



The Key to Learning with Dr. Nyman, Inc.

PARENT / STUDENT HANDBOOK

2025-2026

10726 LIBBY NUMBER 3 RD
CLERMONT FL 34715
TELEPHONE: 352-432-1422
FAX: 352-708-7140

www.thekeytolearning.org

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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 consultation with the Admissions Team. Acceptance and/or Wait list will be determined by input from the Admissions team and decided by the Leadership team.

On occasion, the Headmaster may accept early birthday admittance. This determination is reached 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 at our school's office. **Limited spots are available for After Care.** Any student not picked up by 5:30 PM will be charged an additional \$1.00 per minute. Please be respectful of our staff so they may leave campus at 5:30 p.m. All fees for After Care are payable monthly 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 an Administrator for scheduling and billing purposes. All fees for after-school enrichment classes/tutoring are billable and payable monthly. 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 classes will be on the East Side of the building, where the brick parking lot is located. Elementary (K-3) students will have a car in line in 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 & SOARS students arrive from 8:15-8:30 a.m. and will be picked up between 2:30-3:00 p.m. Key Success & SOARS parents will need to park on west side of building to walk students in/pickup. Wednesday pickup hours for Key Success & SOARS 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 sign up by the parent 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/guardians 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. A student must bring in a doctor's note upon return, stating the 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).

The parent/guardian is responsible for requesting 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 affect the student's grade.

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

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

Students are **not** permitted to bring a backpack to school; all school supplies will be stored in their cube or their locker.

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 with 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 authorized staff members). Students will be dismissed to their classrooms by a 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. The board is also a part of approving the budget, business planning, as well as 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 phones 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 iPad, air pods, switch, etc. are only permitted on days and times approved by the teacher. TK2L does not take responsibility for lost or broken cell phones, Air Pods, iPad, switches, etc.

COMMUNICATIONS

Communication for all school related announcements, upcoming events, school news, needs, & newsletters will be done via email. Please "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.

Teachers have 24 hours to respond to parent's emails; teachers are not required to answer on weekends.

COMPUTERS

Computers are provided for student use during the school day on campus. Please refer to the Internet Acceptable Use Policy, which details appropriate use of computers. 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 people 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 bring the matter to 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 school, where all the Florida State Standards are met. Curriculum maps will be developed, analyzed, and revised annually. Teachers 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. 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 with teachers also maintaining the flexibility to incorporate additional resources as desired to meet the needs of their students.

DISCIPLINE STATEMENT & PLAN

Discipline is the responsibility of the entire school community; 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, 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, including utilizing AI inappropriately.
 - 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 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 (1st occurrence: 1 day/2nd occurrence: 3 days/3rd 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 to 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 warnings from the teacher will be pulled from class to have a private conference with the members of the discipline team. Teachers will hand the misconduct slip(s) over to the discipline team. Students 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 the Conference with the Discipline team is unsuccessful and misconduct continues, the student will then be enrolled in our PASS program. Students will be placed in isolation for the remainder of the school day. The length of time to serve 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 recurrence of the misconduct, which may differ for each situation. Parents will be fully informed of 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. **(1st occurrence: 1 day/2nd occurrence: 3 days/3rd occurrence: 5 days)**

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

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, 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-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/UNIFORMS

The dress code at *The Key to Learning* 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 attitude. All uniforms will be ordered directly through our uniform supplier: *Link Uniforms in Groveland*.

Standard Uniform

- Khaki, Navy Blue, Gray, or Black Bottoms (shorts, skirts for girls, or pants)
- Polo Shirt with Stitched Logo (Uniform Polo Shirt, any material) or Spirit Shirt with logo. Colors Required:
 - Elementary (both Access & Achieve) – Lime Green
 - Secondary (both Access & Achieve) – Sapphire Blue
 - Key Success (Clinic & Crew classrooms) – Gold

Additional Options for Friday only (these are earned and cost KEYS)

Flexible Dress Down #1- Jeans

Spirit Shirt with logo

Jeans (no holes above the knee)

Flexible Dress Down #2- Normal Clothes

Regular clothes and no uniform attire

Gym shorts are acceptable. No yoga pants allowed

Miscellaneous Dress Code/Appearance (Complete list found in Handbook)

- Hats are allowed-must be appropriate and must be removed upon request & during chapel
- No Tank Tops
- No pajamas
- Students must wear closed-toe shoes to school; No high heels over 1/2 inch
- Leggings are permitted so long as the shirt totally covers the backside
- Piercings & Colored Hair are allowed but require a parent/guardian's note
- Hoodies or zippered jackets must be the school approved designs from the uniform supplier and should be in the same color as uniforms. The hoods of the Hoodies & Jackets should not be worn while at school.
- Clothing depicting alcohol, tobacco, drugs, or profanity are ALWAYS 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. Students must have at least 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 the parent. Please contact the Secondary Assistant Principal 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 children. Please keep all addresses and telephone numbers current, including your approved pick-up list.

