

**Keystone School
Handbook
2020-2021**

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[KEYSTONE FACULTY & STAFF](#)

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[Andrea Banks - Director of Enrollment Management](#)

[Tim Carpenter - Director of Maintenance](#)

[Sara Christiansen - Director of College Counseling](#)

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[Michael Flynn - Chief Financial Officer](#)

[William B. Handmaker - Head of School](#)

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[Kassi Mlcak - Assistant Head of Middle School, Hot Lunch Program Director, Aftercare Director](#)

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[Cynthia Tyroff - Head of English Department, Chair 8th grade English](#)

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[Maggie Arnold MS and US Art](#)

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[Terri Carpenter Kindergarten](#)

[Jessica Combs 3rd Grade](#)

[Laura Cook](#) 2nd Grade
[Carolyn Denny](#) Librarian
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[Louisiana State University, Bachelor of Science in Mathematics,; University of Louisiana at Lafayette, M.S in Pure Mathematics and Ph.D. in Mathematics; joined Keystone in 2020.](#)
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[Regina Luckie](#) 5th and 6th grade English
[Jason Nydegger](#) US Chemistry, AP Physics, AP Chemistry
[Erin Ochoa](#) Pre-K Teacher
[Alicia Ortega](#) Creative Writing
[Gypsy Pantoja](#) Theatre
[Patricia Pederson](#) 7th and 8th Grade History
[Monica Laurent-Trivizo](#) 2nd grade Teacher
[Michelle Quintero](#) 1st Grade
[Dejiana Rubio](#) P.E. Coach, Assistant to Penny Moyer
[Matt Schultze](#) LS Athletic Director, P.E., Coach
[Layne Steinhelper](#) MS Science, AP Biology, AP Environmental Science
[Hannah Steward](#) 3rd Grade
[Kyle Unruh](#) P.E., Coach
[Viviane VanPoppel](#) Pre-K Teacher
[Chrystal Westwood](#) 1st Grade

NOTES

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

EMERGENCY & CONTACT INFORMATION

For emergencies:

William Handmaker, Head of School	210-735-4022 x305
Michael Flynn, CFO	210-735-4022 x307
Tim Carpenter, Director of Facilities	210-735-4022 x318

For daily updates, contact:

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	Jody Hawk MS	210-735-4022 ext. 321 210-387-3387 (cell)
	Roxann Calderon US	210-735-4022 ext. 355 210-387-3385 (cell)
Performing Arts Information	Tony Ciaravino	210-735-4022 ext. 352
Security - Keystone ext. Cell Phone		210-735-4022 ext. 373 210-274-0093
Keystone School website		www.keystoneschool.org
Penny Moyer, LVN, School Nurse Monica Gutierrez, RN, School Nurse		210-735-4022 ext. 301

Security:

After hours	210-735-4022 ext. 373 or 210-274-0093
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FROM THE HEAD OF SCHOOL

Dear Members of the Keystone Community,

This handbook contains the guidelines and rules that enable the Keystone School community to be one characterized by academic excellence, ethical growth, community involvement, and responsible leadership. We ask that all community members take to heart both the spirit and the letter of these standards for responsible behavior toward one another.

Like any handbook, this is a living, evolving document. In addition, it is simply not possible to cover every contingency that can arise in a community comprised of such a wide variety of individuals. Nonetheless, all of us should aspire to live according to the spirit of these principles as much as possible so we may all grow and learn individually and collectively.

As with every summer, we have made modifications to this handbook. Please read it over closely, and if you have questions, please ask an administrator. Thank you.

With great expectations for a wonderful school year,

Billy Handmaker

William B. Handmaker
Head of School

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. In August 2012, Keystone opened The Little School of Keystone, its Pre-K program for 3 and 4 year olds, in a donated building near the main campus, on Valero Street.

Mission of Keystone School

The Mission of Keystone School is to offer an accelerated PreK-12 curriculum to provide motivated students with a nationally recognized, well-rounded educational experience in a supportive, inclusive environment that encourages academic excellence, ethical growth, community involvement, and responsible leadership.

School Governance

Keystone School is governed by an independent Board of Trustees that includes alumni, parents of current students, parents of alumni, and 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.

Keystone Board of Trustees

2020-2021

Wasif Latif – Chair

Laura O’Donnell-Vice Chair

Lauren Ferrero – Treasurer and Finance Committee Chair

Harold Zuflacht – Secretary

Cassandra Parker-Nowicki-PTO Representative

Ramon Flores-Trustee and Alumni Association Representative

Michael Fischer - Trustee

Carla Katselnik - Trustee

Kumar Reddy – Trustee and Trustee and Governance Committee Chair
Juliana Robledo - Trustee and Development Committee Chair
Victoria Shum - Trustee
Tracey Smith -Trustee
Tim Vu - Trustee and Facilities Committee Chair
Craig Weber - Trustee
Amy Zesch - Trustee
Billy Handmaker

GENERAL POLICIES

Foundational Philosophy

Founded to meet the intellectual needs of academically talented and motivated 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 beyond the classroom include 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 applying for grades K-12 are selected for admission based on intellectual potential, motivation to learn, and character without regard to race, gender, gender identity, parents' marital status, sexual orientation, political ideology, ethnicity, socioeconomic level, or religion.

Pre-K students participate in an enrollment process. To enroll for The Little School of Keystone, an online enrollment form must be completed followed by a campus visit and pre scheduled enrollment play date. Priority is then given to those who are first to complete the enrollment process.

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 is an essential element of 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.

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.

Importance of Inclusion

Inclusion is embraced at Keystone School. Keystone School is dedicated to the diversity and inclusivity representative of the rich cultural fabric of San Antonio. All people regardless of race, gender, gender identity, marital status, sexual orientation, political ideology, ethnicity, socioeconomic level, age, or religion are respected and included in 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 communities after departing Keystone's campus.

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 re-enrollment decisions.

Principles of Partnership for Parents

To be and remain a member of our school community as a parent is to accept to:

- 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.
- Become familiar 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.
- Be involved 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 a collegial, rather than an adversarial tone, in the face of inevitable conflicts and challenges.
- Acknowledge that a 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 children and that enrollment of a student is, at its core, a joining of an educational community with values reflected in standards.
- Cover all legal, substitute, and other fees incurred by the School in matters in which Keystone employees are requested to give testimony in legal proceedings initiated by one or both parents in a family.

Religious and Cultural Observances

It is the policy of Keystone School to respect and celebrate its diverse 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'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 traditions and experiences of others. 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 materials that recognize 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.

Green Initiatives

Keystone is dedicated to be environmentally friendly with all its operations and programs and will strive, where practical, to implement policies that are friendly to the environment. Keystone expects students to be aware of their environmental impact and abide by all "green" policies.

COVID-19 PROCEDURES

Like schools all over the world, Keystone has responded to the COVID-19 pandemic in a variety of ways. We have modified spaces to accommodate CDC physical distancing guidelines, we have altered programs so they can remain effective in person or via distance learning, and we have changed many policies and procedures pertaining to the daily life of school. Our response will continue to change as the conditions on the ground mutate.

To guide our thoughts and actions regarding COVID-19, the Safety Committee formulated and disseminated the following guiding principles.

COVID-19 Guiding Principles

As the Keystone community adapts to the far-reaching effects of the COVID-19 virus, we remain committed to the core values in our school's mission statement.

We will continue to provide our PK-12 students with an academically excellent education in a diverse and inclusive environment.

In addition to academics, Keystone students will learn ethical growth, community involvement, and responsible leadership on the school's campus and via distance learning.

With these values in mind, we state these guiding principles:

1. The ultimate criterion for Keystone's decision-making will be the physical, social, and emotional safety of students, families, faculty, and staff.
2. Keystone will design programs, schedules, and facilities to meet the developmental level of students in each division while balancing the demands of the entire school.
3. Keystone will maintain constant and clear communication with all constituencies regarding the school's response to COVID-19.
4. Our planning and response to Covid 19 will continue to evolve as circumstances evolve; consequently, we will make changes to meet new needs as they emerge. Our staff, families and students will need to be able to demonstrate a degree of flexibility.

Since its founding in 1948, Keystone has excelled by demonstrating courage, wisdom, compassion, and faith in one another. Informed by these guiding principles, the Keystone community will meet the tests of COVID-19 and its resultant challenges in the years ahead.

Whether we are on campus or we make the decision to re-enter distance learning, our goal is to lessen risk for all of our constituents as much as possible while understanding that we are unable to eliminate it completely.

In order to hold school on campus while adhering to CDC guidelines, the latest in medical advice, and state and local guidelines, Keystone has made a number of changes to the facilities, policies, and procedures. The changes come in three categories:

Space:

Program:

People:

Space- thanks to the maintenance department, many spaces on campus have been changed or repurposed to allow for teaching and physical distancing. Common spaces have been turned into classrooms, and some classrooms have morphed into faculty workspaces. We ask that everyone please adhere to these changes and use the spaces for the purpose they have been redesigned. Some spaces, such as restrooms, will be limited to a specific number of people; here again, we ask everyone to respect and observe these guidelines.

Program-the daily program starting with morning drop off and ending with aftercare and/or extra-curricular activities have also changed during this time. Please see below and also look throughout this handbook for the new procedures:

Before School and Morning Drop Off-preceding the school year and after long weekends, families and faculty/staff will fill out health surveys before returning to school. All members of the Keystone community are expected to notify the school nurse when they have come into contact with someone who is lab-confirmed with COVID-19 or they have symptoms. The school reserves the right to prevent any member of the Keystone community or visitor from entering campus if there are concerns that the person may have COVID-19.

Symptoms for COVID-19 include:

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions: Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

When students, faculty, and staff arrive at school, they will have their temperature taken by a staff member. If their temperature is 100 degrees or above, they will not be allowed on campus. If their temperature is within the range of normal, degrees or below, they will be allowed on campus and will receive a sticker. They may then proceed with their day. Children in the Little School, lower, middle school will proceed to a supervised before care in the assigned places.

Close Contact This handbook refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as: a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Screening Q

Picking up children for an appointment-When picking children up for an off-campus appointment, parents are asked to call the school, and a Keystone staff member will escort the child to the parent’s car. Similarly, when a child is dropped off at school following an appointment, the student should report to the nurse’s office before proceeding to class.

