



**The Key to Learning with Dr. Nyman, Inc.**

## **PARENT / STUDENT HANDBOOK**

**2023-2024**

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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.). TK2L will comply with this mandate.

## **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 Admissions Team. Acceptance and/or Wait list will be determined by input from the Admissions team and decided by the Leadership team. Students will be assessed prior to school starting.

On occasion, the Headmaster 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. You will be invoiced monthly.

## **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 Administrator 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. You will be invoiced monthly.

## **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, Elementary Access, Crew 4:7 & 4/5 class will be on East Side of building, where brick parking lot is located. Elementary (K-3) 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. Key Success students arrive from 8:15-8:30 a.m. and will be

picked up between 2:30-3:00 p.m. KS parents will need to park on west side of building to walk students in/pickup. Wednesday pickup hours for Key Success are noon- 12:30 p.m.

### **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 Headmaster to discuss reasons for tardiness. Further action will be determined at that time.

## **BACKPACKS**

Elementary, Key Success, Crew, and Access students are not permitted to bring a backpack; their school supplies will be stored in their cube.

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

## **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 is financially overseen by the Board of Directors. The founder of the school is the Executive Director. The board is involved in all aspects of the fiscal responsibility and financial oversight of the nonprofit; they also work closely with the Headmaster to provide accountability and fulfillment of the mission statement of our school. Board is also a part of approving the budget, business planning, as well as the sustainable financial, strategic, and expansion planning. The school's policies and procedures are developed jointly with the leadership team and discussed with the Board.

## **CELL PHONE USE/ELECTRONICS**

Elementary students are not allowed to bring cell phone to school at any time.

Secondary students must turn in phones prior to morning pledges and can be picked up at the end of the day at dismissal.

All other electronics, such as ipads, airpods, switch, etc are only permitted on days and times approved by teacher.

TK2L does not take responsibility for lost or broken cell phones, Airpods, ipads, switches, etc.

## **COMMUNICATIONS**

Communication for all school related announcements, upcoming events, school news, needs, & newsletters will be done via email. Also like us on Social Media, such as Facebook & Instagram for updates and visit our website often.

Communication regarding assignments, due dates and other academic information will be done via MySchoolWorx. Invoicing will also be handled through MSW.

Communication with teachers may happen via email. Teachers have 24 hours to respond to parent emails. Teachers are not required to answer on weekends.

## **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 Headmaster/ 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**

- I agree to support the Administration in any disciplinary action necessary for our children.
- I agree to have our child(ren)'s previous school record transferred to The Key to Learning.
- 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.
- I will strive to build up the school in my discussions and interactions with persons in the school community.
- 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 according to the Parent Flow Chart.
- I will show an active interest in my child's schoolwork and progress.
- I will help my child be neat, appropriately dressed and prepared for school.
- I will ensure that my child attends school regularly and on time.
- I will promptly report to the school my child's absence or late arrival.
- 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.
- My child(ren) will make restitution for any damage they cause to property.
- I understand all scholarships and student accounts are the responsibility of the parent.
- I will fulfill all my financial obligations to the school on or before the dates due.
- 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. Curriculum maps will be developed and will be analyzed and revised annually. Teachers are encouraged incorporate the 4C'S – critical thinking, collaboration, creativity, and communication into all grade levels. This will assist with increasing and developing an array of lessons and activities that support and enhance the curriculum (while embracing our 21st century non-traditional, flexible learning environments).

All lessons designed should meet the various needs of all learners, engaging students in meaningful learning, teaching becomes a worthwhile task. TK2L 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 establish a base for further instruction. All curriculum used will integrate biblical concepts for each subject

area, and theme. TK2L has opted to provide the following curricula for our students: Horizons, Bob Jones, Generation Genuis, Star Curriculum, Brain pop, IXL, and Ignitia.

