Keystone School

Handbook

2026-27

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Enrollment Contract School Year 2025-26

EMERGENCY & CONTACT INFORMATION

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After hours	210-735-4022 ext. 373 or 210-274-0093

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 composed of such a wide variety of individuals. Nonetheless, all of us should aspire to live according to the intent of these principles as much as possible so we may all grow and learn individually and collectively.

This handbook is subject to modifications at any time, including during the summer. The handbook, along with the enrollment contract, outline the responsibilities, both legal and otherwise, of our families and students. 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 established Keystone School (referred to herein as "Keystone" or the "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 Avenue, Craig Place, North Main Avenue, and Woodlawn Avenue. In 1954, the Upper School (grades 9-12) was opened. 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 on Valero Street near the main campus. Keystone is re-accredited by the Independent School Association of the Southwest (ISAS) on a regular basis. The most recent re-accreditation was in 2020.

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

2026-2027
Ramon Flores- Chair
Victoria Shum-Vice-Chair
Anthony Huerta– Treasurer and Chair, Finance Committee
Annie Kizilbash - Secretary and Chair, Trustee and Governance Committee
Brandi Milmo- Chair, Development and Major Gifts Committee
Ryan Reed-Chair, Facilities Committee
Lori Brown
Lori Castillo
Lauren Ciminello
Carolyn Brown Langenkamp, Class of 1967
Sakshi Malhotra

Courtney Roberts
Gurpaul Singh
Ian Thompson II
Cassandra Wagner-PTO Representative
Zina Wormley
Billy Handmaker-Head of School (ex officio)

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 PK3-12 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 or any other characteristic protected by law or deemed irrelevant to the admission procedure.

Pre-K students participate in an enrollment process. To enroll for The Little School of Keystone, an online enrollment form must be completed, to be followed by a campus visit and a pre-scheduled enrollment play date. Playdates for priority applicants are held in December. Play dates for the general applicant pool are held in January and enrollment decisions are given in early February.

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. Everyone should avoid taking positions that are threatening or may promote violence.

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.

Civil Discourse

One of the core elements of the Keystone community is its diversity in a variety of facets, including a multiplicity of political beliefs. It is incumbent on members of this community when discussing political issues to engage in civil discourse and mutual respect for one another while allowing for disagreement. Consequently, we commit to:

- Listen to the opinions of others whether we agree or disagree
- Support arguments with verifiable evidence
- Refrain from using language that is discriminatory or bigoted
- Abstain from personal attacks
- Allow others to not engage if they wish to remain uninvolved in a debate or argument
- Approach conversations in a spirit of curiosity and try to learn from one another rather than in a mindset of competition and attempt to convince someone to change their mind

We commit to treating everyone with respect and maintain a collegial, rather than an adversarial, tone in the face of inevitable conflicts and challenges.

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 and city in which we live. Further, our inclusiveness prepares community members for effective participation in globalized communities after departing Keystone's campus.

Community Standards

Keystone School's community standards arise from concerns about the health, safety, legal responsibilities, core traditions, identity and mission of the school. 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 or mental 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.

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 faculty/staff performance.

A positive and constructive relationship between the School and the Student's parent/guardian or other adults or children interacting with the School and/or School adults or children and School community by virtue of their relationship with the Student is essential to the mission of the School. Thus, the School reserves the right to remove or otherwise dismiss the Student, if the Head of School concludes that parents or other adults and or children interacting with the School and School community by virtue of their relationship with the Student:

1. impedes the School's ability to meet its educational objectives or mission or foster positive constructive, or inclusive relationships,
2. engages in conduct deemed by the Head of School to be detrimental or disruptive to the safety and/or reputation of the School, or the orderly administration of instructional programs at the School,
3. fails to cooperate with the School's reasonable requests, or
4. fails to meet financial responsibilities to the School.

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.

Principles of Partnership for Parents

To be and remain a member of our school community as a parent is 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 students.

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).

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, developing 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.

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, online, 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, which includes sexual orientation, and gender identity 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;inappropriate online posting, or visual harassment such as derogatory cartoons, drawings, posters, or graffiti .

Any student who believes they have been harassed should report such actions to the head of school, school counselor, school nurse, or to any member of the administration with whom they are comfortable.

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

- making racist comments
- making derogatory comments about a person’s religion
- making cruel personal jokes
- teasing about sexual orientation

No one should be allowed to harass another student on the basis of their :

- Sex/gender
- Race
- Color
- Religion
- National origin
- Disability
- Sexual orientation
- Ethnic background
- Gender identity
- Academic ability or performance
- Or any characteristic generally recognized as protected or personal

Anyone who believes that they have 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 harassed another in violation of School policy.

Some forms of harassment are considered violations of criminal law or covered by mandatory reporting obligations, and may 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 they are being retaliated against should immediately bring it to the attention of the Head of School, school counselor, school nurse, or the students' Division Head.

Green Initiatives

Keystone is dedicated to being 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.

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 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.

Keystone Digital Citizenship Policy

At Keystone School, we take to heart the pillars stated in our mission statement: academic excellence, ethical growth, community involvement, and responsible leadership and the values in the Cobra Code-integrity, curiosity, empathy, service, and creativity- and we look for opportunities to teach them in and out of the classroom. We want children who attend Keystone to be strong students and good people who experience lives of passion and purpose and use their academic skills to make the world a better place for themselves and others.

We also recognize the omnipresence of technology in students' lives as a fundamental fact and we welcome the responsibility to guide them in becoming ethical citizens in their lives online. Meanwhile, we acknowledge the body of research showing that students learn more effectively when they are able to devote their full

attention to their studies. We also keep in mind research that shows mental health harms, such as depression, anxiety, mood swings, and withdrawal with increased use of handheld electronics and engagement on social media.

To balance these factors, we have developed a Digital Citizenship Policy that provides students and parents/guardians with the school's guidelines regarding the appropriate and ethical use of technology and social media. Students and parents/guardians will be required to sign this policy acknowledging their willingness and responsibility to abide by the rules contained herein.

Keystone Social Media Guidelines for Students

BE RESPECTFUL

It is important to represent oneself in a positive manner online. This means thinking about what a person posts online and considering how it would look to people you know and don't know. Respect is a two-way street between people. Would a post or comment look good to a college admissions officer? To a future employer? To parents or teachers?
Please assume that someone is always observing and monitoring online actions.
Sometimes social media will be used for a class assignment and the same classroom rules apply online as they do at school. For example, if a student would not make fun of a classmate at school, they shouldn't do it online.
Unless a teacher gives permission, students do not share something with anyone for whom it was not intended.
Please remember the THINK rule when posting something:

Is it **T**rue?
Is it **H**elpful?
Is it **I**nspiring?
Is it **N**ecessary?
Is it **K**ind?

AVOID NEGATIVITY, PROFANITY, THREATS AND CYBERBULLYING

Being responsible for the content posted is important in all social media environments whether someone is posting at home or at school. Only post accurate information and be accountable for what is said. There is no such thing as being anonymous online – even on an app that is supposed to be anonymous.

Cyberbullying happens when a person bullies another through the use of electronic technology. There can be a fine line when it comes to cyberbullying. What may be considered to be harmless teasing can be hurtful to others.

Inappropriate online behavior, including Cyberbullying, can include the following:

- Intimidating or threatening persons
- Threats against the school or a person's property
- Using another person's log-in or password to send inappropriate messages and images
- Creating fake profiles of another person
- Creating websites to embarrass, threaten, or socially isolate another person
- Circulating offensive photos or videos
- Texting offensive messages

- Creating “deepfake” generated impersonations of students or faculty/staff
- Creating rumors and posting false information about people
- Retweeting or sharing another post that is known to be inaccurate or in violation of this policy

When social media becomes a disruption, even when a post is made during personal time, the school may need to get involved and disciplinary action may be taken such as a parent conference or suspension. In fact, there is no right to privacy when using school-related social media. The school may review what is posted at any time. To prevent infractions like this from taking place, please review the Student Code of Conduct which prohibits poor behavior and inappropriate digital communications.

If others see a post from a person and believe it is threatening or may be threatening to hurt oneself or others or a student is engaging in illegal activity, law enforcement may be contacted about the post. In Texas, when someone intends to “harass, annoy, alarm, abuse, torment, or embarrass” another person by making an obscene comment or proposal, they may face a Class B Misdemeanor charge, which carries a six-month jail sentence and a $2,000 fine. Minors are not exempt from this law.

GET PERMISSION

Asking for permission before posting is important on social media. That picture that a student took of a friend may not be something they want shared online. This applies to pictures of strangers as well. Students should always ask for permission before taking a photo or video of others. Getting permission before posting is also important. Legal action may be taken for using photos, songs, logos or other content that does not belong to a student. Students can avoid legal action by making sure all content that was posted was created by or belongs to that student and has permission to post it.

According to the 1998 Children’s Online Privacy and Protection Act of 1998 (COPPA), websites are prohibited from collecting information on children under the age of 13 without prior parental permission. In addition, the official terms of service for many popular sites now mirror the COPPA regulations and state that 13 years is the minimum age to sign up and have a profile.

HOW TO PROTECT YOUR IDENTITY AND PRIVACY

You are in control of how much information is shared online. There are privacy setting defaults on each social media platform that can be adjusted to control what information is shared publicly. You might decide to have some of your posts private such as posting about class grades or college choices, or public posts such as canceled games due to rain. It’s always important to stay updated with privacy changes being made by social media providers. Some ways you can protect yourself and your privacy online are:

• Only accept friend or follow requests from people you personally know
• Always log out when using a shared computer or device
• Don’t share personal details like your address, date of birth or phone number
• Limit sharing your location or where you are all the time
• Never share your password with friends or others
• Never share your banking information or social security number

Ultimately, your parents are responsible for what you do online when you are a minor. Be open to your parent’s suggestions about what information should remain private and what information can be shared publicly even when your parents are not as social media savvy.

FOLLOW SITE RULES AND POLICIES
Each social media site has its own terms of use or use agreement. Before signing up to join a site or platform, it is important to review the expectations. It is also important to review updates if or when the policies change. Violating a site or platform's usage agreement can lead to your account being suspended or even terminated.

REPORT PROBLEMS
Part of being a good digital citizen is reporting problems you may see online. Each social media platform has a feature where you can anonymously report disruptions to a positive digital environment. Common issues that should be reported are account impersonation, bullying, criminal activity, harassment, hate speech, inappropriate photos, spam and violence. If you believe that you or someone you know is being cyberbullied, report the behavior right away by telling a school staff member or trusted adult. If you suspect immediate danger, call 911. It is best not to respond or retaliate against cyberbullies. In the event you experience cyberbullying, it's a good idea to have a plan in place. Never respond to offensive online behavior and save any messages that could be used as evidence when you report the behavior. You can also "block" the cyberbully if the person is sending messages directly to you.
If you have concerns about postings, please inform a school staff member or trusted adult. Please know that after you notify your teacher, the appropriate Division Head will be notified.

In no cases, may students create "deepfake" impersonations of others' images, likeness or voice. Doing so may result in disciplinary consequences.

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 Services. 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 Services.
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 Services. Lost or forgotten passwords should also be reported to the Director of Technology Services.
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) or a school-provided cloud storage system.
5. Users are prohibited from engaging in any activity on the network which violates local, state, or federal law or school policies.
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 unless expressly given rights and authority to do so. If users need software for educational purposes, they should submit a request to Technology Services.
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 email, as well as the perpetuation or initiation of electronic chain letters, is prohibited. Users should remain alert to the possibility of e-mail viruses, malware, or phishing attempts and forward any concerns to the Director of Data Security.
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 technology 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 the devices 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 and should use wireless connections only. All personal student electronic devices used on the Keystone network are subject to inspection. 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. Anyone using the Keystone network should have no expectation of privacy and Keystone has the right to review any information on its network from any source.
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 appropriate Division Head and/or HOS.
18. Student's full names are not to be published on documents that are publicly accessible from the internet unless expressly allowed in writing from the student's parent or guardian. 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.

