Mission Statement:

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

Keith School Parent/Student Handbook 2025-2026

Keith Country Day School agrees to comply with any and other applicable State or federal law or regulatory requirement.

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 (ISACS). Keith Country Day School is also a member of the National Association of Independent Schools (NAIS).

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.

National Association of Independent Schools

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, then the Head of the Upper School.

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 boards of trustees govern the schools.

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 the National Association of Independent Schools (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.

FOREVER KEITH GIVING

The Advancement 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 source of support. 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. Their monthly meeting schedule is published on the www.keithschool.com website under the Parents' Association link. All parents are welcome to attend any meeting. Please consider volunteering at KPA sponsored events.

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 7:45-8:40 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 Tati's Room. Middle and Upper School students are welcome in the 3rd floor Study Hall area or the Gaylord Commons.

We recommend that you have your child at school by 8:35 (Mondays) and 7:45 AM (Tuesdays-Fridays) so they can be prepared to begin class promptly at 8:50 and 8:00 AM.

School Day	Lower, Middle and Upper School
Monday	8:50 a.m. - 3:15 p.m.
Tuesday - Friday	8:00 a.m. - 3:15 p.m.

Lower School Early Supervision:
Supervision begins at 7:30 a.m. Children gather in Tati's Room and will be dismissed to classrooms at 7:45 a.m. Appropriate dress for the weather is essential. At 8:45 a.m. on Mondays, and at 7:50 a.m. during the rest of the week, the supervising teacher will dismiss the children to their classrooms, accompanying the Rhea building students. Keith teachers begin opening exercises and instruction promptly.

Cougar Quest/After Care Program: After-school supervision is available from 3:30 - 5:30 p.m. daily for Lower and Upper School children. There is a charge of $12 per day for the Lower School Cougar Quest Program and $10 per day for Upper School After Care, starting at 3:35. Prior arrangements should be made by calling the Lower School secretary at 815-399-8823. Failure to pick up the student on time will result in a late fee of $1 per minute after 5:30 and the possible discontinued use of this privilege.

Rotational Schedule in Middle School and Upper School
Daily instruction operates on a six-day rotational schedule - A through F days. Letter days are indicated in the monthly calendar on the www.keithschool.com website. 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. After-school supervision in the Middle and Upper Schools is provided from 3:30 – 5:30 p.m. for students who must stay late and are not in an after-school activity. Failure to pick up the student on time will result in a late fee and the possible discontinued use of this privilege.

Daily Schedule

	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 — 8:20	8:05 — 8:25
First Period	9:10 —9:45	8:25—9:05	8:30 — 9:05
Second Period	9:50 —10:25	9:10 —10:00	9:10 —9:45
MS BREAK		**9:50-10:00**	
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
			2:25 — 3:15 (Assembly)

Lower School Dismissal
Lower School students are accompanied to dismissal areas by their teachers at 3:15 p.m. At 3:30, any students still waiting to be picked up are escorted to the Cougar Quest Program until their transportation arrives. The fee for the Cougar Quest Program supervision 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 their Lower School students at dismissal time, the children must go to the Cougar Quest 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 When Excused By a Parent/Guardian
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.)

GRADE 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. Parents are instructed in the use of FACTS to monitor the student's assignments, any missing work, classroom newsletters, and any test scores throughout the quarter. Skill-standard ratings are available at the end of each quarter to parents on FACTS. Parents have scheduled conferences with individual teachers twice each year. In the fall, parents meet with individual teachers to discuss student progress. In the spring, parent-teacher conferences may include a student-led component.

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 published to FACTS at the end of each midquarter, quarter and each semester. Letter grades (A-F) are given for academic accomplishment.

Citizenship grades are given in each class, including study halls, commons duties, and aide assignments. Behavior, tardiness, attitude, and effort all contribute to citizenship grades.

Citizenship grades can be: 1 = student regularly exceeds expectations, 2 = student meets expectations, 3 = student does not regularly meet expectations.

PRIVILEGES IN MIDDLE AND UPPER SCHOOL

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

DRIVING TO SCHOOL

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.

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. Students may make use of the front lawn and Upper School circle, Gaylord Commons, and the 3rd floor study hall area.

All Seniors will be granted off-campus privileges at the end of the 1st quarter. 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 each grading period. 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.

8th Grade 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.

6th, and 7th Grade Students are not eligible for open-campus privileges.

Lower School Students are not eligible for open-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). Repeated failures to sign out or unexcused absences will result in the loss of off-campus privileges.

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.

POLICIES

LIBRARY

The Library is an all-school resource and a multiple-use area for the whole school. Books and other materials must be checked out and returned in a timely manner. The classroom teachers will share the library schedule for Lower School classes with families at the beginning of the year.

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.
   Tests provide achievement, aptitude, and developmental data. The admission and grade placement recommendations are made by consultation among the appropriate administrators.
2. Classroom Visit - 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 Pre-kindergarten applicants.
3. Records - Previous records of academic achievement, including standardized test scores, are criteria for admissions. Where no test scores are available, the school may require admissions testing. Families are asked to provide the school with the child's previous 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.
4. Two letters of recommendation from a referral outside of immediate family. At least one letter should come from a previous teacher/educator.
5. Desire - A significant factor in the success of a student is the desire to be a part of the Keith community.

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

ANIMALS ON CAMPUS

A responsible adult with the approval of the Head of School may bring animals on campus, if the animal is appropriately secured and does not pose a harm to any student or other person even when the animal is approached. Keith Country Day School is not responsible for injury caused to any person approaching 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 to Keith Country Day School in an official capacity under the following conditions:

1. The school has given written permission.
2. Documentation of vaccination is available for viewing upon request.
3. Animals from certain designated authorities such as the Fire Department, Police Department, or Animal Control may be admitted under the control of trained personnel.
4. Service animals, 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 e-mailed to a home-accessed address. Parents of 3rd through 12th grade students may also view and access any missed assignments by consulting FACTS, 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 a student misses school for reasons other than illness, religious holidays, medical or legal appointments, funerals in the family, or pre-approved trips, such as a college visit. Parents have the right to present reasons they believe are justifiable to the Head of the appropriate division for consideration of other absences. An absence is also deemed unexcused when a student is absent without the knowledge or permission of the parents. Zeros will be given for work missed and campus privileges will be suspended. Unexcused absences will be logged on the student's conduct record. 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, such as a sport, theater, Academic Quiz Bowl, 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.

Upper School students must also 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 after mid-quarter grades are reported, the student will be considered academically ineligible until the grade is brought up to a passing level. Rosters will be available to all teachers who must inform the Athletic Director if a student risks becoming

academically ineligible. This should be done before a student is failing so that action can be taken (such as requiring additional time or additional time in Academic Support) to avoid ineligibility.

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. Following multiple days of tardiness, parents may receive a note/call from the Director of the appropriate division.

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. will not be permitted to enter the classroom without reporting to the Lower or Upper School office.

In Middle and Upper School, three unexcused tardies during the school day or 10 tardies to homeroom will result in an after-school restitution session from 3:15-4:00pm. After multiple restitution sessions have been served, it will result in a progression of consequences depending upon the number of tardies. Each quarter, the tardies will reset to zero. A conference with parents will be scheduled for a student who is reported tardy multiple times in the same quarter. The student may be put on a behavior or attendance contract.

KEITH COUNTRY DAY SCHOOL LAW (1916)

As a student of Keith School I will strive to be true, to be cheerful, to be responsible, to be courteous, to be generous, to be reverent, and to be brave.

