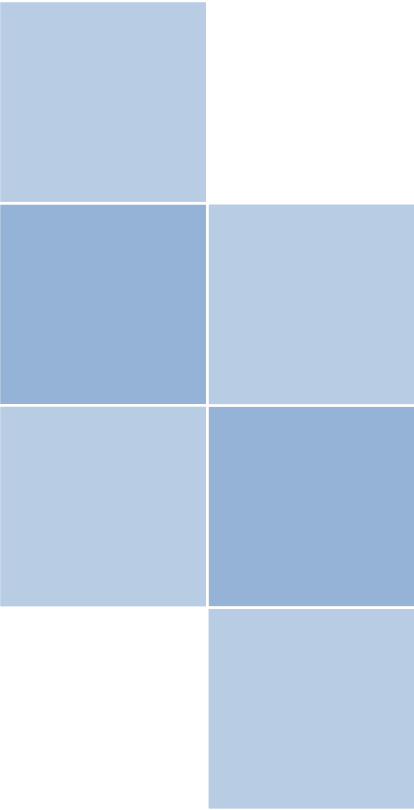


2016-2017



# The Keystone School Blended Program Handbook

Joffrey Ballet School NYC Students

This document serves as a supplement to The Keystone School Handbook



## Keystone Blended Program at Joffrey Ballet School

### **Lab Policies and Code of Conduct**

Welcome to The Keystone School at Joffrey. Your educational goals are best accomplished in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or infringes upon the rights of other individuals will not be tolerated. **Joffrey** reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all rules pertaining to the maintenance of appropriate student behavior. All Keystone Blended Model students are *required* to understand and abide by the policies listed below, as well as review and sign off on The Keystone School Handbook. We are excited to embark on this educational journey with you.

### **Roles and Responsibilities**

**Learning Site Coordinator** – Responsible for meeting with students weekly in order to establish a schedule/plan to complete courses within 1 year. The Learning Site Coordinator will monitor progress on a bi-weekly basis and share that information with Joffrey parents.

**Keystone Teachers** – Responsible for supporting students throughout the courses when a student reaches out with via email or phone with questions regarding course content or assignments.

### **Academic Expectations**

**These policies apply to all Keystone students who are part of the Keystone blended learning program or other Joffrey students utilizing the Keystone Learning Lab.**

Students will be in the lab on time for all school sessions, with **all** materials required for school. Students are required to follow the Dynamic Schedulers for each course and meet with the Learning Site Coordinator weekly to establish and monitor their school work plan. Students will keep their laptops in good working order by routinely running virus scans and deleting temporary internet files. **DO NOT** use file sharing programs. Students **will not** skip assignments without letting the Learning Site Coordinator know the reason.

Students in the blended program are expected to maintain at least a 70% grade average in each of their enrolled courses and on track with their approved Learning Site coordinator course plan. Any student who falls below a 70% grade average or falls more than 10% behind expected course progress when compared to the course plan will be placed on Academic Probation.

When a student is placed on Academic Probation within the Joffrey Blended program, in coordination with both the Keystone and Joffrey staff, the student will be expected to follow one of the following alternate routines:

- Grades below a 70% require students to be present at the supported study sessions each day of the week Monday-Friday at least 1 per day until grade is raised above a 75%.\*\*\*
- Course progress 10% or more behind compared to schedule requires student to be present in the study session room beginning at 8:00AM through 2:00PM, with a 30 minutes break for lunch every day of the week until progress is current with the expected schedule. \*\*\*This will result in dance classes being missed until course progress has been achieved.

\*\*\*If probation falls during a production preparation window, other arrangements to increase overall score may be made with Learning Site Coordinator with the approval of Keystone Administration.

## **Keystone Blended Program at Joffrey Ballet School**

### **The Keystone School Handbook**

Students must adhere to all Keystone policies. The following policies from The Keystone School Handbook all apply to all Keystone Blended students and will be reviewed on the first day of classes:

- Code of Conduct
- Academic Integrity Policy
- Grade Dispute Policy
- Grading Policy
- Course Extensions
- Withdrawals

### **Expectations of School Day**

- Students sit in their desks with their belongings, including backpacks, put under the table.
- Attendance is taken by student sign-in or Skype message sent to Site Coordinator.
- Students will check the *Schedule* for each course(s), each school day.
- Students begin working on their coursework and document progress on their schedule checklist.
- Students are expected to complete minimum of 12 hours of work per week in the blended learning classroom OR with virtual supervision via Skype Messenger. Additional hours of independent work are expected in order for students to obtain sufficient course progress (25 academic hours weekly is a good goal).
- Students must maintain active progress throughout their selected supervised hours.
- It is recommended that all students attend Saturday supervised sessions, especially lab days.
- Food or drinks in the lab must be approved.
- Students must alert Site Coordinator as soon as possible of any delays in expected start time. Students will be required to adjust time accordingly to complete 12 full supervised hours weekly.
- Habitually tardy (5 or more) or absent (3 or more) students will be considered "At Risk" and will be reported to Keystone Administration and parents will be informed.

### **Procedure for Virtually-Supervised Study**

- Students will log into Skype and message the Learning Site Coordinator to begin each supervised session from afar. The supervised session will begin when the student sends a Skype message detailing the assignments to be completed during that day's supervised time. This assignment to-do list may be simply copied and pasted from the course dynamic scheduler, but the list must specify which courses and assignments will be worked on during that session time.
- Students will be required to provide an update when their time is halfway done to describe the progress that has been made and expectations for the remaining time.
- Students must provide a final update at the end of the session, explaining how the session went, along with listing which assignments were completed for the day. Students should explain why any work from his/her initial list was not completed that day and include the updated plan for submission.

