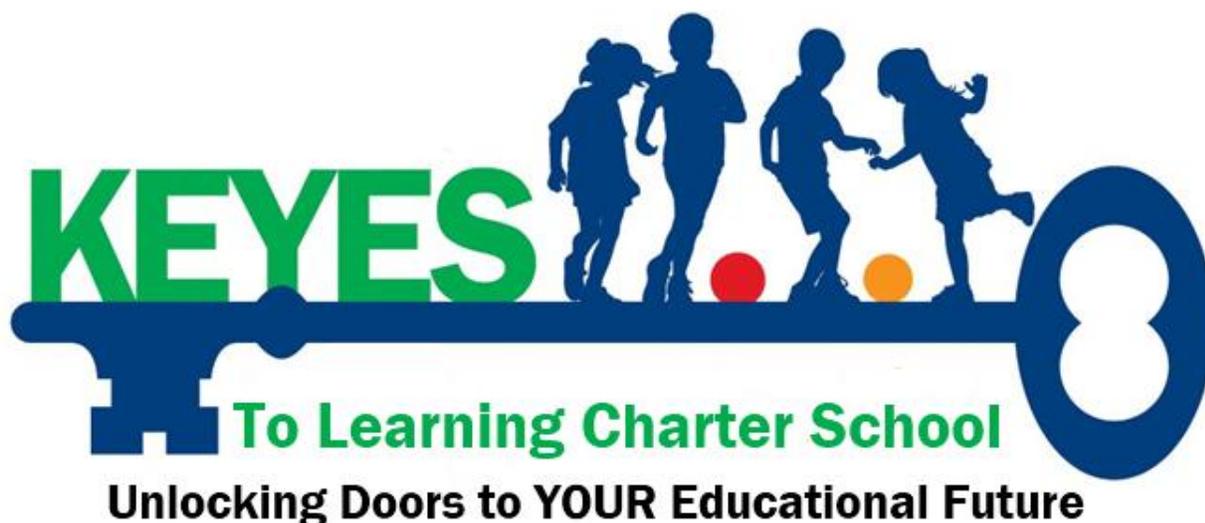


Established 1995



KTL

Parent/Student Handbook



WASC ACCREDITED
2010-2016

5709 Ninth Street
P.O. Box 519
Keyes, CA 95328
209-634-6467

A Message from the Principal

Welcome to Keyes to Learning Charter School, also affectionately known as KTL. We are glad that you have decided to be part of our educational family. KTL opened its doors in 1995 as a K-8 home-school charter program. We have grown to be an award winning K-12 charter school with a real home on the beautiful Keyes School campus and Turlock Covenant Church education facility.

Back then, KTL was one of three home-based charter schools in Stanislaus County. Now, there are over a dozen charter schools available to students in the area. Some are site-based, some are home-based and a few have combined the two to offer students the best of both home and classroom. KTL is one of those that very successfully combined the two to form a hybrid of both types of schools.

Since the start of the charter school movement, there have been numerous changes in California's public education system. Development of common core state content standards, uniform state testing and the ranking of schools were all initiated after KTL began. We are proud to say that our staff and students have risen to the challenge and every year KTL has shown improved test scores and rankings. And with the Common Core Standards and the Smarter Balanced assessment on the horizon, you can be assured that KTL will continue to step up to the challenge.

We are quick to point out that charter schools are not for everyone. Charter schools are the original "schools of choice". Charter schools are based on the belief that parents and students should have choices in the types of schools their children attend and education they receive and that one type of education does not fit all children.

We expect that families who choose KTL are interested in a strong liberal arts education from kindergarten through twelfth grade and they want more than a language arts and mathematics curriculum. They want their children to love books, enjoy learning and desire exploring. They understand that an excellent education takes hard work and discipline. Keyes to Learning Charter School is made up of families just like this. We look forward to learning and working with you too!