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 CFOO 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. All policies related to payment, enrollment and withdrawals are outlined in the Enrollment Contract at the back of this handbook.

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

SchoolPass

The SchoolPass app allows parents to report absences quickly and easily for their children, as well as receive notifications from the school about important announcements and events. The app also allows us to track attendance quickly and accurately, which helps us to ensure the safety of our students during emergencies.

On the main campus, visitors who arrive after 8:30 a.m. must go through Gate 2 (in front of Stevens Hall), which is continually monitored throughout the day, as all other gates are locked. Visitors must check in with the front office at Founders Hall using SchoolPass, which scans their IDs and performs instant background checks.

Students with off-campus privileges are allowed to enter and exit campus only through Gate 2 and Gate 9 (between the Sports Court and North Hall)

Security at the Little School will open the gate for visitors once they are approved. The building will remain locked at all times after morning drop-off.

Below is an attendance summary by division.
Little School: Teachers will take attendance shortly after the beginning of class at 8:30 am. Parents should notify the school via SchoolPass if children will be absent. If a student needs to leave early or arrive late, parents should notify via SchoolPass.
Lower School: Teachers will take attendance at the beginning of the school day. Parents should notify the school via SchoolPass if children will be absent. If a student needs to leave early or arrive late, parents should notify via SchoolPass.
Middle School: Teachers will take attendance at the beginning of each class, including specials. Parents should notify the school via SchoolPass if children will be absent. If a student needs to leave early or arrive late, parents should notify via SchoolPass.
Upper School: Teachers will take attendance at the beginning of every class period. Students who have 1st period off should sign themselves in at the SchoolPass kiosks in front of the Wellness Center or the front office when they first arrive on campus for the morning between 8:30-9:15 am. Parents should notify the school via SchoolPass if children will be absent. If a student needs to leave early or arrive late, parents should notify via SchoolPass.

When parents notify the school about a child's absence via SchoolPass, they should use the comment box to tell us why the child is absent for the day, such as an illness, religious holiday, college visit, or any other reason. This allows the school to identify any trends in illness.

If parents haven't yet downloaded SchoolPass onto their smartphone, they should do so right away.

Get SchoolPass on iPhone here
Get SchoolPass on Android here

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

Lower/Middle School Absences:
Students who are absent for extended periods of time should contact the Division Head and teachers to work out a plan for make-up work.

Middle School Tardies:
Students are expected to arrive at class on time, including the first period. After three tardies, students may serve a lunch detention.

Upper School:
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. Students who are not in attendance at least 80% of a class risk losing credit for that class.

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 as a college visit.

P.E. Absences
In the event of student illness or injury, parents may send a note to the P.E. teacher or coach involved excusing their 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 students 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, use of SchoolPass, or other timely notice to the school office is expected.

The timely arrival to class and school day activities is an important part of a successful school program. Upper School students should plan their travel times back to campus or between classes effectively. Two tardies to the same class in any given week may lead to a loss of off campus privileges for 5 school days or other

disciplinary actions. Chronic tardiness in the 9th grade year may lead to a delay in gaining off campus privileges in 10th grade.

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.

Families are required to follow Keystone processes regarding notification of absences. 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, in consultation with the teacher's Division Head, shall have the discretion to determine if absences, including those confirmed by parental notes, are potentially 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 the matter to the appropriate division head for a recommendation.

Rescheduling midterm and final exams for absences of students in Grades 5 through 12 will be granted only in truly exceptional circumstances of student illness, family emergency, or unavoidable circumstance requiring the student to be absent.

Keystone School recognizes that a student may need to leave school for an extended period of time due to health-related issues. A medical leave, whether for emotional or physical reasons, may be initiated by the school or requested by the family.

When a student is struggling with a physical or emotional difficulty that requires them to miss significant amounts of school but may not necessitate a withdrawal, the student may be granted an extended medical leave, which is supportive in nature. An extended medical leave is granted at the School's discretion and will not be recorded on a student's permanent academic record. Every effort will be made to protect the privacy of the student and family. Dissemination of information will be limited to administrators, counselors, and teachers with a direct educational interest in the student. The family will be required to provide a signed release of information authorizing a School representative to speak with treatment providers while the student is on leave.

Keystone School will make every effort to help the student complete the work missed and, when appropriate and possible, will adjust classroom expectations. The student's teachers, Division Head, advisor, learning specialist, and counselor will meet to determine which missed content must be completed to earn course credit. A student on medical leave will receive an Incomplete in his/her courses until the work is completed. In

cases where the student misses critical amounts of classroom instruction, the School may deem it necessary for the student to withdraw from one or more courses. If multiple graduation requirements are incomplete, the School may require the student to repeat an entire year before advancing to the next grade level. Any exceptions to the aforementioned will require approval from the Division Head.

While on leave, a student will not attend classes, activities, athletics, or fine arts unless they receive an exception from the Division Head. The student's connection to school life should reflect a primary focus on their own health and well-being. Before the student may return to school, the School must receive a written report from the treating professional stating that the student is physically and emotionally ready, safe to return, able to engage in normal day-to-day activities, and able to adhere to the Code of Conduct. A formal treatment plan must be in place and shared with the School. It is the responsibility of parents/guardians to notify the School immediately of any changes to the proposed treatment plan throughout this process. Additionally, for emotional wellness leave, the family must sign a release authorizing the division Counselor to communicate directly with the professional providing ongoing treatment for the student.

Once all pertinent information has been collected, the School will review the documentation and determine the School's ability to effectively support the student should they return. Ultimately, Keystone School decides whether and when a student is qualified to return to school. Students will not be permitted to return to campus until the review process is complete and the Division Head has granted permission. The guiding principle of re-admission from medical leave is the School's confidence that the student can return safely and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. Additionally, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other extracurricular activities.

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. Upper School events like Service Day and Alumni Day are important elements of the program that should be attended even if abutting longer weekends.

Lower School students who miss school for an extended time for voluntary trips may 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.

Middle School and Upper School students should notify the division head and teachers ahead of any voluntary trip to formulate a make-up plan for classwork and homework. College Visits should also be confirmed with notification from the college admissions office to be excused as a college visit.

Daily Schedule

School begins for all students at 8:30 am.

For Grades 9-12, the daily schedule on Mondays, Wednesdays and Fridays 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.

The Upper School CASA/Advisory program occurs on Tuesdays and Thursdays:

Period 1 8:30-9:15
Period 2 9:20-10:05
Period 3 10:10-10:55
Period 4 11:00-11:45
CASA 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

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.-8:25 A.M. Teachers will walk students to their classrooms at 8:25 A.M. Students arriving after 8:30 A.M. must check-in at the front office.

5th -8th: Classes begin at **8:30 A.M**. Those who arrive before 8:25 A.M. must meet at the designated morning care location. Morning care is available starting at 7:00 A.M, located in the cafeteria before moving to the quad at 7:45. Students arriving after 8:30 A.M. must check-in at the front office.

9th -12th: Students must be in class by 8:30 A.M (with the exception of Upper School students who have first period free). The Library will open at 8:00 A.M. and close at 5:30 P.M.

Students arriving after 8:30 A.M. should check in at the Front Office in Founders' Hall.

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. Parents may also use the La Fonda parking lot in the morning before 11:00 A.M..

Drivers should approach the safety zone slowly and pull as far as possible forward in the zone. During pick-up time, the La Fonda lot is available from 2:30-4:00. Keystone community members should not park in the La Fonda lot outside of the times designated for morning drop-off and afternoon pickup. In addition, there should be no parking in front of the dumpster entrance (west 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. We expect parents and others who are dropping off students to not suddenly pull in or out of line on Craig, and to drive carefully in the La Fonda parking lot. After the child or children have safely exited onto the sidewalk on Craig, drivers should proceed cautiously behind the vehicle in front rather than pulling away from the line. Any students, parents, and faculty/staff coming onto campus from the south side of Craig must use the crosswalk. **Students should not be dropped off or picked up 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 on the main campus. 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.

Delivery Services- Students in grades 7-12 can use food delivery services by an outside provider – Middle School students during lunch, Upper School students during breaks or lunch. The student should make all arrangements to schedule the delivery time to correspond with a time the student is available; students will not be allowed to leave class to pick up a delivery. Orders not picked up by a student will be left by the Wellness Center office.

Lunch policies may change to ensure the safety of the students and staff. Students are expected to follow administrative guidelines during lunch. Students are expected to maintain decorum and physical 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 lower and middle school students leaving school between 8:30 A.M. and 3:45 P.M. MUST check out from the Main Office in Founders' Hall unless they are ill and may leave from the Registrar/Nurses' office. If a child is to be picked up, parents should contact the Attendance Office using the SchoolPass app.

We ask parents to not come on campus to pick up their children.

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. Parents should arrive early enough to check out their students properly. Upper School students can check themselves out through the SchoolPass kiosks with parental permission for early departure.

Pre-K

Parents should email their child's teacher and Pre-K Division Head if they will pick up their child early. If someone other than a parent is picking up, parents should 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 and the Attendance Coordinator. Students who must leave campus during the day for other than eating purposes should have a parent contact the Attendance Coordinator and the Head of Upper School through SchoolPass or via email. Upper School students must sign out with the SchoolPass kiosks at the main office so that the school can keep track of a student's presence or absence.

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.

Hours of Extended Operation and Extended Care Services

The Little School of Keystone campus opens at 7:30 A.M. There is a fee-based aftercare program for students until 6:00 PM. The daily rate is $20/day.

Keystone School has Morning Care on the main campus available starting at 7:00 A.M for no charge.
A fee-based aftercare program 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; this includes students who have siblings in older divisions and who are getting picked up at Middle or Upper School dismissal time. For those with siblings in older divisions, formal charges for aftercare services will not begin until after 4:00 P.M. The fee for Lower School Aftercare is $20/day.

Students in Grades 5-8 may not stay on campus 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 4:00 P.M.The fee for Middle School Aftercare is $15/day.

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.**

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. 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.

HEALTH AND 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.

Medical Policy

The medical personnel at the School will provide certain limited medical care for the student during the school activities, such as first aid, giving over the counter medication, administering prescription medications in accordance with the student's prescription from a licensed practitioner, attending to minor scrapes and injuries, assessing the student's situation and arranging for appropriate evaluations or emergency treatment. The school's counselors may meet with and counsel students regarding emotional, social, or family circumstances.

According to the Keystone enrollment contract, parents " authorize the School to share the student's health/medical information with appropriate personnel for purposes of educational evaluation/planning, program evaluation/planning, health assessment, planning for health care services and/or treatment, and medical evaluation or treatment by other health care providers and facilities. The School is not a healthcare facility and the School's personnel is composed of non-licensed personnel and licensed nurses." Keystone Staff members are Heartsaver CPR/AED certified through the American Heart Association. Additionally, coaches, sponsors on outdoor education trips, and aftercare workers receive first aid training. The School has made no guarantees as to the qualifications of School personnel to treat a student or to the School's ability to respond to any serious or emergency medical needs of a student.

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

Student Health

Keystone School has two full-time nurses available during school hours to all students, staff, and faculty. The school nurses 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 nurses and fully inform them of the condition.

No student with a fever (defined as a temperature greater than 100 degrees Fahrenheit) or is vomiting or has diarrhea should come to school.

