



**Family Handbook
2007-2008**

Emergency And Information Contacts

For daily updates, contact:

Athletic Information	735-4022 ext. 307
Performing Arts Information	735-4022 ext. 344
Security - Keystone ext. Cell Phone	735-4022 ext. 373 274-0093
Keystone School website	www.keystoneschool.org

For emergencies:

Jim Lindsey, Business and Facilities Manager	771-5744
Penny Moyer, School Nurse	857-3233
Smith Protective Services	681-8221
Security: After hours	735-4022 ext. 373 or 274-0093

Contents

Calendar

From the Head of School

Brief History of Keystone School

School Governance

General Policies

Educational Program

Daily Schedule

Student Health and Student Responsibilities

Student Services

Student Discipline

Keystone Faculty and Staff

Keystone School Calendar 2007-2008

August 2007

Sunday, 19 – 5:00 – 7:00
New Family Social

Thursday, 23 - 6:00 – 8:00
Welcome & Back to School Picnic

Friday, 24
Lower School - Meet the Teacher 2:00- 4:00
Middle School & Upper School Orientation
Kinder Ice Cream Social

Monday 27
First Day of School

September

Monday 3
Holiday, Labor Day

Sunday 9
Open House K-12 Parents

October

Thursday 4
Lower School, K-4 Holiday/Parent Teacher Conf.

Monday 8
Holiday, Columbus & Indigenous
Peoples' Day

Friday 19
End of First Grading Period

November

Wednesday- Friday 21-23
Thanksgiving Holiday

December

Wednesday - Friday 19-21
Semester Exams (Grades 7-12)

Friday 21
End of First Semester, Early Dismissal

Friday 21-Jan 4
Winter Break

January 2007

Monday 7
Classes Resume

Monday 21-Holiday
The Reverend Doctor Martin Luther King, Jr.

February

Friday 1
Student Holiday/Faculty and Staff In-service

Thursday 28
Lower School, K-4 Holiday – Parent Teacher Conf.

March

Friday 14
End of Third Grading Period

Monday-Friday 17-21
Spring Break

Monday 24
Classes Resume

Friday 25
Holiday- Fiesta

May

Wednesday-Friday 21-23
Final Exams (Grades 7-12)

Monday 26
Kinder Graduation

Friday 23
Last Day of School
Early Dismissal: K-4@12:00; 5-11@12:30

Sunday 25
Senior Graduation

From the Head of School

Keystone School Values and This Handbook

Summer 2007

Dear Keystone Community Members,

Annually, educational institutions around the world attempt to capture their values in handbook form. Inevitably, it seems, the important foundational values are not kept in mind as much as the more specific rules supporting those values. In other words, this handbook will probably get used more for researching dress code details than for reflecting on how academic freedom supports the school's mission of academic excellence. So be it.

I can live with such a result because I have confidence that the important foundational values of this school have permeated into the bones, so to speak, of Keystone community members. We have no great need to remind ourselves constantly of our academic mission, our commitment to respecting each person, or the weight we assign to inclusion in this community; we practice those values and other basic commitments of this community's sustaining traits every day. In such an environment, actions or attitudes that run counter to this school's basic values stand out for anyone to see and to take action to correct.

Let me encourage you, just for the pleasure of it, to scan this handbook. As you become familiar with its broader strokes and with its relevant detail (*e.g.*, what it takes to graduate), test the contents against your understanding of Keystone School and the best traditions that you believe have made this school what it is today. We do expect everyone in the community to abide by both the spirit and the letter of the handbook; your knowledge of it may come in handy one day.

Keystone School's past propels this community into an even brighter future. I encourage you to find ways to make this a better and more joyous place for learning and growing.

Very truly yours,



Hugh M. McIntosh

Brief History / Mission of Keystone School

In June of 1948, John H. Eargle ("Prof") and William B. Greet, with personal funds, established Keystone School and Guidance Center. In June 1953, Keystone moved to its present location, 119 East Craig Place, in the Monte Vista Historical District of San Antonio between McCullough, North Main, and Woodlawn Avenues. In 1954, the Upper School (grades 9-12) was opened by Edwin Eargle. Accreditation was granted by the Texas Education Agency in the summer of 1957. Since 1990, Keystone has added five new buildings to the campus. They are: West Hall which contains the Lower School Library, Lower School Computer Lab, and Lower School classrooms; the Art Studio, the Edwin Eargle Library (Upper School Library and Upper School Computer Lab), the Activities Center, and the Lloyd W. Jary Performing Arts Center.

Mission of Keystone School

Keystone School's mission is to provide an accelerated and enriched college-preparatory education for students of above average academic ability and motivation.

Through a strong academic curriculum enriched with opportunities for physical, social, creative, and ethical growth, the school challenges students to excel academically and to develop diligence, independence, self-discipline, responsibility, inquisitiveness, and moral character.

School Governance

Keystone School is governed by an independent Board of Trustees which includes alumni, parents of current students, parents of alumni, and other friends of the school. While Trustees bear ultimate responsibility for Keystone School, they delegate administration and day-to-day operation of the school to the Head of School.

The Board of Trustees focuses its attention on the school's financial well-being, long-term strategic planning for the school, important school policies, and supervision and evaluation of the Head of School.

Keystone School is accredited by the Independent Schools Association of the Southwest.

2007-2008 Board of Trustees

Chairperson
Mr. Hal Zesch

Elected Members

Mrs. Jeri Bala	Ms. Susan Kaufman
Mr. Richard Bynum	Mr. John Stewart
Mr. Orlando Castillo	Dr. Sunil K Ahuja
Dr. Joe Edwards	Dr. G.P. Singh
Mr. Cappy Lawton	Mr. Trent Heisser
Mrs. Teresa Nino	
Mr. Marc Schnall	
Dr. Harbi Shadfani	
Mrs. Sandi Wolff	
Mr. Dwight Koeppe	
Mr. Jesus Zuniga	

Delegates

PTO President
Ms. Jo Mascorro Saylor

Alumni Association
Dr. Gary W. Cox

Ex Officio Members

Business Manager
Jim Lindsey

Head of School
Hugh M. McIntosh

General Policies

Foundational Philosophy

Founded to meet the intellectual needs of academically talented children and to reward them for scholastic distinction, Keystone focuses on a core curriculum which encourages students to pursue knowledge, develop study habits, and master skills useful to their future success. The school believes that, when given the opportunity, encouragement, and means to think more deeply and comprehensively, young people will respond with enthusiasm and energy to go beyond the demands of a standard curriculum.

Essential to the accomplishment of its mission are teachers skilled in fostering intellectual curiosity and critical thinking, small classes which encourage close relationships between faculty and students both inside and outside the classroom, availability of teachers and technology as resources, and a variety of coordinated activities beyond the core curriculum. This variety of activities includes athletics, fine arts, science fairs, academic contests, outdoor education, publications, field trips, and service both to the school and to the community. In these pursuits, students develop a sense of personal accomplishment and confidence. These activities offer opportunities for leadership and teamwork, encourage self-discipline, and develop personal and communal responsibility.

Students are selected for admission based on intellectual potential, motivation to learn, and character without regard to ethnic, racial, or religious backgrounds.

Academic Freedom

Keystone School, like other excellent learning communities, embraces all elements of academic freedom. Community members are free to express ideas and opinions and to associate themselves with ideas, beliefs, or opinions, provided that they encourage and are tolerant of other points of view.

Freedom of inquiry into social, political, and religious issues is encouraged. That freedom includes hearing speakers representing diverse points of view relevant to the interests of the school community.

Academic freedom contains as an essential element the right to dissent. It also requires respect for the freedom of others. Protest against a particular position, action, or situation can be permitted only if such protest does not restrict the freedom of thought or movement of others who hold different views. Those who dissent should, in a learning community above all, be willing to permit the free expression of ideas and positions other than their own.

Importance of Inclusion

Inclusion is embraced at Keystone School. Keystone School is—and intends to remain dedicated to inclusion of a diversity representative of the rich cultural fabric of San Antonio. All people regardless of race, gender, marital status, sexual orientation, political ideology, ethnicity, socio-economic level, age, or religion are respected and incorporated by the Keystone Community.

Our commitment to inclusion requires that each of us examine unquestioned attitudes and beliefs about differences and suspend those that are inappropriate. It also requires that we exert an effort to model behaviors and provide diverse curricular materials, student forums, and in-service programs for faculty and staff on such matters.

In this commitment, we prepare ourselves for the diverse world in which we live in San Antonio. Further, our inclusiveness prepares community members for effective participation in globalized college communities after departing Keystone's campus.

Communication

A critical part of education is the opportunity to be involved in a free flow of information. In particular, open, honest, respectful, and timely communication between and among faculty, administrators, staff members, students, and parents is valued. When students or parents have questions concerning classroom or school policies, they should ask questions of the relevant people in an appropriate setting and receive a timely response.

