

# Keystone International Schools

Prepared for: Keystone International Elementary, Intermediate, and High Schools

## 1. OUR SCHOOL

### THE KEYSTONE IDEAL

The Keystone educational experience is derived from the fundamental understanding that each child is a unique and capable learner. Each individual is worthy of achieving at the highest standards of academic education, and also the nurturing of their feelings, thoughts, opinions, artistic inclinations, and athletic endeavours. Our goal is to cultivate individuals that will realize the full range of their abilities in the pursuit of lifelong education and fulfilment.

### OUR PURPOSE

Our purpose is to nurture students into becoming individuals with the educational and social skills necessary for a healthy and happy life by fostering respect and awareness for the people and environment around them. We model and encourage strong connections between individuals and open and honest communication.

### OUR CURRICULUM

#### THE PEI (CANADIAN) CURRICULUM

Keystone Internationals Schools have adopted the Canadian Elementary and High School Curriculum. **We are officially a Canadian Offshore School by authority of the Canadian government. This means that our high school graduates graduate with a Canadian High School Diploma.** Canada is one of the leading developed nations in the world, and is a beacon of multiculturalism, tolerance, and peaceful society, as well as being a model of socially harmonious living. For these reasons, it suits the Keystone model of individual development and education.

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The Keystone Education curriculum is guided in adherence to the **PEI Curriculum**. The PEI Curriculum is guided by what are referred to as the **General Curriculum Outcomes** and **Essential Graduation Learnings**.

The following is a link to each of the curriculum guides for each grade by subject in the PEI Curriculum. By following the links into the Curriculum guides, you can find the General Curriculum Outcomes and Essential Graduation Learnings for each.

<http://www.gov.pe.ca/eecd/index.php3?number=1026202&lang=E>

### **PROJECT BASED LEARNING**

In addition to the PEI Curriculum, Keystone applies a project based learning approach, through which students gain knowledge and skills by working for a certain period of time to investigate and respond to a complex question, problem, or challenge.

Project Based Learning provides:

- The reinforcement of the schools ideals, learning objectives, and policies
- An awareness of cultural diversity, and an attitude of global citizenship
- Different learning experiences tailored to the needs of our students

### **ADMISSION REQUIREMENTS**

Keystone accepts students from a diverse range of backgrounds with a wide range of academic abilities. The school, however, reserves the right to deny admission to candidates whose needs - educational or otherwise - may exceed what the school is capable of providing. Students who have met the admission requirements shall be registered (or placed on a waiting list) in the order in which they complete the application process, including completed application forms, previous school records, and payment of a non-refundable application fee. Students may be required to provide letters of recommendation from their previous schools. Upon registration, all new students must complete a Health Card and provide a doctor's report as evidence of a recent medical examination.

### **ENGLISH PROFICIENCY**

The language of education and communication at Keystone is English. Students entering grades 1 through 8 may be accepted regardless of their proficiency in English. Admission to grades 9-12 shall require an appropriate level of English proficiency, as evaluated through testing and interviews with the Principal and appropriate staff.

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## **GRADE PLACEMENT**

The school reserves the right to place students at the most appropriate grade level. This decision by the administration is based upon careful consideration of the student's age, previous educational history and records, current level of proficiency in English, and references. Students newly enrolled in the Pre-School, Kindergarten or First Grade shall be four, five, or six years of age, respectively, on or before October 1st.

## **RE-ENROLMENT**

Re-enrolment contracts are issued in March and must be returned by the deadline determined by the Administration, along with a non-refundable deposit. The school reserves the right to deny re-enrolment to any student whose behaviour disturbs the learning environment and/or threatens the safety and well-being of other students; or whose lack of effort continuously results in unsatisfactory academic progress; or whose educational or physical needs cannot be met by the school.

## **CLASS SIZE**

The size of a class in terms of student number at Keystone shall be limited to a maximum of 16, and a minimum of 6 (for a stand-alone grade class). If the number of students registered for any grade is fewer than six, Keystone reserves the right to combine grade classes.

## **SCHOOL CALENDAR**

Holidays and vacation shall adhere to the academic calendar as produced by Keystone and approved by the Ministry of Education on an annual basis.

## **SCHOOL HOURS**

School hours will be adjusted as necessary on an annual basis in accordance to the necessary requirements of the Keystone curricular program, to be published in the calendar by Keystone at the outset of the year. At present, the program commences at 8:45 am and concludes at 3:45 pm.

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## 2. THE KEYSTONE CODE OF CONDUCT

### INTRODUCTION

A positive school climate and a safe learning and teaching environment are essential if students are to succeed and be happy in school. A positive school climate means everyone feels they are welcome and respected.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

The code of conduct applies not only to students, but to everyone involved in the school system, including parents or guardians, volunteers, teachers and other staff members.