If a student becomes ill or injured while at school, they must report to or inform the school nurses prior to going home. Students may use the help of the administrative assistants to locate the nurses. The school nurses 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 nurses in the original container labeled with the student's name, a date, directions, and the doctor's name. Students should not carry or self administer 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 statement 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.

IIllness and the School Day

If a student becomes ill while at school, the student should report to the school nurses 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 for 24 hours 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

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

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 nurses 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 nurses. The nurses or appropriate division 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.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School.

Students, parents, and third-parties are strictly prohibited from having or bringing any type of ammunition or weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events, including knives, guns (all types), tasers, pepper spray, bows and/or arrows fireworks, etc.

This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement.

Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, may result in disciplinary consequences. Violators of this Weapons and Threats Policy may be subject to disciplinary consequences from the School, up to and including, separation, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation.

With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's report card may also note the threat or act.

In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Counseling at Keystone

- Mission:
    - The mission of the Keystone School Counseling Department is to provide all students with equal access to a collaborative, comprehensive, data-driven school counseling program that addresses the academic, social, and emotional development of all Keystone learners and is responsive to community needs.
- Vision:
    - The school counseling department will continuously work to foster relationships among students, staff, families, and community members to ensure students experience a school climate that is supportive of their needs and inspires empathy, perseverance, and acceptance. Through school wide activities, classroom instruction, small group, and individual counseling, students will be empowered to become resilient, confident, lifelong learners who contribute their unique gifts to our ever-changing world.
- Beliefs:
    - We believe students flourish in environments where they are seen, understood, and valued.
    - We believe all students should have access to a comprehensive school counseling program that is driven by data and continuously evaluated.
    - We believe school counseling is most effective when it is a collaborative process among counselors, students, families, faculty/staff, and other community members.
    - We believe in open, honest, frequent communication.

- Two full-time school counselors are available to students and families. These counselors collaborate with Keystone faculty and staff, students, parents, and the wider community to plan, implement, and evaluate a comprehensive school counseling program. This program consists of:
    - ***Curriculum*** - School Counselors provide a comprehensive curriculum for all students that helps develop competencies that align with the knowledge, attitudes, and skills appropriate for their developmental level. This comprehensive curriculum involves:
        - Little and Lower School - Monthly SEL instruction provided by the School Counselor which is informed by CASEL (Collaborative for Social and Emotional Learning) and ASCA Mindsets and Behaviors. These lessons are supplemented in the classrooms by homeroom teachers through books, activities, and discussions.
        - Middle School - Wellness instruction and advisory programming that is focused on executive functioning, social and emotional skill building and building community connections. Students meet for this once per week.
        - Upper School - 9th graders receive explicit wellness instruction each week that is focused on identity, communication, resilience, and leadership/legacy. Students also receive a quarter credit in P.E. through the study of 4 different activities aligned with the main content areas.

        - Students in 9th-12th grade also have CASA activity periods twice a week where they participate in a variety of community building and wellness oriented activities including Wellness Lessons taught by the Class Advisor and elected Wellness Council members .
    - ***Individual Student Planning/Support*** - Along with family and other staff members, counselors guide students in planning, monitoring, and managing their educational, career, personal, and social development.
    - ***Responsive Services*** - School counselors intervene in immediate concerns of wellbeing that may inhibit a student's success in school.
        - This service can be provided in 1:1 or small group settings
    - ***System Support*** - School counselors serve on committees and partake in discussions about policies and procedures to ensure students' needs are being met at all levels.

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 is sounded.

Threats

We strongly encourage 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 attempt to directly contact a Division Head until they make contact with someone, or have a parent do so.

OTHER SCHOOL POLICIES

Contacting Faculty and Staff via Email
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**

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 should 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 fund 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 should contact the Office of Development.

To prevent undue interference in our school community, any other fundraising initiatives on campus must receive prior approval from administration. 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 several worthy causes in the larger community. As a school, we encourage such activities as a great example for our students.

School Communications:

Communication from Keystone School is intended to further the mission of the School, to inform families about 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 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 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 people should arrive early enough to find a suitable spot without causing the La Fonda management to consider revoking parking privileges.

The School has NO parking privileges with the Post Office on McCullough. People should 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:

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

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, students and parents may not bring dogs and other family pets on campus 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 required to contact the Head of School or the Counselors, 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 each 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, Eid al-Fitr, Good Friday, Passover, Rosh Hashanah, and 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 the 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.

For safety reasons, Keystone's campus is closed to visitors in general. However, parents are welcome on campus for scheduled activities/events or meetings during the school day.

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

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.

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 Grandfriends Day, athletic contests, or events in the theater.

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.

UPPER SCHOOL POLICIES

Educational Policies

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 division appropriate School Counselor and 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**.**

Advanced Placement Tests

The College Board normally uses the first two to three weeks of May for the administration of AP tests. Students enrolled in AP courses should make appropriate plans to be available for testing during those weeks. While students taking AP courses are strongly encouraged to sit for the AP Exam, it is not required. Upper School students can self-study and register for any AP exam whether or not Keystone offers a course in that subject. Keystone will only administer AP tests to students in grades 9-12.

Keystone's program requires students take 5 AP courses to graduate. Most students end up taking 7 to 9 through the four year upper school program. While AP courses have their own merit, we encourage students to broaden themselves and develop their personal and leadership potential (and possible attractiveness to colleges and universities) by engaging in other productive, enjoyable and affirming activities, including volunteering to serve others in the community, internships, and/or working a part time job. Keystone will offer to administer College Board AP tests for AP courses not offered at Keystone, but strongly encourage only enrolling in them if a student has a genuine interest in the material, not for perceived impact on college admissions.

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 demonstrate 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 head and Head of School.

Upper School students placed on probation may be suspended from extra-curricular activities for the next quarter until grades have risen above the academic probation threshold.

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**
Yearlong courses	By emailing of 1Q report card	By end of 1st semester	Within 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	Within 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	Within 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. The 1st attempt's grade will be factored into the GPA until the 2nd attempt at the course is completed. After the 2nd attempt's grade is earned, that grade will replace the first attempt on the report card, and the GPA will be recalculated. 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.

AP Calculus AB/BC Policy

The AP Calculus courses cover some of the same material during 1st semester, but at a very different pace so that BC can cover more topics in the spring. A student initially enrolled in AB can switch to BC within only the 10 day add period and if their course schedule and class enrollment numbers allow. If they do so, they should make up any work distinct to Calc BC.

Occasionally a student enrolled in BC may desire to switch to AB and may do so under the following guidelines if their course schedule and class enrollment numbers allow:

Switch from BC to AB within the 10 day add period	Students will complete all missing work from Calc AB that wasn't already completed as part of Calc BC.	The grade will be based upon any work overlapping both classes and the work distinct to Calc AB.
Switch from BC to AB between the 10 day period and the completion of the first third of total academic days for the quarter	Students should complete any assignment that was distinctly assigned for Calc AB.	Grade compiled from all assigned work in Calc BC will count 1/3 towards the AB grade determination of that quarter.
Switch from BC to AB between the first 1/3 and second 1/3 of total academic days for the quarter	Students should complete any assignment that was distinctly assigned for Calc AB.	Grade compiled from all assigned work in Calc BC will count 2/3 towards the AB grade determination of that quarter.
Switch from BC to AB after 2/3 of 1Q is complete.	In this case the student should finish out the quarter of Calc BC. The 1st quarter transcript will list AP Calc BC. The semester transcript will list AP Calc AB.	At the conclusion of the semester, students who completed 1st quarter in BC will have their first quarter BC grade replaced by an average of the 1st (BC) and 2nd (AB) quarter grades to use in the calculation of the semester average.

Students wanting to switch from Calc BC to Calc AB after 1st quarter is complete will follow the same 1/3 and 2/3 of total academic days in the quarter guidelines above. Any student wanting to switch after 2/3 of 2Q is complete is expected to finish the quarter in BC and to take the midterm exam.

To switch in any of these situations, consultation should occur between the calculus teacher, the Director of College Counseling, and the Head of Upper School. A student may be able to switch from BC to AB during the period from the end of midterms to before the start of 2nd semester, but only in extenuating circumstances and with permission from the Head of Upper School.

Grade & Progress Reports

Quarterly and semester grade reports will be available online and grade reports will be emailed at the end of every grading period for K-12. Middle School and Upper School progress reports will be sent around the midpoint of each grading quarter.

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. Outside of these scheduled reports, parents can expect additional communication if there are student issues that require addressing at home, extra attention in the classroom, or which warrant an advance notice or discussion.

Grading System for 3-12 Grade

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
World Language	2 (same)

History	2
U.S. History	1
Political Science & Civics	1
Wellness course[2]	1
Electives	2
Arts[3]	1
Athletics/Sports	1
Community Service[4]	**n/c_____**
	21 (min)

[1]Students must have earned credits for three math courses taken during Grades 9-12, regardless of what level of math were taken in Middle School. Starting for the graduating class of 2023, AP Statistics will be a graduation requirement for any student enrolled in Keystone before 11th grade. Students entering after the sophomore year may apply for a waiver from the AP Statistics requirement.

[2] All students who enroll in Keystone for 9th grade are required to take Wellness. 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 will fulfill a students' arts requirement.

[4] All current 9th -12th grade students must perform a minimum 12 hours of community service before graduation. These are primarily earned through annual service days or weekend volunteering opportunities.

All students must earn 1 unit of athletics/sports credit. This credit can be earned in the following manner:

1. Playing soccer, volleyball, basketball, or softball at Keystone for one season earns .5 credit.

2. Students interested in swimming, golf or the virtual PE course can contact the Athletic Director. These sports may earn .25 credit.

3. Playing other Keystone sports like tennis, cross country or track for one season, completing the 9th grade Wellness class earns .25 credit.

4. Managing one full season of a Keystone soccer, volleyball, basketball, softball team or other team approved by the Athletic Director earns .25 credit. Working the ticketing counter for the entirety of the MS and US volleyball and basketball seasons can also earn .25 credit. Only .5 of the required 1 credit can be earned through managing or working the ticketing counter. Students who participate in athletics 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 athletics/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 fulfill 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. (Please see Summer Programs below re: other courses not approved for Keystone graduation credit.)

For online courses through an outside provider that have been pre approved 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 GPA

Keystone acknowledges that all of the school's courses are accelerated and honors-level. All students will receive an enhancement of 5% to their unweighted GPA when GPAs are calculated at the end of 1st semester and at the end of each academic year. For example, an 11th grader with an overall unweighted GPA of 92 at the end of 11th grade will have a GPA of 96.6 (92* 1.05) listed as their weighted GPA on their end of year transcript.

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.

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. Keystone will share rank minimally for colleges in Texas that award auto-admission.

Homework Policy

Homework assignments will be pedagogically purposeful and clearly explained. Homework will be assigned when such work will help the student to understand the immediate learning objective or encourage the search for information beyond that contained in a single text. 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 their preparation, their expectations, and their 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 student in a given class:**

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 45- or 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.

In Middle and Upper School, 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.

National Honor Society

To be eligible for membership in the National Honor Society, a student must have a cumulative Upper School average of 91 or better by the end 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 91 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 91, 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

While the recommended course load for students is five classes, the maximum student course load is six classes. 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. Semester exams for Grades 5 and 6 will count as a double test grade and will be included in the nine-weeks grade. Semester exams for Grades 7 and 8 will count no more than 15% of the semester grade.

Seniors will be exempt from 2nd semester finals in a course if their 2nd semester course average is 87 or better and if they have not exceeded 16 unexcused tardies or 16 total absences (10 regular excused and 6 college visits permitted). Unexcused absences count as 2 absences in that total. 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.