All head injuries (located at the shoulder level or above) whether minor or major require a telephone call to the parent/guardian by the 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 TK2L Staff. Chaperones are welcomed and encouraged to attend. Only 1 parent/guardian per student may attend a field trip. Siblings are not permitted to attend. **All chaperones 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 from 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 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 obligations may cause access to your child's MySchoolWorx account to be limited and/or removal from the school until the account is paid in full.

Parents are responsible for all tuition and fees in the event that the scholarship does not pay the full amount due to the tuition and fees. 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 as 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 (including 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 the 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, lockdowns are called upon 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 require changes in dismissal. Please do not call the school office as our focus will be on the students and staff. Please note that major lockdowns require NO movement inside the building and no entrance or exit to/from the building, and we must abide by this.

The TK2L school campus is always LOCKED. All persons entering the 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.).

GENDER, ORIENTATION, AND IDENTITY POLICY

As a Christ-following community, we are committed to loving all students as Christ loves us (John 13:34-35), while upholding the teachings of Scripture. Our approach is guided by grace, truth, and humility, seeking to glorify God in how we steward the care of each child entrusted to us.

Biblical Foundation:

Genesis 1:27: "So God created mankind in His own image, in the image of God He created them; male and female He created them."

Ephesians 4:15: "Instead, speaking the truth in love, we will grow to become in every respect the mature body of Him who is the head, that is, Christ."

Micah 6:8: "He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."

John 1:14: "The Word became flesh and made His dwelling among us. We have seen His glory, the glory of the one and only Son, who came from the Father, full of grace and truth."

Every student will be treated with dignity, respect, and love, recognizing their worth as individuals created in God's image. Bullying, harassment, or exclusion based on sexual orientation or gender identity is not tolerated.

As a community rooted in Scripture, we will address students by their legal names and biological pronouns in alignment with our understanding of God's creation (Genesis 1:27). Faculty and staff will handle conversations about pronouns with compassion and grace, offering support through prayer, counseling, and dialogue.

Students will use the restroom and locker room facilities that align with their biological sex. To ensure privacy and respect for all, single-use facilities will be made available to any student upon request.

Students and families navigating questions of identity will have access to biblically based counseling services and pastoral care. Counselors will provide a safe, loving environment to explore God's design and His plan for their lives.

Parents are the primary educators of their children in matters of faith and identity. The school will work in partnership with families, fostering open communication and providing biblical resources to support discipleship at home.

The school will incorporate age-appropriate biblical teaching on identity, marriage, and sexuality as part of its curriculum, focusing on God's design and His call to love others while upholding His truth.

- Teachers and staff will receive training to address these matters with compassion and biblical clarity.
- Policies will be reviewed annually to ensure alignment with Scripture and the school's mission.

We recognize that these topics can be sensitive and complex, and we are committed to fostering an environment of grace and truth. As a school, we will walk alongside our students and families in love, humbly seeking God's wisdom in every decision. This policy reflects our mission to provide a Christ-centered education that equips students to glorify God in all aspects of life while maintaining the integrity of biblical teaching.

GRADING POLICY

Grades are the responsibility of the teacher. Parent volunteers 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. Assignments, grades, and progress/report cards can be found on MySchoolWorx, our electronic grading system. Each parent is able to log on at any time. 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 & Soars 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)

ENGLISH	4 CREDITS
MATHEMATICS- to include Algebra I, Geometry, and Financial Literacy	4 CREDITS
SOCIAL STUDIES- to include U.S. History, World History, U.S. Government, and Economics	3 CREDITS
SCIENCE- to include Biology and two lab components	3 CREDITS
FINE ARTS/PERFORMING ART SPEECH/DEBATE, OR PRACTICAL ART	1 CREDIT
PHYSICAL EDUCATION- to include Health component	1 CREDIT
ELECTIVES	8 CREDITS
ONLINE COURSE (can be any course listed above)	1 CREDIT
TOTAL	24 CREDITS

We offer two paths to graduation- standard high school diploma or a certificate of completion.

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

Community Service is strongly encouraged. 50 hours are typically 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 the 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 August 1, 2017, our school campus is entirely tobacco, drug, and smoke free. Smoking, the use of drugs and/or tobacco products are not allowed in any indoor or outdoor area, including parking lots, school grounds and sidewalks.

This 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 a 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 and to consider the consequences of their decisions.