The code applies whether on school property, on school buses, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate.

### FUNDAMENTAL BELIEFS

- Everyone has a responsibility to promote a safe environment.
  - Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others. Responsible citizenship involves taking part in the civic life of the school.
  - All members of the school community are to be treated with respect and dignity, with particular regard for those in positions of authority, responsibility, and service to the school.
  - Everyone has a responsibility to resolve conflicts in a way that is civil and respectful. Insults, hurtful acts and a lack of respect for others disrupt learning and teaching in a school community.
  - Everyone is expected to resolve conflicts without using violence. Physical aggression is not a responsible way to deal with other people. No one should use an object to injure another person, or even threaten to use an object to injure another person. This is unacceptable and puts everyone's safety at risk.
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## STANDARDS OF BEHAVIOUR

All school members must:

- respect and follow all school rules
- demonstrate honesty and integrity
- respect differences in people
- treat one another with dignity and respect at all times, especially when there is disagreement
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age or disability
- respect the rights of others
- **not use a language other than English for communication at school**
- show care and respect for school property and the property of others
- take the proper steps to help those in need
- respect all members of the school community, especially those in a position of authority
- respect the need of others to work in an environment that encourages learning and teaching
- seek help from school staff, if necessary, to resolve conflict peacefully
- not use unacceptable language or profanity in any language
- take the responsibility of reporting violations of any school rules to any member of the school staff
- respect every individual's personal space, which means, but is not limited to the following:
  - no unwanted physical contact
  - no contact that will set a bad example for onlookers, such as poking, shoving, grabbing, or more excessively: hitting, slapping, and wrestling

## SAFETY

School community members **MUST NOT**:

- engage in any form of bullying, either directly or indirectly - i.e. via gossip or social media
  - commit theft
  - bring or distribute illegal/harmful substances or objects to school
  - use any object to threaten or intimidate another person
  - injure anyone with an object
  - inflict or encourage others to inflict psychological or physical harm
  - engage in hate speech or other types of behaviour caused by bias
  - commit an act of vandalism that causes damage to school property
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## **ROLES AND RESPONSIBILITIES**

Keystone staff and administration will ensure opportunity, excellence and accountability in the education system.

### **THE PRINCIPALS**

Principals take a leadership role in the daily operation of the school by:

- demonstrating care for the school community and commitment to academic excellence in a safe teaching and learning environment
- holding everyone under their authority responsible for their behaviour and actions
- empowering students to be positive leaders in their school and community
- communicating regularly and meaningfully with all members of their school community.

### **TEACHERS AND SCHOOL STAFF**

Teachers and school staff, under the leadership of their principals, help maintain order in the school and are expected to hold everyone to the highest standards of respectful and responsible behaviour; as they shall:

- help students work to their full potential and develop their self-worth
- empower students to be positive leaders in their classroom, school and community
- communicate regularly with parents on important issues
- maintain consistent standards of behavior for all students
- show respect for all students, staff, parents, volunteers and members of the school community
- prepare students for the full responsibilities of citizenship.

### **STUDENTS**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for their responsibilities as members of the school community.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
  - shows respect for himself/herself, for others and for those in authority
  - refrains from bringing anything to school that may put the safety of others at risk
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- follows the established rules and takes responsibility for his/her own actions.

## **SCHOOL COUNSELLORS**

The role of the school counsellors is not only to facilitate academic success, but also to help nurture the seeds for a balanced, joyful, and productive life, in which students can fully realize their potential and unique strengths.

More specifically, Counsellors:

- are always available to students and/or parents
- treat conversations with students as confidential (so long as doing so will not cause harm to the individual or others)
- are available for support during parent teacher meetings
- will provide guidance lessons and relevant workshops

## **PARENTS**

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students when they:

- show an active interest in their child's school work and progress
  - communicate regularly with the school
  - make sure their child is properly dressed, well rested and prepared for school
  - ensure that their child attends school regularly and on time
  - inform the school promptly about their child's absence or late arrival
  - become familiar with the school code of conduct, and school rules
  - encourage and help their child follow the rules of behaviour
  - help school staff deal with disciplinary issues involving their child.
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## 3. SCHOOL POLICIES

### POLICY ON EDUCATION AND TECHNOLOGY

Keystone recognises the value of technology in the classroom in order to teach technological competence as well as digital citizenship and media literacy. At the same time, we provide firm guidelines to prevent the misuse of technology by Keystone students on or off school grounds.