## **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
  - Cheating constitutes giving or receiving answers on any assignment that is meant to be done independently.
  - Plagiarism includes copying/pasting from a source, even if cited.
- Harassment & bullying
- 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
- Stealing
- Fighting



- Threats or references to school violence, particularly school shootings (Police will be involved and automatic expulsion)
- 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: Discipline Referral Form (Teacher)**

**Step 3: Meeting with Teacher, Student & Discipline Team**

**Step 4: Private Conference with Discipline Team & Admin**

**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 (1<sup>st</sup> occurrence: 1 day/2<sup>nd</sup> occurrence: 3 days/3<sup>rd</sup> occurrence:5 days)**

### **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 meeting will be given a **Discipline Referral form** that will be emailed to parents.

### **Private conference with the Discipline Team & Admin**

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. 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 & Admin. **(1<sup>st</sup> occurrence: 1 day/2<sup>nd</sup> occurrence: 3 days/3<sup>rd</sup> occurrence:5 days)**

**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 (Elementary)**

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, , 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, misusing classroom items, touching other students (inappropriate touching will be dealt with more severe consequences) not picking up after themselves, use of unauthorized electronics, etc. The Headmaster / Discipline Team will handle disciplinary procedures. The Headmaster / Discipline Team reserve the right to require the student be picked up from school for the remainder of the school day. The Headmaster reserves the right to revise this policy at any time.

- **Meeting with Discipline, Teacher & Student (Secondary)**

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.

*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 and come dressed in uniform each day.
- I will come to school prepared with my supplies, 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 or reward system.

## **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. Do NOT skip line or drive through the parking lot during dismissal.**

**Please adhere to the 10 mph speed limit while on campus. Do NOT use cell phone during drop off or pick up.**

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. We do have Dress Down Fridays (earned with Keys for Elementary/\$1 cost for Secondary)

*Uniform options for Boys / Elementary include:*

- Polo Shirt embroidered with the school logo / or spirit shirt
- Khaki, navy blue, gray or black shorts or pants. Note: Shorts must be of appropriate length.
- Jeans (rips may not be above knees).
- Closed toe shoes daily.

*Uniform options for Girls / Elementary include:*

- Polo shirt 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 Headmaster or Teacher believe bottom is too short, a phone call we be made by school office requesting change of clothes.
- Jeans (rips may not be above knees);
- Closed toe shoes daily.

*Uniform options for Boys / Middle & High School include:*

- 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 Headmaster or Teacher believe bottom is too short, a phone call will be made by school office requesting change of clothes.
- Jeans (rips may not be above knees)
- Closed toe shoes daily.

*Uniform options for Girls / Middle & High School include:*

- 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 Headmaster or Teacher believe bottom is too short, a phone call will be made by school office requesting change of clothes.
- Jeans (rips may not be above knees)

**Additional Options** (these are earned and cost KEYS for Elementary & \$1 for Secondary)

*Flexible Dress Down- 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.)

**Miscellaneous Dress Code/Appearance**

- Green (Elementary);, Gold (Key Success) 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 frontside & 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, 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 11<sup>th</sup> and 12<sup>th</sup> 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. Siblings are not permitted 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 Aug 1 to July 30. The Board shall oversee all financial records and transactions. Tuition/school related fee payments are due on the first of each month beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.

Parents of students with accounts that remain in arrears after the 10<sup>th</sup> 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 or will be sent via Square or through MySchoolWorx. 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.

***Lunches must be paid when ordered on MySchoolWorx***

## **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.

***You will only receive notification if we have a major lockdown and/or requires changes in dismissal.*** Please do not call the school office as our focus will be on the students and staff safety. Please note that major lockdowns require NO movement inside building and no entrance or exit to/from the building and we must abide by this.

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 21<sup>st</sup> 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](http://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 may not receive standard grades on progress reports and report cards. Rather, their reports will document skills development and ongoing goals.