HEALTH POLICY

- Florida Statute 232.032 states that any students enrolling in a Florida school must present documentation showing the immunization and health requirements that 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.
 - 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 without the aid of medication and exhibit 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 a 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 to dosage and times clearly labeled.
- Over the counter medication must be in a NEW unopened package. A TK2L Medication Administration form must be completed and signed by the parent. The 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 parents to advise the school of any change in medication being taken 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 the parents.
- If parents fail to pick up medication at the end of the school year, medication will be destroyed.
- ***According to the Center for Disease Control, students must be fever free, vomit free, and/or on antibiotics for 24 hours before returning to school.***
- Contagious diseases must be shared and disclosed to the Administrator for further instructions. Conditions such as Covid, ring worm, Molluscum Contagiosum, or any other condition of serious and contagious nature must be accompanied by a doctor’s note to be allowed back at school. You will need to email the Administrator.
- We encourage parents to check weekly for head lice and act accordingly. In the event your child has head lice, the parent/guardian will be notified so the student can be picked up. The hair must be treated (to include the removal of all live lice and nits) before the child may return 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. Due to severe allergies within our school population, please refrain from bringing cats, dogs, or latex to campus.

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, 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 opened 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 of us moving forward, a kind gentleman 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 finally approved of 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. As of the 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.

HOLIDAY OBSERVANCE

As a Christian school, *The Key to Learning with Dr. Nyman* seeks to uphold Biblical values in all areas of our community life, including the holidays and traditions we choose to recognize. Classes may celebrate observed holidays (Thanksgiving, Christmas, Valentine's Day, and Easter) with a class party on the school day prior to

the Holiday. In alignment with our school's mission and Christian identity, we do not celebrate or acknowledge Halloween in any way at school. This means:

- No costumes
- No Halloween-themed parties, decorations, or treats
- No references to witches, ghosts, monsters, or similar imagery

We kindly ask that families also **refrain from sending students Halloween-themed items** (candy, toys, decor, etc.) during the fall season.

Instead of Halloween, we joyfully celebrate the **Fall Harvest**—a time of thankfulness, community, and fun! This annual celebration will take place on the **last school day before Thanksgiving Break** and may include:

- Fall-themed crafts, games, and activities
- Seasonal snacks (teacher-communicated needs)
- A focus on gratitude, God's provision, and togetherness

Decor and activities will reflect wholesome autumn themes such as pumpkins (not carved), leaves, apples, Scripture verses, and thankfulness.

We appreciate your partnership in helping us create an environment that reflects the values we share. If you have questions or would like to contribute to our Fall Harvest Celebration, please reach out to your child's teacher.

HOMEWORK POLICY

TK2L values rest, 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 school are also encouraged to complete any assignments not completed during school hours. Homework will not be assigned to teach a new concept; 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 carries 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 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 events 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 the 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. Gameplaying is prohibited without proper permission and may only be used in our designated gaming area. 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 offer students supervised access to the Internet. As part of our policy to allow use of the Internet, all students must obtain parental permission. Both the student and parent/guardian must sign the appropriate form as evidence of approval and 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 four distinct programs to meet the needs of every learner. Each program is designed to understand the importance of comprehensive growth, while concentrating on essential life skills that empower our students to navigate daily challenges with confidence and independence. Below is a brief description and the benefits of each program.

Key Soars

The Key Soars Program is a nurturing and inclusive initiative designed to support learners with unique abilities and mobility issues. This program is tailored to cater to both basic and advanced skills development, ensuring that each individual has the opportunity to thrive and excel at their own pace. We also concentrate on essential life skills that empower our learners to navigate daily challenges with confidence and independence. Beyond practical skills, 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 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 21st 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

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 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 it 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 necessities 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, a staff member contacts 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 a parent arrives even if transport is necessary. All head injuries, regardless of whether minor or major, will require a telephone call from 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.

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 classes can show G rated movies. If an elementary teacher would like to show a PG movie, requests from parents must be sent via email two days prior. A parent can opt students 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 meetings.

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 the 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 the school building. No parking is permitted throughout the rest of the common areas. (Unless otherwise specified)

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

PDA & RELATIONSHIPS POLICY

At *The Key to Learning*, we are committed to creating a safe, respectful, and developmentally appropriate learning environment for all students. As part of maintaining that environment, we have implemented a Public Display of Affection (PDA) Policy to set clear boundaries around physical interactions between students, and between students and staff. These expectations apply equally to all parties, regardless of gender, friendship, or relationship status.

To minimize distractions, promote professionalism, and maintain healthy boundaries, students are not permitted to engage in physical contact with one another during the school day or at any school-sponsored event. The only acceptable forms of physical contact between students are a handshake and/or a high-five. These gestures are permitted solely as greetings or farewells.

Prohibited behaviors include (but are not limited to) kissing, holding hands, hugging, sitting in close physical contact (e.g., on laps or pressed together) and/or any other form of physical touch not explicitly allowed.