Juniors are eligible to be exempt from final exams in the following classes which have heavy co-enrollment of juniors and seniors: AP Biology, AP Chemistry, AP Comp Sci, AP Envi Sci, AP Physics. Juniors will be exempt from 2nd semester finals in a course if their 2nd semester course average is 91 or better and if they have not exceeded 16 unexcused tardies or 10 total absences. Unexcused absences count as 2 absences in that total. Juniors 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. Juniors 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. In addition, all Upper School students are expected to participate in the Upper School Service Day and class-related service activities.

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 determine 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. The 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 and appropriate.

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

Students are expected to submit high 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.

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 5-12 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 or babysit Keystone students for pay irrespective of the physical location and timing of such tutoring or babysitting, unless approved by the Head of School. 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.

UPPER 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 Library

The Keystone School Library is open from 8:00 A.M.-5:30 P.M. daily. Students in Grades 5-12 may use the library before or after classes and students 7-12 may visit during the lunch and free periods. Grades K through 4 have regularly scheduled library sessions each week, while students in Grades 5 and 6 have monthly lessons in the Library.

Upper School Athletics and Physical Education

Keystone School Physical Education Department Mission Statement

The mission of the Keystone School Physical Education Department is to empower all students to develop lifelong habits of physical activity, personal wellness, and sportsmanship. Through a comprehensive, inclusive, and engaging program, we aim to cultivate physical competence, confidence, and a positive mindset that supports healthy choices, teamwork, and resilience both in and out of the classroom.

Upper School Athletic Program

All high school students must earn one unit of athletics/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 Athletic Director. In the case that TAPPS cancels sports, the school may offer an alternative PE program so students can fulfill 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., track, tennis, golf, swimming, cross country) or by managing a team for one full season. A ¼ credit can also be earned through a virtual PE option that is offered one semester a year. 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 Varsity Girls Basketball
Soccer (co-ed)
Cross-country
Softball
Boys & Girls Tennis
Track

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 their next sport if uniforms have not been turned in.

Attendance

Student athletes in middle and upper school 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, Cross country, 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, October School Holiday), 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; it is important to make sure that they have an equitable number of sports teams to play on to achieve their athletics credits requirement. 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 if 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 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.

Athletics 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.

Policy Update for Student-Driver Permission

1. Student Self-Transportation to Off-Campus Practices

Students who drive themselves to off-campus athletic practices may continue to do so **only if** the signed and dated **Student Transportation Permission Form** is on file in the Athletics Office. This permission must be completed each school year.

2. Restrictions on Team Transport

While students may drive themselves, **they are not permitted to transport teammates** to or from practices or athletic events in their vehicles. Private vehicles should not serve as team transportation. This restriction aligns with school insurance policies and minimizes liability concerns. Violations of this policy can result in disciplinary action at the team level and at the school level.

Overall Student Dress and Appearance

Philosophy- Dress codes are one manner among many by which organizations help to determine a community culture and express their institutional personality. The main reason for a Keystone dress code is that we live in an educational environment where we should be able to focus on schoolwork without worrying about exposing parts of the body deemed private or unprofessional by community standards. This creates a safe environment where the emphasis is on who we are and what we are doing, not on how we look. We also want everyone at Keystone to feel comfortable interacting with others, no matter what they are wearing. We go to school in a multiage, diverse setting of people who have different comfort levels and cultural values around clothing styles and what is and is not appropriate to wear. Our goal here is to find a common ground so that everyone who works in this community feels respected, comfortable, and safe.

Dress codes are tricky, because many dress codes mostly focus on a female's clothing, and imply that females wear clothes that are "too distracting" and should therefore cover up their bodies. We acknowledge the complexity of this issue and prohibit the unwelcome sexualizing of female clothing and females' bodies in our culture. Ultimately, the responsibility for managing "distraction" is on the viewer, not the wearer.

The focus of the Keystone dress code is functionality, and while casual and comfortable, a degree of professionalism befitting our work towards academic excellence is expected. A good rule of thumb is to dress for the occasion: as you would wear certain clothes to a dance club, different clothes to a religious ceremony, and different clothes to meet with a college representative than you would hanging out with your friends over the weekend or at the beach, Keystone believes that the following rules should apply to what is worn to school.

Permitted Clothing Rules as Applied to All Genders

1. Students shall not go barefoot and should wear footwear appropriate to the activity.

2. Logos, pictures and symbols on clothing should be free of offensive images or language, including profanity and pornography. They must also be free of images advocating violence, the use of alcohol or drugs, or messages that, in the school's opinion, create a hostile environment based on any factor, including, but not limited to, race, gender identity, sexual orientation, religion, socio-economic status, or ethnic or national origin.

3. Clothing must be worn in a way such that genitals, nipples, and the entirety of the buttocks are always covered with opaque material. Clothing should be worn that doesn't potentially expose any of these areas under a reasonable normal range of motion (i.e. engaging in a science lab, putting on a backpack, reaching to the top shelf of a locker). As a general rule, if while getting dressed in the morning a student has to spend thought or energy wondering if they would potentially expose any of the body parts listed above while being active in normal school activities, they shouldn't wear the article of clothing to school.

4. Students should not dress in a manner that allows underwear to be visible. Visible waistbands or straps on undergarments worn under other clothing are not a violation.

Students in Grades 5-8 must change into a short-sleeved t-shirt and athletic shorts for P.E. classes. Students are not required to purchase a P.E. uniform from the school, but students are required to be dressed uniformly during P.E. classes.

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

Reporting system and consequences

While Keystone School subscribes to casual, comfortable clothing per the philosophy and rules above, ultimately it is the school's prerogative to determine what is in violation of our community standards. By their very nature, engaging in a disciplinary discussion around any topic can create discomfort. Discussions around the intersection of clothing and a persons' body can be particularly uncomfortable and can be complicated by differing gender identities of the student and the adult staff member. While the dress code rules must be upheld, the manner of the disciplinary conversations should do its reasonable best to avoid gendered enforcement, body shaming, or a loss of excessive educational time.

As a general rule, adult staff members shouldn't make unnecessary comments on a student's appearance, whether intended as a compliment or in a disciplinary manner. Teachers who feel that a student is in violation of dress code shouldn't comment during class, ask the student out to the hallway for a 'discreet' conversation, or take educational time away to deal with the potential infraction. The teacher should email the appropriate Division Head with the name of the student and the specific rule of the dress code perceived to be broken. The Division Head will then take the next steps which may involve a conversation with the student, a verbal warning, a phone call home or, if necessary, greater sanctions for repeat violations.

Student Lockers

Lockers and other school property remain under school control at all times. School officials reserve the right to remove the lock and search the contents of any and all lockers at any time. Lockers should be treated with respect and damage to them may be considered vandalism. For this reason, students should use the locker assigned to them and not make unofficial switches to other lockers.

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 theater, activities center, dining hall, or online, respectful 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, whether we are winning or losing the contest.

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

ADDRESSING MISCONDUCT AND PROCEDURES IN UPPER SCHOOL

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:

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, falsification of data, information, or citations in an academic exercise or use of AI deemed inappropriate by Keystone. Please see comprehensive policy on plagiarism and generative artificial intelligence on page 47.

2) Alcohol, Smoking and Drugs Use**.** Please see comprehensive policy on page 48.

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. Bullying is prohibited whether it happens in person or virtually.

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 conduct 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 or at school-related events.

12) Repeated or multiple instances of minor offenses can result in consequences as with major offenses.

13) Skipping class.

14) Theft/Unauthorized Possession of Property.

15) Tampering with School Property and Systems - Tampering with plumbing, electrical, computer, Wi-Fi, data network, 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 guidelines.

18) Unauthorized Publication or Use - 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 - Extensive research has shown that students learn more effectively when they are able to devote their full attention to their studies. Further, children and adolescents show substantially worse mental health outcomes, such as depression, anxiety, mood swings, and withdrawal, with increased use of handheld electronics and engagement on social media. Young minds are not equipped to manage the increasing number of apps engineered to be addictive and we are seeing a generational shrink in attention spans and the ability to concentrate for extended periods of time.

In order to help our students devote their full attention to their studies and their surroundings, we are limiting the use of electronics on campus.

Students in Upper School will use a school-provided, locked Yondr pouch to avoid digital distraction at school. Upper School students may not have their phones out during the school day while on campus and should keep them in their pockets in the short distance between arriving to campus and checking in at the front office.

Students with a 1st period class will check in their phones before class starts at 8:30. Students who don't have a 1st period class or are arriving late from a morning appointment, should check in their phones upon arriving on campus. Students may only remove them from the bag when they leave campus per school procedures or at the conclusion of the school day. Students violating this policy may be subject to disciplinary consequences.

Unless students have permission from administration, they should not wear earphones or earbuds except during free periods.

We strongly encourage parents to model intentional and limited use of electronics and for all Keystone families to find ways to limit their time on electronic devices and on social media.

20) Violation of off campus privileges may lead to suspension of those privileges and other disciplinary consequences.

Plagiarism and Generative Artificial Intelligence

1. **Plagiarism** - Plagiarism is the use of another person's words or ideas without proper acknowledgment. By placing one's name on an assignment, a student pledges that the work submitted is entirely their own.

Plagiarism violates the academic integrity and the moral code of the institution. To avoid allegations of plagiarism, students must properly cite ideas, words, images, equations, or audio/video obtained from another source. This includes material created by generative artificial intelligence tools, regardless of whether the source material is copied directly or modified by the student. Students should understand that citing sources adds credibility to their work and is critical to learning and growth.

2. **Generative Artificial Intelligence** - Generative artificial intelligence tools (ChatGPT, Google Bard, DALL-E, etc.) may only be used in academic contexts when explicitly approved by the teacher, and students must

adhere to the guidelines set forth by the teacher for each assignment. Unauthorized use of these tools to complete an assignment or assessment constitutes cheating.

In every case that generative artificial intelligence is utilized for academic work, students must provide written acknowledgement of:

a. which tool was used,
b. the exact prompts inputted,
c. the tool's output, and
d. how the tool's output was used or adapted for the assignment.