## **GRADUATION REQUIREMENTS (HIGH SCHOOL)**

<b>ENGLISH</b>	<b>4 CREDITS</b>
<b>SOCIAL STUDIES-US history, World History, Government/Economics</b>	<b>3 CREDITS</b>
<b>MATHEMATICS-two must be Algebra 1 &amp; Geometry</b>	<b>4 CREDITS</b>
<b>SCIENCE-one must be biology &amp; two must have lab component</b>	<b>3 CREDITS</b>
<b>FOREIGN LANGUAGE (same language, only required for University admission)</b>	<b>2 CREDITS</b>
<b>FINE ARTS/PERFORMING ART SPEECH/DEBATE, OR PRACTICAL ART</b>	<b>1 CREDIT</b>
<b>PHYSICAL EDUCATION (INCLUDES HEALTH)</b>	<b>1 CREDIT</b>
<b>ONLINE COURSE</b>	<b>1 CREDIT</b>
<b>ELECTIVES</b>	<b>8 CREDITS</b>
<b>TOTAL</b>	<b>24 CREDITS</b>

We also offer a certificate of completion, access diploma, and regular graduation diploma

Financial Literacy is also a requirement and will be included in our Consumer Math course in 11<sup>th</sup> or 12<sup>th</sup> grade.

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 minimum 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, 2017, 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/vapes. We hope to honor God by promoting overall health and wellness for the school and community. Anything regarding illegal substances, the Officer on campus will be involved.

## **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 Headmaster / 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 **7<sup>th</sup> 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 Administrator for further instruction. Conditions such as Covid, 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. You will need to email Administrator.
- 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 may wear masks, but are 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.) and/or food.

## **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 and social skills. For 2022-2023 school year, we have added Access Elementary -These students are able to work at a steady pace based upon their individual learning needs.

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. Some Secondary HS classes may require occasional homework.

## **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.*

## **LEARNING TRACKS**

The Key to Learning has three distinct programs to meet the needs of every learner. Below is a brief description and the benefits of each program.

### ***Key Success***

The Key Success program exists to build important life skills while focusing on basic academics such as reading and math in a safe and nurturing environment. Students will also develop the social and emotional skills necessary to succeed in a community setting. Our Biblical, Christ-centered approach to teaching provides a solid spiritual foundation for all students.

Program Benefits:

- School and Life Guidance
- Therapeutic Setting
- One-on-one Instruction at student level
- Life and Job Training opportunities
- Differentiated instruction at student's unique learning level

### ***Key Access***

The Key Access program allows students to access Florida standards with additional scaffolding to meet the needs of the individual learner, in a safe and nurturing environment. In addition, students will gain important job and life skills to prepare them for community college, technical school or the workforce. Our Biblical, Christ-centered approach to teaching provides a solid spiritual foundation for all students.

Program Benefits:

- Small group and one-on-one instruction
- School and Career Guidance
- Job Training opportunities
- Differentiated instruction up to two grade levels below to meet academic needs

### ***Key Achieve***

The Key Achieve program integrates rigorous academics with 21<sup>st</sup> century skills to prepare students for college and beyond, all in a safe and nurturing environment. SAT and ACT prep as well as Dual Enrollment

opportunities are available to help students achieve their potential. Our Biblical, Christ-centered approach to teaching provides a solid spiritual foundation for all students.

Program Benefits:

- Small group instruction
- School and Career Guidance
- College and Career prep opportunities
- College tour opportunities
- Job Training Opportunities
- Differentiated instruction offered at grade level and above to meet academic needs

## **LICE POLICY**

Students that are found to have lice will be sent home for treatment and may return to school when they are nit and lice free.

## **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. All literature is Biblically integrated in at least one of three ways:

- Theme - the teacher will explicitly teach the theme within the context of a focus Bible verse or verses.
- Character - the teacher will help students draw connections between literary characters and notable people from the Bible.
- Plot - the teacher will demonstrate how the plot of a story mirrors the Creation-Fall-Redemption arc of God's story as written in the Bible.

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 Headmaster 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 offer pizza lunch on Friday only, ordered via MySchoolWorx.*

## **MEDICAL EMERGENCIES**

In the event of a medical emergency, staff member is to contact the office ASAP. The Headmaster and Admin or Leadership 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 Headmaster 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 21<sup>st</sup> Century.