We recognize that younger children (especially in kindergarten through 3rd grade) are still learning appropriate social behavior. Occasional age-related misunderstandings may occur, and our teachers will handle these moments with care and guidance. Staff will gently redirect behavior and reinforce healthy boundaries in developmentally appropriate ways. As students grow, consistent reinforcement will help shape respectful and age-appropriate habits.

Teachers and staff are trained to maintain professional boundaries while providing a warm and supportive classroom environment. Teachers may accept a hug from a student, particularly with younger children, if it is student-initiated and appropriate. Teachers will not initiate physical contact, including hugs, and will always maintain respectful and professional interactions with all students.

We believe discipline should be instructional, not punitive. Minor or first-time PDA violations will be addressed with reminders and redirection. For repeated or inappropriate behavior, families will be contacted, and appropriate disciplinary steps will be taken in accordance with the school's behavior policy.

Because a significant portion of our student body is made up of students with Autism Spectrum Disorder (ASD) and other neurodiverse profiles, *The Key to Learning* has a heightened responsibility to ensure that all social dynamics are safe, clear, and developmentally appropriate. As such, romantic relationships between students are not permitted. This policy is intended to reduce confusion and emotional stress, avoid social misunderstandings common in neurodiverse communities, and maintain a classroom environment focused on learning, inclusion, and emotional safety. *In rare circumstances, a case-by-case exception may be considered for high school students, but only with prior approval from the headmaster. These exceptions will include clear*

guidelines and boundaries, in accordance with the school PDA policy.

PLAYGROUND RULES (Elementary)

Playground Equipment is intended exclusively for elementary age students, and the following procedures should be followed:

- 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.

Secondary students should not be on the playground at any time.

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 as 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 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 every 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. An armed security personnel is 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 videos 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 comply with all scholarship approval

requirements including enrollment, payment, etc. If approval is not received within 5 days, the school reserves the right to bill the parent for the amount due. The scholarship will be applied to any tuition and fees that are due, and the parent will be responsible if there is any balance due to the school after the scholarship has been applied.

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 |
| • Wednesdays & Early Release Days | 8:15 AM – 12:15 PM |

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
 - The 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” (Office, Hall, or Bathroom Pass)
 - **NO** leaving hub until area is cleaned and wiped down
- Grading
 - Late work policy – after 3rd day late (Grace Period) every day after the 3rd 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, iPad)
 - 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 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 based on our Core Belief Values. Our beliefs are as follows:

1. Teach the Whole Child: Education should encompass teaching students about the one living and true God through the teachings of Jesus Christ (Genesis 1:1; Jeremiah 10:10; Timothy 1:17). It should also emphasize the authority of Scripture, recognizing it as God's word to us, and Holy Spirit inspired (2 Timothy 3:16-17; Revelation 22:18-19).

2. **Biblical Integration:** Promote a biblical worldview that integrates biblical principles across all subject areas (2 Peter 1:3). This ensures that education is grounded in truth and divine wisdom, fostering a holistic understanding of God's creation.
3. **Trinitarian Understanding:** Teach students about the Triune nature of God – Father, Son, and Holy Spirit (1 Peter 1:2; John 4:24; John 3:16; Philippians 2:6), deepening their relationship with God and informing their understanding of Christianity.
4. **Demonstrate God's Love:** Encourage students to demonstrate God's love through giving, caring, and sharing the Gospel (Matthew 28:19-20; Matthew 6:19-21). This fosters compassion, empathy, and evangelism, essential qualities for Christian living.
5. **Collaboration with Parents:** Work together with parents in the God-commissioned responsibility of teaching children (Proverbs 22:6; Exodus 18:21; I Samuel 1:27-28; 3:1-10). This partnership strengthens the educational foundation and supports holistic development.
6. **Character Formation:** Instill Christ-like character in students, so they may reflect His example (Galatians 5:22-23; Matthew 5:3-11; Mark 8:34-38), preparing them for a life of service and integrity.
7. **Desire for Discipleship:** Foster a desire for discipleship among students (1 Peter 3:15; Matthew 4:18-20), encouraging lifelong learning, spiritual growth, and faithful devotion to Christ.
8. **Eternal Perspective:** Education should instill an eternal perspective, focusing not only on earthly matters but also on the eternal significance of life (Colossians 3:1-2, 23-34; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13).
9. **Knowledge of God:** The primary focus of education should be to increase knowledge of God (John 17:3; Romans 1:20; Romans 11:33-36; Psalm 19:1-6; Ephesians 1:16-19; 3:15-19; 4:13; Philippians 1:9; 3:8-10, 13-14; Colossians 1:9-10; 2:2-3; 2 Peter 3:18; Proverbs 2:5; Hosea 4:1; 6:6; 2 Corinthians 10:3-5).
10. **Fulfillment of God's Will:** Education should equip children and youth to fulfill God's will for their lives (Genesis 1: 26; Matthew 6:10, 33; Ephesians 5:17; Hebrews 10:36; 13:20-21; Colossians 1:9-10; Romans 12:1-2; Proverbs 3:5-6; 20:24).
11. **Biblical Excellence and Godly Character:** Education should strive for biblical excellence, rooted in godly character, leading to competent performance (2 Corinthians 8:7, 10:12; Philippians 1:9-10, 4:8; 1 Timothy 6:11; Psalm 8:1; Ecclesiastes 9:10).
12. **Glorifying God:** Ultimately, education should equip individuals to glorify and enjoy God in both life and eternity (Romans 11:36; Colossians 1:16-17; Genesis 1:26-27; Isaiah 42:8; Psalms 19:1-3; Romans 1:20; Hebrews 1:3; 1 Corinthians 6:19-20; 10:31).

