

KEITH COUNTRY DAY SCHOOL-FOUNDED 1916

Keith Country Day School is an independent, coeducational, college-preparatory school serving students age three to grade twelve.

MISSION

Keith Country Day School prepares children for lives of meaning and purpose.

VISION

Keith Country Day School will be the finest independent college-preparatory school in the region by:

- ◆ fostering in each child a sense of confidence and independence, an understanding of human relations and the importance of humor, and an appreciation of diversity;
- ◆ emphasizing academic excellence and individual achievement;
- ◆ challenging students to grow intellectually, artistically, athletically, and personally;
- ◆ preparing students for admission to and success in college;
- ◆ instilling in students standards of integrity which emphasize responsibility for one's own actions, respect for the rights of others, and acceptance of the importance of work;
- ◆ preparing students for responsible citizenship, volunteerism, leadership, and environmental stewardship;
- ◆ embracing the traditional country day school philosophy;
- ◆ educating students to be lifelong learners and ethical human beings.

Keith will fulfill its vision by:

- ◆ hiring, developing, and retaining an outstanding, energetic, and enthusiastic faculty and staff;
- ◆ admitting and retaining creative, highly motivated, and intellectually curious students;
- ◆ attracting families committed to the vision of the school;
- ◆ recruiting board members supportive of the tenets of independent schools and actively dedicated to furthering the vision of the school;
- ◆ developing the financial resources necessary to support the school's needs.

Keith Country Day School is accredited by the Independent Schools Association of the Central States. Keith Country Day School is a member of the National Association of Independent Schools and the Lake Michigan Association of Independent Schools.

THE COUNTRY DAY SCHOOL PHILOSOPHY

The country day schools, grounded in the progressive education movement, began in the 1920's. Because the country day school offers a boarding school atmosphere, the school days are longer, allowing students time to work, eat, play, and study together and to build an *esprit de corps*. The school becomes a community, and community life is indispensable in the mental and moral growth of the child.

Country day schools prepare students for the best colleges. They also stress the relationship that students have among themselves and with their teachers. Together they establish traditions that create and express community. Historically, morning meetings are a consistent part of the country day school's life.

A rural or naturalistic setting is ideal. From a global perspective, country day schools often believe in responsible care of the environment where students, faculty, and staff share the work of maintaining the commons, the campus, and the facilities. In addition, students are required to perform community service to broaden their view of the world and enhance social responsibility.

Student government and an emphasis on democracy are central to a country day school. It is through responsibility and understanding of the democratic process that students learn to value their place in a democratic society. Arts and athletics are also essential activities.

Essentially, country day schools are committed to community, democracy, artistic and physical development, and global consciousness, as well as to the highest standards of academic excellence. Thus, the country day school strives to educate the whole child.

PRINCIPLES OF GOOD PRACTICE FOR MEMBER SCHOOLS

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

Parents Working With Schools

1. Parents 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 reached.
2. In selecting a school, parents seek an optimal match for the needs of the students, their own expectations, and the philosophy and goals of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns. Usually, the first line of communication is between the parent and the teacher. The next appropriate communication link in the Lower School is the Head of the Lower School. The next appropriate link in the Middle or Upper School is the child's advisor, Assistant Head of the Middle and Upper School and then the Head of the Middle and Upper School. The Head of School is the final link in the communications chain.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

1. The school recognizes 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 reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admissions process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are expected to be accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school involves parents when considering major decisions that affect the school community.
7. The school strives to offer and support a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

HOW ARE INDEPENDENT SCHOOLS DIFFERENT?

Independent schools are different in that independent school teachers interact with their students not only as instructors in a classroom but as counselors, coaches, and leaders in all aspects of school life.

They are different in that curriculum is faculty determined, different in that teachers are accorded great freedom to teach in individual styles and to choose materials they deem appropriate to the particular students they teach.

They are different in that their simple administrative structure enables them to respond rapidly to changing conditions and needs, to develop appropriate methods and materials, to take advantage of new discoveries in learning, to dispose of practices which no longer serve best interests.

They are different in that parents play an active part in the support of the schools, and the schools are governed by boards of trustees.

They are different in that they are financed almost entirely by private means through tuition, contributions, and fundraising activities. They seek public funding only when it does not bring public regulation and with it the loss of the independence so vital to their being.

They are different in that they are directly accountable to parents. Independent schools which do not meet parents' standards do not last because parents withdraw their children and with them financial support.

They are different in that they are actively self-regulating, actively promoting self-improvement through their member accrediting agencies.

They are different in that they are each free to seek the most effective ways to educate the particular children in their charge and in so doing to provide for the needs of a diverse population. Different children learn in different ways. Different independent schools provide those ways.

--adapted from NAIS archives

A BRIEF HISTORY OF KEITH COUNTRY DAY SCHOOL

From small beginnings, Keith Country Day School has grown in size and reputation. The school was organized in Rockford in 1916, when Belle Emerson Keith opened the doors of her home on North Main Street to a group of eight children. Mrs. Keith was a nationally acclaimed artist, a neo-impressionist who traveled the world and studied different schools looking for "the ideal environment for developing children." She did not consider it sound education to make every child perform at the same level and speed when, in reality, their abilities and talents were all different. In her mind, schools and teachers should "center" upon a child's strengths and resources, stressing what is good in the child, while fortifying areas of concern, as well. As one of Rockford's pioneering progressive leaders, she questioned whether local schools offered enough. Given her artistic persuasion, she believed that the fine, creative, and performing arts rounded and stimulated children while offering many the opportunity to be successful in settings outside the normal classroom activities. It appears that it was never her intention to form her own school, but to provide information, insight, and counsel to the Rockford community. Her own daughter was enrolled at Walker School, as were her nieces. When she found she could not stimulate necessary changes in public schools, she opened her own school.

The first Headmistress of the school was Miss Nancy Philbrick, formerly of The Friends School in Locust Valley, New York. Mrs. Keith never led the school herself; she owned it. By the end of the second year, an enrollment of 27 boys and girls necessitated acquiring larger quarters which was accomplished by remodeling the old homestead adjoining the Keith property. By the end of the seventh year, the school had outgrown its buildings, and Mrs. Keith succeeded in acquiring the Shoudy Home - The Big House - on North Second Street. The school was operated as a proprietary venture from 1915 to 1943. When Miss Philbrick died, Mr. Hinchliff, Mrs. Keith's nephew, purchased the school from his aunt and donated it to Rockford College at which time it became the teaching/laboratory school for the Education and Teacher Training Department. In 1965 the Keith Country Day School Committee of the Board of Rockford College decided to break away and form its own independent school, serving children from pre-kindergarten through ninth grade. Seven additional acres adjacent to the North Second Street property were donated to the school in 1969.

In 1970, the decision to expand Keith and form a college-preparatory upper school was finalized and two new buildings were constructed in 1971: an Upper School academic building and a gymnasium. The Big House was demolished.

In 2000 the Rhea Building for students from pre-kindergarten through second grade was added to the campus. Keith now provides educational opportunities for students from age three through grade 12. The school prides itself in attracting highly-qualified teachers from all over the country and the world. The dedicated people who founded and supported the school laid a firm base. Since then, generations of dedicated educators who share its commitment to academic excellence and the student-centered philosophy of education have guided the school.

ANNUAL GIVING FUND

The Development Office, like those in all independent schools, conducts a major fund drive annually, providing an opportunity for all current parents, past parents, alumni, and friends of the school to donate funds to fill the gap between tuition revenue and the actual cost of running the school. This is one way the school is able to control tuition increases. Because foundations give to the school based in part on the percentage of support in this fund drive, everyone is asked to give whatever he or she can. While large gifts are, of course, greatly appreciated, any donation is helpful to the school and to grant opportunities.

KEITH PARENTS' ASSOCIATION (KPA)

The Keith Parents' Association (KPA) is the school's main support group. The president of the KPA sits as an ex-officio member of the Board of Trustees. The KPA is a major financial contributor to the school with gifts of money, equipment, and supplies. The association provides invaluable support for traditional events, fundraising projects, and special events throughout the year.

PROCEDURES

SCHOOL HOURS

Please respect our arrival and dismissal times. We cannot be responsible for students who are left unsupervised before or after normal school hours. (See the following for Early Day or After School Procedures below.)

Faculty meetings are held every Monday morning from 7:45-8:30 a.m. Because of the late start on Monday, school begins at 8:50 a.m. Tuesdays through Fridays school begins at 8:00 a.m. Lower School students who arrive early on Monday mornings are asked to report to the playground or to the Hinchliff Gymnasium. (See Lower School Early Day Supervision below.) Middle and Upper School students are welcome in the Gaylord Commons.

We recommend that you have your child at school by 8:40 or 7:50 AM so they can be prepared to begin class promptly at 8:50 and 8:00 AM.

Lower School

Grades 1-5, Kinder Full-Day, and Junior Kinder Full-Day:	Monday	8:50 a.m. - 3:15 p.m.
	Tuesday - Friday	8:00 a.m. - 3:15 p.m.
Kinder Half-Day:	Monday	8:50 a.m. - 12:15 p.m.
	Tuesday - Friday	8:00 a.m. - 2:15 p.m.
Keith Cottage Half-Day and Junior Kinder Half-Day:	Monday	8:50 a.m. - 11:45a.m.
	Tuesday - Friday	8:00 a.m. - 11:45a.m.

Afternoon in the Cottage –11:45 a.m. - 3:15 p.m. daily - is an optional program for Keith Cottage students.

Lower School Early Day Supervision:

Supervision begins at 7:30 a.m. Children gather in one of two locations: on the Lower School playground or in the Lower School Hinchliff Gymnasium. Consult the white announcement board located on the Lower School driveway circle for each morning's gathering location. *Because proper supervision is available only at the gathering place, please direct your child(ren) to that location rather than to their classrooms.* As a general rule, during winter months, children participate in outdoor activities until that time when the temperature or the wind chill is at or below 0°. Appropriate dress for the weather is essential.

At 8:40 a.m. on Mondays, and at 7:50 a.m. during the rest of the week, the supervising teacher lines the children up to enter their classrooms. Keith teachers begin opening exercises and instruction promptly. Please plan your children's arrival at school accordingly.

Lower School Stay and Play (SAP) Program: After-school supervision is available from 3:15 - 5:30 p.m. daily for Lower School children. There is a charge for the Stay and Play (SAP) Program. Prior arrangements should be made by calling the Lower School secretary. Failure to pick up the student on time may result in discontinued use of this privilege.