LOWER SCHOOL CODE OF CONDUCT

This is my commitment to myself, my classmates, and my school:

To be caring
- Show compassion and demonstrate kindness
- Practice humility and forgiveness
- Realize that to be different is not to be less than

To be a good citizen
- Cooperate with all members of the school community
- Respect my environment and keep it clean
- Seek to understand and follow the rules
- Seek ways to help in our community, nation, and world

To be fair
- Ignore and discourage rumors and gossip
- Recognize the needs of other people
- Respect the property of others and of Keith School

To be respectful of myself and others
- Take care of myself and practice a healthy lifestyle
- Treat others as you wish to be treated
- Celebrate our differences

To be responsible
- Fulfill all individual and group obligations
- Accept personal responsibility for learning
- Accept the consequences of your choices

To be trustworthy
- Practice honesty
- Honor all commitments
- Make your signature one of significance

EXPECTATIONS FOR STUDENT CONDUCT

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 inappropriate language.

4. In order to maintain high standards of conduct, students should refrain from public affection in the school building, on school property or at school-sponsored.

5. 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. **(See the Anti-Violence Policy Addendum at the end of this Handbook.)**

6. Roughhousing and fighting are not allowed.

7. 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 must spend their lunch period in the office. Cutting an assigned duty, such as Commons Duty, will result in a service to the school. Repeated offenses may result in suspension or expulsion. Cut classes will be logged on the student's conduct record.

8. Students are expected to complete all daily homework on time.

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9. 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.

   Tampering with software and data will be treated the same as if it were done to a tangible item. Examples include: 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
   See the Computer Responsible Use Agreement at the end of this Handbook.

11. The use or possession of cigarettes, e-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, **may be expelled**. A student who uses cigarettes, e-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.

12. Responsible conduct is expected of each student. 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.

13. 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.

14. Gambling by students is not allowed on campus.

15. Students must keep all food and drink in the Gaylord Commons except during special activities. Lunch may be eaten in class, with teacher permission, if a student does not have a scheduled lunch period. All cups, plates, silverware, and trays must be returned to the dish room at the end of class.

16. Students must assist with cleanliness of the classrooms and grounds.

17. Students are expected to be thoughtful of other students by avoiding loud and distracting behavior in the classroom, locker room, Gaylord Commons, or hallways.

18. Electronic devices other than laptops are not to be used at school during the program day unless specifically approved.

19. No skateboards, roller blades, or roller skates are allowed on the campus unless specifically approved.

20. 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.

21. 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 and demonstrate respectful behavior when driving through the neighborhood surrounding 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.

DISCIPLINE PROCEDURES

The guiding principle of the discipline policy at Keith Country Day School is restorative not punitive: to teach students self-discipline and proper conduct by helping them to see the negative consequences (for themselves and others) of misbehavior and the positive consequences of appropriate behavior.

We as a school believe in educating students to correct misbehaviors, not just issuing punishments that fail to result in corrective behavior. Given the size of the school and how closely faculty and staff work with students, more individualized care can be taken with each discipline case that may arise. Keith Country Day School also counts on parents to help reinforce appropriate and responsible behavior.

Breaches of the conduct policy will be handled in the first instance by the classroom teacher. This may include notifying a parent of the misbehavior. Repeated misconduct will result in administrative action following by the submission by the teacher of a Behavior Referral Form. A copy of this form will also be maintained in the student’s file for one year.

Consequences of misbehavior vary as appropriate to the infraction. Possible consequences include, though are not limited to, “giving back” through service to the school, conferences with parents, exclusion

from activities, suspension of campus privileges, a hearing before the Honor Council (for upper school cases), placement on a behavior contract, or an in or out-of-school suspension.

Discipline procedures are sometimes individualized to consider such factors as the child's age and the persistence of the misbehavior.

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 and the Director of the Lower or Middle/Upper School, 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 receive credit for their work. Teachers will grade homework, major projects, tests, or papers, but late penalties will still be applicable. 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, Middle, or 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 Director 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
Students are permitted to ride bicycles to school. Bicycles should be parked in the designated areas. Students should not return to their bicycles until the end of the day.

BACKPACKS
Students should avoid excessively large backpacks. Backpacks should be left in lockers during the day. Laptops should be carried in a laptop case or protective sleeve. This case should carry only the laptop and computer supplies.

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 ability and interest. Middle School placement will take into consideration grades, teacher recommendations, and standardized test scores. Upper School placement will take into consideration grades, teacher recommendations, and any entrance test scores. Because math is a sequential course of study success in each course depends on a solid understanding of the material in the previous course. Therefore, any Middle School student who receives a C- or below for the spring semester of a math course may be required to repeat the course the following year, though each case will be considered on an individual basis. Any Upper School student who is earning a C- or lower during the 1st quarter will be given until the end of the quarter to raise the grade to a solid C or will be placed in alternative math class as the schedule permits. Any Upper School student who receives a C- or below in the spring semester may be required to repeat the course the following year, do coursework over the summer, or work with a tutor and then pass an exam before advancing. To fulfill the graduation requirement, students must at 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: It is recommended that students in grades 6 - 12 dress in proper activity clothes for each day of class. These items include:

- Non-marking tennis shoes
- 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 at Keith Country Day School.

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 an 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.

Should students exempt from physical education become non-participating, inactive members of the team, they are 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. Clothing and accessories with offensive and/or suggestive pictures, language, logos, or graphics are not permitted. Text or pictures about controlled substances (drugs, cigarettes, or alcohol) are not allowed on school clothing.
3. Dress shorts, athletic shorts, skirts and dresses of appropriate length may be worn.
4. Shirts must be of sufficient length to cover the midriff and cleavage at all times. Spaghetti strap tank tops are not allowed.
5. Footwear is required.
6. Hoodies with hoods up and hats should not be worn inside the school.
7. All undergarments must be covered at all times.

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.

Middle and Upper "Black and White Days": Black and white 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 black and white clothing. Students may wear black or white pants or dress slacks, collared shirts and ties, blouses, skirts, or dresses. Jeans, shorts, cargo pants, and yoga pants are unacceptable for "Black and White Days."

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 Middle and 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 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.

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, text or email the main contact location.

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

It is the parents' responsibility to update FACTS through the family portal or notify the school office with telephone and e-mail communication preferences or changes.

EMERGENCY PROCEDURES
School Safety/Crisis Plans are posted in every classroom, near the classroom door. They include fire, storm, bomb threat, building evacuation, intruder, and earthquake directions.

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 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 a safe location. 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 Safety/Crisis 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. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list a secondary contact on the emergency card.

FIRE AND TORNADO DRILLS
Fire drills and tornado drills are held periodically. When the fire alarm (a short, interrupted bell) or the storm bell (long, uninterrupted 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.

FIELD TRIPS
To enrich life at Keith Country Day School, field trips are scheduled when appropriate. At the beginning of the year enrollment paperwork includes an authorization for your 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.

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

SCHOLARSHIP AWARDS
Limited scholarship awards are available. The school administration will make families aware on an annual basis of scholarship opportunities.

FACULTY WORKROOMS
The faculty workrooms are for teachers, and students are only permitted entry when authorized by a teacher. Food and drink in the faculty workrooms are not for student consumption.

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. A list of procedures for upper school students assigned to Commons Duty can be found on the wall across from the entrance to the kitchen.

McBAIN GYMNASIUM
Food and drinks are **NOT** to be taken to the gym during the school day. The gymnasium in the Upper School is off limits to students unless a faculty member is present.