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 reflect 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 for 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

Choose the one that corresponds to your child's grade & program. Please ask the office or your child's teacher if you are unsure of the program for your child.

Please see Appendix C for School Supply Lists

TUITION

We accept Step Up (FTC, FES-EO, FES-UA), AAA, and HOPE scholarships. The parent(s)/guardian(s) are responsible for the unpaid balance of tuition and fees after the scholarship has been applied.

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 agreements, and have a background check on file.

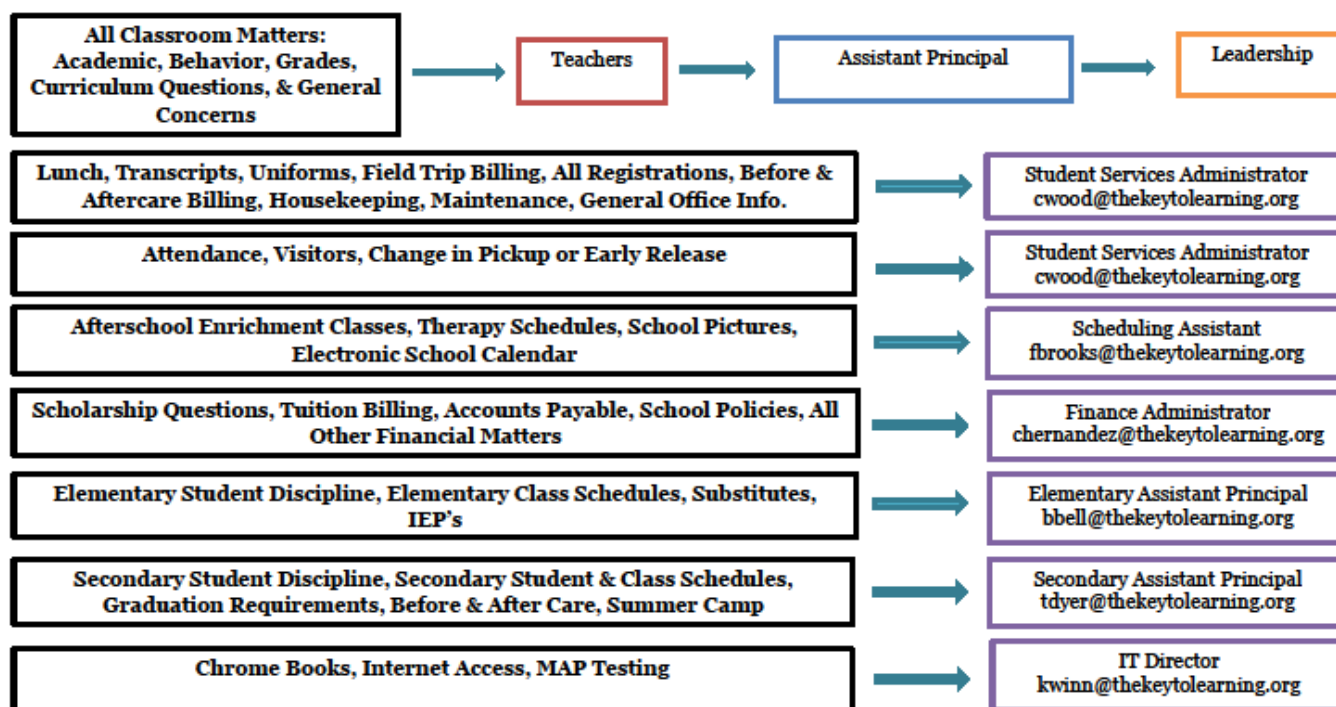
WEATHER EMERGENCY PROCEDURE

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 for Parents

"Who do I contact if I have a question?"