Often the most useful communication is that which directly involves the impacted parties. This is also the type of communication most likely to produce valid information, avoid misinterpretations, and facilitate the speediest resolution of questions. For example, if students or parents have questions concerning a classroom matter, the conversation should begin with the appropriate faculty member, not the department chair or other administrator.

Fundraising Policy

Every year Keystone's development office works to raise funds to augment the budgetary needs of the school that are not satisfied by the tuition income alone. Specifically, the Annual Fund campaign held each fall and Fiesta Family FunD Day in the spring are the two main fundraising initiatives for the 2007-2008 school year. In an effort to prevent undue interference to our school community, any other fundraising initiatives (except for student led bake sales, spaghetti lunches and similar sales governed by existing policies) must receive approval of the Administrative Council. Keystone is fortunate to have a parent body that is active and giving of itself for charitable and community causes. As a school, we encourage such activities as an example for our students to learn and emulate. At the same time, the school is mindful of the potential for "over-solicitation" of our parents and thereby compromising the school's fundraising goals.

Communication from Keystone School is intended to further the mission of the school, to inform families about our academic and extracurricular programs, and to present a vibrant picture of all aspects of life at school. It is the school's policy not to post or distribute materials which:

- promote or advertise extracurricular activities which are not coordinated by Keystone School;
- promote or advertise activities or organizations whose policies conflict with the school's mission statement and commitment to diversity;
- promote or advertise individual businesses, including those owned by Keystone School parents (with the exception of paid advertisements supporting Fiesta Family FunD Day);
- seek donations or support for the outside charitable organizations.

Safety

Keystone School is dedicated to maintaining the safety of each student and employee. All members of the Keystone Community are encouraged to report any conditions, incidents or actions which possibly endanger the safety of any student or employee.

Pets

Dogs and other pets are not allowed on campus or at School functions either on or off campus at any time.

Religious and Cultural Observances

It is the policy of Keystone School to respect and celebrate its community and the community of the world as a wonderful blend of people. Keystone's community includes people who observe a multitude of religious and cultural traditions, as well as those who choose not to observe religious and cultural traditions. As an educational institution, Keystone believes there is much to learn about the world from sharing individual traditions and cultures and much to lose from inhibiting this sharing process. Keystone strives to learn and to educate our community about people and the world, including their religious and cultural traditions, as part of a developmentally appropriate educational experience.

Keystone's educational approach to religious and cultural observances will be inclusive and developmentally appropriate. This approach will be intended to enrich the life of each person within the community, engineering a pluralistic atmosphere in which each person can appreciate and learn from other traditions and experiences. At all times, the manner in which religious and cultural traditions are recognized by the Keystone Community shall be considerate of how others may be affected. It is the goal of Keystone to be inclusive and respectful of all while we educate ourselves about the observance and celebration of a wide range of religious and cultural traditions. In selecting material for displays, concerts, performances, assemblies, or other major events, school personnel shall endeavor to provide a balanced set of material that recognizes many different cultural and religious traditions, emphasizing educational context in a developmentally appropriate manner. This does not mean that every such event could or should attempt to include "something for everyone." It may be appropriate for reasons of curriculum or season for some cultures and traditions to play a more prominent role in a given program than others. However, the cumulative effect of such programs each year should be balanced and inclusive.

Principles of Partnership for Parents

To be and remain a member of our school community is to accept and abide by the following:

- Seek, in selecting an independent school, an optimal match between the needs of their child, their own expectations, and the philosophy and programs of a school.
- Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of their individual student.
- Familiarize themselves with and support the school's policies and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Involve themselves in the life of the school, through volunteerism and other means, to promote the best interests of their student.
- Share with the school any religious, cultural, medical, or personal information that the school may need to best serve their child and the school community.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor, division head, head of school – in that order).
- Treat everyone with respect and maintain an educational, rather than an adversarial tone, in the face of the inevitable conflicts and challenges.

- Utilize the support of the PTO when appropriate.
- Acknowledge that their payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in the educational process of their child, and that enrollment of a student is, at its core, a joining of an educational community with values reflected in standards.

Parent Relations

Keystone School shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

The School reserves the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the School. A positive and constructive working relationship between the School and a student’s parents/guardian is essential to the fulfillment of the School’s educational purpose, and, therefore, the absence of such a relationship with the school may be taken into account in enrollment and reenrollment decisions.

Graduation

Graduation is a school-sponsored event honoring the graduating class. The program for graduation will be arranged by the Head of Upper School in consultation with the Head of School.

Requirement of Graduation

In accordance with ISAS requirements, it will be a condition of graduation that seniors give permission for their freshman year college transcripts to be sent to Keystone School.

Educational Program

Keystone’s educational program emphasizes basic academic disciplines: English, social sciences, mathematics, modern languages, sciences, and the arts.

In addition, all students take part in physical education, and have the opportunity to participate in interscholastic athletics.

Graduation Requirements

At least 21 credits are required for graduation from the Upper School. The minimum number of credits needed for graduation from the Upper School is:

Course	Units
English	4
Mathematics ¹	3
Science	3
Foreign Language	2 (same)
World History ²	1 or 2
U.S. History	1
Government	1
Health Ed ³	½
Physical Ed ⁴	1 or 1 ½
Electives	2+
Community Service ⁵	n/c
Arts/Humanities ⁶	1
	21 (min)

¹Students must have earned credits for three math courses taken during Grades 9-12. Students who take Algebra I in Middle School must take three additional math courses in Upper School including Geometry and Algebra II. The third course may be Pre-calculus or another math course approved by the Administration.

²Students attending Keystone's high school for four years must earn two units of World History; those entering Keystone after the freshman year must earn one unit.

³Students must earn ½ unit credit of Health Education which doubles as a ½ unit of science. Students entering Keystone after 9th Grade who still need the credit may earn it by taking the scheduled class, completing a correspondence course, or taking it in summer school. Students completing the Advanced Mammalian Anatomy course will earn ½ unit of science credit.

⁴Freshmen will earn ½ unit of P.E. during the scheduled class. In addition, all students must earn at least another ½ unit. Such additional P.E. credit can be earned in one of three ways:

1. Playing soccer, volleyball, basketball, lacrosse, or softball at Keystone for (a) one season earns ½ unit or (b) two seasons or more earns 1 full credit.
2. Playing other Keystone sports for (a) two seasons earns ½ unit or (b) four seasons earns 1 full credit.
3. Managing two full seasons of a Keystone soccer, volleyball, basketball, lacrosse or softball team.

Students who are actively engaged in competitive sports outside of Keystone requiring comparable practice and competition time as a sport at Keystone may be awarded P.E. credit if approved by the Head of Upper School.

⁵All current 9th -12th students must perform a minimum 12 hours of community service before graduation. Students are strongly encouraged to go well beyond the minimum requirement.

⁶Electives satisfying the Arts/ Humanities requirement include courses such as Art, Religion, Philosophy, Speech, Psychology, 20th Century Issues, Creative Writing/Photojournalism, and Theatre.

With prior approval of the Head of Upper School, a student may complete as many as 2 units of credit through correspondence study from an approved university or by completing courses at a local school, college, or university, which can be used to satisfy high school credit.

Service Program

The purpose of the twelve hour community service requirement is not to place undue stress on already hectic schedules or to interfere with family plans; rather, it is to encourage the students to realize that they have something to give to others outside of the school. The National Honor Society, Key Club, and other organizations will schedule service opportunities during the school year from time to time. Students may satisfy their service requirement any time during their Upper School years, either during the summer or regular school year. To obtain credit for a period of community service, the student needs to obtain the advance approval of Keystone School of the service suggested and have the appropriate supervisor of the activity sign an organization letter indicating the dates and times of the service completed.

Summer School

The Advanced Mammalian Anatomy course is offered only during the summer program and requires a special fee. Grades earned for this honors level program will be counted towards the student's GPA and ranking. Courses completed in a summer program other than Keystone's will not be identified as enriched or accelerated or as honors work on the student's official transcript and will not be used to compute a student's GPA. Summer courses taken at universities/colleges to fulfill graduation requirements will appear on senior transcripts, but grades earned in these courses will not be included in the senior GPA.

Advanced Standing Exams

Students with superior ability in a given subject may validate their knowledge and ability in that subject in the Upper School program either by taking an achievement test or a teacher-made final examination and receive credit and advanced standing for the demonstrated competence. Credit obtained through this program can be used to meet graduation requirements and will be accepted as college entrance credit.

Auditing Courses

A student may audit a course without credit after receiving the approval of the subject teacher and the Administration. The student auditing the course must meet attendance requirements and must abide by the teacher's policies concerning course auditors.

Normal Course Load

The maximum student course load is six courses. Students must take at least four courses at Keystone each year unless a student is taking courses at a local private school, university or college concurrently with those taken at Keystone and has the approval of the Head of the Upper School.