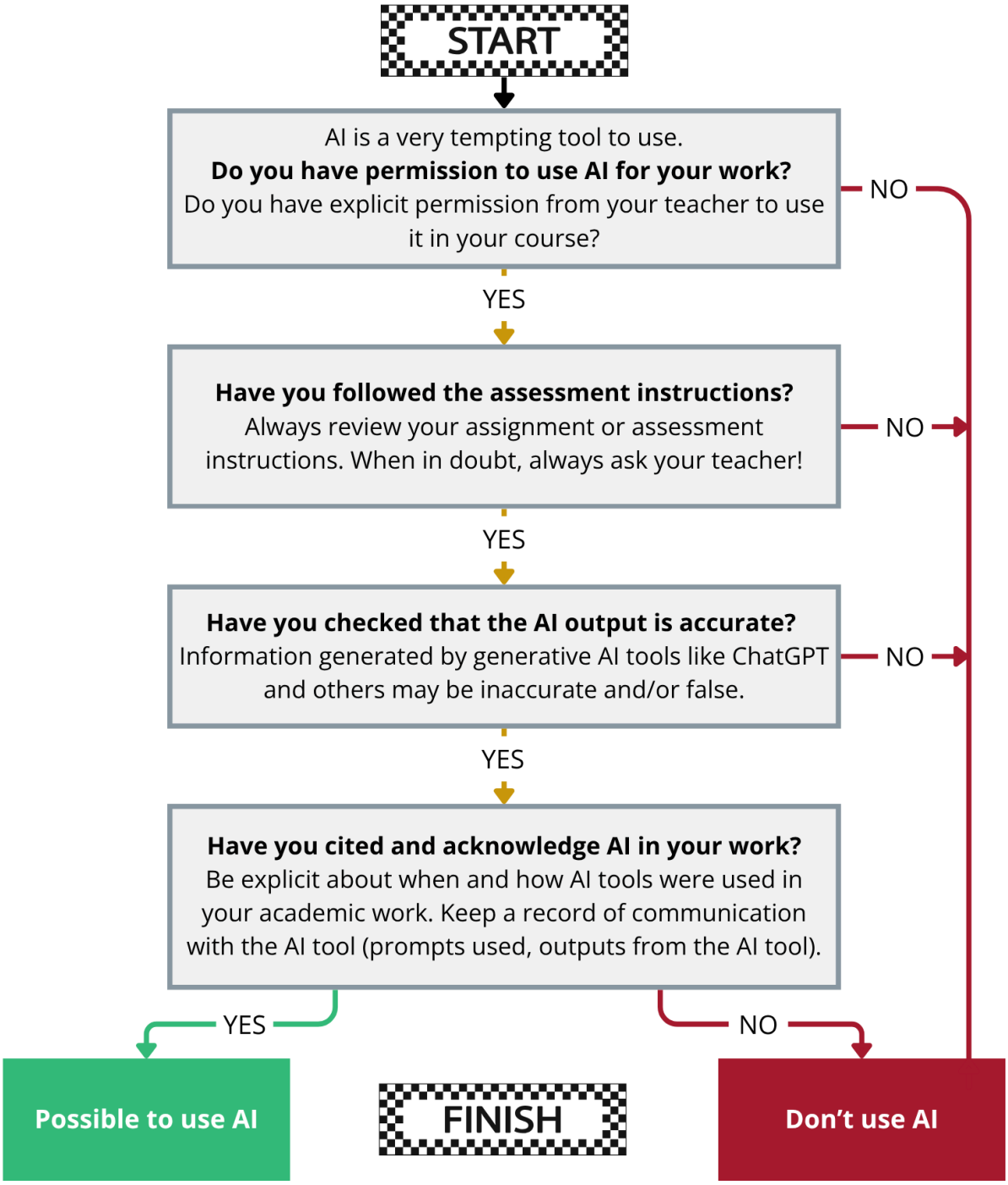
Additionally, students must formally cite work created with the assistance of generative artificial intelligence. Failure to properly acknowledge use of generative artificial intelligence for academic work is considered plagiarism and will be treated accordingly.

Artificial Intelligence (AI) Acceptable Use Policy for Students

As with other forms of technology, artificial intelligence contains the power to enhance student learning; however, when used inappropriately, it can prevent students from fully engaging in their intellectual and emotional growth.

When considering whether to use AI while working on a classroom assignment, students should always check with their teacher first. Teachers will clearly communicate to students acceptable uses for AI. Failure to receive teacher permission and using AI in a manner that is not approved can result in disciplinary action.

Keystone AI Student-Use Policy



Flowchart by Library and Learning Services, licensed CC BY-NC-SA. Adapted from Generative AI – Academic Integrity at UBC. UBC, 2023. Reused under a CC BY license. updated by Keystone School 8/5/2026

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”).
- Dismissal for the remainder of the school year or permanent dismissal(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.

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 a dismissed 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 they are 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 may 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 dismissal.

It is not school policy to make suspensions and other disciplinary actions (other than dismissal or separation from the school) part of a student's permanent record.

Nevertheless, the School expects each student to answer all questions regarding their disciplinary record at Keystone School in an honest and forthright manner. The College Counselor will provide advice on answering these questions. For students who are disciplined after applications have been submitted, it is the School's policy that the student initiates communication about the incident in accordance with the requirements of the colleges involved.

Intervention and counseling regarding substance abuse

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.

The School supports the efforts of students who seek out assistance in dealing with issues **before** they become a disciplinary concern. Consequently, students who are concerned about their own behavior or the behavior of a friend or peer can use the Anonymous Alerts system or 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, they will inform the student involved and contact the student's 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 grounds or at a school-related event are clear. If the School learns of a possible incident of misconduct that occurs off campus or outside of school hours, the administration retains the right to address the situation as it deems proper. Generally, however, the School's goal will be to share information with the families of students involved, and to let those families address the potential misconduct in question in the manner that they determine to be appropriate.

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.

Off-campus Privileges

One of the aspects of Keystone's Upper School culture that distinguishes it from other schools is the regulated freedom that students have over the use of their free periods. As part of our "supplemental curriculum" of college preparedness alongside excellent academics, the school encourages students to find the best ways to

use their free time, including where permitted, the privilege to go off campus. These time management and decision-making skills are an important component of their intellectual and life development, and the privileges are available in a tiered manner alongside age, academic performance, and adherence to school rules.

Keystone is happy to be in partnership with families in this student growth process. Parents in grades 10-12 will be required to opt in to these off campus privileges through the return of a signed form. Parents who wish to change the status regarding their 10-12 student's ability to go off campus can do so in writing to the Head of Upper School at any point in the academic year. Students in good academic and disciplinary standing in grades 10-12 with parental permission are eligible for off campus privileges under the following conditions:

1. Students will be required to provide the school their cell phone number and agree to take calls from the main school line (210-735-4022) when the school needs to ascertain their location. Failure to take that call in a timely manner may result in disciplinary action.

2. 9th graders will not have any off campus privileges during the school year.

3. With written parental consent, 10th graders can go off campus during their occasional Wellness Breaks and during lunch periods from the start of the academic year. 10th graders can gain the ability to go off campus during their free periods in 2nd semester if they are in good academic and disciplinary standing and have parental consent to do so.

4. With written parental consent, 11th and 12th graders in good standing can go off campus during Wellness Breaks, lunch periods, and free periods. Only 11th and 12th graders may use their cars during school hours without administrative permission.

5. All students walking off campus, except for juniors or seniors specifically going to their cars, must go with at least one other schoolmate.

6. Students will not be permitted off campus for more than two consecutive hours during the school day without specific pre-approval from the Head of Upper School.

Procedures

1. Students are required to sign out for their off campus privileges at SchoolPass kiosks located near the front desk.
2. During school hours students can only use the two gates in the security guard's direct line of sight- the main front gate (#2) and the gate between North Hall and the Sports Court (#9). The use of other gates outside of emergency situations like campus evacuation can lead to disciplinary action and loss of privileges.

3. Students should promptly sign back into campus at the main desk and check-in their phones in Yondr pouches upon return. Students should plan their travel times back to campus accordingly because two tardies to the same class in any given week leads to a loss of off campus privileges for 5 school days.

Repercussions

1. Students who don't sign out when they leave campus, sign back in upon arriving back to campus, or who use breaks and free periods in a manner over two consecutive hours will get one warning for the entire academic year. Afterwards, they will lose off campus privileges for a minimum of a quarter of the school year. Parents will be notified in both cases.

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 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/staff 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 HOS, will evaluate each request for a club to ensure the above criteria are met at their 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.

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 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.

Leadership development is an important part of Keystone's mission and there are multiple formal and informal means of developing those skills through a variety of Keystone clubs and organizations. The following guidelines about holding the office of president are in place to balance the needs of organizations, to provide equitable opportunities for students, and to help minimize student overload:

1. A Keystone student cannot hold more than one of these major student governance offices simultaneously: Class president, NHS President, Wellness Council President, Student Council President.

2. A Keystone student can hold multiple presidencies in different service clubs, publications, and competition activities not listed above per the guidelines of the individual organization. For example- Yearbook, Keynote, Lit Mag, KeyCrew, Robotics, Model UN, WLC, etc.

3. A Keystone student can hold a presidency of a single organization listed in #1 simultaneously with other organization(s) like those in #2.

4. Students can hold as many sub-president level positions as they think wise and are elected to hold per the guidelines of the individual organizations. We request that students think through their overall workload when running for offices so that they can meet the responsibilities well. We encourage that club members vote in elections with consideration of a student's overall level of commitment and past record of strong service to make sure they are electing leaders who can effectively manage the club's goals and responsibilities.

College Counseling

Keystone School's college counseling program is designed to help students and their families identify colleges that will be a good fit 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 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.

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. In the fall, priority will go to seniors and their families as they complete their applications.

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 appropriate Division Head.

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.

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

At all times while engaged in outdoor education excursions, science fairs, conferences, 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 in mind 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.

MIDDLE SCHOOL POLICIES

Educational Program

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 division appropriate School Counselor and 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**.**

Academic Probation

Middle 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 demonstrate 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 head and Head of School.

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 or participate in a supervised study hall to receive extra academic support. The Head of Middle School and the Athletic Director will make a determination on whether and when the student can return to team play.

Homework Policy

Homework assignments will be pedagogically purposeful and clearly explained. Homework will be assigned when such work will help the student to understand the immediate learning objective or encourage the search for information beyond that contained in a single text. 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 their preparation, their expectations, and their 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 student in a given class:**

Grades 5-6: Students have 10-20 minutes of homework per class per night for their academic core classes. Some nights there may be no homework. Students have a 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 a study hall each day that is designed to allow them to begin working on their homework.

In Middle and Upper School, 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.

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.

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.

Grade & Progress Reports

Quarterly and semester grade reports will be available online and grade reports will be emailed at the end of every grading period for K-12. Middle School and Upper School progress reports will be sent around the midpoint of each grading quarter.

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. Outside of these scheduled reports, parents can expect additional communication if there are student issues that require addressing at home, extra attention in the classroom, or which warrant an advance notice or discussion.

Grading System for 3-12 Grade

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–

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. Semester exams for Grades 5 and 6 will count as a double test grade and will be included in the nine-weeks grade. Semester exams for Grades 7 and 8 will count no more than 15% of the semester grade.

MIDDLE SCHOOL LIFE

Advisory/Assembly

Middle 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 Library

The Keystone School Library is open from 8:00 A.M.-5:30 P.M. daily. Students in Grades 5-12 may use the library before or after classes and students 7-12 may visit during the lunch period. Grades K through 4 have regularly scheduled library sessions each week, while students in Grades 5 and 6 have monthly lessons in the Library.

Middle School Athletics and Physical Education

Keystone School Physical Education Department Mission Statement

The mission of the Keystone School Physical Education Department is to empower all students to develop lifelong habits of physical activity, personal wellness, and sportsmanship. Through a comprehensive, inclusive,

and engaging program, we aim to cultivate physical competence, confidence, and a positive mindset that supports healthy choices, teamwork, and resilience both in and out of the classroom.

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 5th and 6th grade, sports offered include girls volleyball, coed soccer,middle school cross-country, girls and boys basketball, and coed track and field. Keystone facilitates the younger teams by handling league representation and by providing practice during P.E. periods. Student numbers will dictate our ability to field a team in middle school.

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

Attendance at practice is an important component of being a team member. If a student has to miss a practice, parents and students must communicate with the team coach. Game play will be at the coach's discretion; missed practices during the week may affect game play. If students are not dressed in their uniform, they may 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

If students are not participating on an athletic team, they will attend daily P.E. classes. Students are required to dress out for P.E. every day. Dress includes a short-sleeved t-shirt, athletic shorts, and 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:

Seventh and eighth grade 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 Athletic Director from their coach or instructor that verifies the 10 hour per week requirement. The Athletic Director will determine the conditions of the exemption. Students are

expected to use the student hall time productively. Failure to do so will result in the student returning to PE (participating in class) or being picked up from school.

Middle School Student Dress and Appearance

The focus of the Keystone dress code is functionality, and while casual and comfortable, a degree of professionalism befitting our work towards academic excellence is expected.