2025-2026 Student Calendar

AUGUST

- 7 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.)
- 11 **First Day of School** & 1st Grading Quarter Begins
- 25-26 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- 27 Sweet Snacks Sale
- 28-29 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)

SEPTEMBER

- 1 Labor Day (SCHOOL CLOSED)
- 2 School Pictures (SCHOOL POLO REQUIRED)
- 3 Parent Teacher Fellowship (PTF) Meeting @ TK2L School Campus, 1:00 p.m.
- 10 Progress Reports Published
- 24 Sweet Snacks Sale

OCTOBER

- 9 Parent Support Group @ TK2L School Campus, 6:00 p.m.
- 10 Walk-a-thon (Fundraiser) / Park Day at Cherry Lake (EARLY RELEASE, NO AFTERCARE)
- 10 End of 1st Grading Quarter (44 Days)
- 13 Teacher Workday (NON-STUDENT DAY)
- 14 Second Grading Quarter Begins
- 17 Report Cards Published
- 21-23 Parent/Teacher Conferences (BY APPOINTMENT)
- 27-31 Red Ribbon Week
- 29 Sweet Snacks Sale
- 30 Secondary Science & History Fair

NOVEMBER

- 5 Field Day – Elementary
- 6 Parent Teacher Fellowship (PTF) Meeting, 5:00 p.m. (zoom meeting)
- 12 Progress Reports Published
- 19 Field Day – Secondary
- 20 Class Harvest Party Day (EARLY RELEASE, NO AFTERCARE)
- 21 Teacher Workday (NON-STUDENT DAY)
- 24-28 Thanksgiving Holiday (SCHOOL CLOSED)

DECEMBER

- 4-5 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)
- 8-9 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- 12 Movie on the Lawn & Holiday Sing-a-long (Fundraiser) (EARLY RELEASE, NO AFTERCARE)
- 16 Class Christmas Party Day
- 17 Park Day @ Park Pals (EARLY RELEASE, NO AFTERCARE) & End of 2nd Grading Quarter (41 Days)
- 18-19 Teacher Workdays (NON-STUDENT DAYS)
- 22-31 Winter Break (SCHOOL CLOSED)

JANUARY

- 1-2 Winter Break (SCHOOL CLOSED)
- 5 Back to School & 3rd Grading Quarter Begins
- 8 Parent Support Group, 10:00 a.m. (zoom meeting with Dr. Nyman)
- 9 Report Cards Published
- 13 Picture Make Up Day & Senior Photos
- 14 Donuts with Grownups Re-enrollment Event
- 19 Martin Luther King Jr. Birthday (SCHOOL CLOSED)
- 26 100th Day of School
- 28 Sweet Snacks Sale & NO AFTER CARE (Open House for New Students)
- 30 Last Day for Current Students to re-enroll before registration is open to public

FEBRUARY

- 4 Progress Reports Published

- 9-13 Scholastic Book Fair (open during the school day for students & 2/12 in the evening for parents)
- 12 Parent Teacher Fellowship (PTF) Meeting, 5:00 p.m. at TK2L School Campus & Book Fair open for parents
- 16 Presidents' Day (SCHOOL CLOSED)
- 25 Sweet Snacks Sale
- 27 Roxaboxen

MARCH

- 2-6 Read Across America Week/Dr. Suess Week
- 6 Talent Share (Fundraiser)
- 11 Park Day @ Cherry Lake (EARLY RELEASE, NO AFTERCARE)
- 11 End of 3rd Grading Quarter (46 Days)
- 12-13 Teacher Workday (NON-STUDENT DAY)
- 16-20 Spring Break (SCHOOL CLOSED)
- 23 4th Grading Quarter Begins
- 25 Sweet Snacks Sale
- 26 Report Cards Published
- 31-4/2 Parent/Teacher Conferences (BY APPOINTMENT)

APRIL

- 1 Summer Camp Registration Opens
- 3 Good Friday (SCHOOL CLOSED)
- 6 Easter Monday (SCHOOL CLOSED)
- 9 Parent Teacher Fellowship (PTF) Meeting, 6:00 p.m. ZOOM (Choose Board Members)
- 10 School Dances - Middle & Elem in different locations at school (NO AFTERCARE)
- 13-17 Spirit Week
- 17 High School Prom (High School Students only)
- 22 Progress Reports Published
- 23-24 MAP Assessments – Elementary (WHOLE SCHOOL EARLY RELEASE)
- 24 GradBash (Seniors only)
- 27-28 MAP Assessments – Secondary (WHOLE SCHOOL EARLY RELEASE)
- 29 Sweet Snacks Sale