Placement of Students

Keystone School reserves the right to place students in the grades or classes it deems appropriate.

Dropping/Adding/Repeating Courses

A student may drop an Upper School course with the permission of the student's parents or guardian no later than the date on which the nine weeks' grade becomes available. Courses may be dropped after this period but no later than the end of the 1st semester with the permission of the teacher, parents, and administration. In such cases a WD will be entered on the transcript. In some cases a student may repeat a course at Keystone. In such cases, the first attempt in the course will be entered as an audited subject, while the second attempt will earn the grade and credit and be counted towards the student's GPA. Courses may not be repeated which have served as a prerequisite for a course already taken. Grades earned in repeated courses at schools other than Keystone will not be used in determining a student's GPA. A course cannot be added after the third week of the year.

Grading System

The minimum passing grade at Keystone will be 60:

90-100	A	60-69	D
80-89	B	0-59	F
70-79	C		

Course grades will be translated to letter equivalents on a student's transcript according to the following system:

97-100 A+	94-96 A	90-93 A-
87-89 B+	84-86 B	80-83 B-
77-79 C+	74-76 C	70-73 C-
67-69 D+	64-66 D	60-63 D-

Academic Awards

The Honor Roll in Middle and Lower School has three levels of eligibility for the nine-week grading period:

A Honor Roll – All A s

AB Honor Roll – All A s with no more than 2 B s

Honorable Mention – All A s & B s

For the end-of-year awards ceremonies for K-8, students are awarded certificates for Academic Excellence if they have an overall A average for the year and for Academic Honors for a B+ average for the year.

Academic Achievement certificates are awarded at the end of year ceremonies for K-8 if a student has scored in the 90th percentile on the composite or major subtotal score of the standardized achievement tests given in the spring.

At their graduation, Seniors are awarded Academic Honors for maintaining a B+ GPA throughout high school and Academic Excellence for maintaining an A GPA throughout high school.

Computation of Senior GPA

GPA's are not determined until the completion of the junior year. For purposes of determining the GPA for the class of 2008, all course grade numbers will be translated to their highest letter equivalent (i.e., an 85 will be changed to an 86, the highest number representing a B) earned in all Keystone courses, excluding those taken in summer schools other than Keystone's or by correspondence or independent study. A numerical grade average will be computed and then weighted based upon the total number of Advanced Placement courses taken beyond those required (11th & 12th grade English, 10th grade history, and 11th grade history) and the total number of courses taken before graduation. The base numerical average can be enhanced by as much as 3% if all AP courses are taken and as much as 2.5% if the maximum number of courses is taken. Beginning with the class of 2009, the GPA will be computed using the numerical grade earned with the addition of the traditional weighting for extra courses and AP courses. Keystone reserves the right to evaluate the records of transfer students.

This computation will be done in a manner consistent with historical practices at Keystone School. Questions concerning specific details of this computation should be referred to the Head of the Upper School.

Ranking

Keystone does not rank students for college application purposes beyond the #1 and #2 spots. Keystone will state that a student is in the top 50% of the class if such information is necessary for applications to state universities or scholarship programs. The senior who has the highest cumulative GPA by the end of the school year will be named Valedictorian; the Salutatorian will have the second highest GPA.

Grade & Progress Reports

Grade reports will be sent home at the end of every grading period; progress reports on dates listed on the Master Calendar. Grades will be available through net classroom.

Homework Policy

Homework will be assigned only when such work will better help the student to understand the immediate learning objective or encourage the search for information beyond that contained in a single text.

Homework assignments will be pedagogically purposeful and clearly explained. Homework will never be assigned for punishment.

Homework to be done over weekends should be no more time-consuming than that assigned for next day completion during the regular school week. Efforts will be made to give students the opportunity to complete homework on week nights rather than during weekends.

Teachers, in conjunction with their administrators, may use their discretion in requiring daily written makeup work of students who have extended excused absences.

Teachers, in conjunction with their administrators, may use their judgment in requiring homework of students who are participating in a school-approved event at a time when doing the homework might impose an undue hardship on the student.

The average homework grade – excluding grades earned on projects, term papers, or major essays – will not be given greater value than one major test grade. This applies to Upper school only.

Teachers have the option of accepting late homework for whatever credit they deem appropriate. Major homework assignments submitted after the due date will help a student's grade more than if they were never turned in. Extra-credit work can be used sparingly by a teacher.

Homework will be graded and returned to the students as soon as possible, at least within a week of the due date. Major projects and tests may be returned after more than one week when necessary.

Testing & Grading Policy

The intent of each test will be to seek what the student knows rather than what the student does not know.

Tests will be scheduled in advance (at least two days) for proper student preparation. Subject matter to be covered will be made explicit. All tests will be so constructed that students will have sufficient time to complete each test within the time period allotted. Tests and semester exams should be at least 50% subjective whenever possible.

In most cases, a grade should not be based on fewer than two tests and two or more quizzes or their equivalents.

Students are expected to submit quality work. Papers which are written illegibly, submitted without the student's name, appear unorganized or messy, or reveal a lack of attention to directions may be penalized.

Students must take appropriate safety measures and pay special attention to directions when in the science lab. The wearing of safety goggles, aprons, and gloves will be considered standard procedure. Any behavior which compromises student safety will result in a grade point deduction and possible loss of lab privileges.

Teachers do their best to grade all assignments and tests accurately and fairly. Mistakes involving simple clerical errors, such as on true/false and multiple-choice questions, should be brought to the attention of the teacher. Since discussion and essay answers consume much grading time, students who feel a mistake has been made must do the following:

1) Listen to the in-class explanations and make required corrections as necessary, **2)** Clearly identify in writing the nature of the perceived mistake, **3)** Compare the original answer with the explanation offered in class by the teacher and show where the reconsideration should be given. If a test/quiz is re-graded, the resulting grade will be final.

Teachers may award participation or daily grades which will count less than one major test grade during a nine-week period. The requirements for earning these grades will be clearly defined and communicated to administrators, students, and parents.

No more than two exams or major assignments, or combination thereof, may be assigned to students on one day, except during the finals period when it is possible that a student will have three finals in one day.

Semester Exams

Students in grades 7-12 will take semester finals which usually cover material taught within one semester or less. Scheduled two-hour finals in Upper School courses will count 25% of the semester grade. Finals for Grades 7 and 8 will count no more than 20% of the semester grade. Seniors will be exempt from 2nd semester finals in a course if their 2nd semester course average is 80 or better and if they have not exceeded 16 unexcused tardies for the year nor the number of absences allotted for the year. Seniors with more than 16 unexcused tardies accumulated by second semester exams must take a final exam in the course in which they accrued the excessive tardies.

Finals for 2nd semester seniors are one hour long and will count 1/7th of the semester grade. Take-home tests and projects can be substituted for in-class finals for 2nd semester seniors with administrative approval.

National Honor Society

To be eligible for membership in the National Honor Society, a student must have a cumulative Upper School average of 87 or better by the end of the 3rd grading period of the sophomore, junior, or senior years. In addition to the scholastic requirements, students will be evaluated on the basis of leadership, service, and character. The selection of each member to the chapter shall be by majority vote of the NHS Faculty Council, consisting of five voting faculty members appointed annually by the Head of School, and after consultation with the Head. Specifically, the Council considers:

1) Leadership

- Demonstrates leadership in the classroom and in promoting school or community activities
- Successfully holds school offices or positions of responsibility
- Exemplifies positive attitudes and inspires positive behavior in others
- Demonstrates academic initiative

2) Service

- Renders service to school and / or community
- Assists teachers and students gladly

3) Character

- Meets responsibilities promptly
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others

Members whose nine-week numerical average falls below 85 will receive a warning from the NHS Sponsor. If later grades on a progress report or report card during the same year indicate a continued grade decline, the member's cumulative GPA will be computed. If this average is below 87, the NHS Faculty Council and Head of School may vote to dismiss the member from the NHS. In extreme cases when a current member makes a D or F during a grading period, the sponsor will issue a warning. If grades do not improve significantly by the next progress report or report card, the NHS Faculty Council and Head of School may vote to dismiss the member from the NHS.

NHS members who are guilty of breaches of conduct will receive appropriate consequences as students and will be evaluated by the NHS Faculty Council for other possible disciplinary actions, which may include dismissal, warning, or restriction from club activities. The published NHS guidelines will be followed regarding hearings and discussions.

Academic Probation

A student whose cumulative GPA (excluding P.E.) is less than 70 at the end of any grading period may be placed on probation for the next grading period. A student may also be placed on probation for failing one or more courses during a grading period. Once a student is on academic probation, he will have until the end of the next grading period to significantly improve his grades; otherwise, the student may be expelled at the end of the semester. In extreme cases, as judged by the Administration, the student may be expelled at the end of a grading period. Parents will be officially informed of a student's placement on probation.

