



# *Parent / Student Handbook*

## *2017-18*



Established 1995

*Physical Address*  
5709 Ninth St.  
Keyes, CA 95328

*Mailing Address*  
P.O. Box 519  
Keyes, CA 95328

209-634-6467

[www.ktlcharterschool.com](http://www.ktlcharterschool.com)

Edited 2017-18

## *A Message from the Director/Principal*

Welcome to Keyes to Learning Charter School, also affectionately known as KTL. Since the start of the charter school movement over twenty years ago, there have been numerous changes in California's public education system. Development of Common Core State Standards (CCSS), uniform state testing and the ranking of schools were all initiated after KTL began. We are proud to say that our staff and students have risen to the challenge and every year KTL has shown improved test scores and rankings. And with the Common Core State Standards and the California Assessment of Student Performance and Progress (CAASPP), you can be assured that KTL will continue to step up to the challenge.

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

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

Sincerely,

*Mr. Wynn*

Principal



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## ***A Little About KTL***

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

KTL students have more flexible time schedules than those that characterized public schools in the 20th century. All students have access to a high-quality education designed for specific needs and preferences; meeting state standards and preparing students for college and career. At our high school, students make choices that include early college and work experience.

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

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

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

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

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

# KTL's VISION: To Learn, Serve, And Lead.

## *School-wide Learner Outcomes (SLOs)*

**Keyes to Learning Charter School expects its graduates to be:**

**Academic Achievers** who:

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

**Responsible, Self-Directed Citizens** who:

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

**Effective Thinkers and Communicators** who:

- Are culturally literate and classically educated
- Understand and use technology competently and appropriately
- Write logically developed and mechanically proficient reports, letters, essays and narratives
- Speak with confidence with a group or to an audience
- Read and interpret text to be college and/or career prepared
- Reason effectively using problem solving and critical thinking skills

**Successful Collaborative Individuals** who:

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

**KEYES UNION SCHOOL DISTRICT:**

**Superintendent** - Helio Brasil

**Chief Business Officer** - Stephanie Morris

**KEYES UNION SCHOOL DISTRICT SCHOOL BOARD:**

**President** - Jeff Reed

**Member** - Jimmy Emmons, Sr.

**Member** - Harinder Grewal

**Member** - Bob Edwards

**Member** - Wesley Greene

**KTL CLASSIFIED STAFF:**

**Registrar** - Betty-Jo Nascimento

**Business Manager** - Kim Schumann

**Librarian/Health Clerk** - Nicole Adams

**Custodian** - Marie Garcia

**Paraprofessional** - Marie Garcia

**Paraprofessional** - Cari Guyer

**KTL CERTIFICATED STAFF:**

**Director/Principal:** Rusty Wynn

**Program Coordinators:**

Jill McGinnis K-6<sup>th</sup>

Vicki Harmon 7-12<sup>th</sup>

Monique Becker K-12 Independent Study

**Independent Study Educational Advisors:**

Monique Becker [mbecker@keyes.k12.ca.us](mailto:mbecker@keyes.k12.ca.us)

Emma Rovito [erovito@keyes.k12.ca.us](mailto:erovito@keyes.k12.ca.us)

Diana McCullough [dmccullough@keyes.k12.ca.us](mailto:dmccullough@keyes.k12.ca.us)

Cindy Tyson [ctyson@keyes.k12.ca.us](mailto:ctyson@keyes.k12.ca.us)

Lorraine Jones [ljones@keyes.k12.ca.us](mailto:ljones@keyes.k12.ca.us)