HEALTH REQUIREMENTS

Health Examinations: All children entering Kindergarten, grades 6 and 9, all new students, beginning with Pre-Kindergarten three-year-olds, and all international and foreign exchange students are required to have a copy of a health examination, including vaccinations, on file at Keith School prior to the start of the school year.

Vision Examinations: All children enrolling in Kindergarten and any student enrolling for the first time in a public or private school (1st grade and older as well as international or foreign exchange students) must have an eye examination and submit a form completed by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. Vision forms are available at your physician's office.

Dental Examinations: All Illinois children in Kindergarten and grades 2 and 6 are required to have an oral health examination. Examinations must be performed by a licensed dentist, and a parent must sign the school's proof of dental examination form. This form should be turned in to Keith School before May 15 of each school year.

Exclusions: Students are to be excluded from school by October 15 if requirements for health examinations and immunizations have not been met.

Birth Certificates: All students currently enrolled at Keith are required to have a copy of their birth certificate on file. Copies may be turned in to either the Upper School or Lower School office.

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 and fourth 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 FACTS, an online grade book 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 in place of regular classes. A modest fee may be assessed to cover expenses. Participation in Interim is required.

LOCKERS
Lower School students are assigned lockers in the Lower School buildings. These are never locked. Middle School students are assigned lockers the second floor. Upper School students are assigned lockers in the commons area. 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.

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 to ensure the health of fellow classmates.**

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.

FACTS
FACTS is a secure, web-based information and communication program that provides students and their parents or guardians online access to information concerning assignments, tests, quizzes, grades, report cards, attendance, and conduct. FACTS allow 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.

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;
- Unauthorized use of Artificial Intelligence software such as ChatGPT, Google Translate, and others to write all or part of an essay or assignment will constitute plagiarism.
- 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;
- Facilitating or enabling the cheating of others.

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

MS/US Late Policy for Make-Up Work

Students marked AX for illness or other reasons have 1 school day for every 1 school day absent to turn in missed work without accruing late penalties starting the day that they return to school. Students have 1 school day for every 1 day absent upon their return to make up any missed tests or quizzes.

*If extenuating circumstances apply, the Late Policy may be adjusted to allow for more time at teacher or administrator discretion.

MS/US Late Penalty Policy for All Work

10% off earned credit per day the assignment is past due for 5 school days. After the 5-day limit, a maximum of 50% earned credit may be earned for days 6-10. After 10 school days, the work will be marked a zero.

*If extenuating circumstances apply, the Late Policy may be adjusted to allow for more time at teacher or administrator discretion.

*An accumulation of 3 late assignments per class during a marking period will result in a "3" in responsibility.

Test Retakes - Test/Quiz retake policy is determined by departments.

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.

Technology: Computers and other electronic devices 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. Please see the Responsible Use Agreement.

Procedures: If a student should witness a violation of honor among their 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 their case in one of two ways. They 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 their case before the council personally. Any witnesses have the same options. Everyone is guaranteed confidentiality if they so desire.

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

The Ryan Family Theater

The theater 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." Each tardy will be reported to the Head of the Middle and Upper School who will log it in the student's conduct record. These tardies accumulate and carry the same penalties as homeroom tardies. (See section on **Tardiness** and **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 or Head of School.

SUMMER SCHOOL

Students wishing to eliminate a deficiency or to advance a level by taking a summer school course at another educational institution 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 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 (815) 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

Students may keep their cell phones with them throughout the day, and they may use them in the common spaces of the school, excluding bathrooms and PE locker rooms. Cell phones may only be accessed during passing or free periods. At no point should cell phones be used during class periods or study halls unless directed by the teacher. If you need to get your child an urgent message, you can always call Mrs. Doherty at (815) 399-8823.

A no cell phone policy will be strictly enforced during final exams. Any student found to be using a cell phone during an exam will face disciplinary action.

If Lower School students bring cell phones to school, they are to be 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 telephones in the main office of each division. Telephones in the faculty rooms are not to be used by students.

TESTING
The Education Records Bureau (ERB) Assessment is given to all students in grades 3-9 each spring. The Renaissance Star 360 Review is given to students in grades K-4th grade. These assessments 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 at the end of each semester to Upper School students and to Middle School students who are taking courses that receive high-school credit. These exams are usually worth at least one-fifth but no more that one-third of the semester grade. A letter grade is assigned for each course at the end of each semester based upon the two quarter grades and the final exam grade. Only semester grades appear on student transcripts.

In preparation for taking final exams in the Upper School, Middle School students will take a final test or complete a final project in each of their classes at the end of the semester during regularly scheduled class time. These grades will not appear on report cards, but they will be counted as a test or project grade. These end-of-semester tests and projects will help Middle School students develop the skills of reviewing and putting together a semester's worth of material in order that they may be able to demonstrate understanding of the material.

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) or 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/NMSQT) in October.

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

Bring Your Own Device (BYOD)
As part of the BYOD Program, each student in grades 1-12 must have a laptop for daily school use. Sixth-grade students will receive computer application instruction as part of their rotational schedule. 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 internet network. 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.

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 B-;
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 = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.65	B- = 2.65	C- = 1.65	D- = 0.50
			F = 0.00

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 and issues a certificate.

National Honor Society
The National Honor Society (NHS) has a chapter at Keith. Membership is open to juniors and seniors who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Selections are made by a five-member faculty committee, appointed annually by the Head of Middle and Upper School. Standards for selection are established by the local chapter bylaws in accord with the official Constitution of the National Honor Society.

For the scholarship criterion, a student must have an academic grade point average of 3.35 or better on a 4.0 scale. Students who meet this criterion are invited to complete a student activity information form to provide the faculty committee with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community service (as evidenced by the record of community service hours logged) is required. To evaluate a candidate's character, the faculty council considers the candidate's conduct record as well as input from members of the faculty as a whole.
A formal induction ceremony is held annually at the school to recognize all newly selected members. Once inducted, members are expected to continue to demonstrate excellence in the areas of scholarship, leadership, service, and character. They are also expected to attend chapter meetings during the school year and to participate in any chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

US Honors Day and MS Recognition
Honors programs are held at the end of the year in each division to recognize outstanding achievement in the areas of academics, citizenship, community service, athletics, as well as performance on national exams.

MIDDLE SCHOOL PROGRAM (GRADES 6 - 8)

MS REQUIREMENTS		ELECTIVES
English	Art	French (see below)
Social Studies	Music (see below)	Latin (see below)
Math (see below)	Drama (6th grade)	Spanish (see below)
Science	Physical Education/Health	Band
Latin (6th grade)	Computer Applications (6th grade)	Chorus
Spanish (6th grade)		String Ensemble
French(6th grade)		Piano
		Drama (7^{th}/8^{th} grades)
		Learning Resources
		Podcast
		Tech Theater

Mathematics Placement: The department chair and the Co-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 well on the ERB 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 overall academic performance.

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.

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.

Latin and either Spanish or French is required for all Sixth graders. Seventh and Eighth graders may choose Spanish, French, or Latin, but if they choose two languages one must be Latin.

MS Community Service
Middle School students are required to perform at least 10 hours of community service each year. Up to half of the hours can be done inside the home performing tasks that are not regular chores. The remaining hours need to be done outside the home. Examples of outside-the-home opportunities include raking leaves, shoveling snow, mowing a lawn for neighbors or grandparents, or doing work for non-profits such as local food pantries, the Red Cross, assisted living homes, churches, or public libraries. Service hours can also be performed for Keith School by volunteering at athletic events, quiz bowl practices or tournaments, Keith campus clean-up activities, or other school projects. Hours worked must be documented using a form provided by the school.