MAY

- 1 Last Day for Summer Camp Early Registration
- 1 GradVenture (8th Grade Students only)
- 4-8 Teacher & Staff Appreciation Week (NO AFTERCARE on 5/6/25)
- 6 NO AFTERCARE
- 13 Senior Walk & Capping Ceremony (Last Day for Seniors)
- 14 Parent Support Group, 10:00 a.m. (zoom meeting with Dr. Nyman)
- 15 Senior Graduation
- 18 Moving Up Day
- 20 Class Parties
- 21 Water Fun Day & Sweet Snacks Sale on Campus (EARLY RELEASE-NO AFTERCARE) & **Last Day of School** (42 Days)
- 22 Teacher Workday (NON-STUDENT DAY)
- 25-29 SCHOOL CLOSED

JUNE

- 1-5 Summer Camp – Week 1
- 5 Report Cards Published
- 8-12 Summer Camp – Week 2
- 10 Senior Transcripts Available for Request
- 15-19 Summer Camp – Week 3
- 22-26 Summer Camp – Week 4
- 29-30 SCHOOL CLOSED

JULY

- 1-10 SCHOOL CLOSED

Total of 173 Student Days – Finalized 6/28/25



Community Supply List

All students are asked to bring in community supplies to support our school-wide needs

- o 6 reams of white copy paper
- o 2 large hand sanitizers
- o 4 packs of paper towels
- o 4 Boxes of Tissues
- o 4 Clorox wipes
- o 2 rolls of scotch tape
- o Dry Erase Markers
- o 1 pack of 24 water bottles
- o 1 box of band-aids
- o 1 Gallon, 1 Quart or Sandwich zip lock bags



Key Success & SOARS Classroom Supply List

- o 2 - wide rule comp notebooks
- o 1 pack primary color folders with pockets
- o PRANG sketchbook 11x8.5
- o 2 5x8 Pencil boxes
- o 2 White 1in Binders with clear front pocket
- o 4 -Fine Point-Whiteboard markers
- o 8 -glue sticks
- o 1 Pack of Crayola washable paint
- o 1 Pack of paint brushes
- o 1 Pack of Playdoh
- o 1 pack Crayola Color pencils
- o Markers (pack of 10 or more)
- o 3 boxes of Crayola Crayons
- o 1 Pack of Dot Markers
- o 1 Crayola watercolor paint
- o 2 Pairs of scissors
- o 1 Pack of Pencils
- o 1 Pack of construction paper
- o Refillable water bottle
- o Lunch box
- o Edible Reinforcers
- o 1 Change of Clothes labeled with name
- o 2 packs of Baby wipes
- o Noise cancelling headphones (optional)
- o Laminating pouches
- o 1 pack of cardstock
- o 2 packs of Velcro Dots
- o Items on Community Supply List



Elementary Access Classroom Supply List

- o 1.5-inch subject notebook
- o 10 -plastic folders with pockets
- o 3 wide ruled composition notebooks
- o Scissors
- o PRANG sketchbook 11x8.5
- o Playdoh
- o 4 -Fine Point-Whiteboard markers
- o 4 -glue sticks
- o Color pencils
- o Markers (pack of 10 or more)
- o 2 boxes of Crayons
- o Pencil box
- o 24 Sharpened Pencils
- o 1 Art Apron or Large t-shirt
- o Pink/white erasers
- o NIV Bible
- o Ruler
- o Refillable water bottle
- o Lunch box
- o Multicolor highlighters (green, pink, blue, yellow, orange, purple)
- o Headphones (corded)
- o Mouse (optional)
- o Plastic cube (Cubby) (11" inch)
- o Popsicle sticks
- o Velcro dots
- o 2 packs of Baby wipes
- o Noise cancelling headphones (optional)
- o Laminating pouches
- o 1 pack multi-color copy paper
- o 1 pack of cardstock
- o 12x12 Multiplication pop-it (2/3 & 4/5 Students)
- o Individually packaged snacks (No NUTS)
- o Items on Community Supply List



Elementary Achieve & Crew 4:7 Bigs Classroom Supply List

- o 4 - wide rule comp notebooks (4/5 students can bring college ruled)
- o 2 -plastic folders with pockets
- o PRANG sketchbook 11x8.5
- o 4 -Fine Point-Whiteboard markers
- o 4 -glue sticks
- o Color pencils
- o Markers (pack of 10 or more)
- o 2 boxes of Crayons
- o Pencil box
- o 24 Sharpened Pencils
- o Pink/white erasers
- o NIV Bible
- o Ruler
- o Refillable water bottle
- o Lunch box
- o Multicolor highlighters (green, pink, blue, yellow, orange, purple)
- o Headphones (corded)
- o Mouse (optional)
- o Plastic cube (Cubby) (11" inch)
- o 2 packs of Baby wipes
- o Noise cancelling headphones (optional)
- o Laminating pouches
- o 1 pack multi-color copy paper
- o 1 pack of cardstock
- o 12x12 Multiplication pop-it (2/3 & 4/5 Students)
- o Individually packaged snacks (No NUTS)
- o Items on Community Supply List