**Classroom Teachers:** All staff members can be reached by calling the office at 209-634-6467.

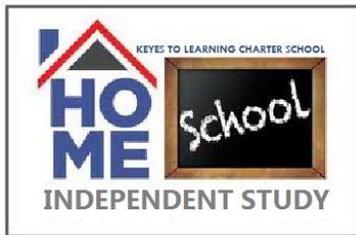
<u>Teacher</u>	<u>Grade</u>	<u>Email</u>
Jill McGinnis	Kindergarten	<a href="mailto:jmcginnis@keyes.k12.ca.us">jmcginnis@keyes.k12.ca.us</a>
Jennifer Hayes	1 <sup>st</sup>	<a href="mailto:jhayes@keyes.k12.ca.us">jhayes@keyes.k12.ca.us</a>
Linda Dutra	2 <sup>nd</sup>	<a href="mailto:ldutra@keyes.k12.ca.us">ldutra@keyes.k12.ca.us</a>
Cindy Tyson	3 <sup>rd</sup>	<a href="mailto:ctyson@keyes.k12.ca.us">ctyson@keyes.k12.ca.us</a>
Noemi Carlton	3 <sup>rd</sup>	<a href="mailto:ncarlton@keyes.k12.ca.us">ncarlton@keyes.k12.ca.us</a>
Annette Steele	4 <sup>th</sup>	<a href="mailto:asteel@keyes.k12.ca.us">asteel@keyes.k12.ca.us</a>
Kim Mattos	5 <sup>th</sup>	<a href="mailto:kmattos@keyes.k12.ca.us">kmattos@keyes.k12.ca.us</a>
Merry DeSomma	6 <sup>th</sup>	<a href="mailto:mdesomma@keyes.k12.ca.us">mdesomma@keyes.k12.ca.us</a>

## Four KTL Charter School Educational Programs

Keyes to Learning Charter School is an Independent Study Public School that provides four different and distinct programs. The following is a brief description of each.



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



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



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



**Key Academy (7-12)** Key Academy (9-12) teaches a comprehensive liberal arts curriculum, focused on college and career preparation. Key Academy's program received WASC accreditation through 2020 and a-g courses are UC-approved. Many of our students are also enrolled in tuition-free college courses, saving them time and money!

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

## **Mission Statement**

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

## **Security**

Exterior classroom doors are to be kept closed and locked during the school day. Students, parents, and visitors must enter the campus through the main entrance and front office (Room 1) and sign in at the office before proceeding onto the campus.

## **Schedule**

Grade level	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch
Kindergarten	8:45 a.m. - 1:30 p.m.	8:45 a.m. - 1:30 p.m.	8:45 a.m. - 12:00 p.m.	8:45 a.m. - 1:30 p.m.	No School	12:10 p.m. - 12:30 p.m.
1-6	8:45 a.m. - 3:15 p.m.	8:45 a.m. - 3:15 p.m.	8:45 a.m. - 12:00 p.m.	8:45 a.m. - 3:15 p.m.	No School	12:10 p.m. - 12:30 p.m.
3-6 recess	10:15 a.m. - 10:30 a.m.	No School				
K-2 recess	10:30 a.m. - 10:45 a.m.	No School				

Children may be dropped off for school, starting at 8:30 a.m. **Under no circumstances should children be left unattended at the school entrance prior to 8:30 a.m.** KTL does not provide student supervision prior to 8:30 a.m. Tardies will be monitored and documented. Students may be late due to reasons beyond their control but tardies interrupt the start of class time and demonstrate an unnecessary disrespect of others. Entrances to KTL's classrooms remain locked during the school day. At the end of the day, parents are expected to wait in the grassy area in front of KTL's office and not interrupt classrooms. Please wait until the students are released and the main gate will be unlocked to enter.

## **Communication Between Home and School**

Communication between home and school is vital in supporting your child's interests and efforts. We encourage parents to ask questions, visit often and become involved with their child's educational growth and development. Be sure to fill out all emergency and information forms and return them to the school office. If there are changes to this information, please

call the office or send it in with your child. **It is very important for the safety of your child that we know how to reach you.**

### ***Lost And Found***

Items will be placed in Room 3. At the end of each month items will be donated to charity.

### ***Transportation To and From School***

Keyes to Learning Charter School is unable to provide transportation to and from school so it is the responsibility of the parents to make sure their students arrive to school on time. Tardies are monitored and documented. Students may be late due to reasons beyond their control but tardies interrupt the start of class time and demonstrate an unnecessary disrespect of others.