Middle and Upper School

The Middle and Upper School operates on a six-day rotational schedule - A through F days. Letter days are indicated in the monthly calendar in the *Keith News*. The school reserves the right to change the schedule after the beginning of school if such changes are deemed necessary. Middle and Upper School students who are not involved in after-school activities are asked to leave the building by 3:30 p.m. If a child must stay late, parents must notify the school. After-school supervision is provided from 3:30 – 5:30 p.m. for students who must stay late and are not in an after-school activity. This supervision may carry a fee. Prior arrangements should be made by calling the Middle and Upper School secretary.

	MONDAY	TUESDAY-FRIDAY	ASSEMBLY
Homeroom	8:50 – 8:55	8:00 – 8:05	8:00 – 8:05
Morning meeting	8:55 – 9:05	8:05 – 8:15	8:05 – 8:15
First Period	9:10 – 9:45	8:20 – 9:05	8:20 – 8:55
Second Period	9:50 – 10:25	9:10 – 10:00 *	9:00 – 9:45
Third Period	10:30 – 11:05	10:05 – 10:45	9:50 – 10:25
Fourth Period	11:10 – 11:45	10:50 – 11:30	10:30 – 11:05
Fifth Period	11:50 – 12:25	11:35 – 12:15	11:10 – 11:45
Sixth Period	12:30 – 1:05	12:20 – 1:00	11:50 – 12:25
Seventh Period	1:10 – 1:45	1:05 – 1:45	12:30 – 1:05
Eighth Period	1:50 – 2:30	1:50 – 2:30	1:10 – 1:45
Ninth Period	2:35 – 3:15	2:35 – 3:15	1:50 - 2:25
* Middle School 10-minute break 9:50 - 10:00			2:30 - 3:15 (Assembly)

DISMISSAL PROCEDURES: More detailed dismissal procedures are described in the August back-to-school mailing.

Lower School

Keith Cottage and Jr. Kindergarten half-day students are dismissed at 11:45 a.m. Kindergarten half-day students are dismissed at 12:15 p.m. Full-day Lower School students are accompanied to the circle by their teachers at 3:15 p.m. At 3:30, any students still waiting to be picked up are escorted to the Stay and Play Program until their transportation arrives. The fee for the Stay and Play Program is then charged to their parents.

The Upper School building is off limits to Lower School children after school. Lower School children may not wait in the Upper School building with their siblings. If parents are not able to arrange pick up of the Lower School students at dismissal time, the children must go to the Stay and Play Program, and fees will be charged to the parents.

If a Lower School student plans to go home with another family, the school requires a note or a call from the child's parents. These arrangements should be made in advance, as our telephones are not available for children to call home to ask if they may extend or accept an invitation.

Early Dismissal

Students will be dismissed early only when the Lower or Upper School office has been notified by parents. Please send a note or call the office to give the reason and the time for the early dismissal. (See ABSENCE DUE TO ILLNESS AND ABSENCE DUE TO APPOINTMENTS AND TRIPS.)

REPORTING TO PARENTS

Lower School: Before school begins in the fall, Lower School teachers and parents meet so that parents can share pertinent information that will help each teacher be as familiar as possible with each new student. Midway through the semester, parents meet with individual teachers for conferences, at which time a written report is presented for discussion. At the request of parents and faculty, students may attend these conferences. More extensive written reports are mailed home to parents at the end of each semester.

Middle/Upper School Students: Parent-teacher conferences are held once a year at the beginning of the second academic quarter. At the request of parents and faculty, students may be asked to attend these conferences. Additional conferences may be held at the request of either the parents or teachers.

Complete grade reports are mailed to parents at the end of each quarter and each semester. Letter grades (A-F) are given for academic accomplishment.

Responsibility grades are given in each class. Behavior, tardiness, attitude, and effort all contribute to this responsibility grade (1 = student regularly exceeds expectations, 2 = student meets expectations, 3 = student does not regularly meet expectations). In addition, progress reports for all academic subjects are sent to parents at the end of the first four-and-a-half weeks of the school year. Subsequent mid-quarter reports are sent out when a student's academic grade in a course changes by one full grade, remains or moves to a C- or below, or if a responsibility grade is a 3 in any class.

PRIVILEGES IN MIDDLE AND UPPER SCHOOL

Students may earn certain privileges throughout the year by maintaining high academic performance, including acceptable grades in responsibility.

OPEN-CAMPUS PRIVILEGES: Campus privileges allow students the freedom to use the open areas of the campus when they do not have scheduled classes or obligations. **The wooded areas, the Lower School buildings and playground, the yard along North Second Street, and the parking lots are off limits.**

All Seniors will be granted open-campus privileges at the beginning of the year. They remain eligible as long as they maintain satisfactory grades of "C" or better in all subjects and a "2" or better in responsibility. This eligibility will be reassessed at the first midterm progress report. They may be reassigned to study halls if academic performance is not maintained or for disciplinary reasons, such as failure to sign out, missing a class, or frequent tardiness.

Juniors, Sophomores, and Freshmen are eligible for open-campus privileges based on their second semester grades from the previous school year. Juniors and sophomores must have a "C" or better in all subjects and "2" or better grades in responsibility. Freshman are eligible using the Middle School criteria (see below), their eligibility reassessed at the first midterm progress report. All juniors, sophomores, and freshmen new to the school will be assigned to study halls at the beginning of the year and reassessed at midterm.

Middle School Students are eligible for open-campus privileges at the start of the second semester, based on first-semester grades and comments. To be eligible, a student must have earned no grade below "B" in all subjects and have a "2" or better in responsibility.

Lower School Students are not eligible for campus privileges.

OFF-CAMPUS PRIVILEGES: Students who have earned off-campus privileges must have written parental permission on file with the Upper School office in order to assume these privileges.

Students with off-campus privileges may leave campus for as many as two consecutive periods, i.e. their lunch period and one period either just before or after, or during the last period of the academic day, should they have no scheduled classes or commitments. They must sign out when leaving and sign in upon returning to the school. If a student neglects to sign out, off campus privileges will be suspended for a minimum of three days. If a student misses a class or other school-sponsored commitment, the absence will be treated as unexcused (See Attendance Policies, Unexcused Absences).

Off-campus privileges for seniors are granted at the end of the first progress period and for juniors at the beginning of second semester. **There are no off-campus privileges for any other students.** Students who do not have off-campus privileges and leave campus without permission are subject to suspension and the inability to earn campus privileges.

VISION AND HEARING SCREENING: Vision and hearing screening will be done, as mandated by Illinois School Code, for **ages 3, 4, 5**, in **grades K, 1, 2, 3, 4, 5, 8** and for any new students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. If a vision examination report is not on file at the school for the student, the student in the mandated **age group 3, 4, 5 years, grades K, 1, 2, 3, 4, 5, 8, any transfer students or students referred by a teacher will be screened.**

POLICIES

THE ABEGG LIBRARY

The Library is an all-school resource. It is a quiet area except for Lower School story hours. Books and other materials must be checked out and returned in a timely manner. **A fine will be charged for overdue or lost books.** Library hours will be posted at the beginning of each semester.

ACADEMIC POLICIES

Academic Accommodations: Keith Country Day School admits students who have potential for academic success. However, if a student does not achieve as expected, the school may require additional testing from outside professionals. Although achievement tests can be given on campus, aptitude testing and psychometric testing and examinations must be done by outside professionals. The results of these tests will then help the school determine what accommodations will be necessary in the student's educational plan and further help the administration determine if the school has the resources to make the necessary accommodations for the child's education.

Academic Warnings: If a student's work is determined to be unsatisfactory, the student and parents will meet with the respective division head to develop a remediation plan. If the student's work continues to be unsatisfactory, he or she may be asked to withdraw from the school.

Audit Policy: Students may audit certain classes with the consent of the parents and the teacher. They are expected to attend classes and do all the work but will receive no academic credit.

Concurrent Courses: Subject to teacher recommendation, student motivation, the balance of the student's entire course load, and scheduling constraints, certain classes within a department may be taken simultaneously.

Summer Courses: Students wishing to receive graduation credit for courses taken during the summer from other institutions must seek approval from the chair of the respective department and the Head of the Upper School prior to enrolling in the course.

ADMISSIONS

We try to place all children in an environment in which they will succeed in developing academic skills and in building a strong sense of self-confidence. In fairness to each individual, it is important to accept only those students for whom we can make a reasonable prediction of success in our program. The criteria for admission are:

1. Interviews - A personal interview with the appropriate division head is recommended for each candidate and his/her parents.
2. Testing - All applicants for admission must complete the entrance examination. Tests provide achievement, aptitude, and developmental data. The admission and grade placement recommendations are made by consultation among the appropriate administrators.
3. Classroom Visit - Whenever possible, each applicant should spend a day at Keith School. Observations of classroom teachers and other staff members concerning the applicant are considered in the admissions process. Shorter visits are scheduled for Keith Cottage, Jr. Kinder, and Kindergarten applicants.
4. Records - Previous records of academic achievement are criteria for admissions. Families are asked to provide the school with the child's current school transcripts. Birth certificates and health records must be provided as well. Any other professional evaluations regarding the social and emotional adjustment of the applicant should be made available to the school.
5. Desire - A significant factor in the success of a student is the desire to be a part of the school.

Decisions on admissions are not made until all tests and interviews have been completed and until the school has received all the records.

ANIMALS ON CAMPUS

Animals may be brought on campus by a responsible adult in a vehicle if the animal is appropriately secured and will not harm any student or other person even when the animal is approached. Animals are to remain in the vehicle even when on a leash. Keith Country Day School is not responsible for injury caused to any person approaching or entering a vehicle containing an animal, whether or not the owner complied with school policy. The animal and its actions are the owner's full responsibility under all circumstances.

Animals may be brought into Keith Country Day School in an official capacity under the following conditions:

1. The school has given written permission.
1. Documentation of vaccination is available for viewing upon request.
2. Animals from certain designated authorities such as the Fire Department, Police Department, or Animal Control may be admitted under the control of trained personnel.
3. Service dogs, such as seeing-eye dogs, are allowed on the Keith Country Day School campus when performing their designated duties.

It is the responsibility of the parents or legal guardians to inform Keith Country Day School of any preexisting condition of their child that would exclude an animal from a student's environment. The animal will not be allowed into the classroom, and the other students in the class will meet the animal in another location. The child who is unable to come in contact with the animal will be given an alternate activity.

If an unforeseen problem occurs with any animal, the school and teachers have the sole right and responsibility to have the animal removed for the comfort and safety of the students.