## **MOVIES**

Teachers are allowed to use media (i.e. educational videos) in class and must be included in their lesson plans. One "non-educational" movie per quarter is allowed to be shown during class. All elementary can show G rated movies. If an elementary teacher would like to show a PG movie, request from parents must be sent via email two days prior. A parent can opt student out of the movie if they would like. Secondary is allowed to show PG movies and must get permission for PG-13 via email from parents.

## **OFFICE HOURS**

Monday, Tuesday, Thursday, Friday 7:45 AM - 3:15 PM & Wednesday 7:45 AM- 12:45 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 Headmaster and/or Administrator for mediation or further assistance.

It is the parent's responsibility to review any paperwork sent home, read school newsletters, and sign and return forms by the stated deadlines. Please ensure that you are receiving and reading all emails from TK2L. Parent/Teacher Conference dates are scheduled on school calendar. You may also arrange a conference by contacting the Administrator.

*Please see attached Communication Flow Chart for Parents – Appendix A*

## **PARENT TEACHER FELLOWSHIP (PTF)**

Our PTF is going to be a great way for you to get involved in your child's school and assist us with the different events and fundraisers that we have planned, such as the Walk-a-thon, Movie on the Lawn, Talent Share, and Spirit Nights.

## **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)

Please do not use cell phone use while driving around the school is highly discouraged as this may cause a distraction.

## **PLAYGROUND RULES (Elementary)**

Playground Equipment

- Walk on mulch (No Running)
- One student at a time in the climbing tube
- One student at a time coming down the slide, feet first and on their bottom.
- Slides are for sliding down not walking up

- Tag may be played on the grass area not on the playground equipment or mulch area.
- Students may climb on the dome but the playground structure is not for climbing.

#### Swings

- Students are to swing in the same direction
- Students are to stop swing with their feet (No jumping off)
- Students waiting to swing will line up behind the cone

#### Monkey Bars/Dome

- Only 5 students on the monkey bars/dome
- Students waiting to climb will line up behind the cone.

There is no rock throwing, play fighting, or bringing toys on the playground.

### REGISTRATION

Renewal 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 annually at the time of registration.**

A student entering after the school year has begun, shall be required to pay the application fee, monthly tuition and, all 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

Parents will receive an email when Report Cards have been published on MSW each nine (9) weeks to monitor progress. Progress reports will also be published on MySchoolWorx according to the school calendar. 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 on staff 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 approve payment online within 5 days of notification of invoice approval.** *Any Scholarship invoices online that are not approved within 5 days will result in the school invoicing the parent.*

### SCHOOL CALENDAR

*Please see Appendix B for our school calendar*

### 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
- EARLY RELEASE DAY dismissal is from 12:15 p.m.- 12:45 p.m.
- Key Success times: Drop off- 8:30 a.m./Pick up- 2:30 p.m. (Wednesday pick up Noon)

## **SECONDARY CLASSROOM POLICIES AND EXPECTATIONS**

- On time to every single class (before bell)
  - Must be in advisory – before school and after
  - Marked tardy if late
- Come to every class prepared
  - Right attitude is most important. Also remember to bring pencils, notebooks, Chromebook (charged), folders, homework, etc. in backpack
  - If not prepared students, will need lose rewards for the items that are missing – contact parent if occurs often
- Uniforms MUST always be worn (only exception is paid free dress Fridays)
  - Every Friday is dress down – students must pay \$1 in order to participate
  - Key hoodies are NOT uniform – students must wear key shirt/polo
  - If students do not wear uniform on designated days – option to parents to pay to rent a Key shirt or to bring student proper uniform (call from front office)
- Behavior Expectations
  - Courtesy and respect shown to others at ALL times
  - Respect teachers, classroom supplies, and personal belongings
  - NO wandering out of hubs during class time
  - Students MUST have a “Hall Pass” (Dr. Nyman/Mrs. Plate Pass, Office/Ms. Carla Pass, Bathroom Pass)
  - NO leaving hub until area is cleaned and wiped down
- Grading
  - Late work policy – after 3<sup>rd</sup> day late (Grace Period) every day after the 3<sup>rd</sup> day is 10% off from 70%
  - Late work – if absent 1 extra day to Grace Period per day absent
  - If refusal, 3 day Grace Period drops to 1 day
  - Ignitia late work (homeschool only) – 1 week Grace Period
- Technology Policy (Phone, Switch, Ipads)
  - Middle & High school turn in phones prior to morning pledges and can be picked up at the end of the day at dismissal
  - High School must finish lesson and assignments to satisfaction of the teacher to earn phone time – ONLY last 5 minutes of class
  - Ipads and Switch should be left at home, unless otherwise informed
  - Free Tech Friday – Lunch only (cannot have misconduct slip & must be earned)