Tutoring

Keystone School faculty and staff may not tutor Keystone students for pay during the school year irrespective of the physical location of such tutoring. In the event of any tutoring, the parents should inform the classroom teacher in order to maximize the benefit to the student.

Gifts

Bringing the teacher an apple every now and then is an American tradition which continues in our times in the form of tokens in appreciation (e.g., gift certificates from a book store) of the valued role of teaching and education in our society. By asking parents, students, teachers, and staff not to go "too far" in the arena of providing and accepting gifts to teachers and staff, Keystone School does not intend to interfere with this great American tradition. Faculty and staff are asked to report to the Administration any gift which in value, quality or materiality exceeds the norms generally understood to apply for tokens of appreciation or which arise in a situation where motivations for the gift may be suspect. It is against the policies of Keystone School for anyone to supplement the compensation of any faculty or staff member at Keystone School other than through formal administrative channels of the school.

Daily Schedule

Importance of Attendance

The educational program at Keystone School depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. For this reason, every student is required to attend every class, except when excused for illness, religious observance, or other reasons deemed acceptable by the school. Regular attendance is one of the "secrets" of academic success.

Daily Schedules

For Grades 5-12, the daily schedule shall be:

Period 1	8:30-9:20
Period 2	9:25-10:15
Period 3	10:20-11:10
Period 4	11:15-12:05
Period 5	12:10-1:00
Period 6	1:05-1:55
Period 7	2:00-2:50
Period 8	2:55-3:45

Grades 5 through 8 eat lunch during period 5. Fifth and sixth grades eat from 12:10 to 12:35; 7th and 8th grades eat from 12:35 to 1:00. The remainder of the period will consist of supervised activities. Grades 9 through 12 eat lunch during period 6.

Athletic practices, rehearsals, assemblies, club meetings, and advisory and tutorial sessions may be scheduled before 8:30 A.M., during lunch, and after 3:45 P.M.

Assembly/Advisory occurs on Wednesday:

Period 1	8:30-9:15
Period 2	9:20-10:05
Period 3	10:10-10:55
Period 4	11:00-11:45
Advisory/Assembly-11:50-12:20	
Period 5	12:25-1:15
Period 6	1:20-2:05
Period 7	2:10-2:55
Period 8	3:00-3:45

For Grades K-4, classes begin at 8:30. The kindergarten school day ends at 3:00 and Grades 1 through 4 end at 3:15 P.M. Lunch periods begin at 11:00 and 11:30 for Grades K through 4th.

While on campus, students should confine their movement to the paved walks, driveways, and asphalted areas, with grass areas being considered "off-limits" except for occasional sitting and lounging.

End of the Day

After school has been dismissed, on-campus activities will be limited to supervised meetings and school-sponsored activities. All students must vacate the classroom buildings by 4:00 P.M., unless under the direct supervision of a teacher. The Edwin Eargle Library will be open to Middle School and Upper School students until 5:30 P.M. each school day. Students making use of the library are expected to work or study without disturbing others. Keystone assumes no responsibility for students not in supervised activities. Parents must make arrangements for all students not in school-sponsored, supervised activities to leave campus no later than 4:30 P.M. Students in Kindergarten through 4th

Grade who are to be picked up after 4:00 P.M. are required to be supervised in the After Care Program. Students in 5th grade have the option of participating in the After Care Program.

Lunch

In the school year 2007-2008, students will make arrangements for their lunch. Microwave ovens and vending machines, with a range of food and drinks, will be available. Most students from Kindergarten through 8th Grade bring their own lunches and eat in the school dining room in Founders' Hall. Students in Grades 5 through 12 may eat outside at designated areas. Eating off-campus during school hours is a privilege granted to Upper School students pursuant to the terms and limitations set forth in this Handbook. Students are expected to maintain decorum during lunch and are expected to be responsible for disposing of the trash and leftovers from lunch.

P. E. Absences

In the event of student illness or injury, a parent may send a note to the P.E. teacher or coach involved excusing his or her child from P.E. or sports for the day the note is received at school. Excuses for more than one day should be accompanied by a note from a doctor prescribing no physical activity.

Punctuality and Regular Attendance

Keystone School utilizes an approach which relies on a timely start to the learning day. It is very important for each student to be punctual and to avoid the disruption and loss of class time which invariably results from late arrival. If a student will be late or absent, a telephone call or other timely notice to the school office is expected.

The primary responsibility for keeping up with class and course work resides with the student, including periods of absence. Teachers, of course, will be flexible and reasonable in dealing with excused absences, but the needs of the student missing classes must be balanced against the progress of the class as a whole. Upper School students are warned, in particular, to make every effort to attend each session of their upper level and Advanced Placement courses. When students know in advance of future absences, they are expected to inform their teachers and develop plans to remain current with all class work.

A note from a parent explaining and documenting the absence of a student for part or all of a day is necessary for a student to rejoin classes and to be given credit for any makeup work. Middle and Upper School students missing a part of a day are expected to check with teachers of the classes missed to schedule any homework assignments or tests which were missed.

A teacher shall have the discretion to determine that absences, including those confirmed by parental notes, are unnecessary or point toward an avoidance of academic responsibility. In such cases, an absence will not excuse a student from taking the original test or allow the student to take a makeup exam. It is understood that some types of quizzes or exams (particularly those involving lab work) may not be repeatable and cannot be made up. In such cases, the teacher will have discretion to determine the impact of the absence on the student's grade for the missed quiz, exam or other work.

Excused absences for students in Grades 7 through 12 for final examinations will be granted only in truly exceptional circumstances of student illness, family emergency, or unavoidable circumstance requiring the student to be absent.

Excessive Absences and Tardies

Any student missing

(a) 13 or more days in any year-long class;

(b) 6 or more days in a semester-long class; or

(c) an unreasonable number of days in any class may be subject to disciplinary action, counting each unexcused absence as two absences. If a Senior student exceeds the absence limit number (not counting up to six days designated in advance by the Senior as days being used for college visits), then such student will not be exempt from the 2nd semester final for that class and may be subject to other disciplinary action.

Keystone School strongly discourages the “early” start of vacation times and the absence of students for vacations and other trips during regularly scheduled school days.

Voluntary Trips

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage voluntary trips that result in students’ missing school. Such absences undermine the ethos of commitment and disadvantage the student whose work is interrupted.

Emergencies, Including Fire

Accidents involving injury to an individual should be reported immediately to the nearest faculty or staff member able to assist. The front office, school nurse and administrators should be informed as soon as reasonably possible.

When a student or other school representative believes a fire has started on the campus, the fire alarm should be pulled or activated as soon as possible. All personnel should evacuate the building in which the fire is located as soon as possible, in an orderly manner.

Upon hearing the fire alarm or the ringing of the school “bell” three times in rapid succession, students and other school personnel should exit their respective buildings in an orderly, prompt manner and assemble in accordance with instructions posted in each building and reviewed at the beginning of the school year in drills. All should remain in their assigned areas until the “all clear” signal—two quick rings of the school “bell”—is sounded.

Advisory/Assembly

Each student in Grades 5-12 will be assigned a faculty advisor who will monitor academic progress and social adjustments. The advisor will meet with students individually and in groups, serving as a source of encouragement, friendship, and support throughout the school year. **Attendance of advisory sessions and assemblies is required.**

Tutorials

Teachers of Grades 5-12 will be available to students at 8:00 A.M. in their classrooms for questions and extra help. Teachers may schedule special tutorial sessions. Students are encouraged to make arrangements with the teacher to be certain that there is not a scheduling conflict.

Athletic Practices

The period before 8:30 A.M. may sometimes be used for Upper School athletic team practices. Coaches may not require morning practices to begin before 7:00 A.M.

Middle School team practices will be during P.E. Varsity practices will run from 4:00-6:00 P.M.

Access to Libraries

The Upper School Library is open from 7:30-5:30 P.M. daily. Students in Grades 5-12 may use the library before or after classes or during lunch period. Grades K through 4 have regularly scheduled library sessions during each week.

Procedure for Arrival

Students may arrive on campus any time after 7:00 A.M. The school provides supervision of students in Grades K through 6 in the dining room from 7:00 A.M. until the start of Lower School classes. Students in these grades are instructed to go directly to the dining room where school staff supervise them and remain there.

Keystone has provided a school safety zone for dropping off students in front of Founders' Hall on the north side of East Craig. Parents and other adults delivering children to school are expected to use the safety zone properly and to follow the instructions of school personnel. Students should be dropped off only on the north side of the street, on the curb side of the vehicle. Approach the safety zone slowly and pull as far as possible forward in the zone. The La Fonda lot is available until 9:30 A.M. for those needing to be on campus for "just a minute." The driveway between Founders' Hall and Stevens' Hall should remain clear at all times. A smooth, orderly flow of traffic through the safety zone provides for the safety of all our students. After the child or children have safely exited onto the sidewalk, drivers should proceed cautiously behind the vehicle in front rather than pulling away from the line. **Students should not be dropped off on the Woodlawn side of campus.** There is no school safety zone on Woodlawn.