ATTENDANCE

A direct relationship exists between academic achievement and regular attendance. There is no substitute for participation in class explanations and discussions; therefore, while major tasks might be made up, some learning is unavoidably lost in any absence. Additionally, when students miss assignments such as study hall or Commons Duty, they miss involvement in the complete life and care of the school.

Partial-Day Absence: Partial- as well as full-day absences and tardies are included as a part of the student's record. Students who miss three or more periods will be assigned a half-day absence.

Absence Because of Illness: If a student is ill, a parent or guardian should call the school office between 7:45 and 8:15 a.m. to report the absence. Messages may be left at ext. 114 for Lower School or ext. 133 for Middle and Upper School. **Parents may obtain assignments for students by asking for that service and picking up the assigned work from the Lower or Middle and Upper School secretary or having assignments 3-mailed to a home-accessed address. Middle and Upper School parents may also view and access any missed assignments by consulting NetClassroom, the online grade book accessible through the school website.** If a student becomes ill during the day, the student will report to the office, and the parents will be notified and asked to arrange transportation home.

Absence for Appointments and Trips: The school calendar is published well in advance to assist parents and students in planning appointments and vacations to coincide with days when school is not in session. Absence from school always carries an academic penalty and should be avoided.

For those rare occasions when appointments truly must be scheduled during school hours, parents need to notify the school in advance either by telephone or in writing. Lower School children must be signed in and out by a parent in the Lower School secretary's office in the Rhea Building, and Middle and Upper School students must sign out in the office and sign in again when returning.

Extended absence for family vacations is seldom educationally justifiable. If an extended absence is absolutely necessary, however, parents should submit a written request to the Lower or Middle and Upper School office well in advance. Students are asked to obtain assignments before leaving and to make up all work missed during their absence.

Absence for College Visits: We encourage students to visit colleges and universities during summer break to avoid school absence. However, if a senior wishes to visit a college and will miss school for this reason, a parent should notify the Upper School office **one week prior to the absence.** The student should request assignments from each teacher. Every attempt should be made to complete the required assignments prior to leaving for the college visit.

Unexcused Absences: Unexcused absences occur when parents fail to notify the school of the student's absence or the student is absent without the knowledge or permission of the parents. Zeros will be given for work missed and campus privileges will be suspended. Students who do not have campus privileges will be assigned to three (3) lunch MASHes per class missed. Repeated unexcused absences may result in suspension. Students who leave campus without prior parent approval will receive on-campus suspension.

Eligibility For Extra-Curricular Activities: To be eligible to participate in an extra-curricular activity, a student must be present in school for at least half of the day of the event (*i.e.*, at least five class periods), religious holidays excepted. In addition, a student must be doing passing work (D- or above) in all classes with no unexcused absences in any class. If at any point a student is failing a class, the student will be considered academically ineligible until the grade is brought up to a passing level. Rosters will be available to all teachers so that they can inform the coach or advisor if a student risks becoming academically ineligible, preferably before a student is failing so that action can be taken (such as requiring time or additional time in Learning Resources) to avoid ineligibility. If at any point a student has an unexcused absence they will be ineligible for one week from that date. Middle school eligibility issues will be considered on an individual basis.

Tardiness: When students arrive late, they disrupt classes, miss announcements, and forgo opportunities to learn. Further, tardy students may interfere with other students' opportunities to learn. The habits of consistent and punctual attendance are habits that will serve Keith Country Day School students well in their future collegiate and work lives. In the Lower School, following multiple days of tardiness, parents may receive a note/call from the Lower School head.

Students arriving after 8:00 a.m. (8:50 a.m. on Mondays) will be reported as tardy. A student entering school after 8:00 a.m. should report to the Lower or Upper School office.

In Middle and Upper School, three unexcused tardies to homeroom or study halls in a given quarter will result in required social service Monday morning from 8:00 a.m. – 8:45 a.m. A conference with parents will be scheduled for a student who is reported tardy nine times in a quarter. **Campus privileges may be suspended, and the student may be put on a behavior or attendance contract.**

BEHAVIOR AND DISCIPLINE POLICIES

KEITH SCHOOL CODES OF CONDUCT

As a student in Keith's Lower School, I promise to treat others with respect,
take care of myself, and be responsible for my own actions.

-The Lower School Oath, 1997

We are a school that takes pride in and responsibility for what we do.
We have fun while honoring and respecting each other.

-Keith Country Day School Student Advisory Council, 1996

To be true, cheerful, responsible, courteous, generous, reverent, brave.

The Keith Country Day School Law, 1916

Students are expected to behave in such a way as to reflect credit on themselves and on the Keith Country Day School community. Older students are expected to set appropriate examples for younger students, to advise and to caution them when they need guidance. Students are responsible for knowing and understanding the standards of conduct, dress, and honesty. **Students are expected to accept responsibility for their actions.** The following policies apply during all school activities and events:

1. Students are to be civil and courteous to faculty members, to staff members, and to one another.
2. Students are to respect and to appreciate the creeds and beliefs of each member of our community.
3. Students are to abstain from abusive, vulgar, and banal language.
4. Students must refrain from any form of abuse or harassment of other students. Any student determined to be guilty of abuse will be subject to expulsion. Any student who engages in harassment is subject to discipline, up to and including expulsion.
5. Roughhousing and fighting are not allowed.
6. Students are to attend all classes and meet all commitments, whether academic or extracurricular. Cutting a class will result in a zero for work missed and a three-day loss of campus privileges. Students without campus privileges will be assigned to lunch MASH for three (3) consecutive days. Cutting an assigned duty, such as Commons Duty, will result in service. Repeated offenses may result in suspension or expulsion.

7. Students are expected to complete all daily homework on time.
8. Students are expected to respect both school and personal property. Destruction or theft of school or personal property or the defacing of lockers and furniture or walls is considered a serious breach of school standards. Students will be held responsible for the cost of replacement of damaged property and may be suspended or expelled. Students may not sit on the desks or tables or place feet on furniture.
9. Tampering with software and data will be treated the same as if it were done to a tangible item:
 - *Intentionally changing or erasing files belonging to someone else will be considered Vandalism;
 - *Unauthorized copying of software or data will be considered theft;
 - *Unauthorized use of network accounts or application (with or without a password or security system) will be considered equivalent to breaking into a room or locker.
10. The use or possession of cigarettes, illegal drugs, alcoholic beverages, or drug paraphernalia is prohibited. A student who is known to have distributed illegal drugs or alcoholic beverages, whether on campus or during school-related activities, **will be expelled**. A student who uses cigarettes, non-prescription drugs, or alcoholic beverages on campus or during school-sponsored activities **may be subject to expulsion**. If a student attends any school function under the influence of drugs or alcohol or has possession of a controlled substance, the student will be detained at the school. The parents will be called to pick up the child, and the student will be subject to suspension or expulsion or other appropriate disciplinary action. Parents are asked to notify the proper division when a student is taking prescribed medication.
11. Each student is expected to conduct himself responsibly at all extracurricular events sponsored by the school. Personal appearance on such occasions should conform to the dress standards. The school's standards will pertain during school dances, rec nights, and proms. Any student who leaves a dance, rec night, or prom will not be allowed to return to the event.
12. Firearms, knives or other weapons, fireworks and other explosives are not allowed on campus. Students found in possession of such items are subject to suspension or expulsion.
13. Gambling, games of chance, and card playing by students are not allowed on campus.
14. Students must keep all food and drink in the Gaylord Commons except during special activities.
15. Students may not chew gum in the buildings.
16. Students are expected to be thoughtful of other students by avoiding loud and distracting behavior in the classroom, locker room, Gaylord Commons, or hallways.
17. No radios, tape recorders, CD players, ipods, or electronic games are to be used at school during the program day unless specifically approved.
18. No skateboards, roller blades, or roller skates are allowed on the campus unless specifically approved.
19. All athletic equipment, including balls, frisbees, etc. will be kept in the gym, lockers, or outdoors. The equipment should only be used in the gym or outdoors.
20. Students may drive to and from school when given permission by their parents. Student automobiles may not be used during the school day other than by those students with off-campus privileges. Students are not permitted to return to the parking lot or their cars without permission until the end of the school day. Students are required to park in the student parking lot and be considerate of fellow drivers. Students are not to park in the visitor's parking area during the school day. Drivers should proceed slowly and cautiously while on campus. Parents of any student who repeatedly violates the speed limit will be called, and the student may lose driving privileges. All students must register their license plate numbers in the Upper School Office. Parking in the circles is prohibited by the Fire Department.
21. Students may not write on lockers, nor post signage or decorations on them.

Unless expressly stated elsewhere in this handbook, possible disciplinary consequences for student misbehavior include any combination of the following actions, as deemed appropriate by the Division Head or the Head of School. Discipline procedures are sometimes individualized to consider such factors as the child's age and the persistence of the misbehavior.

VERBAL CORRECTION
ACTIVITY EXCLUSION
EXCLUSION FROM EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS
SCHOOL SERVICE
LUNCH MASH
PARENTAL CONTACT (by telephone)
PARENTAL CONFERENCE (on site)
SUSPENSION OR REVOCATION OF PRIVILEGES

SUSPENSION: Students will be suspended for serious or repeated violations of school standards. Suspension may take one of two forms: on-campus or off-campus.

Closed Campus: Students may lose eligibility for open or off-campus privileges for a designated period of time.

On-Campus Suspension: Students will spend the entire suspension in one of the school offices and complete all academic work there.

Off-Campus Suspension: Students may not come to the school for classes or attend any school activities. They and their parents must attend a conference with the Head of School, the Head of the Lower or Middle/Upper School, or the Assistant Head of Middle and Upper School in order to re-enter school.

Suspension Homework Policy: Students on suspension (on-campus or off-campus) are expected to complete all class work given during the duration of the absence. They will, however, receive zeroes for these daily assignments or assessments. Teachers will grade major projects, tests, or papers with deductions proportionate to the number of days absent. Teachers will assist suspended students in the completion of this work at their discretion and convenience.

DISCIPLINARY CONTRACT: Students whose behavior is recognized to be repeatedly unacceptable will be asked to sign a disciplinary contract with the Head of the Lower or Middle and Upper Schools or Assistant Head of Middle and Upper Schools. In this contract a student agrees, in writing, to uphold all the standards of the school: behavior, academics, dress, and honor. If the student breaches any of the standards, he/she may be asked to leave the school permanently. This is the most serious step in the disciplinary process at Keith Country Day School. Failure to uphold the agreement will result in expulsion.