Permitted Clothing Rules as Applied to All Genders

1. Students shall not go barefoot and should wear footwear appropriate to the activity.

2. Logos, pictures and symbols on clothing should be free of offensive images or language, including profanity and pornography. They must also be free of images advocating violence, the use of alcohol or drugs, or messages that, in the school's opinion, create a hostile environment based on any factor, including, but not limited to, race, gender identity, sexual orientation, religion, socio-economic status, or ethnic or national origin.

3. Clothing must be worn in a way such that genitals, nipples, and the entirety of the buttocks are always covered with opaque material. Clothing should be worn that doesn't potentially expose any of these areas under a reasonable normal range of motion (i.e. engaging in a science lab, putting on a backpack, reaching to the top shelf of a locker). As a general rule, if while getting dressed in the morning a student has to spend thought or energy wondering if they would potentially expose any of the body parts listed above while being active in normal school activities, they shouldn't wear the article of clothing to school.

4. Students should not dress in a manner that allows underwear to be visible. Visible waistbands or straps on undergarments worn under other clothing are not a violation.

Students in Grades 5-8 must change into a short-sleeved t-shirt and athletic shorts for P.E. classes. Students are not required to purchase a P.E. uniform from the school, but students are required to be dressed uniformly during P.E. classes.

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

Reporting system and consequences

While Keystone School subscribes to casual, comfortable clothing per the philosophy and rules above, ultimately it is the school's prerogative to determine what is in violation of our community standards. By their very nature, engaging in a disciplinary discussion around any topic can create discomfort. Discussions around the intersection of clothing and a persons' body can be particularly uncomfortable and can be complicated by differing gender identities of the student and the adult staff member. While the dress code rules must be

upheld, the manner of the disciplinary conversations should do its reasonable best to avoid gendered enforcement, body shaming, or a loss of excessive educational time.

As a general rule, adult staff members shouldn't make unnecessary comments on a student's appearance, whether intended as a compliment or in a disciplinary manner. Teachers who feel that a student is in violation of dress code shouldn't comment during class, ask the student out to the hallway for a 'discreet' conversation, or take educational time away to deal with the potential infraction. The teacher should email the appropriate Division Head with the name of the student and the specific rule of the dress code perceived to be broken. The Division Head will then take the next steps which may involve a conversation with the student, a verbal warning, a phone call home or, if necessary, greater sanctions for repeat violations.

Student Lockers

Lockers and other school property remain under school control at all times. School officials reserve the right to remove the lock and search the contents of any and all lockers at any time. Lockers should be treated with respect and damage to them may be considered vandalism. For this reason, students should use the locker assigned to them and not make unofficial switches to other lockers.

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 theater, activities center, dining hall, or online, respectful 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, whether we are winning or losing the contest.

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

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

At all times while engaged in outdoor education excursions, science fairs, conferences, 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 in mind 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.

ADDRESSING MISCONDUCT AND PROCEDURES IN MIDDLE SCHOOL

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:

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.

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, falsification of data, information, or citations in an academic exercise or use of AI deemed inappropriate by Keystone. Please see comprehensive policy on plagiarism and generative artificial intelligence on page 47.

2) Alcohol, Smoking and Drugs Use**.** Please see comprehensive policy on page 48.

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. Bullying is prohibited whether it happens in person or virtually.

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 conduct 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 or at school-related events.

12) Repeated or multiple instances of minor offenses can result in consequences as with major offenses.

13) Skipping class.

14) Theft/Unauthorized Possession of Property.

15) Tampering with School Property and Systems - Tampering with plumbing, electrical, computer, Wi-Fi, data network, 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 guidelines.

18) Unauthorized Publication or Use - 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 - Extensive research has shown that students learn more effectively when they are able to devote their full attention to their studies. Further, children and adolescents show substantially worse mental health outcomes, such as depression, anxiety, mood swings, and withdrawal, with increased use of handheld electronics and engagement on social media. Young minds are not equipped to manage the increasing number of apps engineered to be addictive and we are seeing a generational shrink in attention spans and the ability to concentrate for extended periods of time.

In order to help our students devote their full attention to their studies and their surroundings, we are limiting the use of electronics on campus.

Kindergarten-Grade 8 students will have access to school owned and managed devices for the purpose of instruction in the classrooms and computer labs.

Students in Middle School may not use cell phones or smart watches on campus.

We strongly encourage parents to model intentional and limited use of electronics and for all Keystone families to find ways to limit their time on electronic devices and on social media.

Plagiarism and Generative Artificial Intelligence

1. **Plagiarism** - Plagiarism is the use of another person's words or ideas without proper acknowledgment. By placing one's name on an assignment, a student pledges that the work submitted is entirely their own.

Plagiarism violates the academic integrity and the moral code of the institution. To avoid allegations of plagiarism, students must properly cite ideas, words, images, equations, or audio/video obtained from another source. This includes material created by generative artificial intelligence tools, regardless of whether the source material is copied directly or modified by the student. Students should understand that citing sources adds credibility to their work and is critical to learning and growth.

2. **Generative Artificial Intelligence** - Generative artificial intelligence tools (ChatGPT, Google Bard, DALL-E, etc.) may only be used in academic contexts when explicitly approved by the teacher, and students must adhere to the guidelines set forth by the teacher for each assignment. Unauthorized use of these tools to complete an assignment or assessment constitutes cheating.

In every case that generative artificial intelligence is utilized for academic work, students must provide written acknowledgement of:

a. which tool was used,
b. the exact prompts inputted,
c. the tool's output, and
d. how the tool's output was used or adapted for the assignment.

Additionally, students must formally cite work created with the assistance of generative artificial intelligence. Failure to properly acknowledge use of generative artificial intelligence for academic work is considered plagiarism and will be treated accordingly.

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.
- 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”).
- Dismissal for the remainder of the school year or permanent dismissal(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.

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 a dismissed 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 they are on disciplinary probation, a student who commits a subsequent major offense may be dismissed 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.

Intervention and counseling regarding substance abuse

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.

The School supports the efforts of students who seek out assistance in dealing with issues **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 or use the Anonymous Alerts system, 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, they will inform the student involved and contact the student's 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 grounds or at a school-related event are clear. If the School learns of a possible incident of misconduct that occurs off campus or outside of school hours, the administration retains the right to address the situation as it deems proper. Generally, however, the School's goal will be to share information with the families of students involved, and to let those families address the potential misconduct in question in the manner that they determine to be appropriate.

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.

LOWER SCHOOL POLICIES

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 division appropriate School Counselor and 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**.**

Homework Policy

Homework assignments will be pedagogically purposeful and clearly explained. Homework will be assigned when such work will help the student to understand the immediate learning objective or encourage the search for information beyond that contained in a single text. 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 their preparation, their expectations, and their 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 student in a given class:**

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 nightly 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 20 minutes each night as well as practice multiplication facts.

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

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.

LOWER SCHOOL LIFE

Access to Library

The Keystone School Library is open from 8:00 A.M.-5:30 P.M. daily. Grades K through 4 have regularly scheduled library sessions each week.

Lower School Athletics and Physical Education

Keystone School Physical Education Department Mission Statement

The mission of the Keystone School Physical Education Department is to empower all students to develop lifelong habits of physical activity, personal wellness, and sportsmanship. Through a comprehensive, inclusive,

and engaging program, we aim to cultivate physical competence, confidence, and a positive mindset that supports healthy choices, teamwork, and resilience both in and out of the classroom.

Lower School Athletics

Lower School students in 1st-4th grade may participate in some league play, like SACAL, depending on sport availability. Practices will be held between 3:00-4:00 P.M or before school. There are no tryouts; any student, regardless of experience or skill level, may join the team.

Lower School Physical Education

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.

Lower School Student Dress and Appearance

The focus of the Keystone dress code is functionality, and while casual and comfortable, a degree of professionalism befitting our work towards academic excellence is expected.

Permitted Clothing Rules as Applied to All Genders

1. Students shall not go barefoot and should wear footwear appropriate to the activity.

2. Logos, pictures and symbols on clothing should be free of offensive images or language, including profanity and pornography. They must also be free of images advocating violence, the use of alcohol or drugs, or messages that, in the school's opinion, create a hostile environment based on any factor, including, but not limited to, race, gender identity, sexual orientation, religion, socio-economic status, or ethnic or national origin.

3. Clothing must be worn in a way such that genitals, nipples, and the entirety of the buttocks are always covered with opaque material. Clothing should be worn that doesn't potentially expose any of these areas under a reasonable normal range of motion (i.e. engaging in a science lab, putting on a backpack, reaching to the top shelf of a locker). As a general rule, if while getting dressed in the morning a student has to spend thought or energy wondering if they would potentially expose any of the body parts listed above while being active in normal school activities, they shouldn't wear the article of clothing to school.

4. Students should not dress in a manner that allows underwear to be visible. Visible waistbands or straps on undergarments worn under other clothing are not a violation.

On school-sponsored trips or special school functions, the sponsor will establish, 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.

On school-sponsored trips or special school functions, the sponsor will establish, 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.

For additional information, please see the dress code discussion in Upper School policies.

Reporting system and consequences
While Keystone School subscribes to casual, comfortable clothing per the philosophy and rules above, ultimately it is the school's prerogative to determine what is in violation of our community standards. By their very nature, engaging in a disciplinary discussion around any topic can create discomfort. Discussions around the intersection of clothing and a persons' body can be particularly uncomfortable and can be complicated by differing gender identities of the student and the adult staff member. While the dress code rules must be upheld, the manner of the disciplinary conversations should do its reasonable best to avoid gendered enforcement, body shaming, or a loss of excessive educational time.

As a general rule, adult staff members shouldn't make unnecessary comments on a student's appearance, whether intended as a compliment or in a disciplinary manner. Teachers who feel that a student is in violation of dress code shouldn't comment during class, ask the student out to the hallway for a 'discreet' conversation, or take educational time away to deal with the potential infraction. The teacher should email the appropriate Division Head with the name of the student and the specific rule of the dress code perceived to be broken. The Division Head will then take the next steps which may involve a conversation with the student, a verbal warning, a phone call home or, if necessary, greater sanctions for repeat violations.

Student Cubbies
Classroom cubbies and other school property remain under school control at all times.

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 theater, activities center, dining hall, or online, respectful 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, cleaning staff, and bus drivers should be addressed by students as “Mr. ...,” “Mrs. ...,” “Ms. ...,” “Miss ...,” “Dr.”, or “Coach ....” Courtesy is also extended to everyone by such things as holding doors open for others and cleaning up after oneself.

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 in mind that they are legally liable for events occurring at their house whether they are present or not.

ADDRESSING MISCONDUCT AND PROCEDURES IN LOWER SCHOOL

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.

In 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

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. We pay particular attention in these classes to issues involving the overall safety of students (physically and mentally). Lower School maintains a zero tolerance policy on aggression, whether physical or through cyberbullying.

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, falsification of data, information, or citations in an academic exercise or use of AI deemed inappropriate by Keystone. Please see comprehensive policy on plagiarism and generative artificial intelligence on page 47.

2) Alcohol, Smoking and Drugs Use**.** Please see comprehensive policy on page 48.

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. Bullying is prohibited whether it happens in person or virtually.

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 conduct 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 or at school-related events.

12) Repeated or multiple instances of minor offenses can result in consequences as with major offenses.

13) Skipping class.

14) Theft/Unauthorized Possession of Property.

15) Tampering with School Property and Systems - Tampering with plumbing, electrical, computer, Wi-Fi, data network, 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 guidelines.

18) Unauthorized Publication or Use - 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 is forbidden and may receive disciplinary consequences.