Procedure for Early Departure

Departures from school before classes are dismissed must be coordinated with the receptionist in Founders' Hall. Students who must leave campus during the day for other than eating purposes should bring a note from home giving permission for the activity. These students must sign out in the main office so that the school can keep track of a student's presence or absence. Parents who pick up their child during the school day must come to the office and sign the child out prior to leaving campus. The school maintains a register of students departing campus early for either the balance of the day or just a portion of the day. A student leaving class to meet a parent must wait in Founders' Hall. Teachers have been asked to verify that parents have checked in with the office before releasing a student. If a student is being picked up by someone other than a parent, permission for the student to be released from class must be issued by the office. Please arrive early enough to check out your student properly.

Procedures for After School Pick-Up:

All students picked up before 4:00 P.M. are to be picked up on the north side of East Craig in the school safety zone in front of Founders' Hall or Stevens' Hall or in the La Fonda parking lot. Staff members coordinate this exodus each day. Getting in line along the north side curb and staying with the flow of the line helps the process run smoothly. The La Fonda lot is available if time is needed for a campus visit. Picking up students anywhere other than the school safety zone or the La Fonda parking lot is not advised. The Woodlawn gates are not designed to be loading areas. The traffic speeds on Woodlawn are not conducive to safe entry and exit from vehicles by young students.

Parking and Driving During School Hours

For campus visits between 9:00 A.M. and 2:30 P.M., parking is available on the north side of East Craig, on Woodlawn, or on another nearby street. La Fonda parking privileges apply only during the drop-off and pick-up times in the La Fonda parking lot at Main and East Craig. This privilege is courteously extended to our community by La Fonda with the understanding that we will not interfere with their customers' parking. The complaints we receive from La Fonda of parents parking in their lot normally occur when an activity brings a group of parents to campus. Parking is scarce around campus, so please arrive early enough for these activities to find a suitable spot without causing the La Fonda management to consider revoking our parking privileges.

The school has NO parking privileges with the Post Office on McCullough. Please do not park there during a campus visit. **Students may not park along the ENTIRE north side of East Craig at any time.** Visitors may park in front of Founders' Hall. However, all cars must be cleared by 2:45 P.M.

Student drivers of automobiles must abide by the following rules:

1. Only 11th and 12th Grade students may move their cars during school hours.
2. Parents may file written limits with the Head of Upper School to any of these authorizations.
3. Students in grades below 11th may not ride in another student's car during school hours.
4. Sophomores who need to drive off campus during school hours must obtain permission from the Administration.
5. Disregard for any of the above rules may result in disciplinary action.

Because of the school's proximity to several eating establishments, school policy permits students in Grades 9-12 only to leave the campus when not scheduled for classes or for required activities. Students in other grades may not leave campus from the time they arrive on campus until school is dismissed without the written permission of either their parents or the Administration.

Students who abuse this off-campus privilege through disregard for the standards of behavior or habitual tardiness may be subject to disciplinary action including the loss of privilege for one or more weeks.

Parents who do not want their 9th-12th graders leaving the campus at any time during the school day must have on file with the Head of Upper School a signed statement to that effect.

Parents may not take children other than their own off campus without gaining the other parents' prior approval.

Field Trips and Contests

At the beginning of the year, each parent will be given an off-campus permission form which, upon completion, will allow the student to attend whatever off-campus activities the school and its teachers have planned. The form will need to be completed only once. During the year, however, the sponsors of such events will send home advance notice of these activities. If a student's parents do not agree to the conditions of the permission form, by making it effective either for the whole year or for each separate event, that student will not be able to leave campus to attend the field trip.

Religious Holidays

All members of the Keystone community may observe religious holidays with a minimum of disruption to their school obligations. All students and faculty are entitled to reasonable excused absences to observe religious holidays.

Specifically:

No tests, papers, project due dates, lab reports or lengthy homework assignments may be required for a religious holiday. Since students are learning to plan their work in an organized fashion, they are responsible for making up any work that may be interrupted by a religious holiday.

However, students may request in advance an individual extension for home-work or projects.

Keystone will make reasonable efforts to avoid scheduling games or events on religious holidays. Students always have the option of missing an event in order to observe a religious holiday.

Student Health And Student Responsibilities

Student Health

Keystone School has a full-time Nurse available during school hours to all students, staff, and faculty. The school nurse will collaborate with both faculty and parents to contribute to the development of healthy Keystone students. If there are specific needs or health problems that may require special attention, parents are encouraged to call the School Nurse and inform the Nurse of the condition fully.

If a student becomes ill or injured while at school, he or she must report to or inform the school nurse prior to going home. Students may use the help of the administrative assistants to locate the nurse. The School Nurse will be available to assess the needs of the student and will contact the parents in case of acute illness.

Students requiring prescriptions or non-prescriptions medication at school must supply medication to the school nurse in the original container labeled with the student's name, a date, directions, and the doctor's name. Students will not be allowed to carry and self-administer any prescription or non-prescription medication.

Students with specific health conditions such as Asthma, food allergies, diabetes, epilepsy, etc., requiring special attention, should have an Action Plan on file in the school office. Forms may be obtained from the school nurse for completion by the physician and parents.

Illness and The School Day

PARENTS: PLEASE DO NOT SEND CHILDREN TO SCHOOL IF THEY HAVE AN ELEVATED TEMPERATURE OR HAVE BEEN VOMITING OR HAVING DIARRHEA WITHIN THE PAST 24 HRS.

If a student becomes ill while at school, the student should report to the school nurse prior to going home. In cases of oral temperature greater than 100°F, vomiting, or communicable disease (as outlined by the Texas Department of Health) parents are required to pick up their child as soon as possible after notification.

Parents should inform Keystone School promptly after learning of any contagious disease contracted by their children who are Keystone students.

Communicable Disease Policy

With regard to communicable disease, Keystone will endeavor to follow the recommendations in the Report of the Committee on Infectious Diseases of the American Academy of Pediatrics Report.

Some diseases are classified as highly infectious diseases. Such diseases may be transmitted from one person to another without physical contact. Examples are chicken pox, tuberculosis, and measles.

In accordance with the report, a student, faculty member, or staff member who has been diagnosed as having a highly infectious disease must be excluded from all school activities until appropriate medical authority asserts that the person is no longer contagious.

Faculty or staff members acquiring a highly infectious disease that is in the infectious stage must inform either the School Nurse or Head of School of the fact. In the case of a student who develops a highly infectious disease that is in the infectious stage, either the student or the parent/guardian must inform the School Nurse. The Nurse or appropriate school head may seek discussion or counsel with a physician or members of the school administration, but will divulge names only on a "need to know" basis and, except in urgent circumstances, only with the prior consent of the person involved.

Some less infectious but nevertheless very serious diseases are transmitted only through intimate physical contact, or through the exchange of body fluids. Among such diseases are HIV (human immunodeficiency virus), AIDS and hepatitis B virus. In the case of low infectious disease in one of its members, the school shall seek and follow medical advice about how to serve responsibly both the individual and the community.

Following the Report, the school shall not discriminate against any student or employee on the basis of the person's having a communicable disease. The school reserves the right, however, to exclude a student or employee with a communicable disease from school facilities or programs if the school makes a medically-based determination that the person constitutes a threat to the health or safety of others.

The school may from time to time change or discontinue its policies or adopt new policies with respect to these matters if it determines medical opinion and other circumstances warrant.

Student Responsibilities, Conduct, Courtesy, and Decorum

Daily civility is the foundation for mutual respect. Students are expected to behave as ladies and gentlemen and to represent Keystone School and their respective families properly at all times. Faculty and students should always treat one another with respect and courtesy in thought, language, and deed. Profane or vulgar language or actions are unacceptable at any time on campus and will not be tolerated.

At assemblies and for all programs meeting in the theatre, activities center, or dining hall, special behavior is the norm. **Talking, hooting, studying, eating, and walking around during a program are rude and inappropriate behaviors.** Students should listen attentively, keep their feet off the chairs in front of them, **remain in their seats for the entire program**, and generally provide a good, positive example for others in our school community.

At athletic events, students are to display a proper sense of sportsmanship and respect towards our opponents and the officials in charge, regardless of whether we are winning or losing the contest.

We are to deal courteously with one another. Faculty, staff members, and bus drivers should be addressed by students as "Mr. ...," "Mrs. ...," "Ms ...," "Miss ...," or "Coach" Courtesy is also extended to everyone by such things as holding doors open for others and cleaning up after oneself.

Community Standards

Keystone School's community standards arise from concerns about the health, safety, legal responsibilities, core traditions, identity and mission of the school. It is a privilege—not a right—to be a part of the Keystone community. As a school with an accelerated curriculum for motivated students, Keystone cannot accomplish its stated mission without the cooperation of students who comply with community standards. Keystone, through the years, has demonstrated a low tolerance for students who demonstrate neither appreciation for, nor compliance with, the school's community standards. Historically, a strong emphasis on self-discipline has characterized life at Keystone School, where students are expected to fulfill their obligations without repeated admonitions.