## **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 21<sup>st</sup> 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- available upon request
- Occupational Therapy- \$85/hour
- Speech & Language Therapy- \$85/hour
- Behavioral Therapy- \$750/quarter
- Paraprofessional (full time) \$15,000 annually
- Paraprofessional (part time) \$7,500 annually
- Paraprofessional (quarter time) \$3,750 annually

## **SUPPLY LIST**

*Please see Appendix C for School Supply List*

## **TUITION**

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

Credit Recovery for failed grades and/or needing credits for graduation & Home School Education is available upon request and fees may apply.

*See Appendix D for Tuition and fees*

## **VISITORS/VOLUNTEERS**

All visitors (parents, therapists, guest speakers) must enter through the front office, where they will receive a visitor's pass that must be visible while on campus. All Volunteers will be pre-approved at least 48 hours in advance. Volunteers will need to fill out an application, sign confidentiality agreement, and have a background check on file.

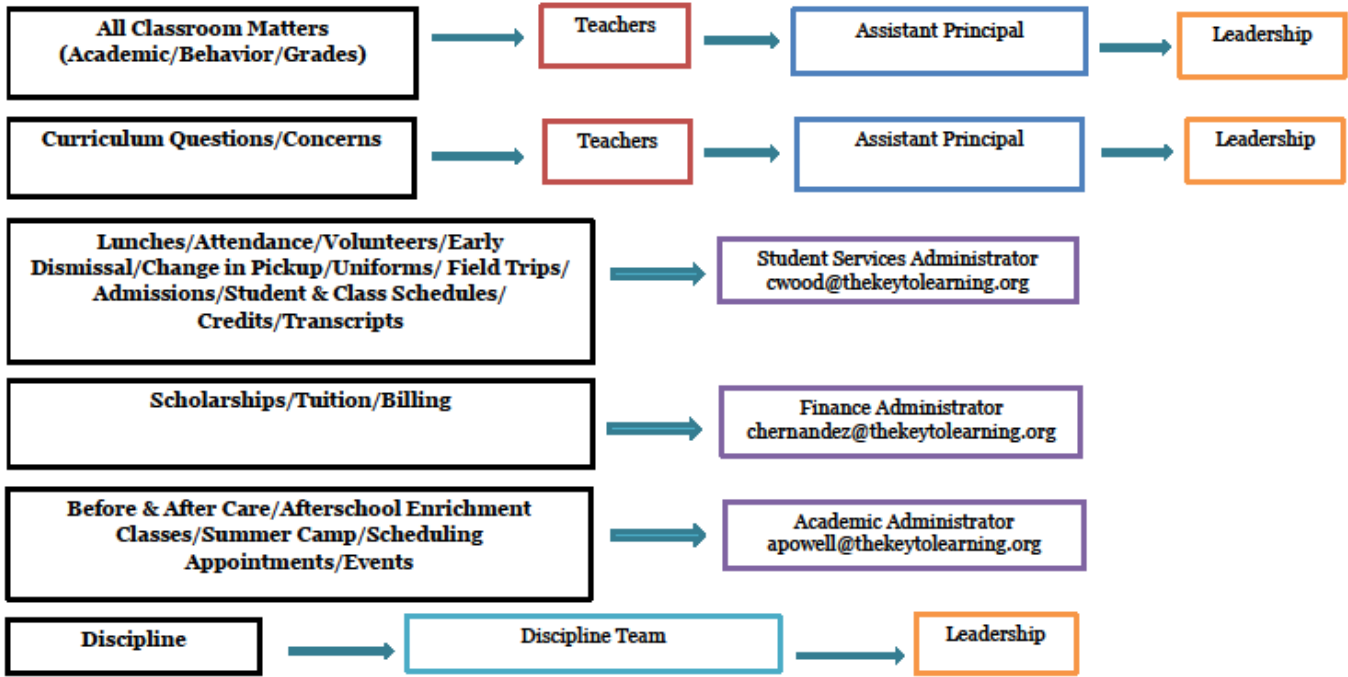


**WEATHER EMERGENCY PROCEDURE**

In the event of a weather emergency, TK2L will follow Lake County’s school closure policy. TK2L will notify parents of any developing information.



**Communication Flow Chart (PARENTS)**



Headmaster: [mnyman@thekeytolearning.org](mailto:mnyman@thekeytolearning.org) / Elementary Asst Principal: [bell@thekeytolearning.org](mailto:bell@thekeytolearning.org) / Secondary Asst Principal: [tayer@thekeytolearning.org](mailto:tayer@thekeytolearning.org)



## 2023-2024 Student Calendar

### AUGUST

- 3 Meet the Teacher/Drop off Supplies (By last name: A-L, 4:00-5:00 p.m. / M-Z, 5:30-6:30 p.m.)