Individuals Confirmed, Suspected, or Exposed to COVID-19 1. Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system

screens the individual to determine any of the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met: i. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and iii. at least ten days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>. (c) Individuals—including students, teachers, staff, or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.

School systems should screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

Identifying possible COVID-19 cases on campus

Keystone will immediately isolate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

The school will clean the areas used by the individual who shows COVID-19 symptoms while at school as soon as feasible.

Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

1. If an individual who has been at Keystone is lab-confirmed to have COVID-19, the school will notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). Keystone will engage in contact tracing where appropriate.

2. Keystone will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Keystone will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any campus activities.

4. Individuals with a known COVID-19 exposure are expected to quarantine for the period of time designated by local authorities.

Face Masks-until otherwise notified, every person at Keystone is required to wear either a face mask or an administrator approved shield, unless given administration permission to not wear a mask. An individual who refuses to wear a mask will be asked to leave campus.

Classes-students in the Little, Lower, and Middle Schools will remain in the same classroom for their core classes while teachers will move from classroom to classroom. In upper school, students will remain in the same room when possible, but will travel from class to class when necessary. Classrooms and common spaces have been modified to accommodate physical distancing requirements.

Everyone, including students and faculty/staff members, are expected to wipe down surfaces before leaving the classroom.

Students who are unhealthy or unwilling to attend school, and with parent permission, may attend classes concurrently via technology. Parents should notify the school if a child is going to attend classes concurrently. Students are expected to participate in class as if they were there in person, and all guidelines regarding conduct in school apply.

Upper School Free Periods and Off Campus Privileges-in order to maintain physical distancing measures and to limit outside exposure on campus, students during free periods must adhere to the maximum number of students allowed per space. In addition, while we are experiencing

the COVID 19 pandemic, students are not allowed to go off campus, except for scheduled appointments with parental permission.

Lunch-students may continue to bring their own lunch or order from the school's hot lunch program. However, in the Little, Lower, and Middle Divisions, students will eat with teachers or other adult supervisors in an assigned location. Upper School students will be able to eat with friends while observing physical distancing guidelines; they may not go off campus for lunch. If students order lunch from a delivery service, they may pick it up in front of the nurse's office.

Extra-curricular activities-in deciding whether to offer extra-curricular activities, Keystone will consult with medical officials and adhere to local and state guidelines and governing bodies, where appropriate and applicable. Keystone reserves the right to cancel activities it deems unsafe at any time.

After school pick up-in order to prevent an excessive number of students congregating in one place at a single time, the end of the school day times will be staggered for students in the lower school. Although the day will end at 3:45 for middle and upper school students, students will be alphabetically assigned to different locations to wait for their ride.

Our friends at La Fonda allow us use of their parking lot between 7:00 A.M. and 11:00 A.M. and from 2:30 P.M. until 4:00 P.M. Please honor our good neighbor's generosity by **observing these parking times**. The parking lot is to be used for drop off and pick up only. For any other business visitors are asked to park legally on the street.

Picking up students anywhere other than the school safety zone or the La Fonda parking lot is not advised. Per the School's policy on electronic devices, students in grades K-4 waiting for pick-up should not use any electronic devices without the permission of a faculty member. 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.

Extra-curricular programs-For interscholastic competition, Keystone will follow the guidance of the Texas Association of Private and Parochial Schools (TAPPS) while reserving the right to cancel practices or games anytime the administration deems it unsafe.

Whether Keystone holds classes on campus, concurrently, or in distance learning mode, we hope that clubs and activities will remain in operation while adhering to the COVID-19 guidelines and rules that apply toward academic programming.

Performing arts rehearsals and programs will be determined by the teachers, the department leader, and the administration in order to promote safety for all involved.

Outdoor education trips-outdoor education trips for students in grades 5-12 have been rescheduled for the Spring of 2021, conditions permitting. Keystone reserves the right to cancel these trips if there are safety concerns.

People-when Keystone's classes are on campus, we ask everyone to observe these stated guidelines in the letter and the spirit they were created. It is only by working together that we can maintain the safety of each individual student, teacher, and staff member.

When in distance learning, we ask that all students and faculty members similarly adhere to the same guidelines and rules as if we were working together in person. Behaviour that is unacceptable on campus is equally unacceptable online.

Many faculty and staff members will play a variety of roles when in person on campus. We ask that everyone accord them the same level of respect regardless of the function they are performing.

SAFETY

Keystone School is dedicated to maintaining the physical and emotional 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.

EDUCATIONAL PROGRAM

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

In addition, all students in K-8 take part in physical education, and all students in 7-12 have the opportunity to participate in interscholastic athletics.

Accommodations

Reasonable accommodations that fall within the scope of Keystone's accelerated and demanding academic program and maintain the school's high standards can be supported. The school determines, in its sole discretion, whether reasonable accommodations can be made and the type of accommodations to provide for the regular academic program. Families can request accommodations for their child by submitting diagnostic testing and a request for the desired accommodation(s) to the appropriate Division Head. Upon receipt of the request and the testing results, the Division Head will notify the family whether and what accommodations can be made. Plans will be updated as determined by Division Heads, and additional testing may be called for. In the Upper School, the Upper School Division Head will advise the student and family about accommodations for the College Board and other standardized testing for which students may qualify. Additionally Keystone does offer opportunities for standardized prep during the school year.

Academic Probation

An Upper School student whose cumulative GPA is less than 70 at the end of any grading period may be placed on probation for the next grading period. Middle and Upper School students receiving more than one D or failing any course will be placed on probation. 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 asked to leave at the end of the semester. In extreme cases, as judged by the Administration, the student may be asked to leave at the end of a nine-week period. Parents will be officially informed of a student's placement on probation. Unless noted in writing, students who qualify for academic probation at any time during the school year may have their contract for the following year held until the end of May, pending a review by the appropriate division.

A Middle School student who has been placed on academic probation may not participate in any team sport; instead, he or she will attend regular PE. The Head of Middle School and the Middle School Athletic Director will make a determination about whether and when the student can return to team play. Upper School students placed on probation may only participate in co-curricular activities with the approval of the Head of Upper School.

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 through approved testing and receive advanced standing for the demonstrated competence.

Auditing Courses

A student may audit a course without credit after receiving the approval of the subject teacher and the Administration. Students auditing the course must meet attendance requirements and

must abide by the teacher’s policies. Students will also be advised as to whether the audited course will appear on their transcript.

Dropping/Adding/Repeating Courses

	Drop date without appearing on transcript	Drop date with WD (Withdrawn) appearing on transcript	Time frame to add a new class
Year long courses	By emailing of 1Q report card	By end of 1st semester	After first 10 academic days of 1st semester
Semester long courses starting in 1st semester	By emailing of 1Q report card	By end of 1st semester	After first 10 academic days of 1st semester
Semester long courses starting in 2nd semester	By emailing of 3Q report card	By end of 2nd semester	After first 10 academic days of 2nd semester

A student may drop Upper School courses with the permission of the student’s parents or guardian per the time frame in the table above. After the 1Q or 3Q deadline, withdrawing from a course requires the permission of the teacher, parents, and administration. In such cases a withdrawal 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 on the transcript 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.

Grade & Progress Reports

Grade reports will be emailed at the end of every grading period for K-12; progress reports on dates listed on the Master Calendar. Grades will be available online.

Each division uses progress reports a little differently, with timing noted on the School calendar. The primary purpose of progress reports is to convey to parents and their children information about performance, learning objectives, and areas of strength and weakness in the context of a given class. The reports are intended to be useful in capturing work and effort to date, and in charting a course that will optimize future learning. Given the premium we place

on classroom time and teachers' preparation for their daily efforts, progress reports are intentionally direct and concise. Outside of these scheduled reports, parents can expect additional communication if we see student issues that need addressing at home, that require extra attention in the classroom, or which warrant an advance notice or discussion.

Grading System for K-12

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+ 93-96 A 90-92 A-
 87-89 B+ 83-86 B 80-82 B-
 77-79 C+ 73-76 C 70-72 C-
 67-69 D+ 63-66 D 60-62 D-

Graduation

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)
History	2
U.S. History	1
Political Science & Civics	1
Wellness course ²	1
Electives	2
Arts ³	1
Sports	1
Community Service ⁴	<u>n/c</u>
	21 (min)

¹Students must have earned credits for three math courses taken during Grades 9-12, regardless of what level of maths were taken in Middle School. Starting for the graduating class of 2023, AP Statistics will be a graduation requirement. Students entering after the sophomore year may apply for a waiver from the AP Statistics requirement.

²All students who enroll in Keystone for 9th grade are required to take Wellness (pre 2017-18 known as Self & Community). Students entering Keystone after 9th grade are not required to complete this course, but they must fulfill the 21-credit requirement for graduation.

³ Courses satisfying the Arts requirement are offered every year in studio arts, digital arts, creative writing, theater and music. Starting with the graduating class of 2023, their sophomore year elective choice should fulfill a students' arts requirement.

⁴ All current 9th -12th grade students must perform a minimum 12 hours of community service before graduation. Students are strongly encouraged to go well beyond the minimum requirement.

Students completing the Advanced Mammalian Anatomy course will earn ½ unit of science credit.

All students must earn 1 unit of sports credit. The sports credit can be earned in one of three ways:

1. Playing soccer, volleyball, basketball, baseball or softball at Keystone for one season earns .5 credit.
2. Playing other Keystone sports for one season or completing the 9th grade Wellness class earns .25 credit.
3. Managing one full season of a Keystone soccer, volleyball, basketball, softball team or other team approved by the Athletic Director earns .25 credit. Only .5 of the required 1 credit can be earned through managing.

Students who participate must have a current annual physical on file for that academic year.

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

Non-Keystone Courses for Keystone Graduation Credit

With prior approval of the Head of Upper School, a student may complete as many as 2 units of credit by completing courses at a local school, college, or approved online program, which can be used to satisfy high school credit. (This 2-course limit applies to a currently enrolled Keystone student's future courses and is not intended to invalidate permitted credit from previous enrollment elsewhere for grades 9-12). Any grade earned in this course is not communicated on the transcript, nor is it used in the compilation of Keystone GPA, but its successful completion will be listed on the Keystone transcript.