EXPULSION: When a student's behavior is found to be unacceptable or in violation of a specific behavior standard such as vandalism, theft, use of liquor, illegal drugs, or chemical substances, the student may be expelled immediately.

DISHONESTY: Keith students are expected to be honest at all times. Academic dishonesty will be dealt with in accordance with the policy on plagiarism and cheating (See Academic Policies). Theft is considered to be unacceptable behavior and not tolerated at Keith Country Day School. Stealing school or personal property indicates a disrespect for the rights of others and an unwillingness to uphold the Keith ideals.

Lower School: The consequences of theft or dishonesty will be considered individually as appropriate for age.

Middle and Upper School: If a student is caught stealing property that belongs to others, or to the school, or has been identified as having stolen property, he/she will meet with the Head of School, the Head of the Middle and Upper School and/or the Assistant Head of the Middle and Upper School, along with his/her parents. The Upper School Honor Council may also be utilized. At that time full restitution will be expected, and the student may be required to withdraw from Keith.

BICYCLES

Lower School: Because of safety concerns, Lower School students are not permitted to ride bicycles to school.

Middle and Upper School: Students whose parents permit them to ride bicycles to school are expected to park and lock their bikes in designated areas. Students should not return to their bicycles until the end of the day.

BOOK BAGS

Students are to use book bags no larger than medium-sized backpacks, approximately 16" x 20". All book bags must be left in lockers during the day. Students who own backpack laptop cases must register them in the Upper School office. Such cases must contain only the laptop and computer supplies. Students are not to carry textbooks in their laptop backpacks.

CARS

Students who drive their own cars to school must register the license numbers in the office. Students may park in the student lower lot only. **In addition, the parking lot is off limits until the end of the day unless students have off-campus privileges or appointments.**

CLASS PARTIES AND TREATS

Class parties should be arranged beforehand with the homeroom or classroom teacher and should be coordinated through the appropriate division head.

DEPARTMENTAL POLICIES

Foreign Language: A student who earns a D for the spring semester of a foreign language course must repeat the entire course the next academic year. The case of a junior earning a D in level III and facing the prospect of not fulfilling the four-year graduation requirement will be weighed individually by the department.

All interested parties will be notified of the department's decision before or shortly after the close of school in June. (Sample options include repeating level III or simultaneously taking III and IV, taking remedial summer work in a class or with a tutor, and passing an exam in order to advance.)

A seventh or eighth grader who earns a C- in a class may be required to take level I of that foreign language the following year.

Math: Placement is based on student ability and interest. In placing Middle School students, teacher recommendations and standardized test scores will be taken into consideration. Any Middle School student who received a C- or below may be required to repeat the course, though each case will be considered on an individual basis. Any Upper School student who receives a C- or below may be required to repeat the course, do summer coursework, or work with a tutor and then pass an exam before advancing. In order to fulfill the graduation requirement, Upper School students must at a minimum successfully complete the following courses: Algebra, Geometry, Algebra II, and Probability and Statistics or an upper-level course beyond Algebra II.

Music: All students who play musical instruments in a band or ensemble class are responsible for the care of their instruments. Instruments are to be stored either in secured lockers or in designated areas of the music room. Instruments are not to be left unattended in the Gaylord Commons, hallways, locker room floor, the second floor hallway, or outside the school. Students may drop off their instruments in the music room before school and pick them up from the music room after school by 3:30 p.m. All students are expected to treat their own and others' instruments, whether rented or owned, with care and respect.

Concert attendance is required for Middle and Upper School music students. Students should adjust their work schedules to avoid conflicts. Since concert dates are given far in advance, a conflict with a work schedule is not accepted as an excuse. A parent's written excuse is the only way a student may be excused from a concert performance. A student's grade will be lowered an entire grade for any unexcused absence from a concert. For those students with an excused absence, a portion of the lowered grade may be recouped through a written assignment supplied by the instructor.

Physical Education - Lower School: Each child must have separate non-marking gym shoes which are worn only for physical education classes. Students' shoes are to be labeled and kept at school.

Physical Education - Middle and Upper School: Students in grades 6 - 12 are required to dress in proper activity clothes for each day of class. These items include:

- Keith Country Day School physical education shirt and shorts with name clearly marked on both items
- Non-marking tennis shoes
- White socks
- Sweat suits or warm-ups — optional but strongly recommended for outdoor activities during late fall and early spring.

Students should take physical education clothes home on a regular basis to be washed.

Physical Education - Upper School: All students in grades 9 - 12 will take a physical education program and Lifetime Fitness at Keith Country Day School.

Lockers: Each student will be assigned a locker and given a lock to use on a permanent basis during the school year. Students are required to use their assigned lockers only. Locked lockers will not be opened for students not assigned to that locker.

Medical Restrictions: If a student has any medical limitations that will restrict activities in any way, a physician's letter concerning these limitations must be on record with the school office and with the physical education teacher. Other responsibilities will be assigned to the student during the class time.

Exemption Policy: An Upper School athlete (grades 9-12) who is an active member of a Keith Country Day School athletic team is eligible for exemption from physical education throughout the duration of the athletic season. During the exemption period, students who do not have campus privileges are not required to attend physical education classes but must report to study hall during the scheduled physical education periods. Students who have campus privileges are not required to attend physical education classes or study hall.

Should a student exempted from physical education become a non-participating, inactive member of the team, he/she is no longer eligible for exemption and must return to physical education classes.

Athletes do have the option of remaining in physical education during their athletic season(s). Once the athlete decides to remain in physical education, he/she is no longer eligible for exemption and is therefore responsible for meeting all requirements of the class, including participation and proper dress.

DRESS STANDARDS

Keith students are expected to dress appropriately for the weather and to maintain the following dress standards whenever they are on campus or participating in school activities:

1. Students are expected to dress neatly and appropriately each day of school.
2. Any clothing, including shoes, which has holes, patches, tears, frays, stains, or paint spots is unacceptable.
3. Clothing with offensive and/or suggestive pictures, language, logos, or graphics is not permitted. Text or pictures about controlled substances (drugs, cigarettes, or alcohol) are not allowed on school clothing.
4. Dress shorts and athletic shorts which extend to mid-thigh may be worn when the weather is hot. Cut-offs are not permitted.
5. Skirts must also be at least mid-thigh in length.
6. Sleeveless shirts with collars may be worn on warm days. Tank or tube tops are not allowed. Shirts must be of sufficient length to cover the midriff and cleavage at all times. No bare shoulder tops or straps of any width are acceptable.
7. Shoes are required. We'd like to encourage your children to wear safe SHOES at school. In general Flip-flops, Crocs and other open-heeled sandals and shoes are not appropriate for school. Strapped sandals (strap around heel) are fine.
8. Hats are to be worn outside, not inside the school.
9. All undergarments must be covered at all times.
10. Students will wear clothes with the right side out.
11. Students may wear pajama bottoms only on specially designated days, such as during Spirit Week.

Students who are dressed inappropriately may be required to call their parents for appropriate clothing. Should a change be unavailable, students may be given more appropriate attire. Middle and Upper School students may also be assigned to school service for not dressing appropriately.

Lower "School Dress": Every student in the Lower School needs to have a red Keith Country Day School shirt. On designated days, and most field trips, we will ask the students to wear their "Keith Shirt."

Middle and Upper "School Dress": School dress will be worn for certain field trips, school programs, musical performances, and special events. Students will be notified in advance of the need to wear "school dress." For boys, this means black, docker-style slacks, black or white collared shirts, and ties. Girls should wear dress slacks, skirts, or dresses in some combination of black and white. Jeans, shorts, and cargo pants are unacceptable for "school dress."

DROP/ADD PERIOD

For students in grades 9 - 12, the deadline for dropping or adding a class will be the last day of the first mid-quarter period (four-and-a-half weeks into the school year). After consultation with parents and the teacher

and preparation of a written statement explaining the reasons for dropping a course, a student may be allowed to withdraw from a class by that date. If dropping a course leaves a student short of the required number of classes for the year, however, a new course must be added.

If circumstances warrant, students in grades 6 - 8 will be allowed to drop an elective class at the discretion of parents, teacher, and Head of the Middle and Upper School at any time.

If circumstances warrant, after consultation with advisors, teachers, and parents (and, for juniors and seniors, with the college placement counselor), the Head of the Upper School may decide that a student may withdraw from a course as the need arises.

Students wishing to drop or add a class should get a drop/add form from the Head of the Middle and Upper School.

EMERGENCY TELEPHONE NUMBERS

Parents should ensure that an emergency phone contact is given to the Lower or Middle and Upper School secretary so that in an extraordinary circumstance we can contact someone who is responsible for each student.

NATIONAL NOTIFICATION NETWORK

School safety is a priority issue for all members of our learning community. The Keith staff is committed to providing a safe environment for all our students. We understand that no procedures can guarantee school safety and security, but our school uses strategies on a daily basis to keep the level as low as possible. These strategies must be continually evaluated for their effectiveness, and adaptations must be made as needed. With that in mind, we have developed and implemented a risk management plan.

Several years ago the school launched an initiative to strengthen our emergency preparedness and parental communication plan using the mass notification system.

One aspect of Keith Country Day School's plan is to assure parents and/or guardians are contacted immediately in an emergency. A single notification can assure parents of a child's safety, the arrival of first responders, evacuation plans, the time and location to pick up children—all within minutes.

The mass notification system has the ability to deliver messages to almost any device—including home phones, cell phones, email—so the school can reach parents/guardians in any emergency.

The process begins when this school initiates a notification. The system will then call or email the main contact location. If the system does not receive a confirmation, it will proceed to the next contact location in the file. The process will continue until it receives a confirmation.

Keith may also use the mass notification system in non-emergency situations to keep parents/guardians informed about other information, such as meetings, team/club updates, school news, and special events information.

The school will designate the home phone as first point of contact. It is the parents' responsibility to log on the website www.3nonline.com to change communication priorities or update telephone or email information should it change.

EMERGENCY PROCEDURES

As part of the safety plan, we practice fire, storm, CODE YELLOW, and CODE RED procedures. The students practice all of the drills to demonstrate a good understanding of their jobs. While all staff members are familiar with fire and storm drills, CODE YELLOW and CODE RED drills are relatively new concepts. Nearly all school emergencies can be classified CODE YELLOW. One example would be a medical emergency that requires us to call 911 for assistance. When a CODE YELLOW is announced, teachers are to keep students in their classrooms and keep teaching. Students do not leave their area until an "all clear" is announced. CODE RED will be used for such emergencies as an intruder or weapons. When a CODE RED is announced over the phone system, teachers will direct students to go quickly and quietly to the classroom's safe areas. (A safe area is the location in the classroom where students can best remain unseen by a potential trespasser, i.e. under tables/desks or at the back of the classroom.) Teachers will close doors and turn off lights. Students and staff will stay low and quiet, remaining in the safe area until an "all clear" is given.