- 7 First Day of Classes & 1st Grading Quarter Begins
- 24-25 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)
- 28 School Pictures (SCHOOL POLO REQUIRED)
- 31-9/1 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- TBA Chick-fil-A Spirit Night

### SEPTEMBER

- 1 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- 4 Labor Day (SCHOOL CLOSED)
- 8 Kona Ice
- 11 Progress Reports Published
- 21 Texas Road House Spirit Night
- 27 Parent Teacher Fellowship (PTF) Meeting, 1:00 p.m.

### OCTOBER

- 9 Columbus Day (SCHOOL CLOSED)
- 11 Park Day / Walk-a-thon (Fundraiser) at Lake Hiawatha (EARLY RELEASE)
- 12 End of 1st Grading Quarter (47 Days)
- 13 Teacher Work Day (NON-STUDENT DAY)
- 16 Second Grading Quarter Begins
- 17 Report Cards Published
- 19 Flippers Spirit Night
- 23-27 Red Ribbon Week
- 24-26 Parent/Teacher Conferences (BY APPOINTMENT)
- 27 School Pictures Make up Day & Traditional Senior Photos

### NOVEMBER

- 1 Field Day – Elementary
- 8 Field Day – Secondary
- 10 Kona Ice
- 16-17 Staff Professional Development (NON-STUDENT DAYS)
- 20-24 Thanksgiving Holiday (SCHOOL CLOSED)
- 27 Progress Reports Published
- TBA Chick-fil-A Spirit Night

### DECEMBER

- 1 Movie on the Lawn (Fundraiser)
- 5 Texas Road House Spirit Night
- 7-8 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)
- 11-12 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- 20 Park Day, Holiday Sing-a-long (EARLY RELEASE) & End of 2<sup>nd</sup> Grading Quarter (41 Days)
- 21 Teacher Work Day (NON-STUDENT DAY)
- 22-31 Winter Break (SCHOOL CLOSED)

## JANUARY

- 1-7 Winter Break (SCHOOL CLOSED)
- 8 3<sup>rd</sup> Grading Quarter Begins
- 9 Report Cards Published
- 15 Martin Luther King Jr. Birthday (SCHOOL CLOSED)
- 18 Flippers Spirit Night
- 24 100<sup>th</sup> Day of School
- 31 Enrollment Begins for Current Families

