



The Key to Learning with Dr. Nyman, Inc.

PARENT / STUDENT HANDBOOK

2021-2022

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ABUSE/NEGLECT

Per state of Florida, private school teachers, officials and other personnel who know or have reasonable cause to suspect that a child is abused or neglected must report the information to the Department of Children and Families' central abuse registry and tracking system (S.39.201, F.S.)

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 educational consult with the school's Principal. Students will be assessed prior to school starting. It is the parent's responsibility to make arrangements through 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 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 CARE

After Care service is available for a fee between the hours of 3:15 PM- 5:30 PM: Monday, Tuesday, Thursday Friday and Wednesdays 12:45 PM-5:30 PM. After Care is for students of TK2L only. TK2L does allow for daily drop-ins for parents on an as-needed basis. Parent/guardian must sign out the student TK2L reserves the right to prohibit any student from After Care (Supervision provided by assigned authorized staff member). Parents must sign up for After Care with our school office. Limited spots are available for After Care. Any student who is not picked up by 5:30 PM will be charged an additional \$10 per 5 minutes. Please be respectful of our staff member so they may leave campus at 5:30 p.m.

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

AFTER SCHOOL ENRICHMENT CLASSES / TUTORING

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

All tutoring must be set up with Administrative Coordinator for scheduling and billing purposes.

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

ALTERNATE TRACKS

Key Success

In K-5, students may be eligible to attend the Key Success clinic. Key Success is designed to meet the unique needs of every individual in developing skills necessary for success. In this environment, “each one gets one” meaning that each child is required to have an ABA (either through our partner Learning Leaps or privately hired).

Key Success students may transition into the general K-5 classes as their skills develop and they demonstrate a readiness to move.

4:7 Crew

In secondary grades (6-12), students may be eligible to attend the 4:7 Crew, which is named after our guiding Bible verse, Ephesians 4:7 – “*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.*” In this environment, students receive additional one-on-one instructional support and individualized learning plans based on student needs as demonstrated on the MAP assessment, as well as personalized instruction in life and social skills necessary for success in school and beyond. 4:7 Crew students may transition into general academic classes as their skills develop and they demonstrate a readiness to move.

Intensive Classes

Intensive classes are for Middle and High School students working toward an 18-credit diploma. Students in these classes may receive modified curriculum or accommodations to meet their needs and ensure success and mastery.

ARRIVAL / DROP OFF PROCEDURES

Students should not arrive earlier than 7:45 AM unless they are enrolled in the Before Care program. DROP OFF and PICK UP PROCEDURES – Car Rider Line for Secondary & 4/5 class will be on East Side of building, where brick parking lot is located. Elementary and KS students will have a car line in the front of the school building. TK2L is not responsible (and will not be held liable) for any student left unattended on our campus before 7:45 AM.

Students are to be in their classrooms ready to learn promptly at 8:15 AM

Students arriving after 8:15 AM will need to be **accompanied by a parent** and must be signed in at the school office. Remember, late arrivals are a disruption to the entire learning environment.

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

Parents/Guardians, if you need to pick up your student before 2:45 PM (Monday, Tuesday, Thursday, Friday) or before 12:15 PM on Wednesdays we request the student be checked out on/or before 2:15 PM (Mon., Tues., Thurs., Fri.) or 11:45 AM on Wednesdays. No Pickups will occur during the 30 minutes before dismissal begins unless there is an emergency.

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 available upon parent request. 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. Within 48 hours of returning to school following an absence, the student must provide the teacher/school office 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 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 having 10 or more unexcused absences during a school year. TK2L encourages parents to become familiar with and adhere to the attendance requirements for

their child's awarded scholarship (if applicable).

It is the responsibility of the parent/guardian to request 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 AM. 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 scheduled with Principal to discuss reasons for tardiness. Further action will be determined at that time.

BACKPACKS

Elementary students are not required to bring a backpack; their school supplies will be stored in their cube.

Secondary students are required to bring a backpack in lieu of a cube and will keep all personal school supplies with them in backpack, to maintain social distance.

BEFORE-SCHOOL CARE

Before Care service is available for a fee between the hours of 7:00 AM – 7:45 AM: Monday, Tuesday, Wednesday, Thursday and Friday. Before Care is for students of TK2L only. TK2L does allow for daily drop-ins for parents 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 BEFORE LEAVING.) 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 AM. 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 at the Secondary (6-12) level. Middle School cell phones may be collected every morning and returned at the end of the day.