#### SPECIFIC GUIDELINES FOR ELECTRONIC DEVICES

- All use of electronics at Keystone schools must be both authorised and directly supervised by a teacher.
  - On occasion, teachers may request that students bring specific electronic devices to school for educational purposes. **Telephones are not considered research tools. Devices shall be used primarily for, but not restricted to:**
    - i. research in the library or classroom
    - ii. online tools, maps, or web pages in the library or classroom
    - iii. educational videos or media in the library or classroom
    - iv. photography or sound and video recordings for involved in the production of school projects.
  - Unless given permission for use by a teacher, students must have their electronic devices turned off prior to entry onto school premises. All devices on school premises must be locked away in the student's locker. In addition, any electronic devices brought to school must only be turned on after leaving the school premises.
  - Any telephone communication between students and parents/guardians is to be carried out through the school secretary. The use of cell phones for this purpose is strictly forbidden.
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- Devices may **NOT** be used for photography, video, or audio recording of any member of the student body, staff, or administration without consent of the teacher and any of the parties included.
- Any use of social media is prohibited on school grounds.

### **CONSEQUENCES OF THE MISUSE OF ELECTRONIC DEVICES**

Any member of the teaching staff or administration reserves the right to confiscate any electronic device at any time should she or he suspect misuse of the device for any reason.

Devices will be confiscated for the duration of the school day. Repeat offences will result in disciplinary action and notification of parents.

Disciplinary action will be taken based on general guidelines for behaviour at Keystone, pending review of the relevant committee governing disciplinary action at Keystone or administration.

### **ARRIVAL AND DISMISSAL POLICY**

When arriving at and leaving the school, students shall behave responsibly and in accordance to all Keystone policies. Any misconduct on the premises outside of class hours, or on any service bus to or from school, shall be dealt with in accordance to the general Keystone policies on student conduct.

Parents will ensure that the school is notified in writing of any changes to a student's shuttle program, or any other change that shall occur involving the presence or absence of the student at school or while under supervision of the school, well in advance.

Parents should not drop off their children earlier than 8.30 am or pick them up later than 4 pm. This is to ensure that students are never on school grounds without supervision. Parents who are unavoidably late must notify the school secretary immediately. Due to safety concerns, we ask that all parents and students leave the campus by 4 pm unless the student is involved in an after-school club.

Students who will commute to and from school without a parent or guardian present must provide the school with written notice and permission, as well as details concerning the route the child/ren will be taking to and from school. These students shall arrive at and leave the school grounds at the same time as all other students.

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### **PUNCTUALITY**

Students arriving to class late will be marked 'absent'. They will have to visit the principal's office in order to change their status from 'absent' to 'late'.

During the school day, students need to manage their breaks efficiently to be on time for classes. If they are late, they need to get a late slip from the principal and their instance of tardiness will be registered. Parents need to notify classroom teachers of unavoidable lateness in advance, and in writing.

### **STUDENT ABSENTEEISM**

Students who exceed a maximum of 20 days' absence may be subject to disciplinary action under the guidelines of the general Keystone policies, subject to review and evaluation by the administration on a case-by-case basis.

### **HEALTH POLICY**

Students who feel unwell or have injured themselves are taken to the school nurse. Please note that the nurse is not authorised to hand out any kind of medication unless parents give their written consent at the beginning of the year.

Please make sure to tell the school about food allergies, allergies to medication and any other chronic conditions, such as asthma, diabetes or epilepsy at the beginning of the year.

Parents are encouraged to keep their child/ren at home if:

- **they exhibit a fever of 38 degrees**
  - **they have a runny nose with discharge that is green or yellow**
  - **they are vomiting and/or have diarrhoea**
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## **RELIGIOUS ACCOMMODATION**

As an international school, Keystone recognises and respects all cultural and religious beliefs equally. However, religious instruction is not a part of the curriculum.

Unless otherwise specified, parents, students and staff should request religious accommodations in writing in September or as soon as possible. Student/staff making a request should specify the religious requirements and the details of the area of the practice that needs to be accommodated. Keystone will do its best to accommodate such requests.

## **KEYSTONE FIELD TRIP GUIDELINES**

Field trips will correlate with the PEI curriculum standards and Keystone educational philosophies, and be an extension of either.

Review of "standards of conduct" with students must take place prior to the trip. It should be emphasized that each student is an ambassador of Keystone, and people in the community may make judgments about the entire school based on the conduct of any one student.

A letter requesting permission for students to take the field trip will be sent to the parents prior to the trip. The letter should include the following information:

- A. Purpose of the trip
  - B. Place to be visited and address
  - C. Day and date of the trip
  - D. Estimated time of departure and estimated time of return
  - E. Type of transportation
  - F. Dress suggestions
  - G. Special suggestions (snack, lunch, etc.)
  - H. Inquiries to medication, motion sickness, or allergies
  - I. Costs inclusive to the trip
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All permission letters must be signed and returned to the classroom teacher. No student is allowed to go on a field trip who has not returned a signed permission letter. Permission offered over the telephone is not acceptable.