Sincerely,

Mr. Wynn

Principal

CONTENTS

<i>A MESSAGE FROM THE PRINCIPAL</i>	2
<i>A LITTLE ABOUT KTL</i>	5
<i>EXPECTED SCHOOL-WIDE LEARNING RESULTS</i>	6
<i>KEYES SCHOOL BOARD MEMBERS AND DISTRICT ADMINISTRATION</i>	7
<i>KEYES TO LEARNING CHARTER SCHOOL STAFF</i>	8
<i>4 KTL CHARTER SCHOOL EDUCATIONAL PROGRAMS</i>	9
<i>EDUCATIONAL PROGRAM</i>	10
<i>STUDENT RESPONSIBILITIES</i>	11
<i>TEACHER RESPONSIBILITIES</i>	11
<i>PARENT RESPONSIBILITIES</i>	12
<i>METHODS OF MEASURING STUDENT PROGRESS : INDEPENDENT STUDY AND K-6</i>	13
<i>KTL ACADEMIC REQUIREMENTS: K-6 CORE CLASSES</i>	13
<i>K-12 INDEPENDENT STUDY (I.S.)</i>	14
<i>KEY ACADEMY 7-12 GRADE ACADEMIC EXPECTATIONS</i>	14
<i>HIGH SCHOOL CLASSROOM-BASED PROGRAM</i>	14
<i>EARLY COLLEGE PARTICIPATION ACADEMIC EXPECTATIONS</i>	15
<i>JUNIOR HIGH CLASSROOM-BASED PROGRAM</i>	15
<i>ACADEMIC PROBATION FOR ALL KTL PROGRAMS</i>	15
<i>STUDENT ATTENDANCE IN CLASS (ABSENCES)</i>	16
<i>VENDORS & KTL</i>	16
<i>EFFECT OF STATE BUDGET PROBLEMS ON KTL</i>	16
<i>TRANSPORTATION TO AND FROM SCHOOL</i>	17
<i>STUDENT SAFETY / BULLYING AND HARASSMENT</i>	17
<i>LUNCH TIME RESPONSIBILITIES</i>	17
<i>PHYSICAL EDUCATION</i>	18
<i>PARKING</i>	18
<i>LEAVING SCHOOL EARLY</i>	18
<i>INDEPENDENT STUDY FOR STUDENTS ENROLLED IN CLASS</i>	18
<i>VISITORS</i>	18
<i>SHADOWING</i>	18
<i>STUDENTS WITH SPECIAL NEEDS</i>	19
<i>EMERGENCY & MEDICAL INFORMATION</i>	19

PARENT INFORMATION..... 19

VOLUNTEERS 20

PARENT INVOLVEMENT..... 20

SAFETY DRILLS..... 20

RESOLVING PROBLEMS..... 20

STUDENT BEHAVIOR..... 20

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR OR LACK OF PARTICIPATION 21

STUDENT DRESS FOR ALL STUDENTS WHILE ON CAMPUS 21

PUBLIC DISPLAYS OF AFFECTION (PDA) 22

ELECTRONICS AND NUISANCE ITEMS AT SCHOOL..... 22

LOST AND FOUND 22

COMMUNITY SERVICE FOR K-12..... 22

SCHOOL SPONSORED FIELD TRIPS..... 23

PROMOTION CELEBRATION REQUIREMENTS 23

SCHOOL LUNCH..... 23

CARE OF SCHOOL PROPERTY..... 23

KTL BEHAVIOR STANDARDS 24

ADMINISTRATIVE MANAGEMENT 24

A Little About KTL

Keyes to Learning Charter School was established in 1995 as the 85th charter school in California. What began as a support program for K-8th grade homeschooling families has blossomed into a unique home-based hybrid offering so much more than independent study. Today KTL offers a flexible experience through 12th grade with students making responsible choices about time and place and achieving with parents as true partners in learning. The vision in 1995 was to create the best possible environment for individual learning and to create a model for educational innovation by integrating the resources of the community, the expertise of professional educators, and the bonds of the family unit. That vision continues today.

KTL students are free from the traditional time schedules and fixed places that characterized public schools in the 20th century. All students have access to a high-quality education designed for specific needs and preferences; meeting state standards and preparing students for college and career. At our high school, students make choices from a wealth of community resources, including early college and work experience.

KTL students experience a safe and sound climate for learning from elementary school through post-secondary paths because parents are at the center of all that happens. Their voices and values are respected and are critically important. The KTL high school program was developed when parents communicated the need and the KTL leadership acted upon what they heard. Today, KTL continues to thrive because families choose KTL over the many charter and traditional programs available in Stanislaus County.

The KTL educational program is designed to give all students access to opportunities for success in life, work, and citizenship. Our elementary program is based on the Core Knowledge® Sequence while our high school courses meet the University of California's a-g requirements. In addition, KTL's entire program has met the criteria for Western Association of Schools and Colleges (WASC) accreditation.

As you can see, KTL has come a long way and endeavors to provide learning experiences to ensure that students master academic foundations, develop productive habits of mind, and acquire a capacity for the rigorous work of the real world.

What is Core Knowledge®? Decades before "Common Core" became a familiar term in education policy, in the late 1970's, E.D. Hirsch, Jr., then a professor at the University of Virginia, determined that there was a core body of knowledge that students need to acquire — and that the more students know, the more they are able to learn (One of the Core Knowledge's mottos is: "Knowledge builds on knowledge."). Further, Hirsch suggested that students — being given specific guidelines on what they learn at every grade level and making them more "culturally literate" — would receive a more equitable, fair, and rich education.

What are a-g requirements? California high school courses offered to satisfy the "a-g" subject requirements must be certified by University of California (UC) and appear on the school's "a-g" course list. These courses are to be academically challenging, involving substantial reading, writing, problems and laboratory work (as appropriate), and show serious attention to analytical thinking, factual content and developing students' oral and listening skills.