On time pick up of students after school is a must. KTL does not have afterschool campus supervisors to watch students after school; we rely on our parents to arrive on time. Parents who consistently arrive late create problems. Students are not allowed to hang around after school.

If transportation continues to be a problem then perhaps our program is not the right fit for you.

### ***Leaving School Early***

For the safety of your child, students cannot be released from classrooms to anyone unless notice has been received to do so. To obtain permission, a student must bring a note stating the time he or she is to leave, the reason for leaving, and a number where KTL can reach the person who wrote the note.

When arriving to pick up your child, please report to the office and we will contact the classroom and have your child come to the office. **We will only release students to authorized adults listed on the emergency card. Once the individual is verified and the student is signed out at the office, the student will be released.**

It is common to make pre-arrangements for students to get picked up. We understand that it is sometimes necessary to call and make arrangements, however we ask for your cooperation in making these changes early in the day. Please be sure to call as early as possible in order for special arrangements or changes to be properly communicated to your child's teacher.

## ***Visitors***

Parents are always welcome visitors to our school. Due to safety considerations all visitors to KTL must check in at the school office. Due to safety concerns, no one is to walk on campus, visit rooms, etc. without first signing in at the office and receiving a visitor badge. When visitors are leaving, they must also check out at the office.

Because of safety and liability concerns, no friends, relatives, or anyone other than a parent or guardian is allowed to attend class with a student, unless prior arrangements have been made.

No student visitors are allowed at Keyes to Learning Charter School during any part of the school year without prior approval from the administration. The school administration has the right to deny any visitor on campus.

## ***Animals on Campus***

Animals are not allowed on campus, and may not be brought to school by students, parents, or other visitors with the exception of guide dogs, service dogs, or animals used in school-approved learning activities.

## ***Shadowing***

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

## ***Parent/Visitor Parking***

Diagonal parking is designated along Ninth Street for KTL visitors and parents. Before the start of school and when students are released traffic and parking congestion may occur. We ask that you please be aware of residential parking and not block our neighbor's driveways. Also, please do not use the handicap parking and no parking zones for dropping off and picking up students.

## ***Student Responsibilities***

- Accept responsibilities regarding behavior and academic participation.
- Complete all assigned work.
- Turn in all work in a timely manner.
- Maintain an organized school notebook.
- Take good care of all school property including textbooks, library books, calculators, furniture and computers.

- Attend tutoring sessions when needed.
- Be on time to class or appointments.
- Ask the teacher for help whenever an assignment is not understood.
- Follow all handbook guidelines for dress, technology and behavior when on campus.

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

## ***Teacher Responsibilities***

### **INSTRUCTION**

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

### **ASSESS STUDENT WORK**

Student progress will be assessed through a combination of non-standardized and standardized evaluations. Multiple measures may include but not be limited to interviews, anecdotal observations as well as review of work samples and written records. Progress toward the measurable outcomes will be formally assessed through the administration of STAR math, STAR reading and the California Assessment of Student Performance and Progress (CAASPP).

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

### **COMMUNICATE WITH FAMILIES**

- Include parents and students as part of the educational team.
- Treat parents and students in a professional manner.
- Be available to help students outside of class time—post your regular office hours.
- Communicate with parents as necessary about student progress.

- Ensure that all students have equitable access to learning the core curriculum.
- Return parent phone calls or e-mail within 48 hours.

## RECORDS

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

## PROFESSIONAL RESPONSIBILITIES

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

## ***Parent Responsibilities***

- Maintain an ongoing awareness of how your student is doing in each class, contacting teachers whenever progress is in doubt.
- Attend conferences or meetings when requested by a teacher .
- Ensure that your student maintains completed schoolwork in some organized fashion.
- Ensure that your student takes care of school property.
- Ensure that your student attends tutoring sessions when requested by a teacher.
- Provide a quiet and orderly place in which to study and work at home.
- Provide transportation to and from classes on time.
- Parents should call and let the office know when a student will be absent or late.
- Ensure that your student arrives at school on time for his/her first classes or appointments.
- Be aware of your student's behavior.
- Speak to your child's teacher if a problem arises.
- Check KTL's online portal to monitor student academic progress.