## FEBRUARY

- 2 Roxaboxen
- 9 Donuts with Grownups (ELEMENTARY)
- 12 Progress Reports Published
- 16 Kona Ice & Last Day to Re-enroll and Secure Spot for Next School Year
- 19 Presidents' Day (SCHOOL CLOSED)
- 21 Open House for New Families
- 23 School Dances (Middle & Elem in different locations at school)
- 26-3/1 Dr. Suess Week
- TBA Texas Road House Spirit Night

## MARCH

- 1 National Read Across America Day
- 6 Park Day (EARLY RELEASE) & End of 3<sup>rd</sup> Grading Quarter (41 Days)
- 7 Teacher Work Day (NON-STUDENT DAY)
- 8-17 Spring Break (SCHOOL CLOSED)
- 18 4<sup>th</sup> Grading Quarter Begins
- 19 Report Cards Published
- 29 Good Friday (SCHOOL CLOSED)
- TBA Chick-fil-A Spirit Night

## APRIL

- 1 Easter Monday (SCHOOL CLOSED)
- 2-4 Parent/Teacher Conferences (BY APPOINTMENT)
- 12 GradBash (Seniors at Universal Orlando)
- 15-19 Spirit Week
- 19 High School Prom
- 22 Progress Reports Published
- 24 Volunteer Appreciation
- 25-26 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)
- 29-30 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- TBA Texas Road House Spirit Night

## MAY

- 1 Talent Share (Fundraiser)
- 3 GradVenture
- 6-10 Teacher & Staff Appreciation Week
- 10 Kona Ice
- 15 Senior Walk & Last Day for Seniors
- 16 Flippers Spirit Night
- 17 Senior Graduation
- 22 Water Fun Day & Class Parties on Campus (EARLY RELEASE) & **Last Day of School** (46 Days)
- 23-24 Teacher Work Days (NON-STUDENT DAYS)

## JUNE

- 5 Report Cards Published
- 10 Senior Transcripts Available for Request



## School Supply List for 23/24 School Year

### ALL STUDENTS - Personal Supplies

- Pencil Box
- Pencils
- 2 Highlighters
- Crayons, Colored Pencils and Markers
- Glue Sticks (pack of 4 or 5)
- Small Dry Erase Board
- Dry Erase Markers & Eraser
- Scissors
- Mouse
- 2 pk of Index cards
- Headphones (*no Bluetooth*)
- Noise Cancelling Headset (*optional*)
- Ruler
- 2 Plastic Folders (*with pockets*)

### ALL STUDENTS - Community Supplies

- 4 Reams of white paper
- 1 Large Hand Sanitizer
- 3 packs of paper towels
- 3 Clorox wipes
- 1 box of black or blue pens
- 3 pack of Post It Notes
- Scotch Tape- 1 Roll
- Black Dry Erase Markers
- 1 Black Sharpie pen
- Individual packs of Snacks, chips or cookies
- 1- 24 pk of 8oz or 16 oz Water Bottles
- 1 box of band-aids
- 1 box of zip-lock bags (any size)

### ADDITIONAL NEEDS

#### ELEMENTARY

#### (K-5 Achieve and Access

#### & 4:7 Crew)

- 4 Primary Journals (*Wide-ruled Composition Notebooks*)
- NIV Kids Bible
- Playdoh- 2 cans
- Erasers/Pencil Cap Erasers
- Plastic Cube: 11.25 Inches (H) x 12.63 Inches (W) x 16.63 Inches (D) (**NO Backpacks**)

#### SECONDARY ACHIEVE

#### (7<sup>th</sup>-12<sup>th</sup>)

- Bible (NIV)
- Backpack (*no cube needed*)
- 5 Composition Notebooks
- 5 folders with 3-hole punch (1-Red, 1-Blue, 1-Yellow, 1-Purple, 1-Green)
- Scientific Calculator
- Protractor & Compass for Geometry students (10<sup>th</sup> grade)

#### SECONDARY ACCESS

#### (MS & HS)

- Bible (NIV)
- 5 Composition Notebooks
- 5 folders with 3-hole punch (1-Red, 1-Blue, 1-Yellow, 1-Purple, 1-Green)
- Plastic Cube: 11.25 Inches (H) x 12.63 Inches (W) x 16.63 Inches (D) (**NO Backpacks**)
- Calculator