KTL'S VISION

To Learn, Serve, and Lead.

Expected School-Wide Learning Results

Keyes to Learning Charter School expects its graduates to be:

Academic Achievers who:

- Meet or exceed the California State Standards in English, mathematics, science and social studies,
- Rise above and go beyond the norm by learning, working and serving in the community.

Responsible, Self-Directed Citizens who:

- Participate fully as well informed and active participants in their communities,
- Make informed choices and fulfill civic duties,
- Demonstrate knowledge of local state and federal government issues,
- Set appropriate and realistic educational and personal goals,
- Understand that proper nutrition and physical fitness are necessary for good health,
- Demonstrate how to budget money, handle finances and perform other basic life skills,
- Recognizes the importance of service to others.

Effective Thinkers and Communicators who:

- Are culturally literate and classically educated,
- Understand and use technology competently and appropriately,
- Write logically developed and mechanically proficient reports, letters, essays and narratives,
- Speak with confidence with a group or to an audience.

Successful Collaborative Individuals who:

- Work effectively in groups,
- Exhibit good manners and positive attitudes,
- Manage relationships in a positive manner,
- Exhibit flexibility and good time management.

Keyes School Board Members and District Administration

Superintendent

Cynthia Schaefer

Board Members:

Tony Aguilar

Bob Edwards

Tammy Suarez

Jimmy Emmons, SR.

Jeff Reed

KTL Board Members:

Linda Boone

Linnie Roest

Chris Powers

Brandon Friesen

Dr. Robert Wurm

KEYES TO LEARNING CHARTER SCHOOL
P.O. BOX 519
5709 9TH STREET
KEYES, CA 95328
PHONE 209-634-6467

WWW.KTLCHARTERSCHOOL.COM

Keyes To Learning Charter School Staff

OFFICE STAFF:

Secretary - Betty-Jo Nascimento

Library - Rachel Bagley

Paraprofessional - Johanna Biondi

Business Manager -Karen Nunes

Paraprofessional - Jacob Harrison

Paraprofessional - Suzanne Hanson

CERTIFICATED STAFF:

Principal:

Rusty Wynn

Program Coordinators:

Monique Becker K-12 Independent Study

Vicki Harmon 7-12th

Jill McGinnis K-6th

Independent Study Educational Advisors:

Monique Becker

Emma Rovito

Cindy Tyson

Diana McCullough

Classroom Teachers:

Jill McGinnis Kindergarten

Jennifer Hayes 1st

Diana Hulbert 2nd

Cindy Tyson 3rd

Noemi Carlton 3rd

Annette Steele 4th

Kim Mattos 5th

Merry DeSomma 6th

Lorraine Jones 7th

Michelle Johnson 8th

Vicki Harmon 9-12 Humanities

Bob Monroe 9-12 Spanish

Sheri Hoover 9-12 Math

Mercedes Hollcraft 9-12 English Language Arts/Drama

Lena Weeda 9-12 Science

Marlean Bravo K-12 Resource

All staff members can be reached by calling the office at 209-634-6467

4 KTL Charter School Educational Programs

MISSION STATEMENT

Keys to Learning Charter School, working in partnership with the families and community will provide students in kindergarten through twelfth grade with the materials, expertise and opportunities needed to be an educated, productive citizen and lifelong learner in the 21st century. This will be accomplished by offering individualized instruction in one-on-one and classroom settings using the highest quality academic resources.



CORE Academy (K-6) Students participating in this independent study program meet three and a half days per week (Monday through Thursday, with Wednesday as a minimum day) on the KTL campus. Students will be in a self-contained, grade level classroom with a homeroom teacher and are expected to be in class every day. The curriculum taught is structured to follow the CORE Knowledge® Sequence. Children in this program are taught a coherent, cumulative, content-specific core curriculum. Students are provided Independent work to be completed with their family at home on Fridays, thus keeping parents directly involved in the educational process.



KTL Home Study (Independent Study) program for K-12 grade students. These students meet one to four times each learning period with a certificated teacher. Parents are expected to participate in the meetings and assist student at home. Students in this program are able to receive personalized learning which can be adapted to specific educational needs.



C.O.R.E. Enrichment Class (K-6) A home-based hybrid school with enrichment classes each week and parent meetings every learning period with a certificated advisor. K-6 students may attend weekly classes if the parents are following the daily lesson plans provided by KTL. Students are expected to participate fully by arriving on time and cooperating with their instructor.



Key Academy (7-12) Key Academy (9-12) teaches a comprehensive liberal arts curriculum, focused on college and career preparation. Key Academy's program received WASC accreditation through 2016 and a-g courses are UC approved. Many of our students are also enrolled in tuition-free college courses saving them time and money!