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

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

## ***Non-discrimination and Equal Opportunity Policy***

It is the policy of Keyes to Learning Charter School to ensure equal educational opportunity for all students and to prohibit discrimination because of race, color, religion, age, sex, marital status, national origin, ancestry, or disability in employing personnel and in carrying out the educational programs and activities including, but not limited to, course offerings, tests and procedures.

## ***Student Testing***

The California Assessment of Student Performance and Progress, or CAASPP, which has replaced the Standardized Testing and Reporting, or STAR Program, is the new state academic testing program. Students in 3<sup>rd</sup> through 8<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades will take these tests in the Spring of each year. Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. Under other state law, parents may request that their child not participate in the statewide tests. Additional information about the state assessment is available on the CDE CAASPP web page at: [www.caaspp.org](http://www.caaspp.org).

## ***Academic Probation for ALL KTL Programs***

Students who continually fail to meet their assignment requirements will be referred to the Child Study Team. The student will be placed on probation and monitored for a designated period of time. If progress is not noted, the student may be recommended for non-continuation and referred to their district of residence as the program at this school may not be the best placement to ensure the highest academic success for this particular student.

**A STUDENT MAY BE PLACED ON PROBATION AT ANY TIME!**

## ***Student Attendance (Absences and Tardies)***

Parents should call and let the office know when a student will be absent or late and the reason for it. Teachers will not offer make up opportunities unless the absence involved a legitimate reason like illness or family emergency.

Habitual tardies are unacceptable. A tardy is considered anytime after class has started. Tardies are monitored and documented. Students may be late due to reasons beyond their control but tardies interrupt the start of class time and demonstrate an unnecessary disrespect to others. After three tardies, a conference may be scheduled with administration.

If a student is going to be missing school for a period of time, we ask that our teachers and office be contacted at no less than 48 hours in advance of the absence. The teacher will

attempt to provide the work prior to the leave, but some work may need to be completed upon return. The state requires that the amount of work given during an absence must equal the amount of work assigned in the classroom.

## ***Vendors***

Vendors are a popular feature of many charter schools. KTL is no exception, however as our program has expanded there has been less need for outside services. Classes may include the arts, physical education or tutoring services.

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

- Students enrolled in Independent Study;
- Students enrolled in Monday only CORE classes and;
- 9-12 grade students attending KEY Academy.

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

For more information, request a vendor packet from the KTL business manager.

## ***Safety Drills***

KTL Charter School practices a variety of emergency drills throughout the school year. All teachers instruct students in fire safety, earthquake preparedness, classroom evacuation routes and lock down procedures. Students will exit in single file silent lines to facilitate safety and to hear further instructions if they should become necessary.

During a lock down, staff and students should remain in, or go immediately to the nearest classroom, or other safe area. Once there, they will not leave until the campus evacuation is ordered or the all clear signal is given.

## ***Search and Seizure***

Students have certain rights to privacy. However in cases where school officials have a reasonable suspicion that school rules or state laws have been violated or for safety purposes, such officials may engage in a reasonable search of students and/or their property (i.e. backpacks, vehicles, etc) at any time. The use of canines may occur without notice. Any contraband material or evidence of violation of state law may be turned over to the proper authorities.

## ***Student Safety / Bullying, Harassment or Intimidation***

Keyes to Learning Charter School recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Every student is entitled to a safe school environment free from bullying, including, but not limited to, discrimination, harassment and intimidation based on actual or perceived characteristics. KTL employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. These acts should be brought to the attention of the appropriate school personnel. A complaint may be made anonymously by handwritten note. If there is sufficient corroborating information, an investigation will be initiated. All complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.

### **DEFINITION**

*Bullying* is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power (a group of children can gang up on a victim or someone who is physically bigger or more aggressive can intimidate someone else, for instance).