HIGH SCHOOL students may carry phones from class to class, to be collected by the teacher at the beginning of each class. Teachers reserve the right to allow cell phone use for class projects and allow students to have phones once classwork is satisfactorily completed (see Secondary Classroom Policies and Expectations).

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 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 / Discipline Team.)

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).

Communication regarding assignments, due dates and other academic information will be done via MySchoolWorx.

Communication with teachers may happen via email. Teachers have 24 hours to respond to parent emails. Teachers are not required to answer on weekends. *Please refer to the Communication Flow Chart for Parents*

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 always encourages proper handling of computers. In the event the computer is being used improperly, the parents will be asked to meet with the Principal/ Discipline Team to address this matter. Damage to a computer / tablet by a student will result in repair

or replacement charges due from parent. Secondary parents will be asked to sign a computer loan agreement.

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 Admin 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 schoolwork 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 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 school. All 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 as a basis for further instruction.

Online curriculum use may include, but is not limited to Prodigy, ReadWorks, Khan Academy, Moby Max, Ignitia, Bob Jones eTextbooks, Seesaw, etc.

DISCIPLINE STATEMENT & PLAN

Discipline is a community responsibility; all faculty and staff contribute to maintaining standards for student conduct. However, it is the classroom teacher who is the driving force for school-wide discipline since students spend most of their time in the classroom. Teachers make clear their academic and behavioral expectations for students in their classes, and teachers hold students accountable for those expectations using the best practices of classroom management. The teacher's unique relationship with each student is the foundation for maintaining discipline in the classroom.

Teachers are expected to use their best judgment when working with students. Issues of classroom management, such as, but not limited to, socializing in class, tardiness, and disrespect to peers or teachers may be handled by the teacher at their discretion. In such cases where the student has not responded to the teacher's corrective measures, they may refer the student to the discipline team.

The school will follow an 8-step discipline system in the event a student commits an infraction or is involved in a disciplinary matter; it is always recommended that they come forward and talk to an administrator, coach, teacher or staff member. **When a student comes forward and tells the truth, that fact is considered when deliberating the appropriate consequences.** While a voluntary confession does not mean that a student will not receive consequences for their behavior, it is the most responsible and appropriate response.

Any violation of the school's expected behavior for students at school and during school activities is an infraction. Examples of infractions may include, but are not limited to, the following:

- Disrespect toward persons or property
- Refusal of participation and work
- Skipping class
- Driving recklessly to, from, or on campus or at a school activity
- Being disruptive in the classroom or any other campus activity
- Lying, deceit, or any other dishonest behavior
- Profanity
- Cheating or plagiarism
- Harassment & bullying
- Stealing

- Fighting
- Improper Uniforms
- Misuse of School Technology
- No social media posting during school hours

Major Infractions

There are certain fundamental policies and expectations at The Key that, when violated, are considered major infractions. A major infraction is a very serious offense. The following are **examples** of major infractions (the list is not all-inclusive):

- Violation of the school's **Harmful Substances Policy**
- Verbal, physical or sexual harassment or abuse of a student by peers. This includes interactions that are in person, online or via phone. Posting videos/photos of peers without their consent to do harm is considered harassment
- Threats or references to school violence, particularly school shootings
- Pervasive abusive language or abusive language that is aimed at another member of the community
- Willful destruction of property belonging to The Key, its personnel, or another student
- Possession or use of any kind of weapons on campus

Teacher Intervention Process for Classroom Misconduct

TKTL uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a Grace-filled successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

The teacher, in response to disciplinary action in the classroom, may take the following steps when students fail to abide by the established behavioral expectations:

Step 1: Grace & Warning (Teacher)

Step 2: Misconduct Slip (Teacher)

Step 3: Restorative Lunch (Teacher)

Step 4: Private Conference with Discipline Team

Step 5: Enrolled in PASS program – remainder of the day

Step 6: PASS Program Sentence – 3 Days

Step 7: Pass Program Sentence – 5 Days

Step 8: Suspension

Warning (Information of the rule, non-verbal, verbal or written warnings)

Students who create classroom disruptions and/or fail to meet behavioral expectations will first be given Grace. If the disruption continues, they will be given a verbal warning – (they will be identified by name, told what they are/aren't doing properly, instructed how they need correct the situation.) After the grace period has passed, students who do not respond to the grace, warning and restorative lunch will be given a **Misconduct Slip** that the teachers will take to parents at pick up.