#### KEY SUCCESS

- Plastic cube: 11.25 Inches (H) x 12.63 Inches (W) x 16.63 Inches (D)
- Change of clothes in a zip-lock bag
- Golf Pencils
- Paper Plates
- Plasticware
- Kinetic Sand
- Backpack
- 1-2" Binder (white)
- 5 folders with 3-hole punch (1-Red, 1-Blue, 1-Yellow, 1-Purple, 1-Green)
- Playdoh (2 cans)
- Construction paper
- Baby Wipes

**ALL STUDENTS MUST** have all items listed on the **TOP** portion under both “personal supplies” and “community supplies”.

On the **BOTTOM** portion under “additional needs”, please only purchase what your student needs depending on their grade level.

*Please note: the **only** students bringing backpacks to school are SECONDARY ACHIEVE GRADES 7-12 & KEY SUCCESS*

**For Plastic Cubby Storage-** this one is preferred (Target- Y-Weave XL):

<https://www.target.com/p/y-weave-xl-curved-decorative-storage-basket-room-essentials-153/-/A-53816638?preselect=50253743#lnk=sametab>



**TUITION/SCHOOL RELATED FEES INFORMATION 2023-2024**

**TUITION:**

<b>Achieve (Elementary, Middle &amp; High):</b>	<b>Annual Amount \$8,000</b>
<b>Access (Elementary, Middle &amp; High):</b>	<b>Annual Amount \$9,000</b>
<b>Success (Elementary, Middle &amp; High): (Includes Crew 4:7)</b>	<b>Annual Amount \$10,000</b>

**Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**ADDITIONAL SCHOOL RELATED FEES:** *(Applies for August 2023 through June 2024)*

Application Fee:	\$100.00 (Due at time of enrollment with Registration Packet)
Registration Fee:	\$300.00 Annual Fee
Curriculum Fee:	\$400.00 Annual Fee
Technology Fee:	\$300.00 Annual Fee
Testing Fee:	\$100.00 Annual Fee

**Please note ALL SCHOOL RELATED FEES are non-refundable. Total of all fees: \$1,200  
Fees subject to change**

**BEFORE CARE PROGRAM:**

*Before School Care Program: Times are 7:00 a.m. - 7:45 a.m. **\$35.00 a week** or \$10.00 a day (Forms must be on file)*

**AFTER CARE PROGRAM:**

*After Care program runs until 5:30 p.m. Cost is **\$60 a week** or \$25 a day. Wednesday after care is **\$35** for the day. There is limited space in Aftercare. If your student(s) is not picked up by 3:15 p.m., they will be put into After Care and you will be charged the one day fee. If your student is not picked up by 5:30 p.m., there is an additional fee.*

**ADDITIONAL SERVICES OFFERED:**

- Tutoring \$40/hour
- Behavioral Support \$750 per quarter / \$3,000 annually
- Paraprofessional (full time) \$15,000 annually
- Paraprofessional (part time) \$7,500 annually
- Paraprofessional (quarter time) \$3,750 annually

**AFTER SCHOOL ENRICHMENT PROGRAM:** *The Key to Learning will be offering a variety of afterschool clubs and classes. Each class will cost \$14.00 per session. One-month commitments are required.*

**Tuition Refunds:** Should you request a refund of tuition at any time in the year, there will be no proration of tuition in the refund; penalties will apply.

**Scholarships:** The parent/guardian is responsible for any unpaid balance. The parent is also responsible for letting the school know about any scholarship changes and must sign scholarship checks or approve scholarship invoices/payments in a timely manner, preferably within 3-5 days of receiving the notification.

**Withdrawals:** Withdrawals from school must be made through the school office. A Withdrawal form must be signed by the financially responsible parent/guardian. Following a student's withdrawal, school records and report cards will not be given to families and/or forwarding schools if the financial account is past due. There are no refunds for withdrawn students. Full quarter tuition is due for any child that is enrolled for at least 10 days in a quarter.