Students, faculty and staff should treat each other with respect and courtesy in thought, language, and deed. Profane or vulgar statements or actions are not consistent with such respect and courtesy and are prohibited at Keystone School.

Keystone School's history of inclusion and pluralism commands the honoring of each individual. There is no room in our community for intolerance based on race, gender, marital status, political orientation, ideology, physical disability, ethnicity, sexual orientation, socioeconomic level, age, or religion. Each member of the Keystone community should be free to work, learn, and develop relationships in an atmosphere free of fear, intimidation, humiliation, or unwanted or unacceptable behaviors that create a hostile environment. Our work together in the diverse and pluralistic community of Keystone is solid preparation for functioning and leading in the globalized world in which we live.

Similarly, Keystone prohibits conduct generally labeled "sexual harassment" which includes, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Bullying—which includes any gesture or written, verbal or physical act where the perpetrator demonstrates an intent to harm by engaging in conduct that physically harms or damages property of another; places another in reasonable fear of physical harm or damage to property; or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student—is prohibited at Keystone School.

Hazing is also prohibited. Examples of hazing include engaging in any offensive physical contact or restraint of another person, or requiring or encouraging a student to perform any dangerous, offensive, or demeaning physical or verbal act for any purpose, including as a condition of membership or initiation into any team, club, group, activity, or class sponsored by the school.

Intolerance, sexual harassment, acts of deliberate unkindness or cruelty, bullying and related conduct are antithetical to what is being taught at Keystone School and run counter to the core traditions, identity and mission of the school. Strong and swift disciplinary responses should be expected for violations of community standards, express or implied, in our conduct toward each other.

Academic Integrity

Academic integrity is foundational to any respected academic community. All students at Keystone are expected to complete their own academic work, as set forth in more detail in this Handbook.

Smoking

Keystone is a smoke-free and tobacco-free campus. Smoking and possession of tobacco, cigars, pipes and other materials which may be smoked by students are not allowed during school hours or at any school-sponsored function

Alcohol and Other Drugs

Keystone believes there is neither any reason nor excuse for students to possess, use, or be under the influence of alcohol or any illegal drug at school or at a school-sponsored event. Any student involved in possession, use, delivery, or sale of prohibited substances is subject to disciplinary action. Of course, no disciplinary action by the school precludes any criminal action by appropriate governmental authorities.

Arts, Labs, and Safety

The Keystone arts and science faculty value the safety of its students. Keystone's arts and science students are educated in professional workspaces that contain many costly and dangerous materials (e.g., lighting/sound equipment, musical instruments, paints, photo chemicals, power saws, etc.). In order to control and encourage respect for the arts and lab spaces and materials, students may not be in any labs, arts classrooms, performance or support spaces without a faculty member's awareness or direction. Areas such as the labs, roof, catwalks, mechanical rooms, fly lofts, and other usually locked or forbidden spaces of buildings are strictly off-limits. Students may not touch any laboratory or arts materials unless authorized to do so by an appropriate faculty member. Students should exhibit the same degree of common sense and courtesy as if a guest in someone's home.

Student Dress and Appearance

Keystone School subscribes to casual, comfortable clothing and hair styles so long as student dress reflects a seriousness of purpose. To that end, clothing must be neat, clean, free of holes, appropriate and not distracting. Clothes should fit well, neither too loosely nor too tightly. Logos, pictures, symbols and the like are acceptable if they are in good taste and do not promote substances or activities which are banned.

The following are prohibited:

- *cut-off or torn jeans, slacks, or shorts
- *torn shorts or pants
- *shorts, skirts or dresses above mid-thigh in length
- *exposed midriff
- *spaghetti strap tops (less than two inches wide) and halter tops
- *visible tattoos

It is the school's prerogative to determine what is objectionable, including prohibiting appearance which depicts ideologies contrary to school philosophies and policies, both stated and implied.

Examples of unacceptable clothing and accessories include tops too short to tuck in or to cover the midriff when arms are lifted; shirts and blouses not long enough to tuck in; unusual and unnatural hair colors or make-up; shaved heads (or extreme buzzes); excessively low-cut clothing; pierced jewelry for anything except the ears; and jewelry so long or loose as to pose a safety hazard.

Appropriate footwear must be worn throughout the day. Gym shoes are required for P.E. classes. Students in Grades 5-12 may not wear athletic jerseys (except over another shirt) during the school day prior to sports activities. Gym clothes may be worn only during P.E. classes or sports activities.

Students in Grades 5-9 must change into a gray or white t-shirt and black shorts for P.E. classes. Students are not required to purchase a P.E. uniform from the school, but students are required to be dressed uniformly during P.E. classes.

On school-sponsored trips or special school functions, the sponsor will establish, be responsible for informing students, and enforce appropriate dress and appearances standards if different from those set forth in this Handbook; otherwise the rules in this Handbook shall apply.

If a student is deemed by an administrator to be in violation of the dress code, the student must change dress or appearance immediately. If the student has no acceptable clothes at school or if the violation cannot be remedied at school, the student will be sent home or kept in the office until picked up; any absence from class will be unexcused. Students found in violation of the dress code will not be allowed to return to school until the student, to the satisfaction of the Administration, is in compliance.

Cell Phones and Electronic Devices

Electronic devices such as iPods (or other portable music devices), headphones, cell phones, picture phones, video games, and pagers are a distraction to the teaching/learning process and an easy target for theft. They are not to be visible or in use in the classrooms, theatre, labs, activities center, or other learning environments during the school day. If a student is found in violation of this rule, the phone or device may be confiscated and brought to the office of the Upper, Middle, or Lower School Head.

Picture Phones and Picture Taking

The advent and ubiquity of highly portable picture phones inject new temptations into school life, including the prospect of surreptitious photography invading an individual's privacy. The use of cameras on campus for other than valid school purposes (say, involving literary magazines, the yearbook, or promotion of Keystone authorized through formal school channels) is prohibited. In particular, any undertakings involving photography— surreptitious or consensual—which exposes more of any individual than would be shown if the dress code were being followed, are prohibited. Further, parents may request that their children not be included in photographs involved in publicizing Keystone School. Those using cameras on the Keystone campus shall first familiarize themselves with these requests.

Student Property

The school assumes no responsibility for student property. Whenever possible, students should secure their property.

Search of Student Lockers

Lockers and other school property remain under school control at all times. School officials reserve the right to remove the lock and search the contents of any and all lockers.

Student and Parent Visits

A student should obtain permission from an administrator at least one week prior to bringing any visitor (other than a parent) to the school. On the day of any visit, the visitor must be introduced, shortly after arrival on campus, to the Head of the Upper, Middle, or Lower School.

Parents are welcome on campus during the school day and for all school activities. Parents are encouraged to keep in mind the smooth functioning of an accelerated school with small classrooms when determining the frequency and duration of visits. The Administration reserves the right to limit campus visits and individual parents are expected to honor such limits.

Parent visits to classrooms during normal day-to-day learning activities are not encouraged generally, although teachers may extend broad invitations on a class-by-class basis. Parents are requested to obtain advance approval for any visits to classrooms.

Technology and Computer Network Acceptable Use Policy

The Keystone School computer network and computer use program is established for the educational and professional use of Keystone students, faculty, and staff in ways consistent with mission and values of Keystone. Users of the computer network and other technology programs are expected to act ethically and courteously. Access to the computer network is a privilege, not a right. The privilege of access to and use of the computer network and other technology programs at Keystone may be revoked and disciplinary action may be instituted in the event of inappropriate use. It is not feasible or possible to supervise and guide students closely at all times. Therefore, a student must have parental permission to access the network and Internet through school assets. Please note- Keystone School uses Microsoft Windows & Office products. Student & Teacher documents should be produced in formats that are compatible with Microsoft Windows & Office.