School Safe Plans are posted in every classroom, near the classroom door. They include fire, storm, bomb threat, building evacuation, intruder, and earthquake.

Should a major emergency or disaster situation ever arise in our area while school is in session, Keith Country Day School has a detailed emergency operations plan, which has been crafted to respond effectively to various situations.

Your cooperation is necessary in any emergency.

1. Students will be cared for at school unless we have evacuated to the University of Illinois School of Medicine. The nature of the emergency will determine the location, as will whether or not the streets in the area of the school remain open.
2. We will notify the local radio stations as to the locations of the students.
3. Please do not telephone the school. Telephone lines will be needed for emergency communication.
4. Students will be kept at school until they are picked up by an identified, responsible adult who has been listed as such on the school emergency card, required to be filled out by parents at the beginning of every school year. Keeping this card updated with any changes is imperative. Consider the following criteria when authorizing another person to pick up a student:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she is known to the student.
 - He/she is both aware and able to assume this responsibility.
5. When the dangerous situation has subsided, an all-clear signal will be given. Students that drive to school will then be released to drive home.

Parents should become familiar with the School Risk Management Plan and be patient and understanding with the student-release process. Parents should discuss these procedures with the immediate family, impressing upon the student the need to follow the directions of any school personnel

Students will be released only to parents and persons identified on the Keith Emergency Card. During an extreme emergency, students will be released at designated areas located on school campus or at the University of Illinois School of Medicine. Parents should become familiar with the School Risk Management Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-city contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

FACULTY WORKROOM

The faculty workroom is for teachers only. This is the location for them to work, return telephone calls, and meet with other teachers. Students who need to speak with a teacher should knock before entering.

FIELD TRIPS

To enrich life at Keith Country Day School, field trips are scheduled when appropriate. At the beginning of the year a permission slip will be signed by parents authorizing their child's attendance on field trips. Letters are sent home in advance of the planned trips to let families know the details. Parents may also be required to sign a waiver of liability before certain trips. Teachers carry emergency cards for every child during field trips.

In the Lower School, so that parent chaperones may focus their undivided attention upon the supervision of the traveling students, **parent chaperones may not bring siblings on class field trips**. In addition, we are unable to accommodate any siblings on class field trips.

In the Middle and Upper Schools, students who must be absent from a field trip may be given an alternate assignment.

FINANCIAL AID AND SCHOLARSHIPS

Financial Aid: The parent of any student who has been accepted at Keith may apply for need-based financial aid to help offset the cost of tuition. Those interested in applying for financial aid may obtain FACTS Management applications from the school. The school's Financial Aid Committee awards grants based on the following criteria: established financial need, as documented by the scholarship service and the family's latest

federal income tax return; a proven record of academic achievement and good citizenship; and favorable faculty recommendations. Grants may be renewed annually based on continued financial need and the student's academic and behavioral performance that year.

Belle Emerson Keith and Mallquist Scholarships: The Belle Emerson Keith Scholarship and the Mallquist Scholarship Programs are designed to attract outstanding Middle and Upper School students to Keith by providing financial incentives and scholastic honors. A number of partial-tuition scholarships are awarded each year. The first step in the process of selecting these scholars is the annual scholarship exam, which also fulfills Keith's entrance exam requirement. The exam is held on the first Saturday of December.

Eligibility: Prospective students entering grades 6 - 11

Current Keith students entering Middle School or Upper School (grade 6 or grade 9), with the exception of existing Belle Keith Scholars

Current Keith students entering grades 6 - 11 who have enrolled since the previous year's scholarship exam and did not previously have an opportunity to take the exam

Each Belle Emerson Keith Scholar is required to maintain a GPA of 3.0 on a 4-point scale. In addition, each will know and adhere to the policies of Keith Country Day School as stated in the school's Student/Parent Handbook. These include rules of behavior, speech, dress, attitude, and computer use. Each Belle Emerson Keith Scholar is asked to sign a form agreeing to these criteria.

Scholarships may be supplemented with financial aid if substantiated by Facts Management, Inc.

Work-Study: All Upper School students who receive financial aid assist in the operation of the school on a regular basis by performing work assigned by the Head of the Upper School. This work-study program entails assisting teachers in the art room, gym, science labs, library, or other areas as needed. Students may also help in the Commons, recycle, answer the telephones, or deliver mail. Most students will have a minimum of two 40-minute work periods per schedule rotation.

FIRE AND TORNADO DRILLS

Fire drills and tornado drills are held periodically. When the fire alarm (a long, uninterrupted bell) or the storm bell (short, interrupted bell) is sounded, everyone in the building is to obey the warning and move to the designated area. During fire drills, the buildings are evacuated.

GAYLORD COMMONS

The Gaylord Commons is an all-school facility. It is used for meetings, lunches, luncheons, theatre productions, and special events. It is the most visible room in the entire school and, therefore, requires maintenance on a daily basis. Students are expected to return trays, clear away paper and crumbs from their tables, and slide chairs under the tables. Students must refrain from loud and boisterous behavior as classrooms surround the Gaylord Commons. No food or drink is to be taken to the second or third floors without permission. All students will be monitored by faculty and/or staff while in the commons area.

GYMNASIUM

Food and drinks are **NOT** to be taken to the gym during the school day. Street shoes are prohibited while playing on the gym floor. The gymnasium in the Upper School is off limits to students unless a faculty member is present.

HOMEWORK

Parents should provide the time, space, and tools necessary to complete homework and study activities at home. During the day, supervised study halls and quiet areas are provided in the Middle and Upper School where students may complete some, if not all, of their homework. Should a student ever experience problems with homework assignments, he/she should seek help directly from the appropriate teacher.

Lower School: Homework is an extension of the child's interest in practicing skills or sharing activities with the class. Once homework is assigned, it remains an assignment until it is completed. First and second grades can expect anywhere from 15-25 minutes of homework per night. Third, fourth and fifth grades can expect anywhere from 30-60 minutes of homework per night. These times can certainly vary with assignments and abilities, but no homework will be assigned on weekends, except for long-term projects or assignments. Students who do not complete assignments may be required to work sometime before, after, or during the school day with the tutor to complete them.

Middle and Upper School: Students in grades 6-12 are required to complete all homework assignments and hand them in on time. Middle School students should have 15-20 minutes of homework per class per school night; Upper School students should receive 30-40 minutes per class per night, including weekends. Middle and Upper School teachers post assignments and grades on Net Classroom, an online gradebook accessible through the school's website.

IDENTIFICATION LABELS

Articles of clothing such as gym shoes, jackets, and gloves should be labeled with the child's name. Also, students should write their names in their books. Any personal belongings left at the end of the year are donated to charitable organizations. Books and learning resources are added to the library or returned to the appropriate academic department.

INCOMPLETE GRADES

An incomplete grade in the Middle and Upper School is given for the quarter when a student has been ill and unable to complete the work. The work must be completed within two weeks. After two weeks the grade becomes an F unless an arrangement is made with the teacher of the course. Students with open-campus privileges will be assigned to study halls until the incomplete grade is resolved.

INTERIM

The Middle and Upper School conducts a two- or three-day Interim, during which time all students study one topic for the entire Interim period. Classes are canceled. A modest fee may be assessed to cover expenses. Participation in Interim is required.

LAPTOP REPAIRS

All laptops purchased through Keith Country Day School that are in need of repair are to be dropped off in the Tech Office. Repair of any laptops not purchased through the Keith Country Day School program is the responsibility of individual families.

LOCKERS

Lower School students are assigned lockers in the Lower School buildings. These are never locked.

Middle School students are assigned lockers on both the second floor and the physical education area. The P.E. department provides locks for the gym locker room. Upper School students are assigned lockers in the commons area only. Students are expected to keep their lockers neat, clean, and locked. Students are required to provide their own locks for their lockers. Students should not bring valuables or large sums of money and leave them in an unlocked locker. We cannot be responsible for items left in lockers. Students should place their laptops in their locked locker during lunch hour and while in physical education. Students are asked not to leave food in their lockers for more than one day.

LUNCH MANDATORY STUDY HALL (MaSH) - Middle and Upper School

In order to be successful in school, students are expected to complete homework assignments in a timely manner. In the event that a student does not complete assigned work, a teacher may require that the student attend Lunch MaSH. Mandatory Study Hall (MaSH) is a program designed to ensure prompt submission of assignments while simultaneously avoiding the punitive nature inherent in such programs as detention. Lunch MaSH is designed to enhance student performance and to provide the classroom teacher with leverage beyond that of grades.

What? Lunch MaSH provides a time for students to finish the assignment(s) in which they are deficient.

When? Students who have neglected to submit an assignment or who have submitted an assignment deemed unsatisfactory by the instructor may be assigned to Lunch MaSH for the first half of the student's assigned lunch period.

Who? The study hall teacher for the given lunch period will monitor Lunch MaSH.

Why? Among the most common reasons for late or below average work is the issue of time management. Lunch MaSH provides the student with a structured environment in which to complete/edit unsatisfactory work.

Where? Lunch MaSH is held in the proctor's assigned study hall.

How? Teachers will inform the Head of the Middle and Upper School of the need for a student to serve Lunch MaSH. The student will then be assigned to lunch MaSH and the designated proctor will be informed. The teacher will report back to the Head of Middle and Upper School the completion of the Lunch MaSH or the failure to serve. Failure to serve will result in reassignment to two (2) lunch MaSHes and the possibility of other disciplinary action.

MEDICAL SERVICES AND EMERGENCIES

First aid is given for minor injuries at school. In the case of more serious injuries, the parents are notified.

When children are healthy, they should be with us at school. When children are ill, they should be at home regaining their health so that they may rejoin us in full participation as soon as possible. Parents should call the appropriate division secretary when a child will be absent from school. Please make sure your child is fever-free for 24 hours before returning to school.

MEDICATION

If a child must take medication at school, a parent should bring the medication **in the original prescription bottle** to the Upper or Lower School secretary who will make the necessary arrangements for the medicine to be taken at the appropriate time. Parents will need to sign a release form for school personnel to dispense the medicine.

If parents want their child to have medicine for pain relief (acetaminophen or ibuprofen, for example) available at school, they must provide the Lower School or Upper School office with the appropriate medicine with the child's name on the bottle and grant written permission. Lower School parents are usually called when such medication is dispensed.