The goals of the MS Community Service program are:

1. to learn the importance of giving back
2. to develop character by providing service to those in need
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

UPPER SCHOOL PROGRAM (GRADES 9-12)

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

Course	Semesters
English	8
Social Studies	8
Mathematics	8
Science	8
Foreign Language (in one language)	8

Course	Semesters
Speech	1
Fine Arts	8
Physical Education	8
Health	1
College Counseling	2
Senior Project	2
Community Service	90 hours
Must Pass US and Illinois Constitution Tests	

Senior Project: Senior project is a capstone to the Upper School program. The goal of the senior project is to allow students the chance to pursue an area of personal interest. Students may take this opportunity to explore a career option, create something new, work on a service project, or undertake focused study in an academic area. Seniors work closely with a senior project advisor as well as their own homeroom advisor to develop an appropriate project with clearly articulated goals and a plan for how to reach them. Senior project is a graduation requirement. A preliminary proposal must be approved by their project and class advisors, deadlines must be met, at least 40 hours of work must be completed and logged toward completion of the project, and the finished projects must be presented to the Middle and Upper School faculty and student body.

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 45 of the hours must be performed in a non-profit 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 45 of the required hours may be done at or for the school. Hours must be documented using a form provided by the school or by getting a signature on the organization's letterhead, citing the nature of the service, date(s), number of hours served, and contact information should the school have questions. Students must meet certain deadlines in submitting the documentation for volunteer work in order for it to be counted toward graduation requirements. Work completed during the 4th quarter and/or over the summer must be submitted by the end of the first quarter. Volunteer work completed during the first quarter must be submitted by the end of the second quarter. Volunteer work completed during the second quarter must be submitted by the end of the fourth quarter. Hours are logged by the Upper School secretary, and the program is overseen by a coordinator of community service. Students are advised to record and submit 22.5 hours each school year.

In addition to the community service requirement for graduation, upper school students are expected to assist in the operation of the school on a regular basis by performing work assigned by the Head of the Middle and Upper School. Examples include commons duty, assisting teachers in the art studio, gym, science labs, library, lower school classrooms, school offices, or other areas as needed. Students may also be asked to help with recycling, basic cleaning, or delivering mail. Students will have one 40-minute work period assigned per schedule rotation.

College Counseling: The College Counseling course meets once per 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.

Each student enrolled in grades 3-12 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 and Stateline Quiz Bowl offer opportunities for Upper School students to participate in academic competition at local, regional, and state levels. Spelling Bees and Scholastic Bowl involve contests for Middle School students. The National Latin Exam is a national 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 3-12. 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).

Middle School: There is an independent schedule for Middle School boys' and girls' basketball and co-educational volleyball, soccer, cross country, and tennis.

LS Soccer, LS Volleyball, LS Basketball: Keith plays an independent schedule against other Rockford area schools in co-ed soccer, volleyball, and basketball. Grade level participation is at the discretion of the Athletic Director.

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. Middle and Upper School clubs include Interact Club, Model United Nations, Art Club, Chess Club, Music Club, Robotics, Keith International Club, Gaming Club, GSA, and Scholastic Bowl. 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 one through four. Children may not serve two consecutive years. Student Council meets once a week. 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) is open to all interested students in grades 6-8. MSSG plans rec nights, and the annual middle school dance, and helps in the organization and presentation of Middle School Recognition Day. Each year MSSG also chooses to complete a fundraiser for a local charity.

Upper School: The Student Activities Board (SAB) is open to any interested students in grades 9 to 12. Officers are elected annually by SAB. SAB raises money for local charities, supports local

food drives, provides leadership opportunities, and sponsors social activities for students including Homecoming and Prom. In addition, SAB raises money for various school needs.

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.

HOMECOMING 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 if they are pre-registered on the designated Keith School Guest form.

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.
- I promise not to record images or voices of anyone without their express permission, and will not post images or voices on the internet without permission.

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

"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.
- I understand that upon one month of graduating from Keith my e-mail account will be terminated.

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 my computer or cell phone for 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 device to allow use of particular software.
- 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 files 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 videos, take photos, and make sound recordings on my computer or cell phone without the specific consent of those I am recording. I will not post video, photos, or sound recordings of others on the internet without express permission.
- I will turn off the sound while at school unless I am otherwise instructed by a faculty member for a particular academic use during class.
  - 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 and cell phone is connected to the network, my actions can be monitored and logged.
  - I understand that my devices, lockers, bags, etc. may be seized and searched without a reasonable expectation of privacy.

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 _____

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

Keith Country Day School Bullying Prevention Policy

Revised 10/30/2025

Keith Country Day School is committed to providing a safe, inclusive, and respectful learning environment for all students. Bullying, harassment, hazing, and any other forms of violence are strictly prohibited. This policy outlines the expectations, definitions, and procedures for preventing, identifying, reporting, and responding to bullying and related behaviors.
Consistent with federal and State laws and rules governing student privacy rights, this policy includes procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.
“Restorative measures” means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:
• (i) are adapted to the particular needs of the school and community;
• (ii) contribute to maintaining school safety;
• (iii) protect the integrity of a positive and productive learning climate;
• (iv) teach students the personal and interpersonal skills they will need to be successful in school and society;
• (v) serve to build and restore relationships among students, families, schools, and communities;
• (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs;
• (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category identified in the Illinois Human Rights Act.

Prohibited Behavior

Keith Country Day School employees, agents, and students are prohibited from engaging in any behavior that promotes violence, harassment, or bullying. Bullying includes cyberbullying and is defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communication, that has or can reasonably be predicted to cause harm or interfere with a student's academic performance or participation in school activities.

Reporting Guidelines

Students, parents, and staff are encouraged to report suspected incidents of bullying or prohibited behavior promptly to the administration. Reports may be made in person, by phone, by email, or through the school’s anonymous reporting platform. Retaliation against anyone who reports an incident in good faith is strictly prohibited.

Notification and Investigation

Revised 8/2025

KCDS administration will promptly investigate all reported incidents of bullying. The Head of School will be notified as soon as possible. The administration will make reasonable efforts to complete the investigation within 10 school days of receiving the report. Parents or guardians of all students involved in the incident will be informed within 24 hours of the school becoming aware of their involvement, and the school will discuss available counseling, social work, and restorative supports as appropriate.

Disciplinary Procedures

Possible disciplinary consequences for violating this policy include actions outlined in the KCDS Parent/Student Handbook. Consequences will be appropriate to the nature, severity, and frequency of the behavior, and may include restorative interventions, suspension, or expulsion.

Policy Consistency

This policy is consistent with the policies of the school board, charter school, or non-public, non-sectarian elementary or secondary school, and is designed to ensure alignment with all applicable State and federal requirements.

Cross-Reference

The language in the Notification and Investigation section regarding timely parent/guardian notification, availability of counseling and restorative measures, and diligent efforts to make contact within 24 hours is cross-referenced throughout this policy to ensure consistency and compliance with State expectations.

Policy Evaluation

Keith Country Day School will collect and monitor data to evaluate the effectiveness of this policy. The results will be published on the school's website and reported in accordance with State requirements. Data will include frequency and type of reported occurrences, areas where incidents occur, and bystander intervention. All data will comply with State and federal student privacy laws. The school will review and, if necessary, revise this policy every two years or more frequently as needed.