Middle school grades 7 and 8 are an independent study, self-contained classroom that meet three and a half days per week (Monday through Thursday, with Wednesday as a minimum day) and also offer a two day per week option (Tuesdays and Thursdays).

Educational Program

A. Charter Purpose - The purpose of Keyes to Learning Charter School will be accomplished by providing students and parents with:

1. Access on a regular basis to certificated teachers as educational partners and advisors who assist in attendance, lesson plan development, course selection and remediation;
2. High-quality, organized curriculum choices aligned with the Core Knowledge Sequence and the California State Standards plus access to educational resources through an extensive Parent Educational Resource Library; frequent and varied assessments including Star Math, Star Reading, and Accelerated Reader; monthly interviews; and annual CST testing;
3. Learning records and portfolios;
4. Instructional methods including, but not limited to, home-based instruction, classroom instruction, independent study, workshops, seminars, distance learning, Internet, and travel programs;
5. Opportunities to utilize educational resources in the community made available through partnerships with individual professionals, businesses, colleges, and local government agencies.

B. Charter Goals - The goals of Keyes to Learning Charter School are:

1. To provide high interest, challenging courses and activities for students that address multiple learning styles.
2. To encourage students to be self-motivated and lifelong learners by including them in the educational decision making and giving them greater responsibility.
3. To involve the entire family in the learning process and provide a variety of academic and social activities to promote understanding.
4. To assess knowledge and demonstration of integrated learning across major subject areas through performance-based assessments.
5. To assure transferability of student credit by maintaining WASC accreditation.
6. To inform parents and students of college and university requirements and options early and often.
7. To offer students the means to accrue college credit while in high school and thus better prepare for independent college life.

C. Charter Educational Philosophy

1. The Keyes to Learning Charter School educational philosophy endorses the idea of the Core Knowledge® Foundation that students should acquire basic liberal arts content knowledge early and in so doing create a strong foundation for thinking and learning.
2. Parents play an essential role in their children's education.
3. Communication between the home and school is ongoing and an integral part of the learning environment.
4. Student input is valued, promoted, and acknowledged.
5. Education is viewed as a lifelong process.

D. Charter Students

1. Students who enroll in KTL Charter School do so for a variety of reasons, which include:
 - a. A commitment to a classic, liberal arts education and academic challenge.

- b. Family relationships or personal beliefs and values.
 - c. A flexible university model for fulfilling high school graduation requirements.
2. As educated individuals in the 21st century, KTL students will be:
- a. Culturally literate and reflective.
 - b. Self-directed and motivated.
 - c. Experienced in solving problems scientifically and creatively.
 - d. Able to communicate well and work cooperatively with others.
 - e. Socially conscientious, value relationships, and practice good citizenship.

Student Responsibilities

INDEPENDENT STUDY

- Accept responsibilities regarding behavior and academic participation.
- Complete all assigned work.
- Turn in all work in a timely manner
- Maintain an organized school notebook.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.
- Attend tutoring sessions when needed.
- Be on time to class or appointments.
- Ask the teacher for help whenever an assignment is not understood.
- Follow all handbook guidelines for dress, technology and behavior when on campus.

Students at KTL are expected to complete all assignments on time and are expected to do their work to the best of their ability. Independent study is often more appropriate for students needing a personalized approach or who need extra time or modifications.

CLASSROOM

- Accept responsibilities regarding behavior and academic participation.
- Complete all assigned work and make up missed work.
- Turn in all work in a timely manner.
- Maintain an organized school notebook.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.
- Attend tutoring sessions when needed.
- Be on time to class or appointments.
- Obtain missed assignments as soon as possible.
- Ask the teacher for help whenever an assignment is not understood.

Teacher Responsibilities

INSTRUCTION

- Develop courses of study aligned with the state standards and the school's charter.
- Implement instruction aligned with the courses of study.

- Utilize methods of instruction aligned with the school's charter document including group and individual projects beyond the textbook, presentations and a variety of resources for information, technology, and tutorials.
- Maximize the use of independent study time by including community resources.
- Assign and evaluate work for students on days they are not attending class.

ASSESS STUDENT WORK

- Develop assessments aligned with the state standards, the ESLR's, and the charter.
- Develop a variety of classroom assessments including exams, quizzes, projects, portfolios, presentations, and oral exams.
- Communicate grades to students and parents on a regular basis via the internet based gradebook and/or directly to parents if students are in danger of failing.
- Re-teach, if necessary, based on assessment results.

COMMUNICATE WITH FAMILIES

- Include parents and students as part of the educational team.
- Treat parents and students in a professional manner.
- Be available to help students outside of class time—post your regular office hours.
- Communicate with parents as necessary about student progress.
- Ensure that all students have equitable access to learning the core curriculum.
- Return parent phone calls or e-mail within 48 hours.

RECORDS

- Maintain independent study records including assignment sheets and graded work samples.
- Maintain classroom attendance records including absences.