### **Accountability Expectations**

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Students must check their schedules to start each session and provide honest updates about submission and schedule status. Students are to remain actively logged into Skype throughout their entire supervised session. If a student is assigned an activity that requires book reading, drawing, etc., he/she should first message the Learning Site Coordinator to warn of their upcoming Skype inactivity, while still leaving Skype open. The Learning Site Coordinator will follow-up with progress checks throughout each session. Students are expected to respond to all messages within 5 minutes, or the session hours will not count as supervised study. Punitive measures:

- First offense leads to a notice to the student and parent
- Second offense leads to a phone conference with student, parent, and Learning Site Coordinator and a required 3-hour Saturday supervised study session at JBS
- Third offense leads to a phone conference with student, parent, Learning Site Coordinator, and administration of The Keystone School and two consecutive required 3-hour Saturday supervised study sessions at JBS. JBS staff will also be notified of the third offense.
- Fourth offense warrants expulsion from the program.

Students must remain in consistent contact with Learning Supervisor during all holiday/school breaks and vacations, unless prior authorization has been provided from parent or guardian. Students must stay on track with pre-arranged to-do list, and must update Learning Site Coordinator if an issue arises.

o If student fails to remain in regular contact (at least 1x/week), 1 extra study session will be required upon week of return.

o If student fails to remain in regular contact and falls behind schedule, 1 extra school day will be required upon week of return.

\*\*\*Students will not be permitted to attend any JBS summer intensive unless he/she is at least 75% complete with all coursework for the year.

### **Behavior Expectations**

- Show respect for all students, staff members, and visitors in the lab at all times.
- There is no reserved seating within the lab, unless student is assigned seat.
- If students listen to music, they must use headphones, use their own devices. Music **is not** to be streamed directly from the lab network. Volume must be adjusted so the music will not be heard by any others in the lab.
- The lab and internet are for educational purposes only. No downloads for personal use.
- Desktop images and screensavers should be appropriate for an educational environment.
- The use of sites not intended for academic purposes are not permitted in the lab. Online gaming and social media sites are not allowed at any time.
- Physical contact of any kind is not acceptable in the lab.
- **Student cell phones are not allowed in the lab.** The Learning Site coordinator will remove all cell phones if seen or heard in the lab. This includes text messaging.
- Students will lock or turn off their computers when leaving the lab for any reason.
- Students will keep all passwords secure. Do not give passwords to fellow students.
- All computers must be removed from the lab at the end of each lab session. No exceptions.

## Keystone Blended Program at Joffrey Ballet School

### Rules of Netiquette

**Do not** use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language, and always use a computer in a way that shows consideration and respect. These actions not only violate the school's policy, but may violate penal laws in the United States.

**Do not** cut, copy, or plagiarize Internet content, and always properly acknowledge the source of materials in accordance with the Keystone Academic Integrity Policy.

**Do not** violate the terms and conditions of websites accessed.

**Do not** violate any intellectual property rights of others (i.e., copyrights and trademarks). Never transmit or publish any information, software, or content that violates or infringes on the rights of others.

**Always** report any security problems or vulnerabilities in Keystone's network, or internet connection issues to a Keystone Learning Site Coordinator.

**Do not** violate the privacy of others and **never** view files that were not intended for your use.

**Do not** create harmful computer viruses and never transmit or publish any information, software, or content that is or that you suspect will be harmful. These actions not only violate the school policy, but may violate penal laws in the United States.

**Do not** give out personal information--including your full name (first names are best), home phone number, home address, or other data--anywhere on the Internet, including your email.

**Always** write down any error messages that appear when you are working with any application and report it to a Learning Site Coordinator.

**Do not** use email to transmit private information such as credit card numbers or social security numbers. Email messages can easily be intercepted and viewed.

**Do not** reply to email messages from strangers asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Always report any message you receive that is inappropriate or that makes you feel uncomfortable to your instructor or other school employee.

**Always** protect your password and never share with others.

**Users are subject to all local, state, and federal laws and agree to abide by all such laws.** School administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from The Keystone School, as well as other disciplinary or legal action.

### Behavioral Disciplinary Action

In the unfortunate event that behavioral expectations are broken while in lab the following steps will be implemented by the Keystone administration:

#### First offense:

- Offense is recorded and student is given assigned seat.
- Notification sent to parent.

#### Second offense:

- Notification sent to parent.
- Phone Conference with LS Coordinator, student, and parent.

#### Third offense:

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- 1 5-day suspension of lab and facilitator use.
- Phone Conference with LS Coordinator, student, parent, and administration of The Keystone School.

**Fourth offense:**

- **Student will be a candidate for expulsion from the KEYSTONE lab.**
- Offense is reported to appropriate Joffrey staff.
- Conference with LS Coordinator, student, parent, administration of The Keystone Staff and Joffrey.

### The Keystone School at Joffrey Blended Handbook Acknowledgement

By signing this document, the Keystone student and parent affirm they have read and understood all stated policies and consequences. It is understood that violation of these rules will result in immediate disciplinary action, including, but not limited to, confiscation of property, loss of lab privileges, and parental notification.

I, as a Keystone student, have read and acknowledge the above policies and the policies outlined in the Student Handbook. I understand that plagiarism is an act of intellectual dishonesty and is unethical and unacceptable in any academic setting.

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Student's name

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Student's signature

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Parent's name  
(If student is under 18 years of age)

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Parent's signature

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Facilitator Witness

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Date