For online courses through an outside provider that have been preapproved by the Head of Upper School, a course completion contract will be developed by the student, parent and Head that includes the following information:

1. Official registration documentation of the date of enrollment in the online course.
2. Based upon the course start date and the pacing guideline for the course, firm course completion dates shall be agreed upon by the enrolled student, family and the Head of Upper School.
3. Based upon the course start date and the pacing guideline for the course, a firm date to drop the online course shall be agreed upon by the enrolled student, family and the Head of Upper School. A drop will not show up on the transcript as attempting the course. Any withdrawal or non-completion of the course after this agreed upon date will be indicated on the Keystone transcript.
4. Monthly student communication with the Head of Upper School updating course progress and completion will be scheduled. Failure of the student to adhere to timely communication can result in a revocation of approval of the course for Keystone credit. This communication requirement can be amended to be more frequent if a student falls behind in completing the course.
5. Notice of official completion from the online provider will be provided to the Head of Upper School by the enrolled student for the course to appear on Keystone's transcript.

Computation of Senior GPA

GPA's are determined initially at the completion of the junior year. Using end of course averages from grades 9-11, a numerical grade average will be computed, and then weighted based upon the total number of Advanced Placement courses taken beyond those required

(11th and 12th grade English and 10th and 11th grade history). In calculating a student's GPA for internal or external purposes, only grades earned at Keystone are used. Grades earned at other institutions may be accepted for Keystone credit on transcripts; however, they are not calculated into the student's GPA.

The base numerical average will be enhanced by 1% if 5 AP courses are taken and by an additional 0.5% for every additional AP course taken thereafter.

Keystone reserves the right to evaluate the records of transfer students. Questions concerning specific details of this computation should be referred to the Head of the Upper School or the Registrar.

Ranking

Keystone does not rank students. The senior who has the highest cumulative Keystone GPA by the end of the school year will be named Valedictorian; the Salutatorian will have the second highest GPA.

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 weeknights rather than during weekends.

While each student will have a unique experience on any given evening based on his or her preparation, his or her expectations, and his or her efficiency, our teachers attempt to meet the following guidelines for assignment length when giving homework. These are designed to be guidelines based on the average work-rate of students in a given class:

Pre-K: Pre-K homework is not given. Families are encouraged to review materials that are sent home in the roundtrip folder, read with their child and practice sight words.

Kindergarten: Kindergarten homework is usually given as a project for the week, and should take no more than 30 minutes over the course of the week. Occasionally, small take-home assignments may be given. Homework should be supervised by parents. As well, each student or family is expected to read for 20 minutes and practice sight words and math facts outside of school.

Grades 1-2: Grade level homework assignments are given and due periodically - usually once or twice a week, and should take between 10-15 minutes. Additionally, unfinished classwork will also be sent home for homework. At these grade levels, written homework should be supervised by parents. Generally, all grade 1-2 students are expected to read for at least 20 minutes each night and practice sight words and/or core words as well as addition and subtraction facts as needed.

Grades 3-4: Homework is assigned in subject areas periodically during a given week, and will take 10-20 minutes. Agenda books are used to communicate these assignments. Unfinished classwork will also be sent home for homework. In addition to subject area homework, students in 3rd and 4th grade are expected to read for at least 30 minutes each night as well as practice multiplication facts. Proper completion of homework and timely delivery to the teacher are expected. By doing so, Third and Fourth grade students are strengthening their sense of independence and gaining good organizational habits.

Grades 5-6: Students have 10-30 minutes of homework per class per night for their academic core classes. Some nights there may be no homework. Students have a 50 minute study hall each day that is designed to allow them to begin working on their homework.

Grades 7-8: Students have 20-30 minutes of homework per class per night for their academic classes. Some nights there may be no homework. Students have at least two 50 minute study halls a week where they can choose to work on homework.

Grades 9-10: Students should expect 30-45 minutes of out-of-class work per night per class. The total homework time should be 2.5-3.5 hours. In order to allow students to accomplish some of this work at school, students have one 50 minute free period per day, plus one hour for lunch each day, during which they can accomplish some work if they so choose.

Grades 11-12: Students should expect 45 minutes of out-of-class work per night per class. The total homework time should be 2.25-3.75 hours. In order to allow students to accomplish some

of this work at school, students have two free periods and an hour for lunch each day, during which they can accomplish some work if they so choose.

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

Teachers, in conjunction with 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, returned and entered into our learning management system as soon as possible, at least within a week of the due date. Major projects, papers and tests may be returned after more than one week when necessary.

Middle School High Honors and Honors

Keystone Middle School recognizes two levels of academic achievement at the end of a quarter, semester or year: High Honors and Honors. High Honors is designated for students with grades 90% or above in all classes, and Honors is designated for students with grades of 90% or above as well as no more than two grades of 80% or more.

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 first semester 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 Upper School, and after consultation with the Head of School. 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 high standards of honesty and reliability
- Shows courtesy, concern, and respect for others

Members whose cumulative average falls below 87 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.

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.

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 no more than 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 83 or better and if they have not exceeded 16 unexcused tardies or the number of absences allotted for the year. Seniors with more than 16 unexcused tardies accumulated by 2nd semester exams must take a final exam in the course in which they accrued the excessive tardies. Seniors can petition the Head of Upper School regarding extenuating circumstances surrounding absences.

Finals for 2nd semester seniors are one hour long and will count 1/5th of the semester grade. Take-home tests and projects can be substituted for in-class finals for 2nd semester seniors with administrative approval.

Service Program

The purpose of the twelve hour community service requirement is to encourage students to realize that they have something to give to others outside of the school. The National Honor Society 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 Programs

The Little School of Keystone offers a two week summer camp for children ages 3-10 years old. Students participate in one week of Art Camp and one week of Cooking Camp.

The Keystone School Summer Program is for rising 3rd – 8th graders for two weeks in the summer. Students participate in enriching activities while experiencing Keystone culture. Specific policies and guidelines for the program are outlined in the registration process.

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. 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.

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.

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.

Tutorials

Teachers of Grades 7-12 will be available to students at 8:00 A.M. in their classrooms for questions and extra help, unless they have morning duties. 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.

Tutoring

Keystone School faculty and staff may not tutor Keystone students for pay irrespective of the physical location and timing of such tutoring, unless approved in advance by the Head of the Division of the student being tutored. In the event a parent arranges for any tutoring, the parent should inform the classroom teacher in order to maximize the benefit to the student.

SCHOOL LIFE

Advisory/Assembly

Middle School and Upper School students are assigned to an advisory group. The advisory program provides time for students to develop supportive and caring relationships with teachers and to bond with friends. The advisory program occurs weekly and includes small and large group discussions, team building activities, social activities, academic counseling, as well as assemblies. Attendance at advisory sessions and assemblies is required.

Access to Libraries

The Upper School Library is open from 7:30-6:00 P.M. daily. Students in Grades 7-12 may use the library before or after classes or during lunch period. Grades K through 4 have regularly scheduled library sessions during each week in the Lower School Library. 5th and 6th grade students have access to teachers' classroom libraries, and may access the Upper School or Lower School Libraries with their classroom teacher.

Athletics and Physical Education

Lower School Physical Education

Keystone's Lower School Physical Education aims to:

- Provide opportunities for students to actively participate in individual and team activities
- Support students as they develop gross motor abilities, skills, and coordination
- Teach and expect students to demonstrate responsibility and respect for themselves and others
- Create a learning environment that supports growth, enjoyment, and success for all students
- Encourage students to maintain physical fitness for a healthy life.

Students have P.E. daily for 30 minutes. Students are not required to dress out for P.E.; however, they are required to wear tennis shoes in the interest of the child's safety. The following types of shoes will not be allowed: Crocs, flip-flops, sandals, boots with hard soles. Students can bring a change of shoes to school and/or keep a pair of tennis shoes in their cubby or backpack for use in P.E. class.

Middle School Competitive Sports

Keystone's Middle School Athletic teams participate in ISAL (Independent Schools Athletic League.) 5th and 6th grade teams participate in several different leagues dependent on sport availability. Leagues include SACAL, St. Luke's and CASA.

In 6th grade, sports offered include girls volleyball, coed soccer, and girls and boys basketball. Keystone facilitates the younger teams by handling league representation and by providing practice during P.E. periods. Parent coaches are welcome to work with their team during P.E. periods, but parent participation is not mandatory. Parents are necessary for coaching the games. The games are usually held on Friday evenings or Saturdays. The 5th grade program follows the same parameters as the 6th grade program, except 5th graders who participate in an in-house intramural basketball program during PE class in the winter season, and do not form basketball teams for league competition.

In 7th and 8th grade the following sports are offered at Keystone: girls volleyball, soccer, girls and boys basketball, girls softball, and coed track. Keystone provides coaches for all the above mentioned sports. Most practices will be held during P.E., either period 4 or 8. Teams that require practice at a field will arrive back on campus between 4:00 and 4:30 pm on practice days. Games are held after school during the week and occasionally on the weekends.

In middle school, there will be tryouts for each team. The number of players for each team will be determined at the beginning of each season by team coaches. Students who do not make the team will be given the option to either attend practice or join the regular P.E. class.

Attendance at practice is an important component of being a team member. If a practice must be missed, parents and students must communicate with the team coach. Game play will be at the coach's discretion; missed practices during the week will affect game play. If a student is not dressed in his or her uniform, he or she will not play in the game.

All students participating in athletics in Middle School must have a current physical and transportation form on file in the main office. Students will not be allowed to participate until these forms have been completed.

Middle School Physical Education

Students have P.E. daily. Students are required to dress out for P.E. every day. Dress includes a short-sleeved t-shirt, black shorts, non-marking athletic shoes. Students who do not dress out for P.E. will not be allowed to participate and will receive a "0" in dress and participation for the day.

P.E. Exemption Policy:

Middle school students may be eligible for exemption from P.E. based on two factors: the level of commitment to an outside sport and the student's P.E. schedule. A student who participates in athletic activities outside of school for 10 hours or more a week may apply for an exemption from P.E. Those who apply must submit a letter to the Middle School Athletic Director from their coach or instructor that verifies the 10 hour per week requirement. The Middle School Athletic Director will determine the conditions of the exemption.