The following standards have been established for access to the network, Internet, computer use, and all other related technology assets at Keystone School:

1. Users are defined as faculty, staff, students and anyone granted access to the school's network. Users will be issued varying levels of access to the network, including the Internet, by the director of technology. Certain users may also be issued an e-mail account.
2. Users may access only those resources they are authorized to use and must use them only for purposes specified in this document. Any attempt to gain unauthorized access (hacking) to systems, network resources, or another person or entity's data is strictly prohibited. Questions about appropriate use can be addressed to the division heads or the director of technology.
3. All users are responsible for the usage of their accounts (including use by other persons). Passwords must NOT be given to others. If a password is compromised, change it immediately and report the incident to the director of technology. Lost or forgotten passwords should also be reported to the director of technology.
4. Although the school makes every attempt to backup and make available files saved by users, all users are ultimately responsible for backing up their own files kept on the school's system network drives (documents, e-mail, and shared folders).
5. Users are prohibited from engaging in any activity on the network which violates local, state, or federal law.
6. Users may not access, download, or copy data or software belonging to others or the school without prior authorization.
7. Users may not install any software on school computers. If a user needs software for educational purposes, they must submit a "Specialty Software Installation Request" form with proper approval signatures to the director of technology.
8. Users may not transport or use software or data provided by the school to another site or computer without written authorization.
9. E-mail correspondence is governed by the same standards as Internet usage (see below). Intimidation or harassment by e-mail, as well as the perpetuation or initiation of electronic chain letters, is prohibited. Users should remain alert to the possibility e-mail virus invasions and forward any concerns to the director of technology.
10. Use of E-mail or the school's technology resources for outside business concerns must be approved by the office of the head of school.
11. Internet use should generally be limited to scholarly research, and educational exploration. Users may not access or exchange inappropriate materials including but not limited to games,

sexually explicit material, or hate-related material. If an inappropriate web site is accessed accidentally, it should be reported to the director of technology.

12. Users should respect the rights of others. A user may neither hamper nor deprive another of access to resources or encroach on another's use of computer resources. Users must consider the impact of their conduct on others. The highest priority for use of technology on Keystone School's campus is for educational endeavors.
13. Users may not modify or disconnect any hardware, or disable or delete any software provided by the school. Computer areas are to be kept clean and computers are to be used responsibly. Any damage to equipment or software may result in appropriate disciplinary action.
14. Users should exhibit extreme caution in divulging any personal information (name, address, telephone number, credit card information, age, etc.) to online sources.
15. Users are responsible for adequately researching and complying with applicable copyright law as it pertains to writing, research, or project development done while using the school's technology resources.
16. Users may be allowed to use personal laptop computers on the Keystone School network through wireless connections. Users who use personal laptop computers on the school's network are subject to all provisions of the Technology and Computer Network Acceptable Use Policy.
17. The school monitors all Internet usage on a regular basis. Access to information considered inappropriate as stated in this policy, and the frequency and duration of this access will be reported to the assistant head of school.
18. Student's full names are not to be published on documents that are publicly accessible from the Internet. This includes both the school's website and any teacher-sponsored web pages which may or may not reside on the school's computer network. When publishing student information, only the student's first name and last initial should be used.
19. Posting of pictures on the Internet which include the Keystone School logos, mascots, campus or other identifiable items is prohibited without the permission from the Head of School.
20. The school actively views, investigates, and otherwise inspects all electronic files and data transmissions on the school's network.
21. Any violation of these policies may result in disciplinary action.

Student Publications Policy

School-sponsored publications, including those containing faculty or student writing, drawing, or photography, are a part of Keystone's educational program. The school exercises full control over all such publications through its faculty advisors and faculty editors.

Public Displays of Affection

Excessive displays of affection such as hugging, embracing, kissing and sustained personal contact have no place in school life. They are not permitted on school grounds or in cars parked at school in seemingly private locations. Students may not engage in this type of behavior at school.

Policy on Child Abuse

Child abuse refers to any incident whereby an individual engages in conduct or neglect that is potentially harmful to the physical, sexual, or psychological well-being of a child.

There are four kinds of child abuse:

1. Physical abuse (non-accidental physical injury.)
2. Physical neglect (failure on the part of a caretaker to meet a child's basic physical needs).
3. Sexual abuse (sexual involvement between a child and an individual who has greater knowledge, power, or resources).

4. Psychological abuse (extreme and/or repetitive conduct which is frightening or intimidating).

Any person at Keystone who believes that a Keystone student is suffering child abuse is expected to contact the Head of School and the State of Texas authorities, as mandated by law.

Tuition

Keystone School relies on tuition and fees as its major source of income. Timely payment of all tuition and fees is important to the financial well-being of the school. Calls to the Business Manager about bills and payments are encouraged when questions arise. Failure to make and follow appropriate payment arrangements may result in a student's being denied attendance privileges, being separated from Keystone School, and having the student's transcript and other records withheld.

Posted Guidelines

In addition to the terms of this Handbook, students are expected to follow rules, guidelines, and notices posted in classrooms, labs, and other school areas.

Student Services

Library Services

The Upper School Library is open from 7:30 A.M. to 5:30 P.M. on each school day. Students in Grades 5-12 may use the library before or after classes or during the lunch period. Grades K-4 will have regularly scheduled library periods during each week.

Advising Program

Each Middle and Upper School student has an adviser to whom the student and the student's family can turn for advice on school or personal matters at any time during the school year. Academic progress, communication of pertinent information, attendance review, course selection, extracurricular and non-school activities, personal growth, and goal development illustrate the wide range of topics raised in the advising program. Students and parents are encouraged to seek out the adviser.

College Guidance

Keystone School graduates are well-received by an array of outstanding colleges and universities year after year. This is due primarily to the outstanding academic, extra-curricular, community service records, and other attributes of the students, of course.

Keystone School's college guidance program is designed to help students and their families identify and obtain admission to suitable colleges. Aspects of this program include informational meetings with students and families beginning in Middle School, management of the school's part of the application process, informing students about appropriate standardized tests, gathering of information about need and merit-based scholarships, one-to-one counseling of juniors and their parents, preparation of the college counselor letter, and preparation of recommendation letters required by colleges.

Additionally, a large number of colleges send admission representatives to Keystone for sessions and interviews with Keystone students.

Regardless of the time of year or of the student's level of enrollment at Keystone School, Keystone representatives involved in college guidance will make individual appointments with families to discuss college goals, to counsel on standardized testing, to advise on course, extra-curricular and non-school activities, and to assist in the planning of college visits.

Outdoor Education, Science Fair, Athletic and Other School-Related Travel

At all times while engaged in outdoor education, science fair, athletic events, or other school-related traveling, students are under the direct supervision of their coach, teacher, or sponsor, and are responsible for compliance with all school rules and standards of decorum.

School Nurse

Keystone School has a full-time Nurse available during school hours to students, staff, and faculty. The School Nurse will collaborate with both faculty and parents to contribute to the development of healthy Keystone students. Parents are requested to communicate about specific health needs or problems to the School Nurse.

Medical Forms

Texas law requires that all children entering Grades K-12 must have been immunized in accordance with regulations dictated by the Texas Department of Health. If a child's complete immunization record is not on file in the school's office, or has changed in any way since filing the record with the school, an up-to-date record must be supplied to the school prior to a child attending class.

Each parent will complete a form containing emergency information providing essential medical data and phone numbers of people to be notified if the parents are unavailable.

General Student Activities

All student activities undertaken at or in connection with the school must be sanctioned in advance by the Administration. Each club functioning on campus must have an approved constitution on file with Keystone School. The scheduling of specific activities must be arranged with either the Head of the Upper School, the Head of Middle School, or Head of Lower School, as appropriate.

In the 2007-2008 school year, renewed attention will be paid to minimizing the scheduling of activities which result in students missing classes. Consistent with the practice of the school issuing a weekly calendar, student activities should be scheduled no less than a week in advance of the activity time. Students are required to attend all scheduled activities relevant to their grade or club memberships. Except in the case of events such as dances where invitations (as opposed to regular expected participation) are issued, unexcused absences from scheduled events may be treated as if they were unexcused absences from class.

Associations and Clubs

A student may belong to as many associations or clubs for which the student is eligible. Classes, associations and clubs may vote to collect dues; however, such dues shall not exceed \$30 per school year and must be approved by a vote of at least 2/3rds of the class, association or club. Students unable for economic reasons to pay any dues assessed should consult their advisor or an administrator to arrange for a waiver of the dues or the payment of a lesser amount.

Unapproved Outings

Non-educational class outings or trips for students in Grades 7 through 12 are not school-approved activities and may not be scheduled during school hours. The school assumes no responsibility for such outings or trips. A teacher agreeing to supervise such a trip is deemed to be doing so in the teacher's individual capacity and not as a representative of Keystone School.

School-Approved Parties

The school sanctions only those parties and events officially announced and scheduled by the Administration. In addition to other policies which may be promulgated as to a particular party or event, these general policies shall apply to all school-approved parties:

- Each student may invite no more than one guest.
- All former students who left the school in good standing are welcome to attend.
- Once a student leaves the building or approved area where the party is being held, the student may not re-enter the party without permission of the school representative on the scene.
- Students arriving more than one hour after the party's starting time will not be admitted without the sponsor's permission.
- When asked to do so by the sponsor of a party, a student, or student's guest, will promptly leave the party.
- When a sponsor deems it appropriate to end a party (which the sponsor may do at any time), students and their guests will promptly leave the party.
- Students in Grades 9-12 may attend the annual School Prom, provided that students in Grades 9 and 10 bring a date.