Secondary Access Supply List

- o 1 Reusable water bottle
- o Pencil box/pouch
- o Pencils
- o Crayons, Colored Pencils, and Markers
- o Glue Sticks (pack of 4 or 5)
- o Small Dry Erase Board
- o Dry Erase Markers & Eraser
- o Computer Mouse
- o Headphones (No Bluetooth)
- o Noise Cancelling Headphones (Optional)
- o Ruler
- o 5 Plastic Folders (with pockets)
- o 4 Composition Notebooks
- o NIV Bible
- o Playdoh- 2 cans
- o 1 Change of Clothes in a gallon size ziploc bag labeled with student's name
- o Construction paper
- o 2 Packs of baby wipes
- o Scientific Calculator (TI-30 recommended)
- o Items on Community Supply List

NO BACKPACKS ALLOWED ON CAMPUS



Secondary Achieve Supply List

- o 1 Reusable water bottle
- o Pencil box/pouch
- o Pencils
- o Colored Pencils and Markers
- o Glue Sticks (pack of 2)
- o Eraser
- o Deodorant
- o Computer Mouse
- o Headphones (No Bluetooth)
- o Noise Cancelling Headphones (Optional)
- o Ruler
- o 5 Plastic Folders with pockets
- o NIV Bible
- o Scientific Calculator (TI-30 recommended)
- o Protractor & Compass for Geometry Students
- o Highlighters (4 different colors)
- o Plastic Cube 11.25 (h) x 12.63 (w) X 16.63 -- for Middle School Achieve Only
- o Items on Community Supply List

NO BACKPACKS ALLOWED ON CAMPUS



2025-2026 TUITION & SCHOOL RELATED FEES

ANNUAL TUITION

Achieve	\$9,000	Success (Includes Crew)	\$12,000
Access	\$10,000	Soar	\$16,000

ANNUAL SCHOOL RELATED FEES

Application Fee	\$100.00 (Due at time of enrollment with Registration Packet)
Registration Fee	\$400.00
Curriculum Fee	\$500.00
Technology Fee	\$500.00
Testing Fee	\$200.00

BEFORE SCHOOL CARE PROGRAM

Before Care is available from 7:00 a.m. to 7:45 a.m. each day

\$35.00 per week or \$15 per day

Students must be pre-registered for Before Care and forms must be on file

AFTER SCHOOL CARE PROGRAM

After Care is available until 5:30 p.m. each day

\$75.00 per week or \$25 per day, except Wednesday. Due to early release & additional hours on Wednesday, after care on Wednesday is \$35 for the day.

There is limited space in Aftercare. Students not picked up by 3:15 p.m. (or 12:45 p.m. on Wednesday), will be put into After Care and parent/guardian will be charged the daily fee. There is an additional fee of \$1.00 per minute, payable in cash at pick up, for students not picked up by 5:30 p.m.

ADDITIONAL SERVICES OFFERED

- Online Course Credit Recovery or Acceleration - \$500 per credit
(for students that need to make up credits for failing/missing a course & students that wish to graduate early)
- In Person Course Credit Recovery, Acceleration, or PEP Scholarship Inclusion - \$1,500 per credit
(for students that need to make up credits for failing/missing courses, students that wish to graduate early, or PEP Scholarship Students that wish to take one or more courses at The Key)
- PEP Scholarship Hybrid Classes - \$1,000 per credit
(Online course work with 2 days on campus to meet with proctor and 3 days at home)
- Tutoring (afterschool) - \$40/hour
- Behavioral Support \$750 per quarter / \$3,000 annually
- Paraprofessional:
 - Full time (40 hours per week) \$20,000 annually
 - Part time (20 hours per week) \$10,000 annually
 - Quarter time (10 hours per week) \$5,000 annually

ADDITIONAL INFORMATION

Scholarships: TK2L accepts FES-EO, FES-UA, FTC, & PEP Hybrid Scholarships from Step Up for Students and AAA Scholarship Foundation. While we accept scholarships, the parent/guardian is ultimately responsible for the tuition and fees for their child, as well as submitting any required scholarship information to Tk2L in a timely manner. This is a brief overview of scholarship information & more detailed information regarding the acceptance of scholarships can be found in the Parent-Student Handbook.

Withdrawals: Withdrawals from school must be made through the school office. A Withdrawal form must be signed by the financially responsible parent/guardian. Full quarter tuition is due for any child that is enrolled for at least 1 day in a quarter. Following a student's withdrawal, school records and report cards will be released only if the financial account is clear.

Refunds: There are no refunds for prepaid tuition or annual fees, whether paid by the parent or the scholarship.