Upper School Athletic Program

All high school students must earn one unit of physical education sports credit. Credit can be earned by participating in a competitive sport at Keystone or through managing a sports team (capped at a total of ½ credit throughout a student's career), or participating in an activity/sport approved outside of Keystone by the Head of Upper School and the Upper School Athletic Director. In the case that TAPPs cancels sports rge school may offer an after school PE program so that students can achieve their credits.

A ½ credit can be earned by participating in a major sport (i.e., volleyball, basketball, soccer, softball) for one full season.

A major sport is a sport that meets for practices and games five to six times a week. ¼ credit can be earned by participating in a minor sport (i.e., tennis, golf, swimming) or by managing a team for one full season. A minor sport is a sport that meets for practices and games three to four times a week.

Sports Offered:

Varsity & Junior Varsity Volleyball
Varsity & Junior Varsity Boys Basketball
Varsity & Junior Girls Basketball
Baseball
Soccer
Softball
Boys & Girls Tennis

Athletics Handbook

The athletic department has a handbook of its own. Our handbook contains the philosophies, policies, and guidelines which govern the Keystone Athletic Program, as well as some of the more important rules and regulations required by the school and governing leagues.

We ask that you read the athletic handbook thoroughly with your student-athlete(s). The athletic office must have a current, signed Acknowledgement of Having Read and Understood the Handbook Form (located at the end of the handbook) on file before a student-athlete can participate.

Requirements for Participation:

Each student wishing to participate in Keystone athletics must have the following completed and signed. These documents must be on file in the athletic office before the first day of participation in any given sport:

- **Acknowledgement of Athletic Handbook**
- **Physical Examination/Medical History Form** – The physical exam form must be completed by a physician and submitted to the coach or the Athletic office prior to participation. The exam will be valid for one year from the date it was obtained.
- **Medical Release Authorization** – Each athlete’s parent shall complete an emergency medical release form, giving permission for treatment by a physician or hospital when the parent(s) is not available. Furthermore, if an athlete has been seen by or referred to a physician, that athlete must return with a note from the physician with detailed information regarding the athlete’s activity status. Once an athlete is under a physician’s

care, Keystone needs a release from that physician before allowing the athlete to return to activity.

- **Transportation Form** – Keystone requires a transportation form to be completed *prior* to participation in any sport to allow the athlete to travel with the team or authorized person.
- **Acknowledgement of Rules Form** – TAPPS requires each athlete and parent to complete and submit this form *prior* to participation in any upper school sport.

If forms have not been turned in before the first scheduled day of participation, the student-athlete cannot participate in the sport desired. All of the documents can be found in hard copy form in the athletics office.

IMPORTANT – No student-athlete will be allowed to go to his or her next sport if uniforms have not been turned in.

Attendance

Corresponding to page 4 of the Athletic Handbook, student athletes must be in attendance by 11:30 am and remain at school for the conclusion of the day to be eligible for co-curricular activities on that day.

Time Commitments

Students will make a commitment of up to five to six days per week, depending on the sport. Practice length for each sport will not exceed two hours per day during the school year. Soccer and volleyball will have up to three hour practices in pre-season before the school year begins. No team related events will be held on Sundays. Practices and/or games may be held on Saturdays and across some school holidays depending on the sport and season. No games will be played during mid-year exam week or final exam week.

- Volleyball and Fall Soccer – Team practices start a week and a half before school starts. If a game is scheduled on the day immediately following a Monday holiday (i.e. Labor Day, Columbus Day), practice can be held on that holiday.
- Basketball - Practices may be held during the first three days of Thanksgiving week. District games may start the first week of December. With no games being played the week of finals, practices may be held during the winter holidays to prepare teams for district competition. If a game is scheduled on the day immediately following a Monday holiday (i.e. MLK Day, Presidents Day), practice can be held on that holiday.
- Practices may also be held before school. Coaches will not have practices begin before 7:00 a.m.

Scheduling

The athletic department does its best to schedule games and practices well in advance of the season. Because we cannot control district changes or changes made by an opponent when we travel to their home court/field, changes to schedules will inevitably occur. Game and practice schedules will be posted online through www.keystoneschool.org. Addresses will be posted online as well.

Severe/Inclement Weather

Any changes to published schedules due to bad weather will be updated on our website as soon as an affirmative decision can be made. If lightning is present during an outdoor event, all parties must be moved indoors. The event can only be resumed if 30 minutes have passed since the last visual evidence of lightning. For outdoor practices, heat and humidity are closely monitored. Where possible, practices will be scheduled in the coolest times of the day. Practices will not be held outside in a heat index of 110 or above.

Soccer Policy

Keystone is a member of TAPPS, which allows girls to play on the boys' soccer team. Wanting to provide the most opportunities possible, we have elected to pursue this option of including girls in the soccer programs for grades 7-12. There are a couple of important considerations which put limitations on this policy. First, Keystone has neither the staff resources nor sufficient numbers of students to field a full soccer team for girls in addition to the existing sports we have. Second, as we make this opportunity available, we want to avoid displacing boys from the soccer program, for we feel it is important to make sure that they have this opportunity. To address these two considerations, there will be limits on the total number of girls who can participate in the soccer program.

The following parameters will guide the participation of girls on the soccer teams:

- Girls can participate in the soccer program as long as there are 24 or fewer students in the program who wish to play soccer.
- When there are fewer than 24 boys who wish to play on a team, but more girls than the team can accommodate, the girls interested in playing will have a tryout for the team.
- Any girl who makes a team in a given year will automatically be given a spot on the team the following year, as long as she is physically prepared for the start of the season. This will apply even if there are 24 or more boys on a team in a given year.

Coaches will make decisions regarding tryouts, and will also make decisions about playing time for games. Girls on a team will be given the same playing time opportunities, and held to the same standards as boys.

Transportation and Travel

Keystone will provide transportation for all athletes to every away game and off-campus home games. Athletes are required to travel with the team to every away game and off-campus home game. Parents can pick their child up from the site; we ask that we have either a verbal or written notice from the parent before they leave the site. If the parent is not at the site to pick up their child by the time the team is ready to return to Keystone, the child must ride back with the team and can be picked up at Keystone.

Attendance

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 and timely attendance is one of the secrets of academic success. This applies whether school is in person on campus or in distance learning mode.

Excessive Absences, Tardies, and Missed Days/Disciplinary Action/No Credit

Any student missing

10 or more days in any year-long class or

5 or more days in any semester-long class may be subject to disciplinary action including loss of free periods and participation in extracurricular activities. Each unexcused absence counts as 2 absences in this calculation.

Seniors are also granted 6 days of college visits that don't count towards the totals above. An official note from the college admissions office of the school being visited is required for the absence to be considered excused.

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.

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 expected 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 phone call or email to the Registrar/Nurse, Teacher, and Division Head from a parent explaining and documenting the absence of a student for part or all of a day is necessary for an absence to be excused by the School and for a student to be given credit for 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 if 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, exams or other assignments (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. If a pattern of absences develops, teachers will bring to matter to division heads for a recommendation.

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.

Voluntary Trips

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

Lower School students who miss school for an extended time for voluntary trips will not be given homework in advance. Instead, they will be given a travel journal to complete during the absence. The classroom teacher will work with the student upon their return to make up missed work at a reasonable pace. The completion of the missed work may take place at school and at home.

Daily Schedule

School begins for all students at 8:30 am.

For Grades 9-12, 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 9 through 12 eat lunch during period 6.

Athletic practices, rehearsals, assemblies, club meetings, music lessons, 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-11:50-12:25
- Period 5 12:30-1:15
- 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 A.M. The kindergarten school day ends at 3:05 and Grades 1 through 4 end at 3:15 P.M. Lunch periods begin at 10:30; 11:00 and 11:30 for Grades K through 4th.

While on campus, students should confine their movement to the paved walks, driveways, and designated areas.

Arrival Procedure

Pre-K: Classes begin promptly at 8:30 A.M. and students are encouraged to arrive by 8:15 A.M. Morning care is available beginning at 7:30 A.M.

K—4th: Classes begin at 8:30 A.M. every day. Morning care is available from 7:00 A.M.-8:15 A.M. in the dining room. Teachers will walk students to their classrooms at 8:15 A.M. **Students arriving after 8:15 A.M. should be walked by their parents directly to their classroom.**

5th & 6th: Classes begin at **8:30 A.M.** Those who arrive before 7:45 A.M. must meet at the designated room. Morning care is available starting at 7:00 A.M.

7th -12th: Students must be in class by 8:30 A.M (with the exception of Upper School students who have first period free). The Upper School Library will open at 7:30 A.M. and close at 6:00 P.M. 7th & 8th grade students will be in the library, theater garden, or blacktop until 8:20 a.m. unless arrangements have been made for tutoring.

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. During pick-up time, the lot is available from 2:30-4:00. Keystone community members should never park in the La Fonda lot at any other times during the day. In addition there should be no parking in front of the dumpster entrance (east side of North Hall) on Woodlawn Avenue.

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.

Lunch

At Keystone School, students can bring their own lunch. Microwave ovens are available. Keystone families can also purchase lunch by setting up an account in our hot lunch program which is run by Cafeteria Services on a prepaid debit system. Cafeteria Services utilizes its own computerized system to calculate, produce, and maintain records as needed. Students will be expected to(More)

Given the nature of the Pandemic, lunch policies may change to ensure the safety of the students and staff. Students are expected to follow administrative guidelines during lunch. Eating off-campus during school hours is NOT allowed in 2020-21. Students are expected to maintain decorum and physically distance during lunch and are expected to be responsible for recycling or disposing of trash and leftovers from lunch.

Parents are asked to consider Keystone's commitment to sustainability when packing lunches. Water is provided to all students; therefore, we encourage reusable/refillable bottles as opposed to disposable plastic water bottles. This same consideration should be applied to all food packaging when possible.

Early Departure Procedure

All students entering and between 8:30am and 3:00pm MUST check in and out of the Registrar/Nurse office. If a child is to be picked up, parents contact the Registrar's office. An email to the students teacher and the Registrar beforehand is required. Parents SHOULD NOT come on campus to pick up their children. Please call the Registrar at 210.735.4022 X301 and the child will be brought out to Gate 3 on Craig Place.