Posting and Revision

This Bullying Prevention Policy will be posted on the Keith Country Day School website and included in the Parent/Student Handbook. Each revision will include a full revision date. Example: Revised 10/30/2025.

Acknowledgment

By signing below, both the student and parent/guardian acknowledge an understanding of this policy and agree to abide by it. They also understand that violations of this policy will be addressed in accordance with the Student Handbook and applicable laws.

Student Name: _____ Grade: _____
Student Signature: _____ Date: _____
Parent/Guardian Name: _____
Parent/Guardian Signature: _____ Date: _____

Please retain this copy in your handbook for reference.

REPORTING GUIDELINES

If a student observes a Keith Country Day School employee, agent, or student committing any of the above prohibited behaviors, they **are encouraged to report** such claims or incidences to the Co-Heads of School. Such report should be **timely submitted**, by phone, email, or in person:

Mrs. Charo Chaney, Head of Middle and Upper School
Email: charo.chaney@keithschool.net
Phone: 815-399-8823

A student may choose to report to a person of the student's same sex. Students who make good faith complaints will not be disciplined.

A student may choose to report via **anonymous reporting** by sending an electronic message to *Speak Up!* on the www.keithschool.com website. Although an anonymous tip may lead to investigation of the alleged incident, KCDS administration will not take formal disciplinary action against any individual based solely on information received in an anonymous tip. Therefore, complaints will be kept confidential to the extent possible given the need to investigate.

Retaliation against a student or other individual who reports an alleged act violating this policy is strictly prohibited. Retaliation can include any act that would qualify as **prohibited behavior** in Section (A) or falsely accusing another of committing any prohibited behavior as a means of retaliation. If any act of retaliation occurs an individual is encouraged to report the act to KCDS administration in accordance with this Section. The alleged act is subject to the investigation and reporting procedures set forth in this policy and KCDS is permitted to **discipline** any student who has retaliated in accordance with the discipline procedures of this addendum or the KCDS Parent/Student Handbook.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the appropriate administrators at Keith Country Day school or to appropriate officials, if necessary.

NOTIFICATION AND INVESTIGATION

KCDS administration will **promptly investigate and address** reports of acts violating Section A of this addendum. The Head of School will be notified of a reported incident as soon after the incident as possible. The administration will make a reasonable effort to complete the investigation within 10 school days after the date the report of the incident was made. School support personnel and other staff persons with knowledge, experience, and training on bullying prevention or other violence prevention training will be involved in any investigation process as deemed appropriate.

KCDS administration will **promptly inform** all parents/guardians of students involved in the alleged incident. Any information provided to parents/guardians of students will be consistent with federal and State laws and rules governing student privacy rights. This communication will also involve a discussion, as appropriate, of the availability of counseling, school psychological services, other interventions, and social work services.

Finally, once the **investigation** is complete the parents/guardians of students involved will be informed of the findings to the consistent with federal and State laws and rules governing student privacy rights.

DISCIPLINARY PROCEDURES

Possible disciplinary consequences for a student violating this agreement can include any combination of the actions listed in **Part III of the Parent/Student Handbook**, unless expressly stated elsewhere in the Parent/Student handbook.

POLICY EVALUATION

Keith Country Day School will **collect and monitor data** in order to evaluate the effectiveness of this anti-harassment policy. The results of this evaluation will be available on KCDS's website. This data will include:

Frequency of reported occurrences;

Types of reported occurrences (i.e. bullying, harassment, sexual harassment, or hazing);
Subtypes of reported occurrences (i.e. threats, jokes, physical conduct, theft or destruction of property);
Areas of school where incidences occur; and
Bystander participation or intervention

This data will be collected in aggregate format and will be consistent with federal and State laws and rules governing student privacy rights. KCDS will keep this data on file with the State Board of Education and will be consistent with State law reporting requirements for alleged incidences of bullying.

This policy Is based on the engagement of a range of school stakeholders, including students and parents or guardians. KCDS will maintain and implement this anti-violence policy and keep it on file with the State Board of Education. Further, KCDS will **re-evaluate** its policy and make any necessary and appropriate revisions every two years, or more frequently as administration deems appropriate.

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

I, (student – please print your name) _____, agree to abide by the policy for anti-violence at Keith Country Day School. I understand that any violation of this policy may result in sanctions by Keith Country Day School, as outlined in the Student Handbook; further the potential enforcement by the administration of Keith Country Day School does not preclude other sanctions or charges to be brought against me if my actions violate a civil or criminal law.

Student Signature _____ Grade _____

Date _____

I, (parent/guardian – please print) _____
support Keith Country Day School in its efforts to promote a safe and inclusive environment. 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 _____

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

Keith Country Day School
Artificial Intelligence (AI) Tools Responsible Use Policy Addendum

Grades 6–12

Purpose

The purpose of this policy is to provide clear guidelines for the responsible use of Artificial Intelligence (AI) tools in academic and extracurricular settings at Keith Country Day School. AI can be a powerful educational resource when users are educated about how to use it in an ethical and appropriate way. This school policy which will ensure that students and families understand expectations around use of AI tools in a way that will support learning, creativity, and academic integrity.

General Guidelines

1. **Discretionary Use**
    - AI use is permitted **only when approved by a teacher or department**.
    - Each department may establish its own guidelines and expectations regarding the use of AI in coursework, assessments, and projects.
2. **Transparency**
    - Students must **clearly disclose** when AI tools are used in the completion of assignments or projects.
    - If a student uses AI for an assignment, it must be in accordance with the teacher's directions.
    - Students must be able to show that they were the creators of the content.
3. **Academic Integrity**
    - AI must not be used to **plagiarize, cheat, fabricate research, or misrepresent one's work**.
    - Students may not submit AI-generated content as their own original thinking unless explicitly allowed.

Acceptable Uses

- Review or summarize study materials.
- Additional practice for subject material.

Unacceptable Uses

- Copy/pasting AI-generated content as original work.
- Using AI to complete tests, quizzes, or assignments where independent work is assigned.
- Students must not use AI tools to create harmful, biased, or inappropriate content.

Revised 8/2025

Departmental Discretion

Each department may:

- Define when and how AI tools may be used.
- Provide specific instructions or rubrics regarding AI use.
- Determine consequences for misuse based on academic integrity guidelines.

Students are expected to follow **individual classroom rules** and ask for clarification when unsure.

Consequences of Misuse

Violations of this policy may result in:

- A zero on the assignment.
- Disciplinary action in line with the school's academic integrity policy.
- Loss of technology privileges.

Technology, Internet, and Social Media Policy Addendum

Purpose

The purpose of this policy is to ensure the safe, responsible, and appropriate use of technology, internet resources, and social media by students while protecting student rights and maintaining a positive school environment.

Use of School Technology and Internet

Keith Country Day School (KCDS) provides access to technology resources, including devices, networks, and internet access, to support teaching and learning. Use of these resources is a privilege, not a right.

Students are expected to:

- Use technology for educational purposes
- Follow all school rules and expectations for conduct
- Protect the security and integrity of school systems
- Refrain from accessing, sharing, or creating inappropriate or harmful content

KCDS reserves the right to:

- Monitor, filter, and restrict internet access on school-owned devices and networks
- Review usage of school technology to ensure compliance with school policies
- Limit or revoke access for misuse

Social Media and Personal Accounts

KCDS respects students' rights to privacy in their personal online accounts.

