, read school newsletters, and sign and return forms by the stated deadlines. Parent/Teacher Conference dates are scheduled on school calendar. You may also arrange a conference by contacting the school office. Our open door policy allows for any concerns about your student to be addressed immediately.

PARKING

Limited parking for parents is available in the brick paved driveway adjacent to school building. No parking is permitted thru out the rest of the common areas. (Unless otherwise specified)

Cell phone use while driving around the school is highly discouraged, since this may cause a distraction.

REGISTRATION

Pre-registration for TK2L School families is held January - February. Open registration will begin in February at the Open House for new families wishing to enroll students. **A non-refundable application fee of \$100.00 is required at the time of registration.**

A student entering after the school year has begun, shall be required to pay the registration fee, monthly tuition and, school related fees commencing with the first month of attendance, and payable in equal monthly installments based on the 10-month installment plan (after applicable awarded scholarship balances are applied). There is no pro-ration for tuition based on actual days of attendance. *Read Financial Contract.*

REPORT CARDS/PROGRESS REPORTS

Students will receive an electronically generated report card each nine (9) weeks to monitor progress. Progress reports will be given (or published via MySchoolWorx) to parents during the fourth (4th) week of each grading period. *To log into MySchoolWorx, parents must first provide the school with an active email address. Parents will then receive an invitation via email to create their own log in credentials, and will be able to securely access MySchoolWorx from any computer, smartphone or tablet. A MySchoolWorx log in button is conveniently located on our website. MySchoolWorx provides parents help and support at <http://support.myschoolworx.com/>*

SCHOOL DAY

TK2L conforms to state norms of instructional school days and closely tries to follow the Lake County Public Schools calendar.

- | | |
|--|------------------------|
| • Before Care | 7:00 a.m.– 7:45 a.m. |
| • Student School Day (Mon., Tues., Thurs., Fri.) | 8:15 a.m. – 2:45 p.m. |
| • Student School Day (Wed.) | 8:15 a.m. – 12:45 p.m. |

STATEMENT OF EDUCATION PHILOSOPHY

Vision:

We believe that education is about the whole child – fostering growth not only academically, but also spiritually, emotionally, socially and civically. Rather than a one- size-fits-all approach to teaching, The Key is empowering each student to learn, practice and master academic standards, as well as develop 21st Century skills in an innovative, adaptive, strengths-based environment where success is measured not merely by grades and test scores, but by a student’s demonstration of mastery through a variety of intelligences.

Purpose:

The purpose of The Key is to provide multiple and diverse paths to educational success, challenging each learner at his or her academic level. To accomplish this, teachers and students become partners in education, cultivating a sense of purpose and passion for education as a lifelong journey. But that doesn’t mean you should all look and speak and act the same. Out of the generosity of Christ, each of us is given his own gift (Ephesians 4:7).

STATEMENT OF FAITH AND CORE VALUES

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:15; 2 Peter 1:21*).
2. We believe that there is one God, eternally existent in three persons – Father, Son And Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Matthew 1:23; Luke 1:35*), His sinless life (*Hebrews 4:15; 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*) His resurrection (*John 11:25; 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*) and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, and that persons are justified by grace through faith alone in the atoning blood of Christ (*John 3:16-21; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10, Titus 3-5*).
5. We believe in the resurrection of the saved unto eternal life, and of the lost into judgement (*John 5:28 – 29*).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13, Galatians 3:26-28*).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13 -14; 1 Corinthians 3:16; 6:19 -20; Ephesians 4:30; 5:18*).

CORE BELIEF VALUES

TK2L strives to teach the whole child. Under the basis of core belief values, we support the following statements:

1. Teach students about the one living and true God through the teachings of Jesus Christ (Genesis 1:1; Jeremiah 10:10; Timothy 1:17).
2. Teach students about authority of Scripture, that the Bible is God's word to us, and is Holy Spirit inspired (2 Timothy 3:16-17; Revelation 22:18-19).
3. Teach students a biblical worldview that integrates biblical principles in all subject areas (2 Peter 1:3).
4. Teach students that God is one being in three persons, Father, Son, and Holy Spirit (1 Peter 1:2; John 4:24; John 3:16; Philippians 2:6).
5. Teach students to demonstrate God's love through giving, caring, and sharing the Gospel (Matthew 28:19-20; Matthew 6:19-21).
6. Work together with the home in a partnership in the God-commissioned responsibility of teaching children (Proverbs 22:6).
7. Instill Christ-like character in students so that they may project His example (Galatians 5:22-23; Matthew 5:3-11; Mark 8: 34-38).
8. Create in our students a desire for discipleship (1Peter 3:15; Matthew 4:18-20).

STATEMENT OF NON-DISCRIMINATION

TK2L welcomes and admits students of any race, ethnicity and national origin, and grants all the rights, privileges, programs and activities generally accorded or made available to their students.

The school does not discriminate on the basis of race, ethnicity, national origin, religious beliefs, in the administration of its educational policies, admissions policies or other school administered programs.