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.

Pre-K

Please email your child's teacher and Pre-K Division Head if you will be picking up your child early. If someone other than a parent is picking up, please make sure they are on the authorized pick up list or notify the school.

Early Departure Procedure

9-12

Departures from school before classes are dismissed must be coordinated with the Head of Upper School. Students who must leave campus during the day for other than eating purposes should have a parent email the Head of Upper School. Upper School students must sign out at the Registrar's office so that the school can keep track of a student's presence or absence.

End of the Day

For the 2020-21 School year Keystone's policies are designed to eliminate opportunities to spread Covid 19 where possible. Thus students are asked to physically distance and to leave campus as soon as possible at the end of the day.

After school has been dismissed, on-campus activities will be limited to supervised meetings and school-approved activities. All students must vacate the classroom buildings by 4:00 P.M., unless under the direct supervision of a teacher or approved adult. If access to the locker area in Stevens is granted, students are expected to gather their belongings and exit the building in a reasonable amount of time.

Students in Kindergarten through 4th Grade who are to be picked up after 3:30 P.M. are required to be supervised in the After Care Program. Students in grades 5-8 have the option of participating in the After Care Program. Keystone assumes no responsibility for students not in supervised activities. Parents must make arrangements for all students not in school-approved, supervised activities to leave campus no later than 4:00 P.M.

Hours of Extended Operation and Extended Care Services

The Little School of Keystone campus opens at 7:30 A.M.

Keystone School has Morning Care available starting at 7:00 A.M for no charge. Aftercare is available for students in K-8 until 6:00 P.M.

All students in Grades K-4 who remain on campus after 3:30 P.M. must attend After Care, even if they have older siblings staying on campus with them.

Students in Grades 5-8 MAY NOT STAY ON CAMPUS AFTER 4:00 P.M. unless they are engaged in a school-sponsored activity or enrolled in the Middle School After Care program. Students will be escorted to aftercare each day at 4:00pm.

Students participating in the After Care Service must be picked up by 6:00 P.M. **Students picked up after 6:00 P.M. will be assessed a late fee: \$15 for any part of the first 15 minutes, plus \$1.00 per minute thereafter.**

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. Historically, a strong emphasis on self-discipline has characterized life at Keystone School, where students are expected to fulfill their obligations without repeated admonitions.

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, gender identity, 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.

Student Dress and Appearance

Keystone School subscribes to casual, comfortable clothing and hairstyles so long as student dress reflects a seriousness of purpose. To that end, clothing must be neat, clean, 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, do not promote substances or activities which are banned, or are not so controversial that they cause a disruption. This applies whether school is in person on campus or in distance learning mode.

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.

Appropriate footwear must be worn throughout the day.

On school-sponsored trips or special school functions, the sponsor will establish rules, be responsible for informing students, and enforce appropriate dress and appearance 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 division head will determine the appropriate consequence.

Student Lockers

During the 2020-21 school year, lockers will not be available for students to minimize student traffic and increase spaces for teaching and learning.

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 at any time. Lockers should be treated with respect and damage to them may be considered vandalism.

Student Property

The School assumes no responsibility for student property. Whenever possible, students should secure their property. Faculty and Staff have the right to examine student property on campus, including all electronic devices, and can require access to the contents therein.

Student Responsibilities, Conduct, Courtesy, and Decorum

Daily civility is the foundation for mutual respect. Students are expected to behave as young adults 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, dining hall, or online, 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.

Keystone Harassment Policy:

Keystone will not tolerate **sexual harassment** of students, employees, or other members of the school community by anyone, whether on school property, at school or work-related assignments or events off school property, or at school-sponsored social functions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or opportunities;
- submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or school-related decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's well being or creating a hostile, intimidating, or offensive environment.

Some examples of sexual harassment include:

- sexual innuendo;
- verbal harassment, including derogatory comments or slurs,
- inappropriate comments about a person's body or appearance;
- physical harassment such as unwanted touching, patting, or pinching, or physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, posters, or graffiti.

Any student who believes he/she has been harassed should report such actions to the head of school, school counselor, school nurse, or to and member of the administrative counsel.

Other, **nonsexual harassment** may occur when someone tries to humiliate or intimidate another, such as:

- making racist comments

- making derogatory comments about your religion
- making cruel personal jokes
- teasing you about your sexual orientation

No one should be allowed to harass you on the basis of your:

- sex/gender
- Race
- Color
- Religion
- National origin
- Disability
- Sexual orientation
- Ethnic background
- Gender identity

Anyone who believes that he/she has been harassed as described above should report such action. The school will follow the complaint handling procedures set forth above regarding sexual harassment.

Following a complaint of harassment, the school will conduct an investigation as is necessary to appropriately respond to the complaint and ensure that no further harassment or retaliation occurs.

Complaints will be maintained in confidence to the extent possible considering the school's obligation to take appropriate responsive action.

Appropriate disciplinary actions will be taken against anyone found to have sexually harassed another.

Some forms of sexual harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may need to be reported to legal authorities.

Students are also protected from any retaliation for making a good faith harassment complaint or for participating in a harassment investigation. Any student with a concern that he or she is being retaliated against should immediately bring it to the attention of the head of school, school counselor, school nurse, or the students' division head

ADDRESSING MISCONDUCT AND PROCEDURES

Philosophy

The school utilizes positive incentives to promote and reinforce appropriate behavior in conjunction with enforcing specific consequences for inappropriate behavior. As students progress through the school, so do the philosophies and procedures surrounding discipline:

Pre-K and Lower School

In Pre-K and Lower School, we aim to create a community where children feel safe, connected, and supported. Teachers use methods that are appropriate to children’s developmental stages to help them solve problems, use appropriate language, demonstrate responsibility for their actions, and respect each other’s feelings, rights, and property.

Discipline in Grades K through 4 is handled by teachers, coaches, and administrators. Typically, cases are handled quickly and, when deemed advisable, are resolved as soon as possible. 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. Lower School maintains a zero tolerance policy on physical aggression.

Middle School

In Middle School, we build on the foundation set in Lower School, with the aim that students care about how they treat each other and communicate effectively to problem-solve in social situations. Disciplinary interventions focus on impulse-control and emotion management, and our goal is for students to become more and more self-directed.

Upper School

Our goals for Keystone Upper School students include self-discipline, civility, respect, and integrity. Students face more choices as they mature, and we aim to provide a climate that promotes individual responsibility while simultaneously allowing students to learn from their mistakes.

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 separate a student from school, 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.

Behaviors Not Accepted

While our focus is centered on general attitudes and behavior, specific behaviors that are not tolerated at Keystone School include but are not limited to:

- 1) **Academic Misconduct.** Academic integrity is foundational to any respected academic community. All students at Keystone are expected to complete their own academic work unless given specific permission or instruction by teachers to work with others. Examples of academic misconduct include but are not limited to lending or copying homework or classwork, plagiarism, cheating during tests, and falsification of data, information, or citations in an academic exercise.
- 2) **Alcohol, Smoking and Drugs Use.** Please see comprehensive policy on page 44.
- 3) **Bullying.** Bullying occurs when one or more students repeatedly and intentionally harm, harass, intimidate, or exclude others. Bullying 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.
- 4) **False reports or retaliation for harassment, intimidation or bullying** also constitute violations of this policy. We ask that parents take an active role in bullying prevention by encouraging children to report bullying incidents to them and then communicating and working with the School as an ally.
- 5) **Chronic Lack of Participation** – the unwillingness or inability to accept responsibilities and obligations of a student in an accelerated academic program as evidenced by

neglect of homework, unprepared-ness for class, or repeated absences, particularly when quizzes, tests, exams or major assignments are scheduled or due.

- 6) Dishonesty, lying, forgery.
- 7) Inappropriate/Unsafe Use of the Facility: The Keystone faculty values the safety of its students. Keystone's students are educated in professional workspaces that contain many costly and dangerous materials (e.g., lighting/sound equipment, musical instruments, paints, power saws, etc.). Students may not be in any facility 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 materials unless authorized to do so by an appropriate faculty member.
- 8) Hazing. 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.
- 9) Loss of Self-Control - to the extent of engaging in verbal abuse, mistreatment, disrespect or threats to others in the school community.
- 10) Not Adhering to 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.
- 11) Public Displays of Affection. Excessive displays of affection such as embracing, kissing and sustained personal contact 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.
- 12) Repeated or multiple instances of minor offenses can result in consequences as with major offenses.
- 13) Skipping class.
- 14) Theft/Possession of Stolen Property.

- 15) Tampering with School Property and Systems - Tampering with plumbing, electrical, computer or alarm systems of the school.
- 16) Unauthorized Access to buildings during times when access is denied; breaking into any school building or space; vandalism of any school premises or property.
- 17) Unauthorized Phone Cameras and Picture Taking. The advent and ubiquity of highly portable phone cameras 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 expose 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.
- 18) 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.
- 19) Use of Electronic Devices - Electronic devices such as smartphones can be an easy target for theft, and the School is not responsible for the loss or theft of any device. For all students, electronic devices of any kind are allowed in learning environments at the discretion of the teacher. Outside of learning environments, students in grades PreK-8 may only use electronic devices if given permission by a teacher or administrator. Students in grades PreK-4 will have access to school owned and managed devices for the purpose of instruction in the classrooms and computer labs. Pre-K and Lower School students are not allowed to bring personal devices (tablets, phones, Smart watches, laptops) of any kind to school. If a student is found in violation of these rules, the device may be confiscated and brought to the office of the Upper, Middle, or Lower School Head.

Possible Consequences

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

- *An apology
- *A time out period.
- *Isolation during lunch or activity period.
- *Detention during a break or after school.
- *Clean-up duty in the dining room or in other campus areas.
- *Restriction from recess, P.E., or field trip.
- *Loss of locker privileges.
- *Loss of off-campus privileges.
- *A conference with an administrator.
- *A call or letter to parents.
- *Assignment to conflict mediation
- *Assigned zeros on assignments, quizzes, or tests due or administered during an unexcused absence from class.
- *In-house suspension during which the student is responsible for all school work and may be required to render service to the school.
- *Suspension for the rest of the day with a return after conference with parents.
- *Assigned zeros for assignments, quizzes, or tests when a student is guilty of academic dishonesty.
- *Payment for damages to property.
- *Restriction from playing in a team game, removal from an athletic team, or restriction from participation in all or any school-related events, including graduation.
- *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.
- *Restriction from participating in graduation ceremonies (ie., “not walking”).
- *Expulsion for the remainder of the school year or permanent expulsion(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.

