



The Keystone Academy

2011-2012
STUDENT-PARENT
HANDBOOK

The Keystone Academy
6867 Southpoint Drive, North, Suite 103
Jacksonville, FL 32216
Office Phone Number (904) 619-6071
Fax Number (904) 212-0309

THE KEYSTONE ACADEMY

STUDENT-PARENT HANDBOOK

This handbook is designed to be shared by students and parents together. It is our hope that a careful understanding of the enclosed material will lead to a rewarding and successful school year for all members of The Keystone Academy community.

ABSENCES

When your child is unable to come to school or will arrive after 8:30 a.m., please call the School Office by 8:30 a.m. Cooperating with this procedure will save many unnecessary time-consuming calls by the office. If a message is left please leave the student's name, teacher's name, and a return phone number.

Absences for vacation or travel are strongly discouraged. Should there be such absences, please notify the classroom teacher at least one week in advance to allow for preparation of homework materials.

ILLNESS OR VISIBLE SIGNS OF ILLNESS

Students with temperatures above 100 degrees will be sent home from school. They may return to school when they have been fever free for 24 hours (without medication) or with a doctor's note. Germs are spread quickly with young children. We ask that if your child is sick that you keep them home until they are no longer contagious.

ARRIVAL

School begins promptly at 8:30 a.m. daily. Please have your child at school by 8:30 a.m. but not earlier than 8:25 a.m. If your student is dropped off prior to 8:25 a.m. they will be placed in the Extended Day Program and you will be charged for that day. Regular early care or after care is to be scheduled in advance to allow for appropriate staffing ratios.

TRANSPORTATION

Notes should always be sent to the classroom teacher or Extended Day Program director when there is a change in a child's dismissal plans.

PARENT VOLUNTEERS

Parent volunteers will assist teachers in assorted activities during the school year. Some of these include class parties and field trips. Every effort is made to provide each parent an opportunity to participate and feel part of The Keystone Academy family.

CLASS PARTIES

Children celebrating birthdays are invited to share a treat with their class. If sending in treats please check with the classroom teacher for a list of allergies or diet restrictions. Other parties are held during the year to celebrate various occasions (Halloween, Valentine's Day, etc.) The TKA PTO has committees assigned to help organize special parties. Parents and students may be asked to help organize these events.

COMMUNICATION

The Keystone Academy works very hard to keep parents informed and the lines of communication open. Parent concerns regarding individual students should be directed first to the appropriate teacher and every effort will be made to resolve your concerns. Please note that neither parent nor outside interests are permitted to distribute or display any publication, announcement, advertisement, or other written or printed matter on campus. This policy is intended to protect our families from receiving unwanted and/or unauthorized materials.

COMPUTER USAGE STATEMENT

The Keystone Academy computer network (including all School computer equipment and Internet accessed through School equipment) is provided for students to conduct research, to develop computer skills, to facilitate learning, and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility.

The following policies exist to aid the student in clarifying specific situations, and are not intended to be all-inclusive. If in doubt, the student should seek the advice of a teacher.

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose.
2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited. Assisting others in violating these rules is also considered unacceptable behavior.
3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource and use thereof is governed by the same rules as library resources. This includes the Internet. All information obtained through the Internet and other computer research tools must be cited

when used in a student's work. Information gained from a website is not any different from information found in an encyclopedia or magazine. Students should see their classroom teacher for help in the proper methods of citing the various computer resources.

4. Using the network for commercial purpose or in support of illegal activities is prohibited. This includes, but is not limited to, uploading or downloading of illegal or pornographic material, sending chain letters, sending threatening or harassing e-mail, use of profanity in any way, or other similar activities.

5. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on the network in any way without the permission of the network administrator. This includes altering the Windows environment.

6. Files from the Internet, dial-up bulletin boards, or online services such as America Online, CompuServe, or Prodigy may not be downloaded to the network or computer hard drive without permission from the instructor network administrator.

INTERNET SAFETY GUIDELINES

1. Never give your last name to anyone over the internet.
2. Never give your phone number or mailing address to anyone over the internet.
3. Never reveal information about other people over the internet.
4. Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
5. If you receive any e-mail or other communication with someone over the internet that makes you feel uncomfortable, tell your parents or a teacher immediately.

DISMISSAL AND DAILY SCHEDULE

School begins for all students (lower, middle, and upper school) promptly at 8:30 a.m. and ends at 2:30 p.m. Children not picked up by 2:40 p.m. will be sent to the Extended Day Program and appropriate charges will be due upon pick-up. Extended day services are to be scheduled in advance to ensure that proper staffing ratios are in place.

To insure your child's safe and prompt departure from and arrival at school, please adhere to the following procedures:

1. All children arriving prior to 8:25 a.m. will join the Extended Day Program

2. Morning drop-off will begin at 8:25 a.m. Your child will be escorted into the building by school staff.
3. Please enter the drop-off line on the south entrance of the parking lot and proceed to the sidewalk. Once your child exits the car, please proceed to exit the parking lot via the parking circle.
4. The same procedure will be followed for p.m. pick-up; which will begin promptly at 2:30 p.m. Each classroom has been assigned a day for parents to be able to come into the lobby for pick-up and have time to speak with the classroom staff.
5. Do not leave your car parked in the parking circle at any time.
6. Please do not use arrival time or dismissal time for parent conferences. Please call and schedule an appointment to meet.

PROHIBITED ITEMS

The following items are prohibited from being brought onto school property by students unless written approval is given by the Executive Director:

- Cell phones
- Pagers
- Firearms
- Weapons
- Electronic music devices (iPods, mp3 players, etc.)
- Electronic game devices

PRESCRIBED DRESS CODE

The Keystone Academy follows a unified dress code. All students are required to wear the school uniform; which consists of solid colored khaki pants, shorts, skirts, or skorts (jeans are prohibited), and The Keystone Academy polo shirt. High school students are to wear khaki bottoms and any solid colored polo shirt.

Students are required to wear shoes at all times. Student may not wear the following types of footwear:

- Flip-flops
- Open toed shoes
- Backless shoes
- Slippers
- Skate shoes (Heely's and similar types)

-Water shoes

-Sandals

LUNCH/SNACKS

The Keystone Academy will NOT have lunch or snacks available for purchase. All students are required to bring a lunch and snack with them to school every day. Please make sure to label your child's lunch every day. Please do not send in food that requires heating or refrigeration. If your child's lunch requires refrigeration, please pack your child's lunch with an ice pack to keep it cold.