NETCLASSROOM

NetClassroom is a free, secure, web based information and communication program that provides Middle and Upper School students and their parents or guardians online access to information concerning assignments, tests, quizzes, grades, report cards, attendance, and conduct. NetClassroom allows students to track their academic performance between grading periods and helps them stay current in their work. Teachers will post grades regularly, depending upon the number and length of assignments to assess. Teachers should be given a reasonable amount of time to evaluate their students' work. If you have questions about when something will be graded and posted, contact the teacher directly. Instruction on how to access and use this program, including user ID and password, will be provided at the beginning of the school year.

PHYSICAL & DENTAL EXAMINATIONS/IMMUNIZATIONS

The State of Illinois requires a physical and dental examination on file for all students entering **Cottage, kindergarten, sixth, and ninth grades**. The physical and dental forms should be turned in to Keith by the first day of school. Doctors' offices in the area have the school exam forms.

All students entering Keith for the first time must turn in a completed physical form to prove immunization compliance. Those who have not turned in the required forms by November 1, 2009, must be reported to the state as non-compliant.

PLAGIARISM AND CHEATING

Academic integrity is of the utmost importance at Keith. We expect students to complete assignments honestly. Cheating is gaining advantage dishonestly; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Cheating and plagiarism will be dealt with severely by the teacher, division head, and the Honor Council (in cases involving upper school students) or a combination thereof. Students are sometimes legitimately unsure about what constitutes cheating or plagiarism. What follows are some examples of acceptable and unacceptable forms of assistance on assignments. This list is not meant to be exhaustive. It is the responsibility of teachers to clarify their expectations so as to avoid situations in which students are confused about how to meet assignment requirements. Teachers and advisors will discuss the principles of academic integrity with each class early in the school year so that expectations are clearly understood.

Acceptable forms of assistance include, but are not limited to:

- Asking for help on how to answer a question or complete a problem;
- Consulting your teacher if you're having difficulty understanding the assignment or completing your work;
- Asking for help on proper forms of citation;
- Discussing assignment topic ideas with another person in order to formulate your own ideas;
- Having someone proofread your written work to give you suggestions for improvement;
- Asking your teacher, when in doubt, about acceptable forms of assistance.

Unacceptable forms of assistance include, but are not limited to:

- Asking for an answer to a question or the solution to a problem that you couldn't complete on your own;
- Having someone else do your work for you;
- Copying someone else's homework;
- Dividing up the work between you and another person on an assignment that was intended to be completed by each student individually;
- Finding out what is on a test or quiz from someone who has already taken it;
- Looking at someone else's test or quiz while you are taking it;
- Communicating your answers on a test or quiz to someone else while you are taking it;
- Using unauthorized notes during a test or quiz;
- Not participating in your share of a cooperative learning project while giving the teacher the impression that you did;
- Fabricating or altering laboratory data;
- Passing off another person's written work or ideas as your own or being in unauthorized possession of another person's work;
- Copying or closely paraphrasing sentences, phrases, or passages from a book, article, or website without giving proper credit to the source;
- Consulting a secondary source when the teacher does not want you to;
- Using a secondary source without acknowledging that you have used the source;
- Piecing together a paper that is primarily from other sources;
- Acquiring without authorization an exam;
- Purchasing a completed paper on line and submitting it as if it were your own.

For Lower and Middle school students who have plagiarized or cheated, the consequences will be considered individually as appropriate to the age of the student. For Upper School students, possible consequences include, but are not limited to, any one or a combination of the following. Second and third offenses will be treated more severely.

- | | | |
|---|---|--|
| ▪ Logging the offense in the division head's office | ▪ In-or out-of school suspension | ▪ Ineligibility for honor societies |
| ▪ A zero for the assignment and redoing what can be re-done for partial credit only | ▪ School service | ▪ Ineligibility for Keith scholarships |
| ▪ Lunch MASH | ▪ Letters of apology | ▪ College notification |
| ▪ The loss of on- or off-campus privileges | ▪ A behavior contract | ▪ Expulsion |
| | ▪ Parent notification | ▪ Possible law-enforcement involvement |
| | ▪ Honor Council involvement | |
| | ▪ Ineligibility for Head of School honors | |

UPPER SCHOOL HONOR CODE (adopted by the Upper School student body, spring 1998)

***I pledge to conduct myself with respect and honor, and not to lie, to cheat, or to steal.
Furthermore, I will encourage others to uphold this honor code.***

Definitions and Procedures written by the Honor Council of 1998:

Respect and Honor: Respect is the outward expression of genuine concern toward others and oneself. Honor entails the adherence to one's moral principles without compromise. Both elements, when expressed, deserve merit. Received in turn, they are an integral part of a trustworthy atmosphere expected at this school.

Lying, Cheating, and Stealing: Lying, cheating, and stealing are three prime contributors to the disruption of an honorable and respectable community. Lying qualifies as, but is not limited to, false representation or evasive statements intended to deceive another person. Cheating is defined as assisting, receiving, or attempting unauthorized help on any given assignment, test, or other school work. Stealing is the use or seizure of property without knowledge or consent of the owner. These three dishonorable actions are unacceptable and compromise the level of honor and respect upheld by Keith Country Day School.

Paper Pledging: At the bottom of all tests, quizzes, and written assignments, students will write their names, followed by the words “I pledge,” which stands for “I pledge that I did not give or receive unauthorized aid on this assignment/ examination.”

Computers and Technology: The computers are to be used solely as a tool for educational purposes while on the premises. They should not be used to harm or violate any person(s) within Keith Country Day School or the community.

The Honor Council: The Honor Council is the group of Keith students responsible for enforcing the ideals expressed in the honor code. Students are elected by faculty and class vote at the beginning of each school year. The representatives in this group are expected to set the example for upholding these ideals themselves. Any infraction by a member of the council will result in immediate termination from the group.

The structure of the honor council is as follows: three representatives from the senior class (one non-voting chair) and two representatives from each of the other high-school classes. The vice chair will also be a senior. There will be two secretaries, one a senior or junior, the other a junior or sophomore. The council will work in conjunction with a faculty liaison (to be determined by the council each year) involving honor issues. The chair will be the only contact with the faculty liaison in all official proceedings.

Meetings are scheduled when needed.

Procedures: If a student should witness a violation of honor among his/her peers, the recommended course of action is to confront the person in question about the violation privately. The best way to encourage integrity and build character is on the personal level.

If the problem persists, the witnessing student should inform the faculty liaison. The faculty liaison will speak to the accused about the issue. The accused may decide to handle his/her case in one of two ways. He/she may submit an anonymous written statement to the chair, who will keep the name anonymous and present the statement to the council. The accused also has the option of presenting his/her case before the council personally. Any witnesses have the same options. Everyone is guaranteed confidentiality if he/she so desires.

If the accused is proved against, the chair will pass a recommended consequence to the faculty liaison, who, in turn with the Head of Upper School, will inform it to the violator.

The focus of the honor code is rehabilitative, not punitive. This means the honor council will hold the responsibility of creating positive consequences that are appropriate for the situation, such as letters of apology and school-related communication.

SIGN OUT PROCEDURES

Lower School: When children leave the Keith campus during school hours for appointments, illness, or other reasons, parents must meet the child at the Lower School office in the Rhea Building. Parents must sign out when their child leaves and sign in when the child returns to school.

Middle and Upper School: Students whose parents have given prior approval to the secretary for dismissal must sign out in the office and sign in again upon returning to school.

STAGE

The stage in the Gaylord Commons is reserved for the production of plays. Students are asked to stay off the stage and respect the sets and props that are there. The stage in the Lower School is also reserved for plays, and students are asked not to play on the stage.

STUDY HALL

1. All students are expected to be in their seats at the beginning of study hall with more than enough work or a book to occupy them for the entire study hall period. Students who arrive after the designated starting time will be deemed “tardy.” These tardies accumulate and carry the same penalties as homeroom tardies. (See section on **Tardiness** in **Attendance Policies**.)
2. Faculty may require assigned seating in the study hall.
3. Students who wish to leave study hall to work elsewhere in the building are required to obtain a pass from the authorizing teacher **prior** to the beginning of the class period. Students must present the pass to the study hall proctor who will then grant permission to leave.
4. Students absent from study hall without pre-approval will be counted as unexcused. (See **Unexcused Absences** in the section on **Attendance Policies**.)

5. Behavior problems will be dealt with by the teacher, the Honor Council, the Head of the Middle and Upper School, or the Assistant Head of the Middle and Upper School, as appropriate.

SUMMER SCHOOL

Students wishing to eliminate a deficiency or to advance a level by taking a summer school course should seek approval for this request before enrolling. The request will be considered by the department involved upon submission of sufficient documentation to determine the intensity and difficulty of the course to be taken. The Head of the Middle and Upper School must also pre-approve the enrollment. The student may be required to take an exam to demonstrate competency upon completion of the course.

TELEPHONE MESSAGES

The switchboard is open to receive telephone calls from 7:30 a.m. until 4:00 p.m. Voice mail will answer on 399-8823 and will record any message left after 4:00 p.m. daily. Except in an emergency, teachers and students will not be called to the telephone during school hours.

TELEPHONE/CELL PHONE USE BY STUDENTS

Telephones in the faculty room are not to be used by students. Middle and Upper School students may bring cell phones to school but must turn them off during class time. Students may make or receive cell calls in the gym foyer only. If lower school students bring cell phones to school, they are to be kept **TURNED OFF** in their **LOCKERS/BACKPACKS**. Students must have permission from their parents or teachers to use them for emergencies only. Students may place urgent calls from the telephones in the secretaries' office of each division.

TESTING

Standardized tests are given to all students in grades 3 - 8 each spring. These tests are used primarily to measure individual growth. Test results are not used for grading purposes. Parents will be notified of the test results.

Final examinations are given to students in the Upper School at the end of each semester. In sixth, seventh, and eighth grades students take final examinations only in courses receiving high-school credit.

In grades 9-12 two-hour final exams are administered in each subject to all students at the end of each semester. Letter grades are assigned for each course at the end of each semester, based upon the quarter grades and the final exam grades. Exams are usually worth at least one-fifth but no more than one-third of the semester grade.

Advanced Placement Exams: These tests are given in May for an extra fee. Should students receive a grade of 3 or better, the colleges that they attend may grant them college credit for the advanced placement work accomplished at Keith.

Pre-College Testing: We recommend that each junior take the American College Test (ACT) and the Scholastic Aptitude Test (SAT), and as many as three achievement tests in the spring of the junior year. These tests can be taken again in the fall of the senior year. All sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT) in October and the Preliminary ACT (PLAN) in November.