Immediate Dismissal

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

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

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

Making threatening comments toward any member of the Keystone community.

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.

Disciplinary Probation

A student with serious or recurring disregard for the spirit of the rules and expectations may be placed on disciplinary probation. During the specified length of time he/she is on disciplinary probation, a student who commits a subsequent major offense may be expelled from school.

Appeals 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 and violations of academic honesty occurring in grades 9-12. The School will answer these questions truthfully, reporting instances occurring in grades 9-12 that resulted in suspension or expulsion. 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 his/her 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.

Intervention and counseling regarding substance abuse

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 may be subject to immediate dismissal. Of course, no disciplinary action by the school precludes any criminal action by appropriate governmental authorities.

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

Students who are found violating Keystone's community standards by teachers, staff or administrators will face disciplinary consequences. However, the School supports the efforts of students who seek out assistance in dealing with issues surrounding these standards **before** they become a disciplinary concern. Consequently, students who are concerned about their own behavior or the behavior of a friend or peer can approach the School's counselor, who can work with the student to explore counseling options. The counselor will work with students in a professional manner, and information discussed about prior events will not be considered within the School's disciplinary framework. Involvement in the counseling program does not preclude disciplinary actions for further violations of Keystone's substance use policies.

Responding to unsubstantiated infractions

When the School learns of possible infractions of Keystone's community standards, the appropriate Division Head will first attempt to ascertain the validity of the information. If it becomes apparent that the information is accurate, normal disciplinary processes will be followed. If the Division Head cannot ascertain the validity of the infraction, he or she will inform the student involved and contact his or her parent to share the information, but it is unlikely that any disciplinary action will ensue.

Responding to information about conduct off School jurisdiction

The responses for any behavioral misconduct while a student is on school jurisdiction are clear. If the School learns of a possible incident of misconduct that occurs off of jurisdiction, we retain

the right to address the situation as we see fit. Generally, however, our goal will be to share our information with the families of students involved, and to let those families address the potential misconduct in question in the manner that they see fit.

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.

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 students and other school personnel should exit their respective buildings in an orderly, prompt manner - maintaining silence so instructions can be heard - 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—three quick rings of the school bell—is sounded.

Threats

We ask students who hear, read, or otherwise learn of a threat related to campus, students, or staff, inform Keystone School as soon as possible. If the student is unable to directly contact the Head of School, the student should proceed to attempt to directly contact a Division Head until they make contact with someone.

Field Trips and Contests

Pre-K children do not leave campus and do not attend field trips. Special events and learning programs will be brought to the campus.

At the beginning of the year, each parent will complete in FACTS (formerly RenWeb) a 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 updated annually. 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.

Fundraising Policy

Keystone School's Office of Development works to raise funds to enhance the School's programs, services, and facilities. Opportunities to contribute financially to Keystone include annual gifts, planned gifts, targeted capital gifts, and gifts to the School's endowment. The development staff, along with parent volunteer leaders, will actively promote two primary opportunities for annual giving each year – the Annual Fund campaign in the fall and a fundraising event in the spring. During a capital campaign cycle, additional efforts will be made to reach out to parents and other constituents to garner financial support for important improvements and additions to the Keystone campus. Anyone interested in making a planned gift to Keystone School or contributing to Keystone's endowment is encouraged to contact the Office of Development.

In an effort to prevent undue interference in our school community, any other fundraising initiatives on campus must receive approval of the Administrative Council. Exceptions to this policy include student-led bake sales, spaghetti lunches, and similar sales for student clubs governed by existing policies. Keystone is fortunate to have a philanthropic parent body that is active in a number of worthy causes in the larger community. As a school, we encourage such activities as a great example for our students. At the same time, the School is mindful of the potential for over-solicitation of our parents.

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 (without the consent of the Head of School) 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 equity and inclusion;
- promote or advertise individual businesses, including those owned by Keystone School parents (with the exception of paid sponsorships for School fundraising events);
- seek donations or support for outside charitable organizations.

Gifts

Bringing the teacher an apple every now and then is an American tradition which continues in our times in the form of tokens of appreciation 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.

Use of Keystone Directory

The information provided in the Student Directory is not to be used for commercial gain.

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 (7:00-11:00 a.m.) and pick-up (2:30-4:00 p.m.) 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. 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.** All cars must be cleared by 2:45 P.M. from the front of Founders Hall.

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. These students are expected to sign out in the office of the Head of Upper School when leaving. 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. During the 2020-21 school year and as a way to reduce the chances of virus transmission on campus, student off-campus privileges will be suspended until the administration feels confident enough to reinstate these privileges.

Students who abuse this off-campus privilege through disregard for the standards of behavior, failure to sign out, 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.

Pets

With the exception of service animals, dogs and other pets are not allowed on campus or at School functions either on or off campus at any time without prior administrative approval.

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.

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.

In addition to working with students who observe any holiday, Keystone will not schedule programs or community events on religious holidays that are deemed to be major ones. Each year, the School will note those religious holidays designated as major ones on the School's online calendar. This list is subject to change over time, based on the timing of holidays in a given year, as well as the practices associated with those holidays. We request the community's assistance in notifying the administration if there is a feeling that a given holiday should be considered a major one. Currently, religious holidays identified as major ones include: Lunar New Year, Christmas, Diwali, Eid al-Adha, Good Friday, Rosh Hashanah, Yom Kippur.

For any student observing a religious holiday, no tests, papers, project due dates, lab reports or lengthy homework assignments may be required for completion on the day of observance.

Since students are learning to plan their work in an organized fashion, they are responsible for letting teachers know that they will be missing school, and for making up any work that may be interrupted by a religious holiday. A student missing school for a religious holiday is expected to make up all work by the end of the second full school day after the holiday, and should arrange directly with teachers for any testing that needs to be done. However, if planned well in advance and the work does not prevent the student or the rest of the class from moving forward in the program, a student may request in advance a longer extension for homework or projects, and a teacher can grant an extension accordingly.

On major holidays, teachers attempt to pursue classroom activities that minimize the challenges of making up work, and the school provides guidelines for the types of lessons that are most desirable. These guidelines encourage activities that are most easily replicable (which include assessments and other standard classroom activities), and discourage activities that are difficult to make up or that involve work with other classmates (such as field trips and group projects).

Student and Parent Visits

A student should obtain permission from an administrator at least one week prior to bringing any visitors (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.

During the 2020-21 school year and to limit the possible spread of COVID-19, the school may curtail the presence of guests and parents on campus.

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.

Transportation

For the safety and security of our students, Taxi/Limo/Rideshare is not an approved method of transportation for students. These types of services will not be allowed on our campus for students. Taxi/Limo/Rideshare requires that all passengers unaccompanied by an adult be 18 years or older. Students are also prohibited from using rentable e-scooters during school hours.

Parents must submit written permission for students to walk home from school in grades 5 – 8 to the respective division heads; students in grades 4 and below are not allowed to walk home from school.

Student Services

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities and clubs is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Division Heads, in coordination with the Head of School, determine what programs are offered as group or club activities each year. In some cases, it may be possible for a student to form a club based on their interests; in those cases, students must adhere to the rules for forming clubs as outlined below. The school may, in its sole discretion, disband any club at any time and for any or no reason.

Forming Clubs

All potential clubs shall provide the Division head and Head of School, in writing, the following information prior to the start of student participation:

- A. purpose and rationale for the club
- B. intended outcomes for students
- C. participation requirements

- D. plan of operation
- E. costs to participate and/or fund raising activities anticipated
- F. faculty sponsor for the club
- G. assurance that the club will adhere to all school/student conduct rules
- H. In addition, the club must be open to all interested students.

Division Heads, in conjunction with the Head of School (HOS) will evaluate each request for a club to ensure the above criteria is met in his or her sole discretion. If so, the club will be approved and will be governed by the below guidelines.

Operating Guidelines for Keystone Clubs

The Faculty sponsor shall prepare and publish operation procedures for all clubs and interscholastic extracurricular activities that ensure:

- A. the safety and welfare of the student are adequately safeguarded;
- B. students participate in ways that do not interfere with Keystone's academic program;
- C. all activities have proper faculty planning, direction, and supervision;
- D. Faculty sponsors are required to attend all meetings and activities on or off campus;
- E. each activity is assessed continuously, relative to its stated purpose and goals;
- F. building facilities and equipment are being used safely and as intended, and being maintained in proper condition;
- G. protection of the school, its staff and students from adverse claims

Failure to adhere to the foregoing may result in revocation of privileges given to the offending individuals.

College Counseling

Keystone School's college counseling program is designed to help students and their families identify suitable colleges and to help them navigate the application process. Aspects of this program include informational meetings with students and families, management of the School's part of the application process, informing students about appropriate standardized tests, gathering information about need and merit-based scholarships, counseling of juniors and their parents in a one-to-one setting, preparation of the college counselor letter, preparation of recommendation letters required by colleges, and providing guidance and feedback on all components of the student portion of each application.

Additionally, a large number of colleges send admission representatives to Keystone to hold information sessions and meet Keystone students.

Regardless of the student's level of enrollment at Keystone School, Keystone's college counselor is available for individual appointments with Upper School students and parents to discuss college goals, to counsel on standardized testing, to advise on course, co-curricular and non-school activities, and to assist in the college search process.

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.

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.

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. Items found that are valuable such as computers or iPhones are held in the business office and can be retrieved there. Periodically, the School will donate unclaimed and unmarked articles in the lost and found area after students and families have been notified.

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.

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.

Parents should bear that they are legally liable for events occurring at their house whether they are present or not.

School-Approved Parties/Dances

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 unless given permission to invite more by the faculty sponsor in charge of the dance.

- 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.

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 Leadership elective, Middle School Service Club, The Community Service Club, Students for Environmental Action and Service, and the National Honor Society. 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.