PROFESSIONAL RESPONSIBILITIES

- Adhere to the charter and the policies.
- Be regular and prompt in attendance.
- Work as part of teacher/parent/student educational team.
- Develop annual goals for professional improvement.
- Participate in school governance serve on committees and attend staff meetings as required.

Parent Responsibilities

- Maintain an ongoing awareness of how your student is doing in each class, contacting teachers whenever progress is in doubt.
- Attend a conference when requested by a teacher .
- Ensure that your student maintains completed schoolwork in some organized fashion.
- All work should be saved for possible use in a portfolio.

- Ensure that your student takes care of school property.
- Ensure that your student attends tutoring sessions when requested by a teacher.
- Provide a quiet and orderly place in which to study and work at home.
- Provide transportation to and from classes on time.
- Ensure that your student arrives at school on time for his/her first classes or appointments.
- Be aware of your student's behavior.
- Attend parent meetings.
- Speak to your child's teacher if a problem arises.
- Check KTL's online portal to monitor student academic progress.

Methods of Measuring Student Progress : Independent Study and K-6

Student progress will be assessed through a combination of non-standardized and standardized evaluations. Student progress will be reviewed once each month by the Educational Advisor in collaboration with the parent educator. Multiple measures will include but not be limited to interviews, anecdotal observations as well as review of work samples and written records. Progress toward the measurable outcomes will be formally assessed through the administration of STAR math, STAR reading and the California State Standards tests.

Areas of student academic need will be evaluated at the beginning of the school year. The results of the California State Standards tests will be the initial guide used to determine areas of strengths and weaknesses.

Every charter school is different and requirements vary. KTL is an independent study school and as such depends “work completed” to verify attendance. Parents have a choice and can select the program that most fits their student’s needs.

KTL ACADEMIC REQUIREMENTS: K-6 Core Classes

Students who participate in our Monday enrichment program or 3.5 day classroom-based program are expected to fully participate. If a student is attending on Mondays only, parents should be carefully following the lesson plans at home and meeting once per learning period with an advisor. Regular attendance is expected if the student is signed up for this program.

Students who participate in the 3.5 day classroom-based program are expected to attend regularly and complete all “homeschooling” assignments on Wednesdays and Fridays. These students are receiving primary instruction in all subjects and it is important to maintain contact with the teacher to monitor progress.

Special Note: All students in all KTL programs are expected to do their best at all times. KTL is not a school of entitlement but a school of choice with minimum participation standards. Students who repeatedly fail to show progress or maintain attendance may be asked to return to their district of residence. Failure to turn in assignments or have habitual tardies or absences may result in being recommended for non-continuation and referred to their district of residence.

K-12 Independent Study (I.S.)

KTL's Independent Study program offers a personalized learning opportunity for students in Kindergarten through 12th grades. Students on I.S. are expected to fulfill academic and attendance requirements. Students meet with a credentialed teacher each learning period and are given assigned work to complete for grading and attendance purposes. The meetings take place from one to four times per learning period.

When students fail to maintain their academic or attendance responsibilities, warning letters will be sent. If a third letter is earned the student may be recommended for non-continuation and referred to their district of residence

Fortunately, this does not happen very often. The parent, student and advisor can usually work together to modify the curriculum, meet the needs of the student, and address the required state standards. The reason for lack of success is normally a lack of effort and missed or cancelled meetings.

Key Academy 7-12 grade Academic Expectations

KTL students in 7th through 12th grades, who attend weekly classes should maintain a C average or better. If they are unable to meet that standard they may be moved to the independent study program to complete the course or placed on academic probation for a semester to raise their grades and/or considered for non-continuation and referred to their district of residence.

High School Classroom-based Program

In order to maintain the rigor of the program and motivate students to perform at their best, students are strongly encouraged to maintain least a 2.0 grade point average with no D's or F's to continue in the classroom based programs.

Frequently, the problem of low grades is also related to poor work habits. If a student has enrolled in classes but does not participate by submitting assignments on time and completed to the best of his/her ability, the student may be referred to independent study after a

probationary period of one semester and/or recommended for non-continuation and referred to their district of residence. Students are notified in writing and have one full semester to show improvement.

The principal may make an exception to the above rule for students with identified learning disabilities or for students who demonstrate a high level of motivation and have strong parent involvement. Parents may apply to the principal for a waiver of this requirement but the key consideration will be the demonstrated effort of the student. The principal will take into consideration the student's grade performance, potential for future improvement, ability to fit in with the school's curricular path, and input from the teachers, parents, and student.

Early College Participation Academic Expectations

Students who wish to take college coursework while attending KTL must maintain a 3.0 GPA and be enrolled in at least three KTL classes. This program is primarily for mature 10th-12th grade students. Teacher approval may be required before students are permitted to represent KTL on a college campus. It is the student's responsibility to complete the college eligibility form and bring it to the principal/academic counselor for approval.