Private conference with the Discipline Team

Students who do not properly respond to the first three steps of warnings from the teacher, will be pulled from class to have a private conference with the member of the discipline team. Teachers will hand the misconduct slip(s) over to the discipline team. Student will be counseled about the cited offense. (They will discuss the issue, who was affected by the issue, and how resolution can be made.)

PASS – Positive Alternative to School Suspension

If Conference with Discipline team is unsuccessful and misconduct continues the student will then be enrolled in our PASS program. Student will be placed in isolation for remainder of the school day. Upon being placed in PASS, the student will be required to sign in on the PASS Log. The length of time to be served in PASS will be based on a 1, 3, and 5 day period, but will be determined solely by the discipline team based on the severity and reoccurrence of the misconduct, may differ for each situation. Parents will be fully informed on the steps being taken.

Suspension

Students that are continuing the misconduct and disturbing class will be placed on a school suspension. The length will be determined on the Discipline Team.

Please note up to discretion of Discipline Team, warnings and write ups may be placed in student permanent discipline transcript.

As per Florida law: Administrators/Officers have the right to search any and all personal property with probable cause.

Positive Behavior Opportunities

- **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, among other things.

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, etc. The Principal / Discipline Team will handle disciplinary procedures. The Principal / Discipline Team reserve 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.

- **Restorative Lunches (Secondary)**

Restorative Lunches are based on an ancient Biblical tradition known as a "meal of reconciliation," during which two people have the opportunity to discuss an issue, reach an agreement or make an apology, and make peace. The one rule is that once the first bite of food has been taken, the issue may not be discussed again - rather, the rest of the meal is spent in pleasant fellowship.

We hope that this will be a positive way to restore broken relationships between teacher/student or even student/student. We are excited to take this step in bringing Biblical restoration to our students.

To learn more about this tradition and its Biblical roots, you can read the article by author Lois Tverberg at <https://engediresourcecenter.com/2019/07/01/eating-at-the-lords-table/>.

Upon enrollment, all students must 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 (OR log in via Video conferencing) 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 / vaping devices, 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 PM (Mon., Tues., Thurs., Fri.) until 3:15 and 12:15 PM-12:45 PM on Wednesdays—At the end of dismissal times, any student remaining on campus 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. Note: Shorts must be of appropriate length. If Principal or Teacher believe bottom is too short, a phone call will be made by school office requesting change of clothes.
- 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. Note: Shorts must be of appropriate length. If Principal or Teacher believe bottom is too short, a phone call will be made by school office requesting change of clothes.
- 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. Note: Bottoms must be of appropriate length. If Principal or Teacher believe bottom is too short, a phone call will be made by school office requesting change of clothes.
- 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 (\$1 Fridays)*
 - 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 ECONOMIES 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 1/2 inch are not acceptable.
- No Tank Tops
- CLOTHING DEPICTING ALCOHOL, TOBACCO, DRUGS, POLITICAL 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 only. Student must have a minimum of a 3.0 grade point average and meet minimum test scores in either SAT, ACT or PERT test. TK2L does not provide transportation at any time. All fees due must be paid by parent. Please contact school office for further instructions.

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, including your approved pick-up list. All head injuries minor or major require a telephone call to the parent by school office.

FERPA

TK2L is under FERPA- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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 check 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 make arrangements for payment of the account and will also incur a \$35.00 late fee.

Failure to make arrangements to fulfill payment 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 invoices 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)

Students with any outstanding financial obligations to TK2L (tuition, school-related fees, etc.) may not receive report cards, assessment/test scores or transcripts until all financial obligations are satisfied. No student records (includes report cards, assessment/test scores, transcripts) will be transferred to another school until all financial obligations have been satisfied.

See *Financial Contract* for further information.

FIRE DRILL / LOCK DOWN

TK2L follows 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. To protect our students and school campus, all doors will be locked, and no one may enter or exit the building and campus during that time. In the event of an emergency, parents should stay tuned to local emergency broadcasts for additional information.