Volunteers and Class Trip Sponsors

Keystone School requires that a background check be completed and approved prior to a parent or other volunteer supervising, chaperoning, or otherwise assisting faculty and staff with Keystone students on campus or during a school activity such as a field trip. Parents and other volunteers are required to complete information and release forms provided by Keystone School at least two weeks prior to the activity.

Examples of volunteer activities that require a background check include attending off-campus field trips, chaperoning dances, and any number of events that would require a volunteer to help Keystone staff supervise students.

Parents do not need background checks to attend school-wide events like our annual Grandparents Day, athletic contests, or events in the theater. If parents would like to eat lunch with their children, we ask that they check in with the lunch supervisor and then sit in a designated section of the dining hall.

Lower School class parties require specific clarification; parents do not need a background check to attend parties as a guest; however, parents involved in assisting faculty or staff with running games or activities require background checks.

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.

During the 2020-21 school year, every student will have their temperature taken before entering school. If the child has a temperature of 100 degrees or more, they will not be allowed on campus. If a student reports COVID-19 symptoms during the school day, the child will be quarantined until a parent can pick them up. It is expected that parents will report to the school nurse any positive test by a child or family member for COVID-19 immediately.

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 prescription or non-prescription 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 update the forms on FACTS/RenWeb annually. They should also have an Action Plan on file in the school office. Forms may be obtained from the nurse for completion by the physician and parents.

Immunizations, Forms, and Illness

Keystone requires that all children entering Grades Pre-K-12 be immunized in accordance with regulations dictated by the Texas Department of Health.

Keystone follows the exemption allowed to public schools by Texas law that allows a physician to write a medical exemption statements for vaccines in two cases: that the vaccine required would be medically harmful or injurious to the health and well-being of child or household member, or if parents/guardians choose an exemption from immunization requirements for reasons of conscience, including a religious belief. For children claiming medical exemptions, a written statement from a physician acceptable to the school must be submitted to the school.

Regarding an exemption for reasons of conscience, an official exemption affidavit must be completed. The school requires the same form as the Texas Department of Health and Human Services requires. Instructions for requesting the official exemption affidavit that must be signed by parents/guardians, can be found on the Exemption Information page of the Texas Department of Health and Human Services. The original Exemption Affidavit must be completed, notarized, and submitted to the school. This document must be renewed every two years.

Each parent will complete all forms on FACTS/RenWeb providing essential medical data and phone numbers of people to be notified if the parents are unavailable.

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 72 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. Students should remain at home until they have been fever free when the temperature has been taken without medication.

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, COVID-19, 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 immediately.

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.

Technology at Keystone

Digital Communication

Keystone School currently uses FACTS (formerly RenWeb), a web-based school management software program, for our administrative data keeping and communication purposes.

Families from all divisions are expected to update their own data through their family portal; this includes address, email address, emergency contact, health, and other information. Families receive information for creating passwords when they first join Keystone.

FACTS/RenWeb is used to send progress reports and report cards to families from all divisions. Lower School has its own template especially designed to assess the unique developmental needs of elementary students, and Middle and Upper School divisions share a template for their grade reports.

In the Upper School and Middle School, parents and students can see grades for assessments for each class. A few notes about what to expect regarding posted grades:

- Assessments are entered as the grading is done, and although this will vary from teacher to teacher, students and families can expect to see the grades for assessments posted in a timely manner.
- Parents and families should not expect to see immediate posting of grades for assessments that have been handed in late.
- Students and families can expect that anticipated homework for the week will be posted by Monday afternoon of each week.

Administrators and teachers send information and announcements to both individual and school constituent groups. Thus, it is important for families to have current contact information listed in their profile.

The school does not support the use of our communication capacities for individual parent or student events, such as birthday parties.

Network Responsible 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 the 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 while at school. Therefore, a student must have parental permission to access the internet through both school assets and non-school assets.

The School cannot control internet content and does not have the ability or resources to monitor what students post online through non-school computers or other web-enabled devices such as mobile phones which do not use the School's network. All such postings are the sole responsibility of the posting party.

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 email 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 divulged to others. If a user's password is

compromised, it is the user's responsibility to change it immediately and to 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 users need software for educational purposes, they must submit a request to the Director of Technology.
8. Users may not transport or use software or data provided by the School to an off-site location 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 of 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, educational exploration, and professional matters. Users may not access or exchange inappropriate materials including, but not limited to, games, sexually explicit material, or hate-related material. If an inappropriate website 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 intentional modification or 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 electronic devices on the Keystone School network through wireless connections only. All personal student electronic devices used on the Keystone network are subject to inspection if being used on campus. Users who use personal electronic devices on the School's network are subject to all provisions of the Technology and Computer Network Acceptable Use Policy, including internet filtering.
 17. The School monitors all internet usage through its network 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 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 or videos on any internet web site which include the Keystone School logos, mascots, campus or other identifiable items is prohibited without the consent of the Head of School or the Communications Office.
 20. Uploading, streaming, or posting of any video, images, or pictures on any internet website of any Keystone School student or staff member without the consent of that student or staff member and the Head of School is strictly prohibited. Posting videos or images of students younger than 13 years of age also requires the permission of that student's parents.
 21. Use of personal devices or software to intentionally circumvent any aspect of these acceptable use policies is prohibited.
 22. The School actively views, investigates, and otherwise inspects all electronic files and data transmissions on the School's network.
 23. Any violation of these policies may result in disciplinary action.
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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 CFO about bills and payments are encouraged when questions arise. Failure to make and follow appropriate payment arrangements may result in a student being denied attendance privileges, being separated from Keystone School, and having the student's transcript and other records withheld.

Withdrawal Policy

In the case of a student leaving Keystone the below schedule of refund will be observed:

90% of yearly tuition amount if made before August 31st

80% of yearly tuition amount if made before October 31st

65% of yearly tuition amount if made before December 31st

40% of yearly tuition amount if made before January 31st

0% if withdrawal is after January 31st

School Closure

The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. If the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid. **In addition, by signing this contract you are obligated to pay the full tuition and there will be no refunds if the student is dismissed or expelled for any reason.**

KEYSTONE SCHOOL Background Checks FAQs

*** Who performs the Background Checks?**

Keystone School uses an independent company, Verified Volunteers, to perform Background Checks.

*** Why is the form called a Consumer Report?**

Background checks fall under the Fair Credit Reporting Act. Records are searched by county from the residence addresses listed when you fill out the online form with Verified Volunteers.

*** Is the school checking my financial records or credit?**

No, the school is not looking at any financial records or credit reports.

*** I went through the Background Check process during the last school year. Do I need to go through the process again?**

Yes if we processed the background check with Verified Volunteers. These will be processed every 2 years.

*** How long will the Background Check take?**

Once you receive the online link you have 48 hours to complete the process. Most background checks are completed within 1 week.

*** How will I know that my background check is completed?**

You will receive an email from Verified Volunteers as well as a copy of your results that can be shared with other organizations at your discretion.

KEYSTONE FACULTY & STAFF

ADMINISTRATION & SUPPORT STAFF

Wilnelia Antuna-Camacho - Director of Learning and Innovation

University of Puerto Rico, B.A.; University of Puerto Rico, M.Ed.; 7 years of teaching experience; joined Keystone in 2017.

Andrea Banks - Director of Enrollment Management

University of Southern California, B.A. Sociology, 15 years experience in independent schools prior to joining Keystone, Joined Keystone in 2019.

Tim Carpenter - Director of Maintenance

24 years experience providing support, planning, and execution of physical maintenance, operations of buildings, and building systems in an educational setting. Joined Keystone in 2018.

Sara Christiansen - Director of College Counseling

Kenyon College, B.A.; University of Michigan, M.Ed.; joined Keystone in 2016.

Lynda Ciment - Lunch and Library Supervision, Administrative Assistant

15 years in the business management field; joined Keystone in 2007.

Michael Flynn - Chief Financial Officer

The George Washington University, MBA, University of Delaware BS Economics
20+ years experience in finance. Joined Keystone in 2018

William B. Handmaker - Head of School

Washington University-St. Louis, MAT. Education/History; The George Washington University, B.A. Political Science. 32 years experience as an educator, 24 years as head of school. Joined Keystone in 2018.

Maria Ofelia M. Linkenhoger - Pre-K Aftercare Director

B.A. in Pedagogy with a concentration in Educational Psychology; Master's in Multidisciplinary Studies from Buffalo State College; 21 years of teaching experience; joined Keystone in 2017.

Kassi Mlcak - Assistant Head of Middle School, Hot Lunch Program Director, Aftercare Director

University of Texas at San Antonio, B.S.; 13 years of experience in business, administration and teaching. Joined Keystone in 2005 for 9 years and returned in 2017.

Ramfis Monzon - Accounts Payable/Receivable

Extensive experience in customer service, management, computer technology, administration, accounting, bookkeeping, sales and production scheduling; joined Keystone in 2013.

Todd Moore - Director of Technology Services & Data Security

University of Texas at San Antonio, B.B.A.; GISP; 27 years of experience in Information Technology Leadership, Data Security, and Business fields; joined Keystone in 2004.

Penny Moyer - Administrative Assistant, Registrar, School Nurse, AP Coordinator

Texas LVN Nursing License; extensive experience in nursing and office management; Texas Department of Health Certification in Hearing, Vision and Scoliosis Screening; American Heart Certification for Basic Life Support (CPR/AED); joined Keystone in 1987.

Elizabeth "Beth" Richter - Development and Communications Assistant

Pace University, B.A - Peace and Justice Studies; 8 years combined experience in project management, fundraising, marketing and education; joined Keystone in 2020.

Shannon Nutt - Receptionist, Assistant to Head of School

15 years in business management and customer service; joined Keystone in 2015.

Erica Shapiro - Counselor

Southern Methodist University in Dallas, Texas Ph.D. in Clinical Psychology. She has specialized experience with children, adolescents, and families in the areas of health psychology, cognitive-behavioral therapy, interventions for behavioral challenges, and assessment for autism & developmental disorders. Joined Keystone in 2018

Bill Spedding - Head of Upper School; Upper School History Electives

Lenoir-Rhyne College, B.A.; Wake Forest University, M.A.; 21 years of teaching experience; joined Keystone in 2003.