19) Use of Electronic Devices - Extensive research has shown that students learn more effectively when they are able to devote their full attention to their studies. Further, children and adolescents show substantially worse mental health outcomes, such as depression, anxiety, mood swings, and withdrawal, with increased use of handheld electronics and engagement on social media. Young minds are not equipped to manage the increasing number of apps engineered to be addictive and we are seeing a generational shrink in attention spans and the ability to concentrate for extended periods of time.

In order to help our students devote their full attention to their studies and their surroundings, we are limiting the use of electronics on campus.

Students in PreK-Grade 4 are not allowed to bring personal devices (tablets, smartphones, smartwatches, laptops) of any kind to school.

Kindergarten-Grade 8 students will have access to school owned and managed devices for the purpose of instruction in the classrooms and computer labs.

We strongly encourage parents to model intentional and limited use of electronics and for all Keystone families to find ways to limit their time on electronic devices and on social media.

Plagiarism and Generative Artificial Intelligence

1. **Plagiarism** - Plagiarism is the use of another person's words or ideas without proper acknowledgment. By placing one's name on an assignment, a student pledges that the work submitted is entirely their own.

Plagiarism violates the academic integrity and the moral code of the institution. To avoid allegations of plagiarism, students must properly cite ideas, words, images, equations, or audio/video obtained from another

source. This includes material created by generative artificial intelligence tools, regardless of whether the source material is copied directly or modified by the student. Students should understand that citing sources adds credibility to their work and is critical to learning and growth. In Lower School, students are first learning academic skills that they will later build upon. Therefore, generative artificial intelligence tools are prohibited in K-4 unless specifically allowed by a teacher.

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.
- 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”).
- Dismissal for the remainder of the school year or permanent dismissal(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.

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 a dismissed 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 they are on disciplinary probation, a student who commits a subsequent major offense may be dismissed 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.

Intervention and counseling regarding substance abuse

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.

The School supports the efforts of students who seek out assistance in dealing with issues **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 or use the Anonymous Alerts system, 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, they will inform the student involved and contact the student's 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 grounds or at a school-related event are clear. If the School learns of a possible incident of misconduct that occurs off campus or outside of school hours, the administration retains the right to address the situation as it deems proper. Generally, however, the School's goal will be to share information with the families of students involved, and to let those families address the potential misconduct in question in the manner that they determine to be appropriate.

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.

LITTLE SCHOOL POLICIES

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 division appropriate School Counselor and 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**.**

Homework Policy

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.

Little School Student Dress and Appearance

The focus of the Keystone dress code is functionality, and while casual and comfortable, a degree of professionalism befitting our work towards academic excellence is expected.

Permitted Clothing Rules as Applied to All Genders

1. Students shall not go barefoot and should wear footwear appropriate to the activity.

2. Logos, pictures and symbols on clothing should be free of offensive images or language, including profanity and pornography. They must also be free of images advocating violence, the use of alcohol or drugs, or messages that, in the school's opinion, create a hostile environment based on any factor, including, but not limited to, race, gender identity, sexual orientation, religion, socio-economic status, or ethnic or national origin.

For additional information, please see the dress code discussion in Upper School policies.

Student Cubbies

Classroom cubbies and other school property remain under school control at all times.

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 appropriately and 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.

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 in mind that they are legally liable for events occurring at their house whether they are present or not.

ADDRESSING MISCONDUCT AND PROCEDURES IN LITTLE SCHOOL

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:

In Pre-K, 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.

Enrollment Contract School Year 2026-27

1. I understand that the School endeavors to provide each student with a challenging and rewarding education based on his or her individual talents and circumstances and reserves the right to determine the grade level, subjects, and classes of the Student as deemed most appropriate for the Student.
2. I understand a $1,400.00 registration fee is required with this executed Enrollment Contract. I further understand and agree that the registration fee is non-refundable.
3. I agree to pay in full, as due and payable, the required tuition and other fees set forth below in the 2026-27 Schedule of Tuition and such other incidental fees as may from time to time arise. If the required payments are not up-to-date by the first day of the 2026-2027 School Year, the School may restrict the Student's attendance and commencement of classes. The Chief Financial Officer, with the approval of the Head of School, must approve any special arrangements regarding the payment terms of this Enrollment Contract, separately and in writing.

Schedule of Tuition

2026/27 Tuition	Up Front	Monthly	per month
Pre K	16,883	17,220	1,722
Lower School	23,195	23,660	2,366
Middle School	24,800	25,295	2,530
Upper School	26,989	27,529	2,753

Annual Tuition is paid monthly beginning on July 1st, 2026 and ending on April 1st, 2027. Each of the ten (10) payments shall be equal to one tenth (1/10th) of the entire Annual Tuition and Fees. I understand if I elect to pay the full Annual Tuition and Fees by August 1, 2026, I will receive a two percent (2%) discount on the above applicable Annual Tuition for the Student for the School Year. I further understand that, unless earlier paid, I will be automatically enrolled in the monthly plan.

4. I understand and agree that if I voluntarily withdraw the Student from the School at any time before and/or during the School Year, I must deliver written notice of such separation to the Head of School. I understand that my obligation to pay the Annual Tuition and outstanding fees is unconditional and that no portion of the Annual Tuition paid or outstanding will be refunded or canceled (unless otherwise provided below in this paragraph 4. even if the Student is absent, withdrawn, or dismissed from the School for any reason, the School's campus is closed, distance learning is implemented or some other occurrence or event impacts the Student's education. I further understand and agree that I am liable for the payment of all of the Annual Tuition and Fees subject only to the schedule in this paragraph 4. I further understand and agree that, if the student is voluntarily withdrawn, any outstanding balance shall be accelerated and be due and payable in full immediately.

Annual Tuition and Fees Refunded:

90% of Annual Tuition and Fees are refunded if withdrawal occurs prior to July 31

80% of Annual Tuition and Fees are refunded if withdrawal occurs prior to August 31

60% of Annual Tuition and Fees are refunded if withdrawal occurs prior to November 30

40% of Annual Tuition and Fees are refunded if withdrawal occurs prior to December 31

0% of Annual Tuition and Fees are refunded if withdrawal after December 31st

5. I understand and agree that if any payment for Annual Tuition and Fees is thirty (30) days or more in arrears, my Child may not be permitted to attend the School until payment of the delinquent amount is made in full and such action by the School shall in no way be considered a breach of contract by the School, nor shall it relieve me of the obligation to pay the overdue Annual Tuition and Fees. I further understand and agree that arrangements for continued attendance after such thirty (30) days arrearage period are within the sole discretion of the Head of School. In addition, I understand and agree that if I default on any of the Annual Tuition and Fees, I agree to pay all costs (including, court costs, collection agency fees, or attorneys' fees) incurred by the School in collection of any amounts due under this Enrollment Contract. Any suit for collection shall be maintained solely and exclusively in Bexar County, Texas, and I hereby irrevocably waive any objection to the venue or jurisdiction of the Bexar County, Texas courts and agree that any such suit shall be governed by Texas Law. Unless and until all overdue Annual Tuition and Fees are paid, Student's official records, including comments, grades, and transcripts will not be released, nor will the Student receive a diploma or be considered a graduate of the School. Student records are owned by the School and are released at the School's sole discretion.

6. In addition to the Annual Tuition, I also agree to pay the School for all fees and charges incurred by the Student or the Student's family. The School, in its sole discretion, may offer after-school, extracurricular or elective activities or classes. I understand admission to and participation in such after-school, extracurricular or elective activities or classes is based on available space and is not guaranteed or implied by enrollment for the School Year, and the costs are not covered by the Annual Tuition but are subject to separate fees. Additionally, the School may offer inter-sessions and summer programs during scheduled breaks and summer periods. I understand attendance at inter-sessions and summer programs is optional and admission to such programs is based on available space and is not guaranteed or implied by enrollment for the School Year, is not covered by the Annual Tuition and are subject to separate program or activity fees.

7. I understand and agree that Annual Tuition and Fees do not include use of the School's property, classrooms, facilities or campus.

8. I understand and agree that acceptance of this Enrollment Contract for the School Year is for one (1) academic year only. This Enrollment Contract does not obligate, explicitly or impliedly, the School to offer my Child enrollment for any succeeding school year nor does it obligate me to enroll my Child for any succeeding school year.

9. The School enjoys an excellent reputation as an academic institution that maintains not only rigorous academic standards but also standards of excellence in terms of the conduct and decorum of its students. Student and I agree to abide by the rules, regulations, policies, and procedures of the School as stated in the School's publications and any revisions hereafter adopted by the School. The responsibility for knowing the published rules, regulations, policies, and procedures rests solely with the Student and me. By signing this Enrollment Contract, I, the Student, family members, and others designated by me to interact with the School agree to be bound by the Keystone School Handbook. The School reserves the right to remove or otherwise dismiss the Student from the School, if the Student persistently neglects work, exercises poor citizenship, fails to cooperate, engages in conduct that is determined by the Head of School to be detrimental to the Student, to other students, to the accomplishment of the School's mission or reputation, or to the School's best interests.

10. A positive and constructive relationship between the School and the Student's parent/guardian or other adults or children interacting with the School and/or School adults or children and/or School community by virtue of their relationship with

the Student is essential to the mission of the School. Thus, the School reserves the right to remove or otherwise dismiss the Student if the Head of School concludes that I or other adults and or children interacting with the School and/or School community by virtue of their relationship with the Student, (a) impede the School's ability to meet its educational objectives or mission or foster positive or constructive relationships, (b) engage in conduct deemed by the Head of School to be detrimental or disruptive to the safety and/or reputation of the School, or the orderly administration of instructional programs at the School, (c) fail to cooperate with the School's reasonable requests, or (d) fail to meet financial responsibilities to the School. I give the School permission, in its sole discretion, to disclose any reason(s) for any discipline, suspension, or termination of enrollment of the Student to any other educational institution. I hereby agree to WAIVE any and all claims for damages that may result from such disclosures, and RELEASE the School and the Released Parties (defined below) from, and INDEMNIFY it and them against, any and all such claims.

11. I understand and agree that the School retains sole discretion over all administrative, educational, school-related, curricular and extracurricular matters.

12. I understand and acknowledge that I am required to return all registration materials by the deadlines set by the School. I also understand that I am solely responsible for notifying the School of any changes in vital information.

13. The School is providing the Student with the opportunity to attend the School and participate in educational, extracurricular, recreational, athletic, artistic, dramatic, musical or dance-related activities, events, performances, concerts, tours or other school-sponsored activities, before, during and after school as well as on the weekends and access the Internet via the School's information systems (collectively, the "Activities"), some of which involve a heightened risk of injury. I hereby consent to the Student's participation in the Activities. I understand and agree that there are inherent risks of bodily injury involved in the Activities and that during the Activities, my Child may be exposed to unforeseen circumstances and occurrences, including but not limited to, illnesses, accidents, weather conditions, terrorist attacks, the need to use third-party vehicles, and other unusual events and situations. By providing consent, I voluntarily assume the risk of personal injury, on behalf of my Child, inherent in the Activities as well as any other events arising out of or related to my Child's enrollment at the School.

14. I also hereby consent to medical personnel at the School providing certain limited medical care for the Student during the Activities, such as first aid, giving over the counter medication, administering prescription medications in accordance with the Student's prescription from a licensed practitioner, attending to minor scrapes and injuries, assessing the Student's situation and arranging for appropriate evaluations or emergency treatment. I also authorize the School's student guidance counselor to meet and counsel with Student regarding emotional, social, or family circumstances. I authorize the School to share the Student's health/medical information with appropriate personnel for purposes of educational evaluation/planning, program evaluation/planning, health assessment, planning for health care services and/or treatment, and medical evaluation or treatment by other health care providers and facilities. I acknowledge that the School is not a health care facility and that the School's personnel is comprised of non licensed health care professionals and a nurse(s). The School has made no guarantees to me as to the qualifications of School personnel to treat Student or to the School's ability to respond to any serious or emergency medical needs of Student.