Private Parties and Celebrations

Invitations, notifications, or advertisements for events not school sponsored may be posted or passed out at the school only after receiving the permission of the Administration. Students and parents hosting such events are encouraged to keep in mind Keystone School's size and policies and to strive for inclusivity where possible and appropriate. The school disclaims any responsibility for any private party or celebration. The hosts of any such event are encouraged to apply policies applicable to school sponsored events at Keystone.

Service Programs and Leadership Opportunities

Keystone School sponsors and supports a host of service and leadership organizations and experiences for the purpose of providing students with service and leadership opportunities. Prominent among these opportunities are the Upper School Student Council, the Middle School Student Council, the National Honor Society, Key Club, and Discipline Council. Conscious efforts are made to respond positively to student initiatives for service and leadership and to include students in the organization and operation of school activities.

Lost and Found

Keystone School does not assume any responsibility for clothing, books, or other property lost by students. A lost and found area is maintained in the dining area; parents are welcome to browse the lost and found area frequently. Periodically, the school will discard unclaimed and unmarked articles in the lost and found area.

Cobra Store

The Athletic Director maintains a supply of hats, gym gear, and related clothing reflecting the Keystone name or logo. Students should contact Jody-Ridewood Hawk to purchase any items from the Cobra Store.

Student Money Deposits

Ms. Obregon will receive from parents cash to be dispensed to a student as the parents instruct. Ms. Obregon will note the instances of "withdrawals" and will inform the student when the funds have been depleted. It is the responsibility of the student and parents to maintain adequate funds on deposit for the desired uses of the student.

Parents and students are encouraged to take advantage of the opportunity to keep money on deposit with Ms. Obregon.

Lockers

Students in Grades 5 through 12 will be assigned a locker with a combination lock at the beginning of the school year. Students are responsible for maintaining the confidentiality of their respective locker combinations. Students are expected to maintain the locker areas neatly and free from trash. The contents and condition of the lockers, including photographs and clippings, are subject to being checked by representatives of the school at any time for appropriateness. Students may be assessed for locker repairs necessitated by their actions or neglect. Students may not loiter in the locker area.

Student Discipline

General Conduct

Keystone students are expected to display exemplary conduct and cooperativeness at all times---on campus, in classrooms, at school sponsored activities, including off-campus activities sponsored by a class, club or school-related organization. Such exemplary conduct and cooperativeness includes, but extends beyond, compliance with the detailed provisions of this Handbook.

The school reserves the right to dismiss a student if the student's conduct is determined by the school Administration to be detrimental either to that student, to other students, to the accomplishment of the school's mission, or to the school's best interests.

The school reserves the right, as well, in its own discretion not to extend re-enrollment privileges to any current student for the upcoming school year for any reason whatsoever.

Possible Consequences

The following consequences for disregard or violation of the terms of this Handbook may be utilized by the Administration:

- *A conference with an administrator.
- *A time out period.
- *Restriction from recess, P.E., or field trip.
- *Payment for damages to property.
- *Clean-up duty in the dining room or in other campus areas.
- *Isolation during lunch or activity period.
- *A call or letter to parents.
- *Restriction from playing in a team game, removal from an athletic team, or restriction from participation in all or any school-related events.
- *Suspension for the rest of the day with a return after conference with parents.
- *Assigned zeros on assignments, quizzes, or tests due or administered during an unexcused absence from class.
- *Loss of locker privileges.
- *Loss of off-campus privileges.
- *Detention after school.
- *Assigned zeros for assignments, quizzes, or test when a student is guilty of academic dishonesty.

*In-house suspension during which the student is responsible for all school work and may be required to render service to the school.

*One to three-day out-of-school suspension with obligation to complete all work due during the suspension period and may include loss of letter grade (ten points) on nine week course averages, or attribution of unexcused absences or both.

*Probation for a period of time, including a period extending into the following school year.

*Expulsion for the remainder of the school year (i.e., the separation and removal of the student from Keystone School, its campus and all school sponsored events.)

Probation is not a necessary prior condition for dismissal or expulsion.

Examples of Major Offenses

By way of illustration and without attempting to be exhaustive, the following examples of major offenses are set out for guidance of students

*Dishonesty, lying, forgery, plagiarizing, cheating, copying of homework, or providing dishonest excuses for missing assignments or test periods. Other infractions include providing unauthorized assistance to another student during a quiz, exam, research paper, homework or other assignment. Lying is any misrepresentation of the full truth, whether to a faculty member, staff member, or committee. Forgery is the signing of the name of another person for the purpose of defrauding or misleading any faculty member, staff member or committee.

*Offensive Slurs or Graffiti relating to race, color, ethnic group, gender, sexual orientation, religion, or disability. These are degrading or demeaning statements insulting to a particular group occurring orally or in writing anywhere in the school, on school property or during any school sponsored activity, whether at the school or not.

*Harassment, Bullying, Hazing and Similar Conduct---As referenced and defined, in this Handbook, including conduct such as hiding books and materials of another student, and jamming lockers of another student.

*Dangerous Items---Bringing weapons, smoking materials (as described in this Handbook), alcoholic beverages, illegal drugs, or other dangerous instrumentalities onto the campus.

*Insubordination---Refusing to follow a reasonable request by any faculty or staff member or the making of rude, profane, or obscene statements or gestures to a faculty or staff member.

*Theft/Possession of Stolen Property---The taking or possession of property which does not belong to the student in possession.

*Tampering with School Property and Systems---Tampering with plumbing, electrical, computer or alarm systems of the school.

*Unauthorized Access---Entering buildings during times when access is denied; breaking into any school building or space; vandalism of any school premises or property.

*Unauthorized Publication---Publishing, displaying or distributing any printed material on campus or at school sponsored or related events without the Administration's approval and viewing or distributing pornographic or lewd pictures or characterizations of people or characters.

*Loss of Self-Control---Loss of self-control to the extent of engaging in verbal abuse, mistreatment, disrespect or threats to others in the school community.

*Chronic Lack of Participation---Unwillingness or inability to accept responsibilities and obligations of a student in an accelerated academic program as evidenced by neglect of homework, unpreparedness for class, or repeated absences, particularly when quizzes, tests, exams or major assignments are scheduled or due.

Immediate Dismissal

The following actions will result in immediate dismissal from school in all circumstances:

*Possession of any alcoholic beverages, dangerous or narcotic drugs, or being under the influence thereof, during school hours or while participating in a class or club sponsored function.

*Participation in the purchase or acquisition of alcohol or illegal drugs during school hours or a school-sponsored activity either directly or indirectly or by making the purchase possible through such activities as payment of money, providing transportation, or providing an ID.

*Conviction by a court of law of a misdemeanor or felony for possession of alcoholic beverages or illegal drugs while outside of school.

*Engaging in any serious disruptive or destructive activity during school hours or during a class or club sponsored function, or on campus after school hours.

In the event of any such immediate dismissal, the Head of School may, at his discretion, provide an expelled student an opportunity to complete credit for a grading period, but the school will be under no obligation to do so.

The timing, circumstances and modes of communicating to parents concerning any such immediate dismissal will be within the discretion of the school. The school will endeavor to communicate promptly with parents.

Grades K through 4

Discipline in Grades K through 4 is handled by teachers, coaches, and administrators. Typically, cases are handled quickly and, when deemed advisable, are resolved on the same day or over a relatively short period of time. The range of official actions available in such grades is the same as that for other grades in the school. Particular attention will be paid in these classes to issues involving the physical safety of students.

Academic Probation

A student whose cumulative GPA (excluding P.E.) is less than 70 at the end of any nine-week grading period may be placed on probation for the next nine-week grading period. A student may also be placed on probation for failing one or more courses during a grading period. Once a student is on academic probation, the student will have until the end of the next nine-week period to reflect significant grade improvement; otherwise, the student may be expelled at the end of the semester. In extreme cases, as judged by the Administration, the student may be expelled at the end of a nine-week period. Parents will be officially informed of a student's placement on probation.

Appeal to Head of School

Any student may appeal any sanction to the Head of School by delivering a letter to the office of the Head of School within five days of the student's receipt of notice (usually in writing) of the sanction.

Information to Colleges

Colleges often ask both the school and the student about disciplinary infractions. The school will answer these questions truthfully.

It is not school policy to make suspensions and other disciplinary actions (other than expulsion or separation from the school) part of a student's permanent record. Nevertheless, the school expects each student to answer all questions regarding their disciplinary record at Keystone School in an honest and forthright manner. The College Counselor will provide advice on answering these questions. For students who are disciplined after applications have been submitted, it is the school's policy that the student initiate communication about the incident in accordance with the requirements of the colleges involved.

Outside Agencies

Keystone School normally addresses discipline matters internally, but, at the discretion of the Administration, the school may involve outside agencies. Parents and students should be aware that the school reserves the right to inform outside agencies when the school deems it appropriate to do so and, further, that situations may arise where the school finds itself required to report circumstances to certain law enforcement agencies.