TEST CODE FOR ACT, SAT, AND ERB TESTS: 143706

THREATS

Any student, parent, staff member, or teacher, upon receiving information that a person is threatening to commit an act of violence, shall:

1. assume that the threat is serious;
2. immediately report the threat to a school administrator;
3. be available and cooperative in providing information, with the understanding that this information will remain anonymous **(to the greatest extent possible)**.

TRANSFERRING STUDENTS

Students who transfer from other schools may be required to repeat a course or a level. This decision is made following an exam or evaluation of transcripts or syllabi.

VISITORS

Parents are welcome to visit the school and classrooms. Parents who wish to spend time in a classroom are asked to notify the Lower or Middle/Upper School office prior to their visit. All other visitors should report directly to the Head's office.

PROGRAMS

MIDDLE AND UPPER SCHOOL PROGRAMS

Anytime-Anywhere Laptop Learning Program

As part of the Anytime, Anywhere Laptop Learning Program, each student in grades 6-12 must have a laptop for daily school use. Computers may be purchased or leased through the Technology Division of the school. Sixth-grade students will receive computer application instruction. Recognizing the impossibility for the school to monitor each student's laptop use at all times, all students and their parents must sign the Responsible Use Agreement in order to access the school's Local Area Network and, through the LAN, the Internet/World Wide Web. This agreement delineates the school's policies related to computer use and places responsibility for following those policies on the student.

Advisory Groups

Each student in grades 6-12 is assigned an advisor who will meet with the advisory group each morning during the homeroom time slot. Advisors will also meet with students and their families as the need arises. The advisor acts as a home-school liaison to review grades and to plan the academic program.

Leadership Forum

Quarterly, such topics as values, ethics, health, community service theory, and character development will be addressed in groups of varying sizes. The whole Middle and Upper School may meet together, the divisions (Middle and Upper) may meet separately, or students may meet in their advisory groups. Guest speakers and discussion groups are some of the methods used for this time.

Service Learning

Three times a year, Middle School advisory groups perform service to the community. Groups will rotate to different venues each time, providing students with a variety of experiences. The goal of this variety is to help students appreciate the diversity of need in the community and to help them make informed choices as they plan their involvement in meeting the 90-hour service requirement for graduation. The goals of both the Service Learning Program, as well as the 90-hour service requirement, are:

- 1) to develop character by providing services to those in need.
- 2) to appreciate the diversity of the global community and to accept responsibility for the development of that community.
- 3) to foster the spirit of volunteerism as an integral part of the American way of life.
- 4) to share the resources and talents of the Keith student body while acquiring new skills as volunteers.

HONORS PROGRAM

The purpose of **The Head of School's List** is to recognize and celebrate the academic achievements of Middle and Upper School students. Upon recommendation of the faculty, the Head of School will present these awards to qualifying students at the end of Semester I and II.

Head of School's List

Every student is eligible who

- a. has a B average in all non-academic courses;
- b. has no responsibility grade below a 2 in any course;
- c. has no grade below a C-;
- d. is enrolled in at least 5 academic courses.

Qualifications for Honors, High Honors, and High Honors with Distinction

Every eligible student who achieves an average of 3.35 in all academic courses will be awarded **Honors**. Every eligible student who achieves an average of 3.65 in all academic courses will be awarded **High Honors**. Every eligible student who achieves an average of 4.0 in all academic courses will be awarded **High Honors with Distinction**.

Computation of Averages for Head of School's List: Grades earned for Quarter 1, Semester I, Quarter 3, and Semester II will be averaged according to the following scale:

A+ = 4.35	B+ = 3.35	C+ = 2.35	D+ = 1.35
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.65	B- = 2.65	C- = 1.65	D- = .5
			F = 0

Incomplete Grades

In order to be considered for the Head of School's list, all incompletes must be made up and the grade reported within two weeks after the end of the marking period.

SUPER STUDENT AWARDS

Super Student Awards are given once a month at morning meeting in the Middle and Upper School. Each department nominates a student who has made a genuine effort to be respectful, courteous, dependable, punctual, reliable, responsible, and industrious. The award is, therefore, not based on academic achievement alone. The school sends a letter home, issues a certificate, and posts the names on a special sign displayed in the Upper School.

OTHER HONORS

The National Honor Society, Quill and Scroll, the French Honor Society, and Latin Honor Society have chapters at Keith. At the end of each year, departmental awards are given to outstanding Upper School students, including such awards as citizenship, community service, athletics, and national exams.

MIDDLE SCHOOL PROGRAM (GRADES 6 - 8)

	<u>REQUIREMENTS</u>	<u>ELECTIVES</u>
English	Art	Latin*
Social Studies	Music+	French*
Math#	Drama (6 th grade)	Spanish*
Science	Physical Education/Health	Band
Latin (6 th grade)	Computer Applications (6 th grade)	Chorus
French or Spanish (6 th grade)		String Ensemble
Spanish (6 th grade)		Drama (7 th /8 th grades)
		Academic Support

#Mathematics Placement: The department chair and the Head of the Middle and Upper School determine placement in a math level after evaluating the student's academic record, test scores, teacher recommendations, and parental input. Seventh- and eighth-grade students may be placed in algebra for high school credit if the following criteria are met. The student:

1. has an A average in math,
2. scores in the ninth stanine on the Educational Records Bureau Test in math,
3. is recommended by the math teacher based upon a) the student's ability to work independently; b) passion for mathematics; and c) self-motivation, organization, and willingness to do extra work. In addition, to help insure a student's success, the department head will examine the student's scores in reading comprehension, the overall grade average, and learning style.

If, after the student has been in the class for 4-1/2 weeks, and it is mutually determined by the parents, teacher, and student that the program is not suitable at this time, the student will be placed in a more appropriate math class.

Algebra may be taken as a freshman. This sequence provides the opportunity for a student to complete pre-calculus as a senior.

+Music Requirement: A full year of instrumental music is required for all sixth graders. Students may choose band, string ensemble, or both. They may also choose to take chorus concurrently. Seventh-grade students must take a music course but may choose between vocal or one of the instrumental groups. They also may choose to join both vocal and instrumental group(s). Music or drama is required for all eighth graders. They may choose to do both.

***Seventh and Eighth graders may choose one modern language (French or Spanish) and/or Latin.**

UPPER SCHOOL PROGRAM (GRADES 9-12)

Graduation Requirements: In order to graduate from Keith Country Day School students must successfully complete the following courses. Many students complete far more than the required number of courses. Upper School students are required to take five academic courses per semester.

Course	Semesters/Credits	Course	Semesters/Credits
English	8	Speech	1
Social Studies	8	Fine Arts	8
Mathematics &	8	Physical Education	8
Science	8	Health	1
Foreign Language (in one language)	8	College Counseling	2
Senior Project	1	Community Service	90 hours
		Must Pass US and Illinois Constitution Tests	

Senior Project: Senior Project meets during the second semester of the senior year. Students have the unique opportunity to assess their skills and talents and to plan a project that investigates a career or area of personal interest. The class culminates in the project itself: a carefully designed, four-day excursion into the world outside the school's walls. A faculty advisor oversees each student's project, and written and oral reports are required.

Community Service: Each Upper School student must fulfill 90 hours of community service as a requirement for graduation. The goals of Keith's Upper School community service program are the same as those of the Middle School Service Learning Program. At least 60 of the hours must be performed in a non- or not-for-profit organization in the community and not for a private business. Running errands, doing yard work, or otherwise helping out friends, relatives, or neighbors – all good deeds in and of themselves – do not meet the community service requirement. As many as 30 hours may be done at or for the school. The expected deadline for completion of service hours for graduating seniors is May 31; however, students who wait until the end of their senior year to complete their service hour requirement may not be eligible for certain scholarships, awards, and honors which require a significant record of volunteer service throughout a student's upper school career, such as membership in the National Honor Society. Hours may be documented using a form the school can provide or by getting a signature on the organization's letterhead, citing the nature of the service, date(s) and number of hours served, and contact information should the school have questions. Documented hours are to be turned in to the coordinator of volunteer service.

College Counseling: The College Counseling course meets once a rotation for second-semester juniors and first-semester seniors.

Residency Requirements For Graduation: Two years at Keith are generally required unless the student is new to Rockford.

Summer School Course: Credits from approved summer school courses may be counted towards meeting graduation requirements but will not be included in the calculation of the student's grade point average.

The Waiver of a Graduation Requirement: In certain special circumstances a graduation requirement may be waived for a student.

Seriousness of the Request: Students are expected to fulfill all requirements for graduation as stated in the student handbook and in the profile of the school. In recognition of individual differences, the Department Chairs will grant a waiver when justified. **No waiver will be granted before a student has made a serious, earnest attempt to fulfill the requirement.** A student must apply in writing for a waiver and provide support for the request. When a waiver is granted, it will be so specified in the student's records. The granting of a waiver will never result in the removal or change of a failing or low grade. Alternate coursework is also required.

Application Procedure: A student must apply for a course waiver in writing by using the appropriate form. The application form must be signed by the student, a parent, and the student's faculty advisor. The form can be received from and then be submitted to the Head of the Upper School. The decision will be made after review of the student's application and after consultation with several or all of the following: the teacher(s) of the subject area involved, the student's faculty advisor, on-site learning resources personnel, or a private tutor. If the request for a waiver is denied, the student and the faculty advisor will be informed in writing. If the request for a waiver is approved, the application will be marked as approved and signed by the student, the faculty advisor, the chairman of the department affected, and the Head of the Upper School. One copy of the approval statement will be given to the student, and the college counselor and one will be placed into the student's permanent record file. The college counselor will be instructed to include the waiver in evaluating graduation requirements and to note the waiver on the transcript.

ACTIVITIES

Each student enrolled in grades 6-12 is encouraged to participate in at least one extracurricular activity annually. Opportunities include interscholastic sports, drama, clubs, and service projects. Most sports teams practice immediately after school. Play rehearsals generally begin at 3:30 p.m. and end at 5:30 p.m. with extended hours during tech weeks.

ACADEMIC TEAMS: Scholastic Bowl, the WYSE Academic Team and the US Math Team offer opportunities for Upper School students to participate in academic competition at local, regional, and state levels. Math Counts, Geography and Spelling Bees, and Scholastic Bowl involve contests for Middle School students. *Certamen* features interscholastic competition for Middle and Upper School Latin students.