15. I further acknowledge that the Student is physically and mentally able to participate in the Activities and has no limitation that would impact Student's ability to attend and participate in any of the Activities. I acknowledge and agree that it is my responsibility and the Student's responsibility to immediately notify the School if the Student is no longer physically and/or mentally able to participate in any of the Activities. The foregoing includes the obligation to immediately notify the School of any limitation(s) of the Student to participate in any of the Activities. I further acknowledge and agree that it is my responsibility and the Student's responsibility to immediately notify the School of any injury or medical condition occurring during the Activities. If the Student has an injury or condition that prohibits or limits the Student's participation in any of the Activities, I acknowledge and agree to provide the School with documentation from the Student's health care provider regarding the Student's limitations relative to participating in the Activities as well as any release of those restrictions, if applicable.

16. I understand that if emergency treatment is required, and I cannot be reached immediately, my signature in the space below empowers the School to exercise its own judgment in seeking medical treatment at my expense for the Student. I authorize the release of medical and personal information that may be protected by law to any treating health care provider in the case emergency treatment is required for the Student. This permission is in effect for the duration of the Student's enrollment. In consideration of the School giving the Student the opportunity to participate in the Activities and, if needed, providing certain medical support during the Activities, I agree that, in the event of any injury or damage to the Student that may relate to, arise out of, or in any way concern the Activities and/or medical support to the Student, to the fullest extent provided by law, I voluntarily release and covenant not to sue the School and its employees, officers, directors, board members, representatives, volunteers and agents (collectively, the "Released Parties") from any and all claims and liabilities that may arise out of, or relate to, any accident, injury or property loss occurring as a result of the Student's enrollment at the School or participation in the Activities and/or medical support services provided and from any responsibility and/or liability for the acts or conduct of the Student.

17. I will hold harmless and will indemnify the released parties against claims, causes of actions, and damages for which the School or any of the Released Parties may be sued or become liable by reason of such injury or damage, whether brought by the student or against the student or by any person having a legal interest in the property or person of the Student. I understand, however that I am not releasing the Released Parties from any injury my Child suffers as a direct result of the Released Parties' intentional misconduct or gross negligence.

18. I understand that if a waiver for off-campus travel/transportation, field trips, or excursions is required, the Student will not be allowed to participate unless I sign such waiver. If the Student does not participate, I agree that I will not receive any discount or refund from the Annual Tuition.

19. 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. Additionally, I agree, that the School may in its sole discretion, change the dates of the School Year and conduct classes in locations other than on its campus, including electronically and/or online. 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.

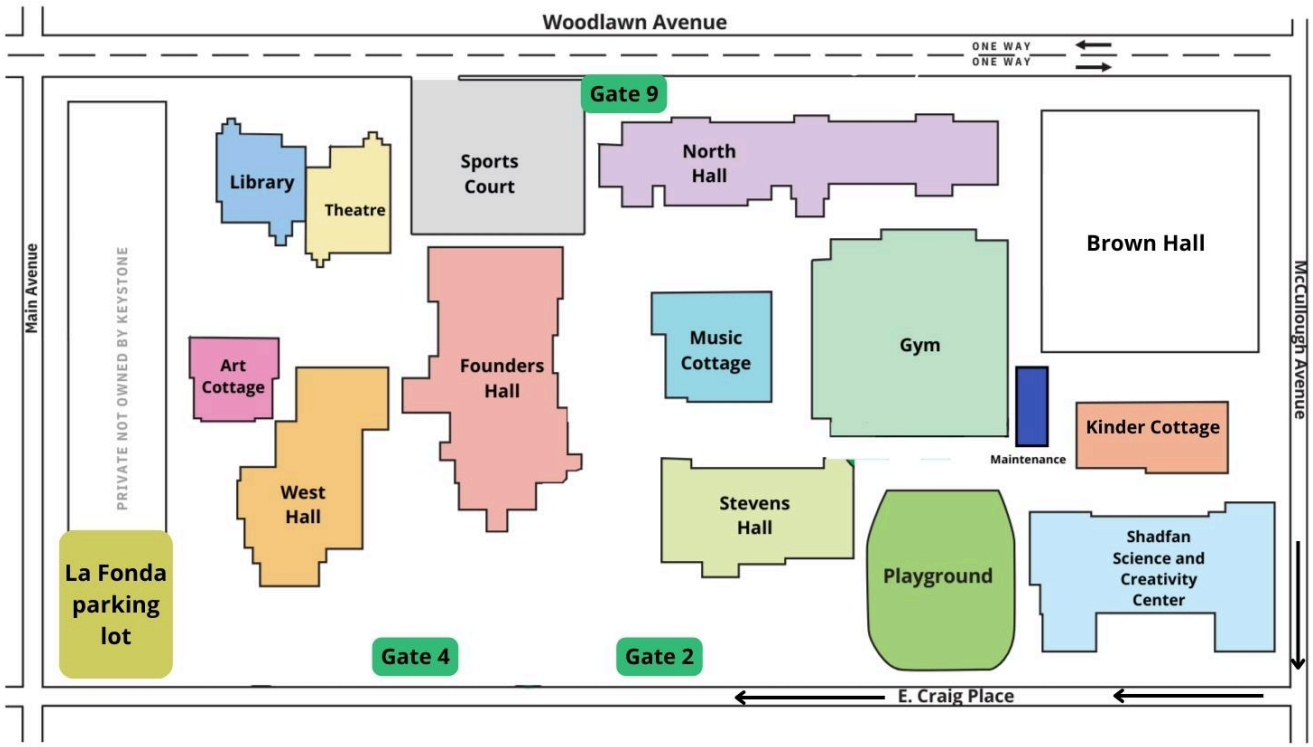
20. I understand and agree that the School's primary purpose is to provide educational opportunities to its students. I also understand that it is disruptive to the School when parents involve the School (or any of its employees) in domestic legal disputes between parents and that the School often must pay for legal fees and costs associated with such issues. Therefore, I agree to promptly reimburse the School for all expenditures incurred by the School as a result of domestic legal disputes involving me or the Student.

21. Except where it is necessary to petition a court of competent jurisdiction in order to obtain a temporary restraining order or temporary injunctive relief and claims by the School relating to potential criminal conduct that are referred to and prosecuted by appropriate law enforcement officials, the School, the undersigned, and the Student (on my behalf and on behalf of the Student), agree that any dispute, controversy, or claim arising out of or related to the Student's enrollment, attendance, education, or discipline, or any other aspect of the Student's or parent/guardian's relationship with the School, shall be determined solely by binding, confidential arbitration in San Antonio, Texas in accordance with the Federal Arbitration Act and the arbitration rules of the American Arbitration Association (AAA), except to the extent such rules are inconsistent with any rules contained in the School's handbooks or other policies in which case the rules of the School's handbooks or other policies shall govern the dispute. Notwithstanding the agreement to arbitrate disputes, any collection efforts brought by the School, including any lawsuits filed to collect past due financial obligations, shall not be subject to this mandatory arbitration requirement. The School, the undersigned, and the Student (both on my behalf and on behalf of the Student) agree that any award rendered by an arbitrator may be entered in any court having jurisdiction thereof and that the Federal Rules of Evidence and Civil Procedure shall apply to any arbitration. The School, the undersigned, and the Student (both on my behalf and on behalf of the Student) further agree that no arbitration hereunder shall be certified or

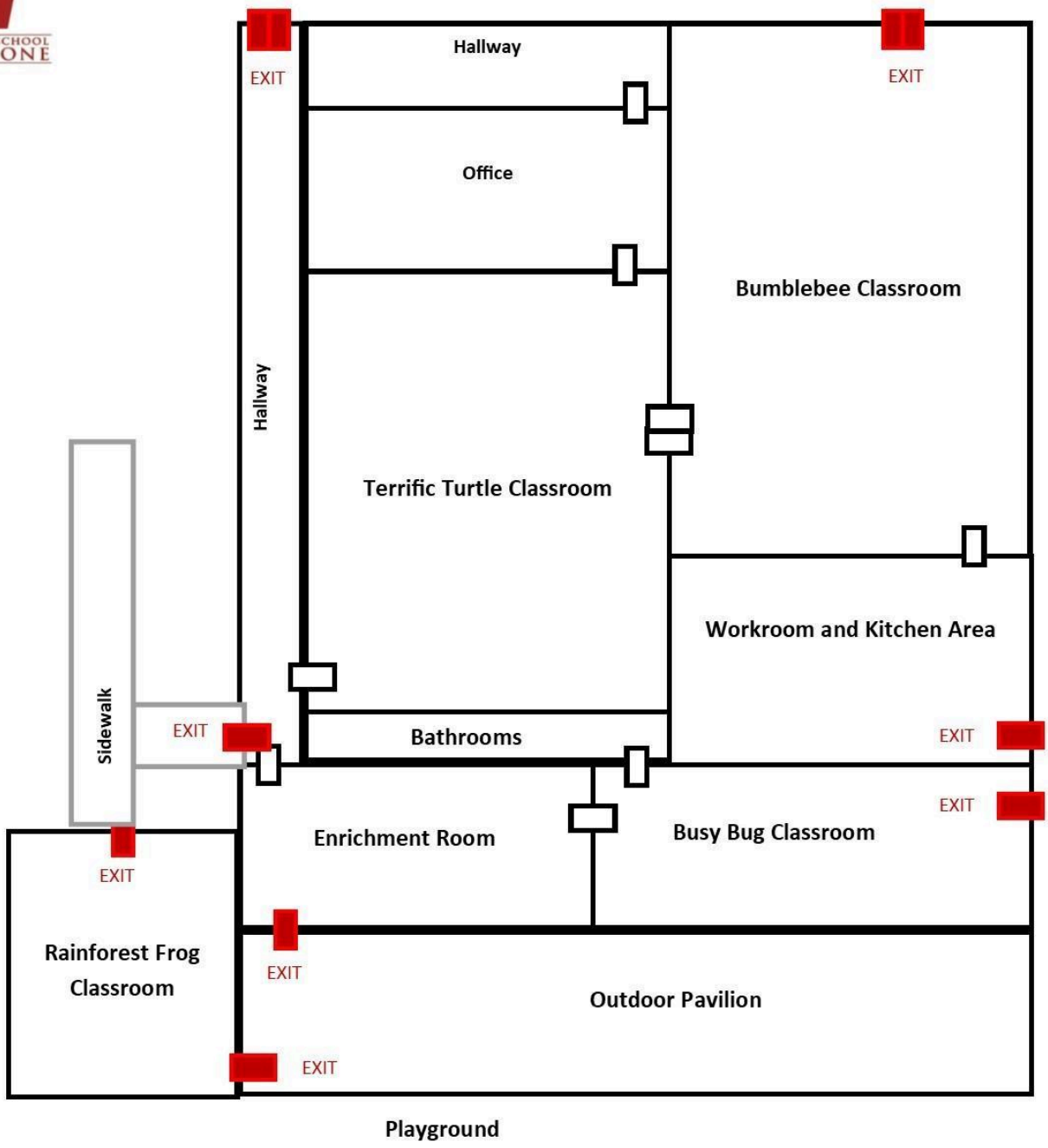
proceed as a class or collective action, or in any representative capacity on behalf of other parents or students (collectively, "Representative Actions"). The parties waive the right to participate in any Representative Actions. The School, the undersigned, and the Student (both on my behalf and on behalf of the Student) waive the right to a jury trial for any dispute that may arise. This paragraph shall survive the termination of this Enrollment Contract.

NOTES

Keystone Main Campus



The Little School of Keystone



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