TK2L school campus is always LOCKED. All persons entering school campus must enter only through the front door.

FUNDRAISING

An active participation in all 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 through 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. For all assignments, grades and progress/report cards, those can be found on MySchoolWorx, our electronic grading system. Each parent is able to logon at anytime. www.portal.myschoolworx.com

GRADING SCALE

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

Please see Secondary Classroom Policies and Expectations for additional information on how absences and refusal to participate may affect grades.

KEY SUCCESS: Due to the unique and individualized nature of the program, Key Success students will not receive standard grades on progress reports and report cards. Rather, their reports will document skills development and ongoing goals.

GRADUATION REQUIREMENTS (HIGH SCHOOL)

ENGLISH	4 CREDITS
HISTORY	3 CREDITS
MATHEMATICS	4 CREDITS
SCIENCE	3 CREDITS
FOREIGN LANGUAGE (same language)	2 CREDITS
FINE ARTS	1 CREDIT
HOPE/PERSONAL FITNESS	1 CREDIT
ELECTIVES	6 CREDITS
TOTAL	24 CREDITS

We also offer the 18 Credit ACCEL option; these students will receive a Certificate of Completion. *(This option eliminates the higher maths, foreign language and some electives.)*

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. 50 hours are required for college acceptance; 75 hours are required to apply for Bright Futures Scholarships.

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 2.0 including the above required credits.

HARMFUL SUBSTANCE POLICY

TK2L is committed to providing a safe, healthy, enjoyable learning and working environment. Effective as of August 1, 2014, our school campus is entirely tobacco, drug and smoke free. Smoking, using drugs and use of tobacco products are not allowed in an indoor or outdoor area, including parking lots, school grounds and sidewalks. This also includes the use of e-cigarettes. We hope to honor God by promoting overall health and wellness for the school and community.

HARASSMENT

TK2L is committed to always maintaining learning and working environment free of any type of harassment. Harassment and intimidation include but are not limited to sexual, physical, and/or emotional. Any type of harassment shall be dealt with by the Leadership and will not be tolerated. Report bullying immediately to Principal / Discipline Team. 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 from dating 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**
 - Updated immunization forms are required at **Kindergarten** and **7th grade**
- **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 as quickly as possible. (While we understand this may disrupt your routine, out of consideration for the other children it is important that you pick up your child to minimize exposure to other children.)
- Your child may return to school when they are free from fever for 24 hours with the aid of medication and exhibits no other symptoms; incubation period for any communicable disease has passed; on the required antibiotics for at least 24 hours; no nits or lice in hair/scalp are found; no open sores; no vomiting or diarrhea in the past 24 hours; when applicable – when we receive a note from your child's doctor specifying that your child's continued symptoms are not contagious to others.
- 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 stays in compliance with all Department of Health regulations and undergoes regular inspections.

In response to Health Department recommendations for COVID-19, TK2L encourages frequent hand washing and is committed to sanitizing all items at school on a daily/weekly basis. Students are encouraged, but NOT required, to wear face masks. A safe social distance will be required of all students and no contact will be allowed. Students may not share school supplies (i.e. pencils, scissors, etc.).

HISTORY OF SCHOOL

Our journey began in January 2017, when our school's founder, Dr. Mercy Nyman decided to act on the growing need for education that unlocks success for students of all abilities. The following seven months tested the patience, resilience, and faith of the initial volunteer team that formed *The Key to Learning*. In February 2017, Dr. Nyman took residence at Hope Academy, thanks to the generosity and grace of Pastor Tony McCoy, with an initial three volunteers and twenty-two students under the vision to create a place for students to feel secure, cared-for, and celebrated as they are. During the following four months, *The Key to Learning* team sought funding, staff, a location, and formalization as a school with the Department of Education and the State of Florida.

The Key to Learning received its formalization with the Department of Education in April 2017, its articles of incorporation and approval as a non-profit organization (only one week after applying) in May 2017. In June 2017, Dr. Nyman petitioned before the City Council of Minneola to approve a location for the school to exist for one year. Initially the Council members denied the petition. Not five minutes later, and after the powerful testimony of a former Minneola Mayor, the Council approved the petition.