Junior High Classroom-based Program

In order to maintain the rigor of the program and motivate students to perform at their best, students are strongly encouraged to maintain least a 2.0 grade point average with no D's or F's to continue in the classroom based programs.

If a student has enrolled in classes but does not participate by submitting assignments on time and completed to the best of his/her ability, the student may be referred to independent study after a probationary period of one semester and/or recommended for non-continuation and referred to their district of residence. Students are notified in writing and have one full semester to show improvement.

The principal may make an exception to the above rule for students with identified learning disabilities or for students who demonstrate a high level of motivation and have strong parent involvement. Parents may apply to the principal for a waiver of this requirement but the key consideration will be the demonstrated effort of the student. The principal will take into consideration the student's grade performance, potential for future improvement, ability to fit in with the school's curricular path, and input from the teachers, parents, and student.

Academic Probation for ALL KTL Programs

Students who continually fail to meet their assignment requirements will be referred to the academic intervention team. The student will be placed on probation and monitored for a

designated period of time. If progress is not noted, the student will be recommended for non-continuation and referred to their district of residence as the program at this school may not be the correct placement and to ensure the highest academic success for this particular student.

A STUDENT MAY BE PLACED ON PROBATION AT ANY TIME!

Student Attendance in Class (Absences)

Parents should call and let the office know when a student will be absent or late and the reason for it. Teachers will not offer make up opportunities unless the absence involved a legitimate reason like illness or family emergency. Habitual tardies are unacceptable. Missing more than 20% of the classroom sessions after having signed up for them may cause a student to be placed on probation and possible recommendation for non-continuation at KTL.

Vendors & KTL

Vendors are a popular feature of many charter schools. KTL is no exception, however as our own program has developed there has been less need for outside services. The vendor programs were originally in place due to lack of campus services and the distance families had to travel to find a charter school. At this time, the more on campus services a student uses the less vendor credit will be awarded to that student.

Students who are **ineligible** for vendor funds are:

- Students who are enrolled in our 3.5 day, on-site classes K-12.
- Independent Study students who are recovering credits.
- Students who are on probation for any reason.
- Students who are receiving a grade of D or F in any course.

If a student's performance during a semester causes vendor funding to be lost, KTL will stop all payments immediately. It becomes the parent's responsibility to pay the balance.

The only students eligible for vendor funds are those enrolled in our Monday enrichment class, 2 day high school classes and those on Home School/Independent Study.

Effect of State Budget Problems on KTL

Critical budget problems at the state level persist and have caused educational funding to be reduced and in some cases lost altogether. Though there are recent positive indicators, we are still in a time of uncertain financial stability and want to do the best with the resources we have. With that in mind, some services may continue to be reduced or continued to be eliminated. As funding becomes available we will determine where our needs are and begin to rebuild our program.

Transportation To and From School

Transportation is a critical part of the charter school experience. Charter schools are not able to provide transportation to and from school so parents are required to make sure their students arrive on time. Tardies will be documented. Students may be late due to reasons beyond their control but tardies waste time, interrupt class and demonstrate a general disrespect for others.

Picking up the student after school is important. Large comprehensive schools hire campus supervisors to watch students. Due to the cost of hiring someone just to watch students after school, we rely on our parents to arrive on time. Parents who consistently arrive late create problems. We can expect that once in awhile traffic will be a problem however, most charter schools charge for the care of students left beyond the required 15 minutes. Students should be picked up no later than 15 minutes after their class is over. Parents will receive an office generated invoice charging \$30 for each 15 minute increment when students are left and our staff is obligated to "babysit'. While many students are old enough to take care of themselves, as long as a student is at school they are KTL's responsibility. Hanging around after school is considered loitering and as such is not allowed.

If you feel you have received unfair treatment for being late, please explain in writing and we will keep it on record. If transportation is a big problem then perhaps our program is not the right fit for you. With written permission, older students may walk down to the county library to wait for parents.

Student Safety / Bullying and Harassment

A primary concern is for student safety. All recess activities are monitored by staff members. Guidelines are in place for student safety. Students are to report any sexual harassment, physical harassment, or psychological harassment concerns to a KTL staff member. Subsequent incidents will be addressed by the Principal. Parent contact will be made and a conference scheduled. Board policy clearly defines the steps to be taken to address these concerns. (See appendix).

Lunch Time Responsibilities

Students may bring a lunch or purchase one from the cafeteria. Basic etiquette and good manners are expected for a satisfactory dining experience. Students are expected to clean up after themselves. It will be important for students to eat and play in the designated areas.

Physical Education

All students will be involved in developing and maintaining a personal fitness plan. PE Logs are the responsibility of the parent and student to submit either weekly or by learning period to their advising teacher. Forms must be completed contemporaneously.