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school. It can involve children of any age, including younger elementary grade-students and even kindergarteners. Bullying behavior is frequently repeated unless there is intervention.

*Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

<i>What Bullying is...</i>	<i>What Bullying is Not...</i>
<i>Repeated aggressive behavior that might include the following listed below:</i>	<i>Not liking someone.</i>

<i>Intended to cause harm (physical or emotional).</i>	<i>Accidentally bumping into someone.</i>
<i>An attempt by one or more individuals to gain power over another.</i>	<i>A single act of telling a joke.</i>
<i>Physical: Hitting, kicking, pushing, destroying property.</i>	<i>Expression of unpleasant thoughts or feelings regarding others.</i>
<i>Verbal/Written: Threatening, name-calling, teasing, taunting.</i>	<i>Arguments or disagreements.</i>
<i>Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating.</i>	<i>Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another).</i>
<i>Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially.</i>	<i>Isolated acts of harassment, aggressive behavior, intimidation or meanness.</i>

## NOTIFYING SCHOOL PERSONNEL

Students, parents, and community members are encouraged to notify school personnel when they are being bullied or have witnessed another student being bullied or harassed. Complaints may be filed with the site coordinator, or principal:

- Complaints alleging sexual harassment or assault: Principal, Rusty Wynn, ([rwynn@keyes.k12.ca.us](mailto:rwynn@keyes.k12.ca.us)), 209-634-6467
- Complaints alleging bullying: K-6 Coordinator, Jill McGinnis ([jmcginnis@keyes.k12.ca.us](mailto:jmcginnis@keyes.k12.ca.us)) 209-634-6467.

The Uniform Complaint Procedures shall govern the process for investigating and resolving a complaint of bullying, harassment, and sexual harassment. Students may submit complaints on when the circumstances involve cyber-bullying. Individuals with information about the activity are encouraged to save and print any electronic or digital messages that may constitute cyber-bullying. This evidence will assist the coordinator or administrator in completing his/her investigation of the complaint.

## CONFIDENTIALITY

Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. KTL also prohibits any form of retaliation against any student who files a complaint or a report regarding an incident of discrimination, harassment, intimidation, or bullying.

## ***School Lunch***

Students are encouraged to bring a lunch or if at the Keyes site, purchase one from the cafeteria. Students on the Keyes site are able to purchase a lunch from the Keyes cafeteria. The prices for lunches are subject to change. All lunches are to be prepaid and ordered ahead of time.

If a negative lunch balance should occur, KTL will allow up to two (2) lunches to be charged and NO school lunches will be allowed thereafter. During the last month of school, NO negative balances will be allowed.

We encourage our families to pack a healthy lunch for their children. We promote and expect basic etiquette and good manners from our students and strongly discourage our students from sharing food with each other due to food related allergies and health concerns. Students are also expected to clean up after themselves. For the safety of our students we have designated areas for students to eat and play.

## ***Emergency & Medical Information***

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

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

### **CALIFORNIA MANDATES FOR IMMUNIZATIONS AND 1<sup>ST</sup> GRADE PHYSICAL EXAMS**

Before entry into Kindergarten and 7<sup>th</sup> grade, immunizations need to be updated and IZ records submitted to the school office **prior to the first day of school**. If you want information on a waiver, please contact the KTL office.

A physical exam needs to be completed for all incoming 1<sup>st</sup> grade students (an exam within 18 months of 1<sup>st</sup> grade qualifies) and submitted within 90 days of the first day of school. If you want information on a waiver, please contact the KTL office.

Routine health screenings are offered to all students:

Vision: K, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> grades.

Hearing: K, 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades

If your child fails any of the screening tests, you will receive a letter in the mail which you can share with your primary care provider. If you want to opt out of any of these screenings, please contact the KTL office.