THE ARTS: Theatre, Chorus, and Instrumental Ensembles, including winds and strings, are part of Keith's fine arts program and offer performance opportunities for all interested students. Keith plays allow students a chance to be involved in performance on stage or backstage in technical areas such as design, construction, lighting, sound, stage management, costumes, and props.

ATHLETICS: The athletic program at Keith provides interscholastic team competition for students from grades 4-12. All students are encouraged to participate, and the school maintains a "no-cut" policy.

Upper School: All Upper School athletes are required to have a sports physical prior to the first day of practice of their sport. Physicals are good for one year. Keith is a member of the Illinois High School Association (IHSA) and a member of the Northeast Athletic Conference. Sports available include boys' and girls' cross country (fall), boys' soccer (fall), girls' tennis (fall), girls' volleyball (fall), boys' and girls' basketball (winter), boys' tennis (spring), girls' soccer (spring), and boys' golf (spring) and boys' and girls' track (spring).

Seventh/Eighth Grade: There is an independent schedule for boys' and girls' basketball and co-educational volleyball, soccer, cross country and track.

Fifth/Sixth Grade Soccer, Fifth/Sixth Grade Basketball, and Fourth/Sixth Grade Volleyball: Keith plays an independent schedule against other Rockford area schools in coed soccer, basketball, and volleyball, cross country and track.

Uniforms: The school provides sports team uniforms. Students will be assessed a fee for uniforms which are returned damaged or not returned at all. Students are responsible for the regular cleaning of team uniforms. Uniforms are to be returned clean at the end of the season.

CLUBS AND ORGANIZATIONS: Clubs are open to all students who wish to participate. French and Spanish clubs are offered to Lower School students. Middle and Upper School clubs include Ambassador's Club, Amnesty International, Environmental Club, Dissection Club, Film Club, French Club, Habitat for Humanity, Interact Club, International Club, Model UN, Ping Pong Club, Red Ribbon Club, Science Club, Scholastic Bowl, Spanish Club, and 20/20 Challenge. Students will be kept informed of other available events. Students announce meetings and events during morning meeting. Students and faculty members with other interests are encouraged to offer additional clubs.

STUDENT GOVERNMENT: The Lower, Middle, and Upper Schools each have active student involvement in some form of government or activities board. This gives all students, through their representatives, a voice in policies and decisions.

Lower School: The Lower School Student Council representatives are elected in grades three through five and appointed by the teachers in the first and second grades. Children may not serve two consecutive years. Student Council meets once a month. Students are encouraged to share issues and concerns with their student council representatives prior to each Student Council meeting.

Middle School: The Middle School Student Government (MSSG) plans rec nights and parties and helps in the organization and presentation of Middle School Recognition Day. MSSG also supports some local charities and helps in the food drives. Representatives are elected from each class, and officers are elected in an all-middle-school election.

Upper School: The Upper School Student Activities Board (SAB) is composed of four (4) students from the senior class, four (4) students from the junior class, three (3) students from the sophomore class, and three (3) students from the freshmen class, elected by class vote. SAB raises money for local charities, supports local food drives, provides leadership opportunities, and sponsors activities for students including

Homecoming and Prom. In addition, SAB raises money for various school needs. SAB funds an annual student scholarship.

The Upper School Honor Council consists of two students elected from grades 9 - 11 and three students chosen from the senior class. It oversees implementation and enforcement of the Honor Code. Students are elected by faculty and class vote. The Honor Council also brings student concerns to the administration.

HOMEcomings AND PROM: The Homecoming dance in the fall and Prom in the spring are reserved for students in grades 9 to 12 only. Keith students may bring guests from other schools to these events provided they are preregistered.

MIDDLE SCHOOL REC NIGHTS AND DANCES: These activities are reserved for students in grades 6 to 8 only. Keith students may bring guests from other schools to these events provided they are preregistered.

** Please retain this copy in your handbook for your reference. **

KEITH COUNTRY DAY SCHOOL LOWER SCHOOL

Computer Responsible Use Agreement

- Responsible use means that as a student attending Keith Country Day Lower School, you promise to use the computer technology, electronic mail, Internet, and school network with respect.
- Responsible use means you will abide by *My Online Pledge* as outlined on the following page and explained to you by your teacher in your own classroom or in the computer lab.
- Responsible use means you will respect the computing system. You will not develop or start programs that bother other users or change software components of a computer. You will not try to find out or use other people's passwords. You will not try to use administrative commands or hack into restricted network systems.
- Responsible use means you are responsible for appropriate behavior on the school's computer network, just as you are in a classroom or on the school playground.

Email and other computer use are not guaranteed to be private or confidential. Network storage areas and computers belong to Keith School. Computers, files, and communications may be viewed at any time so school officials can protect students and the network.

The use of equipment, computers, network resources, email, and the Internet is a privilege, not a right. Should you choose not to follow the rules regarding responsible use, consequences are suspension of and/or termination of those privileges. Additional disciplinary action as determined by administration and faculty may be taken.

** Please retain this copy in your handbook for your reference. **

Keith Country Day Lower School My Online Pledge

- I promise to be honest and follow the rules explained to me by school staff. I will not do things on the computer, the network, or the Internet that would be against the rules, the law, or looked upon as dishonest.
- I promise to use the equipment with care so the system will be in good working order for the next class or student. I understand that the computer systems have been set up for me and may not be changed in any way, including wallpaper backgrounds, screen savers, passwords, or icons.
- I promise to be courteous to others and to respect their documents and files.
- I will use only "school-appropriate" language, pictures, and other information available on the computers, the network, or the Internet.
- I promise to tell the teacher immediately about any problems I may experience with the computer, the network, or the Internet.
- I promise to use only software that my teacher has assigned to me.
- I promise to connect only to sites on the Internet that have been allowed by the teacher. I will never share personal information with anyone on the Internet.
- I promise to follow email instructions given to me by my teacher to protect our network and me.
- I promise to print material only with the permission of my teacher.

My signature _____

Grade _____

Date _____

Keith Country Day Lower School Computer Responsible Use Agreement

- **My Promise to Uphold My Online Pledge**

My family has reviewed the Keith Lower School Computer Responsible Use Agreement with me. I understand the importance of following the rules for the use of the computer, the network, and the Internet while at school. I also know I should not give personal information about my family or myself over the Internet. I understand that I must use the computer, the Internet, and other electronic information resources for educational purposes only. I also understand that if I choose not to follow the rules, my use of these tools may be taken away from me and other disciplinary action may be taken. I promise to follow the rules.

Student name (please PRINT) _____

Student signature: _____ Date: _____

Teacher: _____ Grade: _____

- **For the Family**

We have read and reviewed the Keith Lower School Computer Acceptable Use Agreement with our child. We understand that the use of computers, the network, and electronic resources is for educational purposes only. We further understand that Keith School has initiated reasonable safeguards to filter and monitor our child's access to inappropriate materials over the Internet. We have ensured that our child understands the consequences of not following the rules of this agreement. We hereby give permission to Keith School to allow our child access to the Keith School network and the Internet as described in the agreement.

Parent/Guardian (please PRINT) _____

Signature: _____ Date: _____

** Please retain this copy in your handbook for your reference. **

Keith Country Day School
Middle and Upper School Computer Responsible Use Agreement
2010 - 2011

“Computers and technology are to be used purely as a tool for educational purposes while on the premises. They should not be used to harm or violate the rights of any person(s) within Keith Country Day School or the community.”

- From Keith Country Day School Honor Code

SIGNATURES AFFIXED BELOW BY BOTH STUDENT AND PARENT/GUARDIAN INDICATE AN UNDERSTANDING OF THIS AGREEMENT AND CONSTITUTE A PLEDGE TO UPHOLD IT.

E-Mail

- I will use email as an exchange for appropriate information. I will not use any derogatory or otherwise inappropriate language or exchanges on the email system. I will reserve delicate or difficult information for face-to-face communication.
- I will not send large files over the email system.
- I will not send any chain letters or mass mailings to students, teachers, or any other email group.
- I will never access another person’s email account.
- I will use extreme caution when giving out my email address, in order to avoid clogging the system with junk mail.

Internet

- Because unscrupulous people can use the Internet, I will be cautious about all information I share with others using this technology.
- I will use the Internet only for scholarly research and to obtain needed information. I will not access inappropriate information or download files unrelated to school purposes.
- To avoid plagiarism, I will properly credit sources for all material I obtain over the Internet and use in academic work at Keith Country Day School.
- I will never attempt to gain access to information that I do not have a right to see.

Responsible Use

- I will label my computer, computer case, and accessories in a permanent fashion allowing me to distinguish my items from others.
- I will establish and maintain secure passwords that protect my information on my computer and email accounts.
- I will not use computer games at school.
- I understand that the school may mandate the installation of particular software to assist in the teaching/learning process. Further, the school may require that I maintain sufficient free space on my hard drive to allow use of particular software. I will backup all my school files to the network, daily.
- I will not attempt to access secured files by using someone else’s password.
- I will not install software which conflicts with school settings.
- Software owned by the school must be deleted at the end of the school year.
- To prevent the spread of viruses, I will be cautious when I share disks or otherwise load information onto my laptop.
- Because doing so is a form of stealing, I will not violate copyright laws or software license agreements.
- I will not make sound recordings on my computer without the specific consent of those I am recording.
- I will turn off the sound while at school unless I am otherwise instructed by a faculty member for a particular in-class, academic use.
- At school, I will lock my laptop in my locker when I do not need it, especially during lunch.
- I understand that damage to my computer by food, drink, or negligence is my responsibility and is not covered by the school.
- I understand that while my computer is connected to the network, my actions can be monitored and logged.

- Misplaced laptops and accessories may be retrieved from the Technology Office for a \$1.00 “kept-safe” fee.

Parents

- I understand any passwords that I may receive from Keith Country Day School or my child are to be held in the strictest confidence and should not be given to anyone for any reason.

I fully appreciate that any violations of this agreement will be dealt with by the appropriate school administrator.

I, (student – please print your name) _____,
agree to abide by the expectations for the use of any computer at Keith Country Day School. I understand that any violation of these expectations may result in the immediate suspension of the privilege I enjoy to use my laptop at Keith Country Day School; further misuse of my laptop will be subject to further disciplinary action.

Student Signature _____ Grade _____

Date _____

I, (parent/guardian – please print) _____
support Keith Country Day School in its efforts to teach integrity in using technology. I understand that my child may be subject to serious consequences determined by the school administration in the event that this agreement is broken.

Parent/Guardian Signature _____

Date _____

**KEITH COUNTRY DAY SCHOOL
PARENT/STUDENT HANDBOOK**

2010-2011

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