In accordance with Illinois law:

1. **Access to Personal Accounts**
   KCDS will not request or require a student to provide passwords or other login information for personal social media accounts.
2. **Investigations**
   KCDS may investigate student conduct related to social media if there is **sufficient evidence** that a student's online activity:
   - Violates school rules or policies, or
   - Disrupts the school environment, or
   - Impacts the safety or well-being of students or staff

Investigations will be conducted by school administration or their designee.

3. **Student Cooperation**
   During an investigation, students may be required to:
   - Cooperate with school personnel
   - Share relevant content (such as posts, messages, or images)

   However, students will **not** be required to provide usernames, passwords, or direct account access.

Cyberbullying and Online Conduct

Student behavior conducted through digital platforms—including off-campus activity—may be subject to school discipline when it:

- Constitutes bullying or harassment
- Threatens the safety of others
- Disrupts the educational environment

Students are expected to:

- Communicate respectfully online
- Avoid posting or sharing harmful, threatening, or inappropriate content
- Report concerns to a trusted adult or school official

Safety and Digital Responsibility

Students are expected to practice safe and responsible digital behavior, including:

- Protecting personal information
- Avoiding communication with unknown individuals
- Reporting suspicious or unsafe online activity

Consequences for Misuse

Violations of this policy may result in:

- Loss of technology privileges
- Disciplinary action in accordance with the Student Code of Conduct
- Additional consequences depending on the severity of the behavior

Policy Distribution

This policy is published in the Student/Parent Handbook and on the school's website and is reviewed annually with students and families.

Nondiscrimination, Harassment, and Retaliation Policy Addendum

Purpose

Keith Country Day School (KCDS) is committed to maintaining a learning and working environment that is safe, inclusive, and free from discrimination, harassment, and retaliation. This policy establishes expectations and procedures to ensure all members of the school community are treated with dignity and respect.

Nondiscrimination Statement

KCDS does not discriminate on the basis of race, color, religion, sex, gender, gender identity, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, or any other characteristic protected by applicable federal, state, or local law.

This policy applies to all aspects of the KCDS's operations, including:

- Admissions and enrollment
- Educational programs and activities
- Employment practices
- Discipline and student conduct

Prohibition of Harassment and Discrimination

Harassment or discrimination in any form is strictly prohibited. This includes conduct that:

- Creates an intimidating, hostile, or offensive environment
- Interferes with a student's ability to learn or participate
- Interferes with an employee's ability to perform their job

Examples may include, but are not limited to:

- Verbal, physical, or written conduct
- Bullying or cyberbullying
- Offensive jokes, slurs, or name-calling
- Display or distribution of inappropriate materials

Retaliation Prohibited

Retaliation against any individual who:

- Reports discrimination or harassment
- Participates in an investigation
- Supports another individual's complaint

is strictly prohibited and will result in disciplinary action.

Hairstyles and Cultural Expression

In accordance with Illinois law, KCDS does not prohibit hairstyles historically associated with race, ethnicity, or hair texture. This includes, but is not limited to:

- Braids
- Locks
- Twists
- Other protective hairstyles

Reporting Procedures

Any student, parent/guardian, or staff member who believes they have experienced or witnessed discrimination, harassment, or retaliation is encouraged to report the concern promptly.

Reports may be made to:

- The Head of School
- Division Directors
- A trusted faculty or staff member

Reports may be made verbally or in writing.

Investigation Procedures

KCDS will:

1. Promptly review all reports
2. Conduct a fair, thorough, and impartial investigation
3. Maintain confidentiality to the extent possible
4. Take appropriate corrective action when necessary

The specific individual(s) responsible for investigations will be designated by the Head of School.

Response and Corrective Action

If a violation of this policy is found, KCDS will take appropriate action, which may include:

- Disciplinary action (up to and including dismissal or expulsion)
- Counseling or educational interventions
- Other corrective measures to prevent recurrence

Communication and Accessibility

- This policy is published in the Student/Parent Handbook and on the School's website.
- KCDS provides age-appropriate summaries of this policy to students.
- KCDS will make reasonable efforts to provide this policy in a parent/guardian's native language when needed.

Commitment to a Respectful Community

KCDS is dedicated to fostering a culture of respect, belonging, and inclusion. All members of the community share responsibility for upholding these values.

Policy Review

This policy is reviewed annually and updated as needed to ensure compliance with applicable laws and best practices.

Student Records Policy Addendum

Purpose

Keith Country Day School (KCDS) maintains student records in a manner that ensures accuracy, privacy, compliance with applicable laws, and the safety of students. This policy outlines procedures for the maintenance, transfer, and release of student records.

Maintenance of Student Records

KCDS maintains official student records for each enrolled student, which may include:

- Academic records (grades, transcripts, report cards)
- Attendance records
- Health and immunization records
- Disciplinary records, as applicable

Student records are stored securely and are accessible only to authorized personnel.

Release of Student Records

KCDS complies with all applicable laws regarding the release of student records.

1. **Missing Person Check Requirement**
   Prior to releasing student records, KCDS

2. will verify that the student is not listed as a missing person through the Illinois State Police Missing Person Database (via the Nonpublic School Registration and Recognition system, when applicable).

   If a student is identified as a missing person:

   - The School will **not release records**
   - The School will immediately contact the appropriate law enforcement agency for guidance

3. **Authorized Requests**
   Student records will be released only upon:
   - A valid request from a receiving school, or
   - Written authorization from a parent/guardian (or eligible student, when applicable)

Transfer of Records

1. **Incoming Students**
   KCDS will request certified copies of student records from the previous school within **14 days of enrollment**.
2. **Outgoing Students**
   KCDS will send **unofficial student records within 10 days** of a valid request from another school.
   - Official transcripts may be withheld in accordance with applicable law due to unpaid tuition or fees
   - Unofficial academic records (such as grades) will still be provided within the required timeframe

Confidentiality and Access

- Student records are confidential and handled in accordance with applicable privacy laws
- Access is limited to authorized school personnel with a legitimate educational interest
- Parents/guardians have the right to review their child's records upon request

Record Retention and Security

KCDS maintains records in secure physical and/or digital systems and takes reasonable measures to:

- Prevent unauthorized access
- Protect against data loss or misuse
- Ensure records are maintained in an organized and retrievable manner

Compliance Statement

KCDS adheres to all applicable federal and state laws regarding student records, including timelines for requesting and releasing records and procedures related to student safety.

Policy Distribution

This policy is published in the Student/Parent Handbook and on the School's website and is available upon request.

Battery Against School Personnel Policy Addendum

Purpose

Keith Country Day School (KCDS) is committed to maintaining a safe and respectful environment for all employees. This policy establishes procedures for responding to incidents of battery committed against school personnel and ensures compliance with Illinois law.

Definition

For purposes of this policy, **battery against school personnel** includes any intentional physical contact of an insulting or provoking nature or any physical harm directed toward:

- Teachers
- Administrators
- Educational support personnel
- Other school employees

Reporting Requirement

1. **Written Complaint Required**
   Any school employee who experiences or witnesses an incident of battery must report the incident **in writing** to the Head of School or their designee as soon as possible.
   - Written reports may include email or other documented communication.
2. **Immediate Notification to Law Enforcement**
   Upon receipt of a **written complaint**, the Head of School or designee shall:
   - **Immediately notify local law enforcement**, and
   - Provide all relevant information regarding the incident

   Once a written complaint is received, reporting to law enforcement is **mandatory** and not discretionary.

State Reporting Requirement

In addition to notifying local law enforcement, KCDS shall:

- Report all incidents of battery against school personnel to the **Illinois State Board of Education (ISBE)** through the School Incident Reporting System (SIRS) in IWAS
- Submit reports **as incidents occur**, but no later than **August 1** for the preceding school year.