Edmund Tijerina - Director of Strategic Marketing & Communications

Harvard, A.B. in Philosophy; Columbia University, M.S. in Journalism. 6 years experience in marketing and web content/strategy; 29 years journalism experience. Monthly contributor to San Antonio Magazine. Joined Keystone in 2018.

Dena Valdez - Head of Pre-K Program

University of Arizona, B.S., Texas State University, M.Ed; 21 years of experience in Early Childhood education; joined Keystone in 2012.

Jeanette Vilagi - Head of Lower School

Our Lady of the Lake University, B.A.; University of Texas at San Antonio, M.Ed.; Texas Provisional Life Certification: Early Childhood and Elementary Education, Principalship Certification; 27 years of teaching experience; joined Keystone in 2000.

Adriana Villafranca - Director of Development and Alumni Relations

St. Mary's University, B.A., M.P.A.; joined Keystone in 2016; 26 years of experience in development and nonprofit management.

Jennifer Wivagg - Head of Middle School

Baylor University, B.A Piano Performance; Texas A&M University, M.Ed., Ph.D. in Learning Technologies; joined Keystone in 2013

DEPARTMENT HEADS

David Caraway - Head of History Department, Government, AP Modern European History

Colorado State U., B.M.; U. of Delaware, M.A.; U. of Delaware, Ph.D.; Maastricht Conservatory, Netherlands, propadeuse, vocal performance; 17years of experience teaching; joined Keystone in 2004.

Tony Ciaravino - Head of Art Department, MS Speech and Debate, US Theater, MS Public Speaking, Self and Community, Director of Summer Program

Incarinate Word College, B.A.; U. of Minnesota, M.F.A.; 18 years of experience in theater, including Guthrie Theater, Univ. of Incarnate Word Resident Co. Angelic Forest, SA Shakespeare Festival; 21 years of teaching experience; joined Keystone in 2002.

Donald Howk - Head of Science Department, MS Science, Advanced Mammalian Anatomy

Trinity University, B.A.; Texas Provisional Life Certification in Secondary Biology & Science Composite; Science teacher/tour guide for the 8th grade Yellowstone trip: 26+ years of teaching experience; joined Keystone in 2001.

Deborah B. Preston - Head of Mathematics Department, AP Calculus BC, and MS Pre Algebra

The University of Texas at San Antonio, B.S.; University of the Incarnate Word, M.A.; 31+ years of experience; joined Keystone in 1988.

Cynthia Tyroff - Head of English Department, Chair 8th grade English

Southwest Texas State University, B.A.; University of Texas at San Antonio, M.A.; 31+ years of teaching experience; joined Keystone in 2011.

TEACHING STAFF

Anna Armentrout US History

University of California, Berkeley, BA, MA, PhD in History; 8 years of teaching experience; joined Keystone in 2018.

Maggie Arnold MS and US Art

Texas Tech, B.F.A. and M.A.E.; joined Keystone in 2016.

Roxann Calderon Upper School Athletic Director, P.E. Teacher, Coach

University of Texas at San Antonio, B.S.; Upper School Volleyball Coach, Upper School Girls Basketball Assistant; 11 years of teaching experience; joined Keystone in 2005.

Terri Carpenter Kindergarten

University of Texas at San Antonio, B.A.; 21+ years of experience teaching kindergarten; joined Keystone in 2007.

Jessica Combs 3rd Grade

Loyola Marymount University, B.A., M.Ed.; 17 years of teaching experience; joined Keystone in 20014.

Laura Cook 2nd Grade

University of Texas at Austin, B.S.; Texas Provisional Life Certification; 21+ years of teaching experience; joined Keystone in 1999.

Carolyn Denny Librarian

University of Texas at San Antonio, B.A. and M.A.; Texas Provisional Life Certification: Elementary Education: Professional Reading Specialist Certification; Standard Principalship Certification: 26 years of teaching experience; joined Keystone in 2014.

Michelle Gann Pre-K Teacher

Berry College, B.S.; 6 years of teaching experience; joined Keystone in 2015.

Kat Golando Kindergarten Assistant Teacher & Aftercare Supervisor

University of Texas at San Antonio, B.A.; 7 years of experience teaching; joined Keystone in 2016.

Gabrieal Gonzales K-8 Music

Texas Tech University, B.M. and Master of Music; Texas Music Education Certification K-12; Voice Teacher at Wayland Baptist University and South Plains College; 14 years of teaching experience; joined Keystone in 2007.

Marcela Greenfield LS and MS Spanish

Excelsior College, B.S.; Certification as executive bilingual secretary; 17 years of teaching experience; joined Keystone in 2000.

Jody Hawk-Ridewood Middle School Athletic Director, P.E., Coach

Incarnate Word College, B.S.; 30 years of coaching and teaching experience; joined Keystone in 1987.

Dottie Hall Upper School English

University of Texas San Antonio, MA in Education Leadership, Texas A&M University, BS. Over 20 years educational experience. Joined Keystone in 2020.

Isabel Henry Pre-K Teacher

University of the Incarnate Word, B.S.; 11 years of coaching and teaching experience; joined Keystone in 2012.

Joya Holden 4th Grade

University of Michigan, B.A.; Oakland University, M.A.; 18 years of experience; joined Keystone in 2016.

Traci Holliday 4th Grade

Southwest Texas State University, B.S.; Texas Provisional Life Teaching Certification; 31+ years of teaching experience; joined Keystone in 1984.

Richard LeBlanc Ph.D. 7th/8th Grade Mathematics

Louisiana State University, Bachelor of Science in Mathematics,; University of Louisiana at Lafayette, M.S in Pure Mathematics and Ph.D. in Mathematics; joined Keystone in 2020.

Dawn Lavelle Kindergarten

University of Texas at San Antonio, B.A.; 16 years of experience; joined Keystone in 2006.

Brian Lawrence US English

University of Texas, BA, The University of Louisville, MA English, Trinity University, MA Education Administration, University of Texas Austin, PhD Curriculum Instruction; 24 years teaching experience; joined Keystone in 2019

Megan Letos MS and HS Digital Arts, Yearbook

Philadelphia University, Bachelor of Science in Animation,; Savannah College of Art and Design, Masters of Fine Arts in Visual Effects; joined Keystone in 2020

Sean Lindsay US Mathematics, AP Computer Science, Professional Development Coordinator

University of Maryland, Baltimore County, B.A; University of Texas at San Antonio, M.A., Education Technology; 12 years of teaching experience; joined Keystone in 2015.

Regina Luckie 5th and 6th grade English

University of New Mexico, B.F.A.; graduate hours UNM; New Mexico and Texas Teaching certificates; 26 years of teaching experience; joined Keystone in 2001.

Jason Nydegger US Chemistry, AP Physics, AP Chemistry

University of Texas at San Antonio, B.S., Graduate coursework in Electrical Engineering and in Cellular & Structural Biology; 22 years of teaching experience; joined Keystone in 2006.

Erin Ochoa Pre-K Teacher

Texas State University, B.S.; 9 years teaching experience; joined Keystone in 2013.

Alicia Ortega Creative Writing

Stanford University, BA English, Louisiana State University, MFA Creative Writing; joined Keystone in 2018.

Gypsy Pantoja Theatre

MFA in Acting from Virginia Commonwealth University; University of the Incarnate Word, BA in Theatre. Over 26 years of theatre experience. Joined Keystone in 2011.

Patricia Pederson 7th and 8th Grade History

South Dakota State University, B.S.; University of Minnesota, M.A., PhD.; 10+ years of classroom teaching experience; 30+ years in education; joined Keystone in 2013

Catherine Sobieszcyk 5th/6th Science

University of North Carolina at Chapel Hill, Bachelor of Arts in Biology and Spanish,; Eastern Carolina University, Master of Arts in Secondary Science Education,; Endicott College MSSAA/MIAA, Masters of Arts in Organizational Management; joined Keystone in 2020

Monica Laurent-Trivizo 2nd grade Teacher

Has worked in elementary education for 19 years as a classroom teacher, reading coach, and literacy consultant. She holds a Bachelor's degree in Elementary Education from the University of New Mexico and a Master's degree in Literacy from the University of Texas San Antonio. Monica is a certified Reading Specialist and Dyslexia Therapist

Michelle Quintero 1st Grade

St. Mary's University, B.B.A; Univ. of Texas at Pan American, B.A.; Texas Certification; 22 years of teaching experience; joined Keystone in 2005.

Sarah Rardon 5th/6th Social Studies

University of Texas in Austin, B.A in English and History; joined Keystone in 2009 for 9 years and returned in 2020.

Dejana Rubio P.E. Coach, Assistant to Penny Moyer

Oklahoma Panhandle State University, B.S.; joined Keystone in 2016

Matt Schultze LS Athletic Director, P.E., Coach

University of Texas at San Antonio, B.S.; TExES/Excet Physical Education EC-12; joined Keystone in 2007.

Layne Steinhelper MS Science, AP Biology, AP Environmental Science

Michigan State University, B.S; additional graduate hours at Michigan State University; Texas Standard Certification; 31+ years of teaching experience; joined Keystone in 2003.

Hannah Steward 3rd Grade

University of Northern Iowa, B.A.; University of Phoenix, M.Ed; 15 years of teaching experience; joined Keystone in 2007.

Tamara Trouche, Innovation Specialist

University of Texas San Antonio, MA Instructional Technology University of Texas San Antonio, BA in EC-6 concentration in ESL, Joined Keystone in 2019.

Kyle Unruh P.E., Coach

University of the Incarnate Word, B.S.; joined Keystone in 2015.

Viviane VanPoppel Pre-K Teacher

University of Texas San Antonio, B.S.; 9 years teaching experience; joined Keystone in 2012.

Chrystal Westwood 1st Grade

University of Texas at San Antonio, B.A.; Grand Canyon University, M.Ed.; Texas Provisional Life Certification; 16 years of teaching experience; joined Keystone in 2007.

Faculty and Staff Email Addresses

All staff members at Keystone have school email accounts. The email address for any staff member is the first letter of his or her first name, followed by his or her last name, followed by “@keystoneschool.org.” For example, the email address for **Joe Smith** would be **jsmith@keystoneschool.org**

NOTES

Keystone School Campus Map