Parking

High school students with cars will be directed where to park. It is likely to change each year. They must have a permission form to drive to school.

Leaving School Early

Students are not to leave campus once they have arrived at school. They may not leave during the school day unless permission is obtained from the office. To obtain permission, a student must bring a note stating the time he or she is to leave, the reason for leaving, and a number where we can reach the person who wrote the note. Parents or legal guardians who pick up children other than at dismissal time must sign them out of the office. Parents are not to go directly to the classrooms. If a student must leave early, please check for the best possible time within the student's schedule.

Independent Study For Students Enrolled In Class

If it is known that a student is going to be missing classes for a period of time, arrangements should be made for independent work. The office must be contacted at least 48 hours in advance of the absence, if possible. The teacher will attempt to provide the work prior to the leave, but some work may need to be completed upon return. The state requires that the amount of work given must equal the amount of work assigned in the classroom.

Visitors

All visitors must check in at the school office. No one is to walk on campus, visit rooms, etc. without first signing in at the office and receiving a visitor badge. When visitors are leaving, they must also check out at the office. Students may not invite relatives or friends to school.

Shadowing

Parents are encouraged to make an appointment in the school office to shadow their student for the day or part of the day. We believe this is an excellent way to fully understand the schedule and see the classes in action. Parents who take advantage of this offer find it most worthwhile.

Students with Special Needs

KTL is an Independent Study Charter School and as such may not be suitable for students with identified special needs or learning disabilities. If an applicant has an Individual Education Plan (IEP) in place, it must state that Independent Study is an appropriate placement for the student. As a non-classroom based school, KTL does not offer special day classes or extensive resource help. At KTL, parents are the primary educator of their children.

Emergency & Medical Information

It is extremely important that our school has up-to-date emergency information regarding your child. Please see that the following information is kept current:

- Mailing Address
- Home phone number
- Work phone number
- Email address
- Emergency contact numbers
- Childcare or babysitting numbers
- Cell phone numbers
- Student medical status

All medication, prescription and over-the-counter drugs, must follow the California State Health and Safety Codes. School personnel will give your child medication at school if the following guidelines are followed:

- Parent and physician complete the administering medication form. This form is available in the school office. This form must be updated each year.
- The medication must be brought in a pharmacy labeled bottle that includes the student name, medication name, dosage and the time to be given.

Parent Information

The school will provide current information by way of the school website www.ktlcharterschool.com.

Parents are encouraged to attend **Parent Advisory meetings** which are held once per month.

Alert Now is a phone call system that we use to announce last minute changes and activities.

Newsletters are emailed and on the KTL website. To save paper and copy costs, a limited number of hardcopies are available for those who do not have access to the internet.

Volunteers

All volunteers at KTL Charter School must be processed for security and attend a brief volunteer in-service at the beginning of the year. We ask all volunteers to fill out a simple form, submit a recent TB test and be cleared via Megan's Law. The volunteer form is available from the Business Manager in the school office.

Parent Involvement

There are formal committees and clubs that parents may become involved in to accumulate their volunteer hours and benefit the school. Attending the board meetings, participating in the parent information meetings, and actively participating in fundraising by working with the teachers are more formal means of volunteering.

Safety Drills

Students may practice emergency drills. All teachers instruct students in fire safety practices, exiting routes and lock downs. Students will exit in single file silent lines to facilitate safety and further instructions if they should become necessary. During a lock down, staff and students will not leave their classrooms or the campus. Earthquake preparedness is also a part of our safety routine.

Resolving Problems

From time to time problems arise. Parents should contact the child's teacher immediately in person, phone call or through e-mail if possible, and inform the teacher of the concern so that a resolution may be reached.

For issues that are school wide in nature contact maybe made with the charter school director.

For resolving issues of compliance with applicable state and federal laws, refer to the KUSD Uniform Complaint procedures.

Student Behavior

Students are expected to care about their school, their work, and one another. While students are to treat one another with respect at all times there are times that students do not do what is expected. While we do not use the usual suspension and expulsion routines of other schools, we do take action to ensure that students who violate the rights of others or are inconsistent with our expectations change their behavior. Parents will receive notices in the mail if their student is referred for behavior or academic reasons. Parents may call to meet with teachers or administrators regarding problems. KTL does not have the means to

provide detention supervision. Referrals will be made by staff and a note sent to parents with a description.

Consequences for Inappropriate Behavior or Lack of Participation

Consequences for inappropriate behavior will fit the individual and the infraction. Parents will be notified by mail and a phone call will be made to the home. We wish to remind parents and students that attending KTL is a choice and with choice comes responsibility.

KTL is not a school of entitlement.

This means that student enrollment is based on attendance and participation, not on residential status.

Independent Study students will receive two letters regarding lack of work or missed meetings. The third letter will be a drop letter and the student will be recommended for non-continuation and referred to their district of residence. KTL will then notify the school district of residence.