Documentation

KCDS will maintain documentation of:

- Written complaints received
- Date and time law enforcement was notified
- Confirmation of submission to ISBE reporting systems

Communication and Awareness

- This policy is included in the **Employee Handbook** and **Student/Parent Handbook**
- Staff are informed annually of their responsibility to report incidents
- Students and families are made aware of expectations for respectful conduct

Commitment to Safety

KCDS takes all reports of battery seriously and will act promptly to ensure the safety and well-being of all personnel.

Policy Distribution

This policy is published in the School's handbooks and on the School's website and is available upon request.

Firearms and Drugs Policy Addendum

Purpose

Keith Country Day School (KCDS) is committed to maintaining a safe, secure, and drug-free environment. This policy outlines expectations, prohibitions, and required actions regarding firearms and drugs on school grounds.

Definition of School Grounds

For purposes of this policy, "school grounds" includes:

- School buildings and property
- School-owned or contracted transportation
- School-sponsored events and activities
- Public areas within 1,000 feet of the school

Prohibited Conduct

The possession, use, distribution, or sale of the following is strictly prohibited on school grounds:

- Firearms or weapons of any kind
- Illegal drugs or controlled substances
- Drug paraphernalia

Mandatory Reporting Requirements

1. **Firearm Incidents**
   The Head of School or designee shall:
   - **Immediately notify local law enforcement** upon knowledge of a firearm on school grounds
   - **Immediately notify the student's parent/guardian** if a student is involved
2. **Drug-Related Incidents**
   The Head of School or designee shall:
   - **Immediately notify local law enforcement** of verified drug-related incidents on school grounds
3. **State Reporting (All Incidents)**
   The School shall report all firearm and drug-related incidents to:
   - The **Illinois State Police / ISBE** through the School Incident Reporting System (SIRS) in IWAS

- Reporting must occur **as incidents happen**, and no later than **August 1** for the prior school year.

Response Procedures

A. If a Firearm or Weapon is Suspected or Found

1. **Ensure Immediate Safety**
   - Do not attempt to handle the weapon unless necessary for immediate safety
   - Secure the area and keep students and staff away
   - Initiate appropriate safety protocols (e.g., lockdown if needed)
2. **Notify Administration Immediately**
   - Contact the Head of School or designee without delay
3. **Contact Law Enforcement**
   - Administration will **immediately call local law enforcement**
4. **Secure the Individual (If Safe to Do So)**
   - A student may be escorted to a secure location under supervision
   - Staff should not physically intervene unless necessary to prevent harm
5. **Notify Parent/Guardian**
   - Parent/guardian will be contacted immediately if a student is involved
6. **Document the Incident**
   - Record time, location, individuals involved, and actions taken
7. **Submit Required Reports**
   - Complete reporting in IWAS/SIRS

B. If Drugs or Drug Paraphernalia are Suspected or Found

1. **Ensure Safety**
   - Secure the substance without direct handling if possible
   - Remove students from the immediate area if necessary
2. **Notify Administration Immediately**
3. **Verify the Situation**
   - Administration will assess and confirm whether the situation constitutes a verified incident
4. **Contact Law Enforcement**
   - Administration will **immediately notify law enforcement** upon verification
5. **Secure the Individual**
   - Student may be supervised in a safe location
6. **Notify Parent/Guardian (as appropriate)**
7. **Document the Incident**
   - Record all relevant details
8. **Submit Required Reports**

- Report through IWAS/SIRS

Disciplinary Action

Violations of this policy will result in serious disciplinary consequences, which may include:

- Suspension or expulsion
- Referral to law enforcement
- Additional consequences as outlined in the Student Code of Conduct

Prevention and Education

KCDS will:

- Educate students on the dangers of drugs and weapons
- Promote a culture of safety and responsibility
- Encourage students to report concerns to a trusted adult

Policy Distribution

This policy is published in the Student/Parent Handbook and on the School's website and is reviewed annually.

Commitment to Safety

The safety of students and staff is the School's highest priority. All reports will be taken seriously and addressed promptly in accordance with this policy and applicable law.

Concussion and Head Injury Policy

Purpose

Keith Country Day School (KCDS) is committed to the safety and well-being of all students participating in interscholastic athletic activities. This policy establishes procedures for the identification, management, and recovery of students who sustain concussions or head injuries.

Applicability

This policy applies to all students participating in **interscholastic athletic activities**, including practices and competitions, whether or not affiliated with IHSA or IESA.

Concussion Oversight Team

KCDS has established a **Concussion Oversight Team**, appointed or approved by the Head of School, which may include:

- School administrator (non-coach)
- Athletic director or designee
- Additional qualified personnel as appropriate

Requirements:

- The team must include at least one member (not solely a coach)
- A coach may participate but may not serve as the only member
- If available, a nurse or athletic trainer will be included to the extent practicable

Protocols

1. Return-to-Play Protocol

KCDS has established a **return-to-play protocol** based on peer-reviewed scientific evidence and consistent with guidelines from the Centers for Disease Control and Prevention (CDC).

This protocol includes:

- Immediate removal from play when a concussion is suspected
- Medical evaluation by a licensed healthcare provider
- Gradual, stepwise return to athletic activity
- Written medical clearance prior to full return to participation

2. Return-to-Learn Protocol

KCDS has established a **return-to-learn protocol** to support a student's academic recovery following a concussion.

This may include:

- Temporary academic adjustments (reduced workload, extended time, breaks)
- Monitoring of symptoms during the school day
- Gradual return to full academic participation

Implementation and Oversight

- The Head of School designates a **Concussion Protocol Manager** responsible for implementing return-to-play and return-to-learn protocols
- This individual is supervised by a school administrator
- The supervising administrator **may not be a coach**

Immediate Response Procedures

If a Concussion is Suspected:

1. **Immediate Removal**
    - The student must be removed from practice or competition immediately
2. **No Same-Day Return**
    - The student may not return to play on the same day
3. **Evaluation**
    - The student must be evaluated by an appropriate healthcare provider
4. **Parent/Guardian Notification**
    - Parents/guardians are notified as soon as possible

Return to Activity

A student may return to athletic participation only when:

- All steps of the return-to-play protocol have been completed
- The student is symptom-free
- Written clearance has been provided by a licensed healthcare provider

Reporting and Documentation

KCDS will:

- Maintain records of all suspected and confirmed concussions
- Ensure required reporting to governing athletic organizations (if applicable)
- Maintain documentation of medical clearance and protocol completion

Student and Parent Acknowledgment

Prior to participation in athletic activities:

- Students and parents/guardians must sign and return a concussion information acknowledgment form

Student Rights (Uniform Modifications)

Students may modify athletic uniforms for reasons of:

- Modesty
- Religious beliefs
- Cultural values

Students are responsible for any associated costs.

Policy Distribution

This policy is published in the Student/Parent Handbook, Athletic Handbook, and on the School's website.

Commitment to Student Health

KCDS prioritizes student health and safety and will take all necessary steps to ensure proper care and recovery following a concussion.

Student Medical Rights Policy

Purpose

Keith Country Day School (KCDS) is committed to supporting the health and safety of students by ensuring appropriate access to necessary medications while maintaining compliance with Illinois law.

Parent/Guardian Notification of Liability Protection

KCDS and its employees are protected from liability when administering or assisting with:

- Asthma medication
- Epinephrine auto-injectors
- Opioid antagonists (e.g., Narcan)

provided they act in good faith and in accordance with applicable law.