Once the team received this approval, the roughly fifteen Key to Learning volunteers bought and assembled furniture, hand-painted walls, and transformed the location of what was formerly a tile shop into a welcoming and exciting learning environment. The team became masters of creativity- tackling challenges like safety, curriculum design, and providing all the needs for these students in the month and a half remaining before the school would open its doors. *The Key to Learning* opened the doors to its first location in August 2017 with 92 students and 11 staff members. In January 2018, the Key secured and transferred to its current, permanent location—a 13,000 sq ft facility that was formerly a fire school. But even getting an approval from the City of

Groveland was a tough process as our team sat through many City Council meetings over numerous months. Even with city council members in doubt and most likely not approving us to move forward, a kind gentlemen came forward, whom none of us knew and spoke up for us and our vision and mission for the school. It was a blessing, and the council did finally approve us.

In March 2018, the Key sought and received accreditation through the Florida League of Christian Schools. The following school year, beginning in August 2018, the Key had 125 students and established its first clinical setting for what was called the “Fab Five” - a group of students who required an individualized learning program. The 2018-19 school year saw its first graduating senior class. In the 2019-20 school year, the Key had 146 students. The school year finished with its second graduating classes and saw classes transform to all virtual for the final three months of the school year as the world navigated an unprecedented pandemic in the digital era. The 2020-21 school year had 165 students and saw another graduating senior class. The school year had three intensive cohorts, two clinical setting groups, and one class that we call “Crew 4:7” which focuses on attaining life skills.

Each year, we continue to grow.

The journey of the *Key to Learning* is, above all, a testament to the faithfulness of God and His will being done through willing servants. The staff at the Key has always done and will continue to do heroic work and be champions for every student.

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, however long-term projects (I.e., Science fair or novel studies) may require some time spent at home.

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. 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 to apply for access.

All Secondary students and parents will be asked to sign a Computer Loan Agreement each year in case the computer is lost or damaged.

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 food sharing is not allowed and microwaves will NOT be available to students.** *We do offer hot lunches that are delivered to school 3 times a week. You may order lunches via MySchoolWorx.*

MEDICAL EMERGENCIES

In the event of a medical emergency, staff member is to contact the office ASAP. The Principal and Discipline Team will be notified immediately. If a 911 call is necessary, it should be initiated by the adult witnessing the event, if possible. Staff members will assist 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 Leadership Team 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. It is the parent's responsibility to ensure that the Emergency Contact form is updated and includes ALL health related information for your student.

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 AM - 3:30 PM & Wednesday 7:30 AM- 1:00 PM

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 via Video conferencing, text messages, notes and phone calls. Teachers and parents share observations concerning spiritual, academic, physical, emotional, and social development. Parents should email teachers directly to request video conference meeting.

In the event an issue arises between parent and teacher, parents may contact the Assistant Principal for mediation or further assistance. ***Please see attached Communication Flow Chart for Parents.***

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.

PARKING

Limited parking for parents is available in the brick paved driveway adjacent to school building. No parking is permitted throughout 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 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 login credentials and will be able to securely access MySchoolWorx from any computer, smartphone or tablet. A MySchoolWorx login button is conveniently located on our website. MySchoolWorx provides parents help and support at <http://support.myschoolworx.com/>

SAFETY / SECURITY

TK2L strives to always maintain a safe and secure campus. Armed security personnel are contracted through a security company and are present on campus during the school day. TK2L is equipped with surveillance cameras that are active 24 hours a day, 7 days a week. Surveillance video can only be reviewed by authorized personnel. At no time will surveillance camera video be used for educational purposes and are therefore not considered education recordings. Please note that the speed limit on campus is 10 mph. Please do not cut the line during dismissal and please abide by any requests of our security officer.

SCHOLARSHIPS

It is the parent's responsibility to apply for the scholarship and then provide the school with the necessary information to enroll the student with the scholarship for the school each school year. It is also the parent's responsibility to put into writing any scholarship changes. Parents must either approve payment online or sign checks within a reasonable amount of time for payment to the school. Approvals should happen within 5 days of notification for approval. Any approvals or checks not signed in a timely manner will result in the school invoicing the parent.