Students who attend classes are expected to do all assignments and come to class on a regular basis. This expectation applies to all classes. Programs that are offered are an extra benefit to our families. Students who do not maintain good attendance, complete assignments or misbehave, may lose the privilege of class instruction and transferred to KTL's Independent Study Home School program. If the same habits persist the student will be recommended for non-continuation and referred to their district of residence.

100% is the expected attendance rate for students. Those who fall under 80% two consecutive learning periods will receive a warning notice and be dropped from the program on the third. KTL's funding is based on the work product which equals attendance.

Student Dress for All Students While On Campus

- Parents are requested to make sure that their children are dressed for school in an appropriate manner. Students should be dressed modestly and comfortably, able to participate in physical activities. A loose fitting T-shirt or blouse and pants or Bermuda shorts are most appropriate.
- Short skirts, low cut tops, sagging pants and loose fitting shoes are not appropriate for a school day full of activities. Shorts and skirts should be at least fingertip length.
- Chains may not hang from clothing. Tops must cover midsections and must overlap with the unrolled waist of skirts or pants.
- No cleavage should be apparent.

- Bra straps must not be showing. See through materials are not to be worn.
- HATS OR HEAD COVERINGS, INCLUDING BANDANAS, ARE NOT TO BE WORN.
- Shirts must have logos or sayings that are appropriate for school and should not be related to drugs, alcohol, sex or contain offensive language.
- No gum, candy or soda at school.

Note: Students will have parties and theme dress days periodically but the basic rules will still apply.

Public Displays of Affection (PDA)

PDA is not permitted on campus. Kissing and hand holding are examples. Parents will be notified by mail.

Electronics and Nuisance Items At School

Cell phones and iPods may be brought to school but may not be used during the school day. Any necessary calls must be placed from a school phone. Violations of this will result in the phone being taken and only returned to the parent. KTL does not take responsibility for damaged or missing items.

- Electronic games may not be brought to school.
- If a student brings something to school that they should not it will be confiscated and kept in the office until the parent picks it up.
- iPods are not to be used without permission from the teachers.
- LAPTOPS brought from home are subject to the same restrictions as school computers when used during the school day. (See Tech Agreement)

Lost And Found

Items will be placed in Room 4. At the end of each month items will be donated to charity.

Community Service For K-12

Students at KTL are expected to demonstrate concern and respect for all persons. The students will serve the school in a variety of ways: mentoring other students, serving and cleaning up after lunch, and helping to keep classrooms clean. It is important that students realize they are contributing members of the school community.

School Sponsored Field Trips

Field trips are an integral part of our curriculum. They are the springboards to further learning and projects, which demonstrate this learning.

Trips for K-6 will usually take place on non-class days. They will usually be parent driven trips unless noted otherwise. Parents are always expected to attend with their student. K-6 trips are more frequent than those for older students. For most trips there will be a copayment at the reservation time. Please be aware of age limits when signing up for a trip. Not all trips are for all students.

Trips for 7-12 are more infrequent and often are considered rewards. Reward trips will be made once or twice per year and will be based on behavior, academics and attendance. Trips with older students usually are more costly so parents should be aware of the costs before signing up. Parents are not always expected to go.

Promotion Celebration Requirements

8th grade promotion and 12th grade graduation have requirements. Please attend the meetings at the beginning of the year for exact information. **Students must apply to participate in the ceremonies and qualify one month ahead of time.** District GPA and behavior standards apply.

School Lunch

Students on the Keyes site are able to purchase a lunch from the Keyes cafeteria. The prices for lunches maybe subject to change. All lunches should be prepaid and ordered ahead of time.

Care of School Property

Students are responsible for proper care and use of school property and supplies. School property includes all desks, chairs, sofas, windows and doors. Supplies include paper (lined, colored and printer), pencils, rulers, scissors, staplers, paper clips and any office type items. Computers and library books are also included.

Students will be expected to participate in the care and cleaning of classrooms and other areas of use.

LIBRARY MATERIALS ARE TO BE TURNED IN EACH SEMESTER. A FINE OF 10 CENTS PER DAY MAY BE LEVIED. CORE KITS MUST BE RETURNED BEFORE THE NEXT SEMESTER CURRICULUM WILL BE CHECKED OUT.

KTL Behavior Standards

It is expected that students will arrive on time and be prepared for class. They will be engaged in learning while following directions and procedures. Students should demonstrate good citizenship at all times.

Administrative Management *If the student's behavior persists or is so severe that the administration becomes involved, the student's enrollment at KTL may be in jeopardy.*

First Administrative Action - Step one, two and three of the classroom management have had no effect. Student is referred to Principal with documentation. Meeting with parent is scheduled and teacher's three step process repeats.

Second Administrative Action - Second warning from administration and another meeting if necessary.