TK2L does reserve the right to use fair and appropriate selection criteria that reflects its stated goals and objectives in order to fulfill its purpose and academic standards. Using these criteria, The Key to Learning administration also reserves the right to reject a student applicant for enrollment if for any valid reason the student proves to be inconsistent or incompatible with the school's purpose and standards.

STUDENT RECORDS

A file is maintained on all current students. Each file includes the student application, DH Form 680/ DH Form 3040, student pick-up list, emergency contact information, previous academic records, allergy information. All emergency contacts must be kept up-to-date. If you have a change of address or telephone number, **please inform the school office as soon as possible**. This information is of vital importance should an emergency occur and will help in addressing mailings. A cumulative student record is maintained on all students which includes copies of report cards and standardized test scores.

STUDENT SERVICES

Student services (defined as counseling, therapies, ABA, etc.), are handled on a per student basis. TK2L will work with any support organizations who offers a service to our students, and will accommodate them on our campus. Each therapist must comply with the following: A background check, Certificate of Liability, and a signed Statement of Confidentiality.

TK2L offers tutoring, shadowing, and sessions with a psychologist as needed. Appropriate fees apply (Refer to 2018-2019 enrollment packet for details)

TUITION

Yearly Tuition and school related fees are as follows:

TUITION BY GRADE LEVEL:

K thru 5th Grade (Elementary): Annual Amount \$6,500

6th thru 8th Grade (Middle School): Annual Amount \$7,200

9th thru 12th Grade (High School): Annual Amount \$7,500

ADDITIONAL SCHOOL RELATED FEES:

Application Fee: **Due at time of Registration**
\$100.00

Registration Fee: **Due on/or before August 1, 2018**
\$300.00 Annual Fee (Applies for August 2018 through June 2019)

Curriculum Fee: **Due August 1, 2018**
\$400.00 Annual Fee (Applies for August 2018 through June 2019)

Technology Fee: **Due August 1, 2018**
\$175.00 Annual Fee (Applies for August 2018 through June 2019)

Testing Fee: **Due August 1, 2018**
\$50.00 Annual Fee (Applies for August 2018 through June 2019)

Please note ALL SCHOOL RELATED FEES are non-refundable. Total of all fees: \$1025

Please read FINANCIAL CONTRACT.

If a student withdraws from school, tuition is due for the full month during which the student withdraws. Withdrawal from school must be accomplished by written communication to the school by at least one parent or guardian. All fees must be paid before school records are released Refunds will only be available with the following stipulation:

- Yearly prepaid tuition is refundable subject to a 25% cost if date of withdrawal occurs on or before the last day of the 1st semester and 35% cost if date of withdrawal is on or after the first day of the 2nd semester.

TUITION PAYMENT REQUIREMENT

The tuition fees are to be paid in one (1) of the following four (4) payment plan choices:

1. Pay annual tuition/ school related fees in one payment due on/or before August 1, 2018
2. Pay annual tuition/school related fees in two payments. ½ of tuition/school related fees is due on or before August 1st 2018 with remaining balance due on or before January 10th, 2019.
3. Pay annual tuition/school related fees in 11 monthly payments of equal amount (July thru May). Due on the 1st of each month.
4. Pay annual tuition/school related fees in 10 monthly payments of equal amount (August thru May). Due on the first of each month.

We accept McKay, Step Up (FTC and GARDINER) scholarships.

The parent(s)/guardian(s) is responsible for the unpaid balance.

VISITORS

All visitors, including parents and guardians, visiting the campus for any reason other than before school drop off **must** report to the School Office. This includes all volunteers. Visitors must sign in and out at the office each time they enter and leave the school. Visitors must wear a visitor's pass at all times. Once school business has concluded please sign out and exit school campus.

Visiting your child's classroom after school hours is strictly prohibited. If your child forgot a book or a necessary item, he/she will need to find another accommodation. This is not only for safety issues, but it also instills in your child the value of responsibility.

Any student 18 and over which has been dismissed /signed out for the school day shall not return to school campus until next school day.

This is not only for safety issues, but it also instills in your child the value of responsibility.

VOLUNTEERS

Volunteers are very important to TK2L. Giving your time to love and serve our students is a blessing.

All volunteers shall be required to complete a background check. A background check must be received and reviewed by TK2L before any volunteer duties can be assigned. Volunteers are welcomed and are asked to partake in the code of ethics that a Christian life condones. Some helpful keys to guide volunteers throughout the day is to:

- Do help all learners as needed.
- Do ask a teacher for guidance if unsure what to do.
- Do use a quiet calm voice when talking to our students.
- Do refer a student to a teacher if discipline is required.
- Do not yell at or discipline a student.
- Do not discuss students with other parents.

Volunteers may only work under the supervision of authorized staff. We ask that all volunteers log in their hours with the school office. All volunteers must adhere to the policy regarding visitors to the school

campus. Volunteers must sign in and out at the office each time he or she is on the school campus. All volunteers will be issued a visitor's pass, please wear at all times.

WEATHER EMERGENCY PROCEDURE

In the event of a weather emergency, TK2L will follow Lake County's school closure policy. TK2L will notify parents of any developing information / updates via REMIND App, Facebook and/or email.

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