## **PRESCRIPTION DRUGS**

California law states that **NO** medication, prescription or over-the-counter (such as Tylenol, Advil, cough syrup, etc.) may be given by school staff without written medical orders from a physician and written permission of the student's guardian or parent. Students may not bring prescription or over-the-counter medications to school. If a student needs medication at school, an adult must bring in the medication in a pharmacy labeled bottle that includes the student name, medication name, dosage and the time to be given along with a current medication authorization form (good for the current school year only.) This form is available in the KTL office and must be completed by a parent and physician.

If a student is to self-administer a medication (such as inhalers or Epi-pens) the school nurse must evaluate the student's ability to understand, store, and take the medication in an appropriate manner. Written physician and parent approval of the student's ability to self-administer is also required. Failure to comply with the above regulations will result in disciplinary action. Medication authorization forms may be obtained from the KTL office.

## **FIRST AID**

KTL has first aid kits in every classroom and the nurse's room. Our staff has been trained and are prepared should an accident or an emergency arise.

In response to the increase of students nationwide with allergies, several of our staff volunteer to be annually trained to recognize anaphylactic reactions. SB 1266 provides each school with epinephrine auto injectors to be used as first aid and implemented by trained staff should a student have a severe anaphylactic reaction.

## **POSSESSION, USE, SALE, OR DISTRIBUTION OF ILLEGAL OR CONTROLLED DRUGS, SUBSTANCES OR ALCOHOL**

Any student attending KTL using, possessing, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol on school property, or at a school-sponsored activity is subject to discipline up to and including expulsion.

## **TYPE 2 DIABETES INFORMATION**

Pursuant to California Education Code Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American

Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

## Description

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

## Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

## Warning Signs and Symptoms

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

## *Students with Special Needs*

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

## *Parent Information*

The school will provide current information by way of the school website [www.ktlcharterschool.com](http://www.ktlcharterschool.com) and the communication board displayed in KTL's office in Room 1.

Parents are encouraged to attend **PTA meetings** which are held four times a year.

**ParentSquare** will be utilized to communicate with parents via emails, text messages and phone notifications via a mobile phone app.

Newsletters are located on the KTL website: [www.ktlcharterschool.com](http://www.ktlcharterschool.com) or [www.keyes.k12.ca.us](http://www.keyes.k12.ca.us).

### ***Volunteers***

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

### ***Coaches of Character***

Coaches of Character is a program that provides an opportunity to local citizens to volunteer and give of their time to benefit the students of the Keyes to Learning Charter School. There is no cost to be a Coach of Character though they are expertly trained. Coaches of Character fill a need. Their job is to spend time on our school campus and get to know and build rapport with our students. We expect our coaches to be polite, nurturing, kind and caring individuals. Above all, Coaches of Character must have a heart for children. If this sounds like you, please contact the KTL office for a Coaches of Character application.

### ***Parent Involvement***

There are formal committees and clubs that parents may become involved in that benefit our school and our students. Attending the board meetings, participating in the Parent Advisory Council, and actively participating in fundraising events and working with the teachers are some of the means that parents can be involved at KTL.

### ***Resolving Problems***

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

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

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

## ***KTL Behavior Standards***

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

## ***KTL Student Community***

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

Students are responsible for proper care and use of school property and supplies. School property includes all desks, chairs, windows and doors, supplies and any office type items. Computers, library and text books are also included.

### **LIBRARY MATERIALS ARE TO BE TURNED IN EACH SEMESTER. CORE KITS MUST BE RETURNED BEFORE THE NEXT SEMESTER CURRICULUM IS CHECKED OUT.**

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

## ***Public Displays of Affection (PDA)***

Public displays of affection are not permitted on campus. Kissing and hand holding are just two examples. Parents will be notified if students are caught displaying inappropriate affection.