SCHOOL DAY

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

- | | |
|--|--------------------|
| • Before Care | 7:00 AM – 7:45 AM |
| • Student School Day (Mon., Tues., Thurs., Fri.) | 8:15 AM – 2:45 PM |
| • After Care | 3:15 PM – 5:30 PM |
| • Wednesday (Early Release Day) | 8:15 AM – 12:15 PM |

SECONDARY CLASSROOM POLICIES AND EXPECTATIONS

- Students are to arrive on time (before the bell) to every class. (Marked tardy if late.)
- Students must come to every class prepared.
 - Bring pencils, notebooks, Chromebook (charged), folders, homework, etc.
 - If not prepared, students will pay KEYS for the items that are missing.
- Uniforms **MUST** always be worn (only exception is \$1 Fridays)
 - Every Friday is optional dress-down with \$1 donation.
 - Key Hoodies are **NOT** considered uniform – student must wear Key shirt/polo.
- Behavior Expectations
 - Courtesy and respect **always** shown to others
 - Respect teacher/peer belongings, classroom supplies, furniture, etc.
 - Stay in your Hub during class time (NO wandering)
 - Students **MUST** have a Hall Pass (Dr. Nyman / Mrs. Platé; Office/Ms. Carla; Bathroom) if out of Hub
 - Clean area and wipe down table **BEFORE** leaving Hub at end of class
 - NO food sharing/buying from other students; if caught snack privileges may be revoked
- Grading
 - Late work policy – after 3 days past the due date (Grace period), 10% per day may be deducted from assignment grade.
 - If excused absent, 1 extra Grace period day added per day absent.
 - If student refuses to do work while in class, Grace period to complete assignment drops to 1 day.
 - Ignitia late work (homeschool only) - 1 week Grace period
- Technology
 - Phone Bin – Middle School will turn in all personal tech devices to Advisory teacher to be returned during dismissal.
 - High School may carry personal tech between classes and **MUST** turn in to Teacher at the beginning of each class.
 - High School may earn tech back after finishing classwork to the satisfaction of the Teacher (at least 80% score)
 - Free Tech Friday – during lunch only (cannot have misconduct slip)

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, infallible, authoritative, inerrant Word of God (*2 Timothy 3:16; 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 offer 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, counseling and therapies with a psychologist as needed.

- Tutoring- \$40/hour
- Counseling- \$85/hour
- Occupational Therapy- \$85/hour
- Speech & Language Therapy- \$85/hour
- Behavioral Therapy- \$85/hour
- Paraprofessional (full time) \$15,000 annually
- Paraprofessional (part time) \$7500 annually
- Paraprofessional (quarter time) \$3750 annually

TUITION

Yearly Tuition and school related fees are as follows:

TUITION BY GRADE LEVEL:

K through 5th Grade (Elementary):	Annual Amount \$6,750
Key Success Track (Elementary):	Annual Amount \$9,500
6th through 8th Grade (Middle School):	Annual Amount \$7,450
9th through 12th Grade (High School):	Annual Amount \$7,750

ADDITIONAL SCHOOL-RELATED FEES:

Registration Fee:	\$400 (\$100 due at time of enrollment)
Curriculum Fee:	\$400.00 Annual Fee
Technology Fee:	\$200.00 Annual Fee
Testing Fee:	\$50.00 Annual Fee
Capital Campaign:	\$100.00 Annual Fee

Please note ALL SCHOOL-RELATED FEES are non-refundable. Total of all fees: \$1150

Please read FINANCIAL CONTRACT.

Credit Recovery for failed grades and/or needing credits for graduation is available at \$1500 per quarter.

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, 2021
2. Pay annual tuition/school-related fees in two payments. 1/2 of tuition/school related fees is due on or before August 1st 2020 with remaining balance due on or before January 10th, 2022.
3. Pay annual tuition/school-related fees in 11 monthly payments of equal amount (July through May). Due on the 1st of each month.
4. Pay annual tuition/school-related fees in 10 monthly payments of equal amount (August through May). Due on the 1st of each month.

We accept McKay, Step Up (FTC , FES, Gardiner), AAA, and HOPE scholarships.
The parent(s)/guardian(s) is responsible for the unpaid balance.

VISITORS

Visitors could include therapists, which will have background checks and providing therapies for students on campus. Parents can visit during lunches but may only be with their student.

VOLUNTEERS

Volunteers will be allowed following an application process through the office. You will fill out a form, have a background check completed and a schedule will be created for you. You will also sign a Covid waiver and confidentiality agreement.

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.
