Building Security

Property Searches

Anyone coming into the school is legally subject to search. Key School maintains an environment that is free of weapons, alcohol, tobacco, drugs, or drug paraphernalia.
Cell phones and personal electronic devices are to be kept in a backpack. Unannounced searches of lockers, backpacks, pockets, purses and/or shoes will be conducted on a random basis. Searches will be administered when administration has reason to believe that contraband or cell phones might be present.

Visitors

Visitors first have to be admitted through the secure gate surrounding the campus by using the callbox at the entrance. The front desk staff will admit visitors after determining the nature of the visit/ business. There are designated guest parking spaces on the west side of building. Visitors will use the call button to be admitted into the building from the front door by the front desk staff. Visitors must then check-in with the front desk and have their ID scanned into the Raptor Visitor system and a Visitor badge printed. Volunteers will also follow this protocol. Glass doors as well as the two secure doors will remain locked during the regular school day. Students are never to open the doors to anyone even if they recognize the visitor. Parents and family members are always welcome to visit. Key School does have the right to limit visits to the school to only those essential to school operations.

Lockers and Backpacks

Hall lockers are provided for students to store their backpacks, lunch boxes, and coats. Lockers are assigned by the school and may not be changed or decorated by students.
Please make sure the student's name is marked clearly on backpacks, coats, and lunches. Parents and students are cautioned not to put valuables such as money or jewelry in backpacks or lockers since these are group access areas. If items are brought to school, students must check it into the office upon arrival and

Respect Expectations

RESPECT expectations are posted in all classrooms and common spaces throughout the building. Students are required to adhere to these expectations at all times while on campus or in the community dying school events.

Medical Information

Nurse's Office

Students are required to have written permission from their teacher to go to the nurses clinic unless it is a medical emergency or for daily medication. Students who come to the nurses clinic without a pass from their teacher will be sent back to class. Parents will be notified if their child develops a pattern of frequent visits to the nurse's office.

Prescription or Nonprescription Medication

To administer prescription or nonprescription medication, Key School must have a Prescription Medication Administration Form completed and signed by both a parent and a licensed medical professional.

Parents are responsible for supplying medication in original pharmacy labeled containers and notifying the school nurse of any medication changes. All medication must be checked into the nurse's office. Students are not allowed to keep any prescription or nonprescription medication in their backpacks, purses, or pockets.

Medical Conditions

It is the parent's responsibility to enter in FACTS and inform the school nurse of any special medical condition such as food allergies, insect bite reactions, seizures, diabetes, asthma, etc., that may require medication or a medical procedure during school hours. Students with life threatening allergies must provide their own Epinephrine Auto Injector.

Key School Board has the right to refuse or discontinue enrollment to any student due to prior or present medical conditions if, in the opinion of the Head of School, that Key School is not a proper academic setting for that student.

Immunizations

The Public Health Department requires Key School to maintain a current record of immunizations. This record must be provided by the child's physician and filed on an official form. All information within "Immunizations" is taken directly from the Texas Department of State Health Service site and will be followed at Key School:
https://www.dshs.texas.gov/immunize/school/school-requirements.aspx

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists and the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is inconvenient to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found on the Exemption Information page on our website under 'Nurse's Corner.' Original Exemption
Affidavit must be completed and submitted to the school and must be updated every two years.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. More information regarding medical exemptions can be found on the Exemption Information page on our website under 'Nurse's Corner.' Original Exemption Affidavit must be completed and submitted to the school.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for next dose in series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69. For further help and guidance, please see the Provisional Enrollment Flowchart (PDF) and Provisional Enrollment Dosing Schedule (PDF) .

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.