## ***Consequences for Inappropriate Behavior or Lack of Participation***

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

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

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

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

### **SUSPENSION AND EXPULSION POLICY**

- A. The Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at Keyes to Learning Charter School.
- B. The Charter School will follow the provisions set forth in Education Code section 48900 et seq. regarding student suspension. The Charter School shall follow KUSD Board Policy 5144.1 Suspension and Expulsion Due Process. The Charter School Director will have the authority to suspend students and to recommend expulsion of students to the Board. Expulsion hearings of Charter School students may be conducted before a three person panel appointed by the Director and the Superintendent. The Board shall take final action on all proposed expulsions.
- C. Students with disabilities: A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, and KUSD Administration Regulation 5144.2 Suspension And Expulsion/Due Process (Students With Disabilities) when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

## ***Cheating/Plagiarism***

Keyes to Learning Charter School is opposed to all forms of cheating by students. Cheating may be defined as any act engaged in by one or more students with the intention of deceiving through dishonest means, including, but not limited to, copying, use of "cheat sheets", or the deliberate use of ideas, writings, etc. of another person or from a source on the Internet.

The following procedure will be followed for cheating on tests and quizzes and for other incidents, including plagiarism, in which a student cheats on material, required for the evaluation of his/her academic performance.

- The student will receive no credit for the material. A "zero" will be recorded for the grade if the assignment is based on a numerical evaluation, otherwise a failing grade will be recorded for the evaluation.
- The teacher will notify the school administration or designee for disciplinary action.
- After notifying administration or designee, the teacher will notify parent/guardian. A parent meeting with the teacher and administration will be offered
- Multiple offenses may result in non-continuation and referred to return to their district of residence.

## ***Dress for All Students While On Campus***

KTL is committed to maintaining standards of dress, which will be fair to everyone while maintaining an appropriate learning atmosphere free of unnecessary distractions and interruptions. No dress code can be written that will anticipate all dress and grooming extremes. It is important to understand that some decisions will be at the discretion of the administration or designee. For that reason, KTL requests parents to make sure that their children are dressed for school in appropriate attire. Students should be dressed modestly and comfortably, able to participate in physical activities. A loose fitting T-shirt, blouse and long pants or Bermuda shorts are most appropriate.

- Short skirts, low cut tops, sagging pants and loose fitting shoes are not appropriate for a school day full of activity. Shorts and skirts should be at least fingertip length.
- Chains may not hang from clothing. Tops must cover midsections and must overlap with the unrolled waist of skirts or pants.
- No cleavage should be apparent.
- Bra straps must not be showing. See through materials are not to be worn.
- Shirts, hats, and/or head coverings must have logos or sayings that are appropriate for school and should not be related to drugs, alcohol or sex and/or contain offensive language.
- Bandanas are discouraged from being worn at school.

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

When a violation of the dress code occurs, students may be sent home or given the opportunity to change into appropriate attire.

**1<sup>st</sup> Offense**                Warning issued, possible parent contact, change attire.

**2<sup>nd</sup> Offense**                Parent contact, change attire, possible 1-3 day suspension.

**3<sup>rd</sup> Offense**                Refer student back to their district of residence.

## ***Technology and Electronic Devices***

**Technology**-At the beginning of the school year, you and your child will sign an Acceptable Use Agreement and a Google Apps for Education Digital Citizenship Pledge. The use of technology has become an important tool in education and it is important that our students be good digital citizens and use technology appropriately. These documents not only provide permission for your child to use the school's technology but also informs you as a parent what our expectations are and guidelines and rules for your child to follow.

**Electronic Devices**-Keyes to Learning Charter School strongly discourages bringing electronic devices to school that have no educational purpose. This includes any audio or video devices such as headphones, MP3/MP4, CD players, iPods, games, etc. These may not be used in school without specific permission from staff. If you choose to bring a cell phone or any other electronic device to school, you do so at your own risk. The school does not have the staffing to investigate or be responsible for loss or theft of any electronic devices. Any loss or theft of any item should be reported to the local authorities.

Laptop computers brought from home are subject to the same restrictions as school computers when used during the school day.

Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

*"The Legislature find that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."*

### **Consequences:**

- Electronic devices will be confiscated and parent may pick up the device at the school.
- Multiple offenses may result in long term confiscation by administration and/or a non-continuation referral to return to your district of residence.