Service buses are used to transport students during field trips. If parents need to transport their children to or from a field trip location, advanced written notice is required.

Parents of students requiring medications on field trips must make arrangements with the school to accommodate the situation.

## **DRESS CODE**

Keystone students and staff are expected to dress for an environment that is appropriate to the presence of children. While this definition may be subjective, it is expected that all members of the Keystone community understand their community environment, the expectations of modest, hygienic, and appropriately-sized, adorned, and unworn clothing.

Specifically,

- trousers are to be worn at waist level
- no low necklines, or exposed midriffs
- tights or yoga pants are only suitable as underclothing
- skirt lines should be at shortest above the knee
- shorts should be at the length of the index finger
- dangling jewellery is not permitted (as it may catch, and cause safety concerns)
- makeup should not be excessive or exaggerated
- hair should be kept hygienic and unobtrusive (students may be asked to tie hair should it become a distraction)
- facial hair should be trimmed and neatly kept

## **UNIFORM POLICY**

From Monday to Thursday, students must wear a Keystone top of any colour. On Fridays, students may wear what they want, as long as it conforms to the general dress code.

For P.E., students are required to wear a Keystone T-shirt of any colour and either the Keystone shorts or tracksuit bottoms.

## **PLAGIARISM**

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Plagiarism is strictly prohibited at Keystone. Any instance of plagiarism is taken very seriously and is subject to the general disciplinary practices under the general code of conduct at Keystone schools.

## **LIBRARY USE**

The library is a resource made available to students and staff in order to encourage literacy, research, and leisure reading.

- The library will be locked when not in use, and all staff and students are required to obtain permission to use the library.
- The library may be used under the supervision of an authorised teacher or the librarian.
- Books can be checked out by the librarian.
- Overdue books are subject to late fees
- In cases where books are not returned, or there is an issue of vandalism or other misuse of books, fines or other penalties may be in order as deemed necessary by a review of the administration on a case by case basis

## **4. PARTNERSHIPS WITH PARENTS**

### **PARENT-TEACHER ORGANISATION (PTO) POLICY**

The purpose of the PTO is to enhance and support the educational experience at Keystone, to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at Keystone through volunteer and financial support.

Each class will be represented in the PTO by one parent. This class parent representative will be chosen by all class parents.

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This parent will need to inform other parents about PTO activities.

The PTO will elect a president, secretary, and a treasurer, during the first meeting.

The Principal is the liaison to the PTO and is responsible for attending the meetings.

Any decisions made by the PTO during these meetings must be approved by the school administration.

The term for a serving PTO member is one year. The school encourages a different representative from each class to become the PTO representative each year. The PTO will ensure that any activities run by or in conjunction with the PTO shall adhere to the following guidelines:

- There must be a clear educational purpose to any and all PTO activities, which coincide with the philosophies and curriculum of Keystone schools.
- Any funds produced by PTO activities must have a clear purpose and documentation set forth and made clear to the school in writing prior to the event.

## **POLICY ON PRIVATE TUTORING**

Private tutoring of Keystone students by any teacher at Keystone schools is strictly prohibited. Private tutoring falls outside of the Keystone philosophies on student inclusion.

## **GIFTS**

Parents should not feel obliged to participate in gift-giving. If parents do give gifts, they should not have more than a token value.

## **5. DISCIPLINARY ACTION**

- At Keystone, we initially approach inappropriate behaviour as something to be dealt with in class and/or by the school counsellor.
  - Students may need to be guided in understanding the source of their misbehaviour and learning the skills to handle situations differently.
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- Working with parents as our partners in finding solutions is an important part of this process.

Ongoing and repeated violations of school rules will be dealt with by a committee including at least one Principal, and appointed members of the staff.

A course of disciplinary action may include, not necessarily in the order given or limited to, the following:

- verbal or written reprimand
- a call or conference with parents
- in-school detention (during breaks and the lunch hour)
- denial of school privileges (i.e. library use, field trips)
- confiscation of personal objects
- time out
- replacement or repair of damaged or lost property
- school community service\*\*\*
- suspension from bus\*\*\*

#### CONCLUDING NOTE:

The ambition of Keystone Schools is to provide children, generations, and thereby humanity in general, with a better, more peaceful, and happier education alternative. In recognition of the fact that what is better academically or otherwise, more peace oriented, or inducing of happiness is continually in a state of change, Keystone Schools reserve the right to adjust its policies, curriculum, approaches, and educational philosophies in accordance to such change in the hope that it will always be towards the better.

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