Keystone School

PARENT HANDBOOK

At Keystone School, parents play an essential role.

Parents establish a crucial collaboration with teachers and school officials that provides the greatest possible foundation for the success of each student and our school as a whole.

We ask that all parents:

- read the Parent Handbook thoroughly;
- support ongoing, two-way communication with the school;
- ensure the student arrives at school on time each day;
- communicate with the school regarding planned/unplanned absences;
- support the school's policies and guidelines;
- play an active role in the life of our school and student experiences.

CONTACT & COMMUNICATION

Keystone School is open Monday to Friday from 8:30am to 4:30pm.

Phone: (416) 422-4123
Email: info@keystoneschools.ca

We strive to keep you informed about all that is going on at Keystone School. We communicate with our families in several ways:

Newsletter

The school publishes an electronic, student-run newsletter on a regular basis that includes a synopsis of recent happenings at Keystone, as well as information on upcoming events.

Email

Emails are a vital way for you and the school to communicate. It is an effective means for the school to keep you informed about your child's education.

Please contact **info@keystoneschools.ca** to ensure that the school has your current contact information.

Canvas

Canvas is utilized by course teachers to manage course materials and set due dates for class work, as well as by school management to send out announcements. Students and parents can view upcoming test or assignment dates and see grades for each course.

Parents are encouraged to create an observer account on Canvas to see their child's progress in any course and to ask for a meeting with the teachers and/or administration about any concerns regarding academic success.

Please find instructions to create a parent account on Canvas on **page 5** of this document.

VISITING KEYSTONE

At Keystone School, everyone is welcome. We kindly ask the parents to book a visit in advance at **info@keystoneschools.ca**.

KEYSTONE ACADEMIC CALENDAR

The school calendar is where you can find information about upcoming holidays, exam days and other important dates during the school.
You can find the Academic Calendar on our website under the "Discover" tab.

CONTACTS

Please use the table below to help you find the right person to contact if you have a question or concern.

General Inquiries + Admissions + Registration:	info@keystoneschools.ca
Lateness + Absenteeisms:	attendance@keystoneschools.ca
Academic Questions:	academics@keystoneschools.ca
Finance:	finance@keystoneschools.ca

PARENT-TEACHER INTERVIEWS

We encourage parents to contact the school to schedule parent-teacher interviews on the days given on the Keystone School's Academic Calendar following the release of the midterm grades in November and April. These meetings can be held virtually or in-person based on needs and availability.

FIELD TRIPS

Students must have a signed consent form in order to participate in a field trip. The consent form can be signed by a parent or a custodian.

REPORT CARDS

Midterm report cards are shared in November and in April and final report cards are released in February and June.

ATTENDANCE

Please contact us at **attendance@keystoneschools.ca** if your child will be late to or absent from school.

Lateness
Any student who arrives at class after the class has started will be marked late.

Absenteeism
Any absences must be reported in advance or be accompanied by a doctor's, parent's or guardian's note upon return.

There are penalties if the student is absent/late without an excuse.

- 3 absences/lates: Scheduled meeting with the Academic Coordinator. Parents are informed.
- 5 absences/lates: Scheduled meeting with the principal. Parents are informed.
- 7 absences/lates: Meeting with parents regarding the actions to be taken.

Any missed class time must be made up separately.

CLUBS

Students participate in a range of extracurricular activities that supplement classroom instruction and allow them to apply academic skills in a real-world setting. After-school clubs take place from 3:40pm to 4:20pm.

A list of available clubs will be shared with the students at the start of each semester.

Please note that clubs will not start if there is not enough interest.

ONLINE COURSES

Every year, there are required courses that you can find more information on in the Course Calendar. Within the required courses, students must complete a minimum of 2 courses completely independently in order to meet the graduation requirements. These courses can also be found in the Course Calendar.

Students will have one semester to complete their online courses.

DAILY SCHEDULE

Morning Classes	Lunch	Afternoon Classes	Clubs/Study Hall
9:00 - 11:50	11:50 - 12:40	12:40 - 3:30	3:40 - 4:20

ELECTRONICS

Keystone School encourages students to use technology to facilitate learning and exploration, foster overall student development, and equip them to thrive in a technologically advanced world. We have regulations in place that require students to use technology in a manner that respects both students' and teachers' learning environments. We ask that parents help students respect these regulations by not contacting them during class time. You can find the daily schedule above.

Our students are required to bring their own laptops to class. However, the usage of cell phones in class is highly discouraged and may result in confiscation of the device during class time.

ACADEMIC STANDING

All students must demonstrate their continuing commitment and best efforts in all of their classes.

This includes attending all classes, participating and constructively contributing to the learning environment, completing all prescribed work, and maintaining a passing mark (50% or higher) in all courses.

Keystone teachers want their students to succeed and provide them with a variety of resources to assist them.

SCENT-FREE ZONE

Keystone keeps the air we share healthy and scent-free. We ask our students to use unscented personal care products.

ACADEMIC HONESTY

Keystone School respects and values academic honesty within the school environment. Students are introduced to this concept and the possible penalties for infractions at the beginning of the school year. More information can be found in the Academic Course Calendar.

FINAL EVALUATION

A final evaluation takes place at the end of the course which assesses the overall expectations for the course. Final evaluations can be a final project, a final exam/test or a combination of both, equaling 30% of the student's final grade.

SOCIAL MEDIA

Parents are invited to follow our social media accounts to get the latest updates and to hear about the events happening at the school.
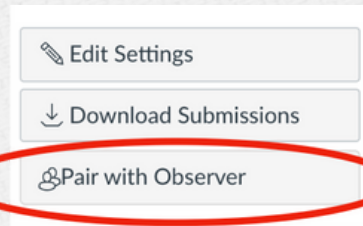
@keystone_to

/KeystoneTO

CREATING A PARENT ACCOUNT ON CANVAS

STEP 1

The student will need to request an observer pairing code from his/her Canvas account.

The student will go to Account > Settings > Pair with Observer. This will generate a unique observer code for each observer who would like to follow him/her in Canvas.
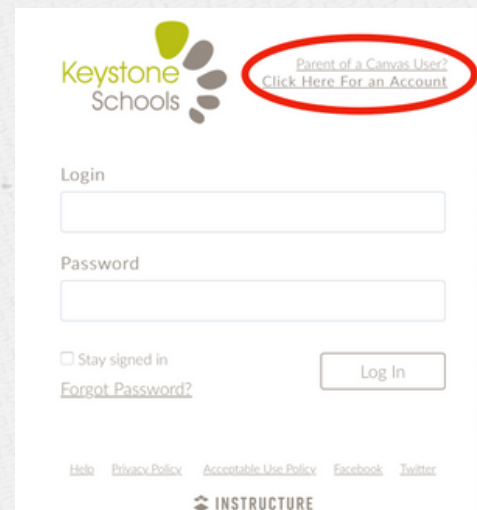

STEP 2

Visit https://keystone.instructure.com/login/canvas

STEP 3

Click on 'Parent of a Canvas User?'.

STEP 4

Fill out the field with your information and the pairing code and click on 'Start Participating'.

STEP 5

You now have observing rights for your child's classes. Please watch this tutorial for more information on Canvas observing rights:

https://community.canvaslms.com/videos/1302

If you would also like to monitor student grades on your mobile device, download the Canvas by Instructure Parent App.

If you have more than one child in Canvas, your other children will also need to generate a pairing code using the directions in Step 1. To add more pairing codes to your account in Canvas. Click on 'Account', and then click on 'Settings'. A new navigation menu will open. Click on 'Observing'.
Type in the pairing code for your additional student to observe, and click on '+Student'.