Requirement:

- Parents/guardians must sign an acknowledgment confirming they understand this liability protection prior to medication administration at school.

Self-Administration and Self-Carry of Medication

KCDS allows students to **self-carry and/or self-administer** the following medications:

- Asthma medication
- Epinephrine auto-injectors
- Diabetes medication
- Seizure medication

Requirements:

Prior to approval, KCDS must have on file:

- Written authorization from the parent/guardian
- Written authorization from a licensed healthcare provider
- A completed care plan, as applicable

Students must demonstrate the ability to safely self-administer medication.

Administration by School Personnel

When appropriate and authorized:

- School personnel may assist with or administer medication in accordance with physician instructions and school procedures
- All medication will be handled in a manner consistent with student safety and confidentiality

Medical Cannabis

In accordance with Illinois law, KCDS permits the use of **medical cannabis-infused products** for students who are registered qualifying patients.

Administration Guidelines:

- A parent/guardian or designated caregiver may administer the product to the student on school grounds
- Administration must comply with all legal requirements and school procedures

Optional School Administration:

- A school administrator or school nurse may administer medical cannabis, if authorized by school policy
- A student may self-administer under supervision when permitted

Requirements:

KCDS must have on file:

- Written authorization from the parent/guardian
- A copy of the student's medical cannabis registry identification card
- A copy of the caregiver's registry identification card

Confidentiality

All student medical information will be:

- Kept confidential
- Shared only with authorized personnel as necessary to ensure student safety

Compliance and Implementation

This policy is in place regardless of whether KCDS currently has students requiring these medications and will be implemented immediately when such needs arise.

Policy Distribution

This policy is:

- Published in the Student/Parent Handbook
- Available on the School's website
- Provided to families as part of required medical documentation

Commitment to Student Health

KCDS is dedicated to ensuring that students with medical needs are supported in a safe, respectful, and legally compliant manner.

Asbestos Notification Policy

Parent, Teacher, and Employee Notification

Keith Country Day School maintains an asbestos management plan in accordance with applicable Illinois Department of Public Health (IDPH) and federal regulations.

Parents/guardians, teachers, and employees are annually notified of:

- The presence of the School's asbestos management plan, and
- Their right to review the plan upon request.

The asbestos management plan is available for inspection in the School's main office during regular business hours.

Emergency Action Plan for Interscholastic Athletic Activities

Keith Country Day School maintains a written **Emergency Action Plan (EAP)** for all interscholastic athletic activities and athletic venues in accordance with Illinois State Board of Education requirements.

The purpose of this plan is to ensure a prompt, coordinated, and effective response to medical emergencies involving athletes, coaches, officials, staff, or spectators during athletic practices, competitions, and school-sponsored events.

Emergency Action Plan Components

KCDS's Emergency Action Plan includes:

1. Emergency Communication Procedures

- Immediate activation of emergency medical services (911)
- Clear communication procedures for contacting school administration and emergency responders
- Availability of emergency contact information for student-athletes

2. Venue-Specific Emergency Procedures

A written emergency response procedure is maintained for each athletic venue, including:

- Gymnasiums
- Athletic fields
- Weight rooms
- Practice facilities

Each plan identifies:

- Emergency access points
- Closest AED location
- Designated meeting location for EMS personnel
- Severe weather shelter locations

3. Roles and Responsibilities

During an emergency, designated personnel may include:

- Coaches

- Athletic Director
- School Nurse or trained staff member
- Administrators

Responsibilities may include:

- Calling 911
- Supervising students
- Retrieving emergency equipment
- Guiding emergency responders to the scene
- Communicating with parents/guardians

4. Emergency Equipment

KCDS maintains appropriate emergency equipment for athletic activities, including:

- Automated External Defibrillators (AEDs)
- First aid supplies
- Emergency contact information

Emergency equipment locations are clearly identified and accessible during all practices and competitions.

5. Training

Coaches, athletic staff, and designated personnel receive training in:

- CPR
- AED use
- Concussion awareness
- Emergency response procedures

Training documentation is maintained by Keith Country Day School.

6. Annual Review

The Emergency Action Plan is reviewed annually and updated as necessary in collaboration with:

- Local emergency responders
- School administration
- Athletic personnel

7. Incident Documentation

Any significant medical emergency occurring during athletic activities will be documented and reviewed to improve future response procedures.

Commitment to Student Safety

Keith Country Day School prioritizes the health and safety of all student-athletes and is committed to maintaining emergency preparedness procedures that support a safe athletic environment.

Employee Code of Professional Conduct & Sexual Misconduct Response (Faith's Law)

Purpose

Keith Country Day School (KCDS) is committed to maintaining a safe and respectful environment for all students. This policy establishes standards of professional conduct for employees and outlines procedures for preventing, reporting, and responding to allegations of sexual misconduct in accordance with Illinois Faith's Law (105 ILCS 5/22-85.5).

Employee Code of Professional Conduct

All employees, agents, and contractors are expected to maintain professional boundaries with students at all times.

Prohibited Conduct

The following behaviors are strictly prohibited:

- Engaging in any form of sexual misconduct or inappropriate relationships with students
- Grooming behaviors, including establishing inappropriate emotional intimacy
- Communicating with students in a manner that is not age-appropriate or related to school purposes
- Meeting with students in private settings without appropriate visibility or authorization
- Transporting students without proper approval

Appropriate Conduct Expectations

Employees must:

- Maintain professional boundaries at all times
- Use school-approved communication methods when interacting with students
- Ensure transparency in all student interactions
- Report any concerns or suspected misconduct immediately

Definition of Sexual Misconduct

Sexual misconduct includes, but is not limited to:

- Sexual or romantic interactions with a student
- Sexual exploitation or inappropriate physical contact
- Sexualized communication (in person or digital)

- Any conduct that would violate professional boundaries

Reporting Procedures

Employee Responsibility

All employees are **mandated reporters** and must immediately report:

- Suspected sexual misconduct
- Boundary violations that may lead to misconduct

Reports should be made to:

- The Head of School or designee
- Appropriate authorities as required by law

Parent/Guardian Notification Requirements

Keith Country Day School will provide **timely notification** to parents/guardians when:

1. **Allegation of Misconduct**
    - When an employee, agent, or contractor is alleged to have engaged in sexual misconduct with a student
2. **Post-Investigation Action**
    - When formal employment action has been taken following an investigation (e.g., termination, resignation, or other disciplinary action)

Notifications will be made in a manner consistent with privacy laws.

Response Procedures

Upon receiving a report or allegation, KCDS will:

1. **Ensure Student Safety**
    - Take immediate steps to protect the student
2. **Report to Authorities**
    - Notify appropriate state agencies (e.g., DCFS) as required
3. **Conduct Internal Review**
    - Initiate an investigation or cooperate with external investigations
4. **Take Appropriate Action**
    - Implement disciplinary measures as necessary
5. **Document All Actions**
    - Maintain records of reports, communications, and outcomes

Annual Parent Notification

At the beginning of each school year, KCDS will:

- Notify parents/guardians of the availability of the **Sexual Abuse Response and Prevention Resource Guide**
- Provide access to the guide via the School's website

Policy Distribution

This policy is:

- Posted on the School's website
- Included in Student/Parent and Employee Handbooks

Commitment to Student Safety

KCDS is committed to fostering a culture of accountability, transparency, and safety. All allegations will be taken seriously and handled promptly and professionally.