

STUDENT/PARENT RESOURCE GUIDE  
2009-20010

**Keystone Elementary School**

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**THIS RESOURCE GUIDE BELONGS TO:**

**NAME:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

**ROOM:** \_\_\_\_\_



**FORWARD**

*This resource guide was compiled so that you, as a student, and your parent/guardian would have a written copy of the rules and policies of our school. You are encouraged to consult this resource guide often so that you will understand the rules and regulations as well as other important information pertaining to the school. While this resource guide has the most pertinent information that you will need to know, it is not intended to address every concern or issue that you may have during a given school year. When this resource guide does not give you the information you need, you should contact your building principal, counselor or a teacher for help.*

## **WELCOME TO KEYSTONE ELEMENTARY SCHOOL**

Welcome to Keystone Elementary School. Our staff is proud to have you as a part of our school.

Great things happen at Keystone Elementary School. Our focus is on success and achievement. We help every student strive to be his or her very best.

At Keystone Elementary, we encourage you to be involved. If you as a parent, guardian, or student have a concern, we encourage you to address it in order to continue the high success rate we have in our district.

This resource guide has been prepared to provide direction and guidance to Keystone Elementary students and their parent/guardian. It attempts to clarify the rules, regulations, and guidelines that have been developed. We encourage students, teachers, and parents to read it carefully, to suggest improvements, and most importantly, to follow it.

It is our hope that this resource guide can help to improve our school climate so that every student can experience the rewards of living in a democratic society.

**Mrs. Shawn Corcetti  
Elementary Principal**

# KEYSTONE SCHOOL DISTRICT

## Mission

The Keystone School District, through partnerships with home and community, provides students with a safe, high-quality education that inspires lifelong learning.

## Vision

It is the vision of the Keystone School District that our students will become responsible citizens equipped to apply 21st century skills successfully.

In pursuit of this vision, the Keystone School District will:

- Maintain a safe, and dependable learning environment
- Provide all students with a quality curriculum delivered by quality teachers.
- Provide future-focused leaders who will address the aspirations and abilities of all students
- Prepare students to be technologically literate, globally-minded, and future-oriented
- Prepare students to communicate effectively and work cooperatively in order to serve as a positive leadership force in the community

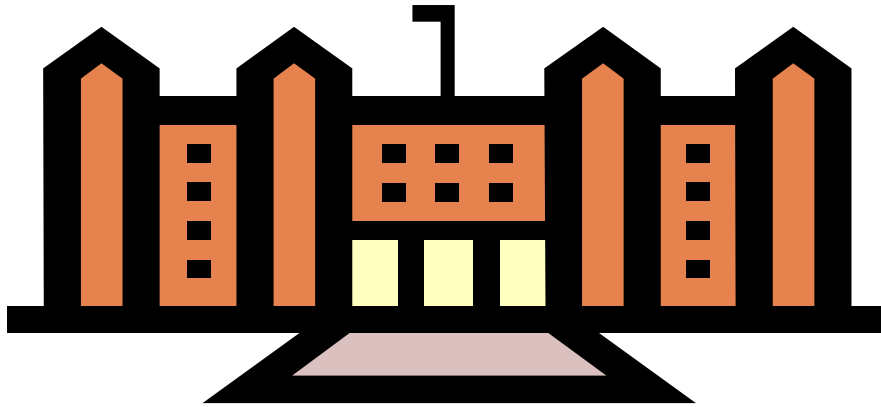
## Shared Values

We believe that family and community support a school environment that fosters and encourages our children to develop authentic relationships, personal ethics, mutual respect, and motivation to learn.

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## KEYSTONE SCHOOL DISTRICT CALENDAR 2008-2009

August 26, 27	In-Service Days
August 31	Act 80 Day
September 7	Labor Day
October 2	ALF Vacation Day
November 13	Act 80 Day
November 26, 27, 30	Thanksgiving Break
December 1	Act 80 Day
December 24, 25, 26, 29, 30, 31	Winter Break
January 1	Winter Break
January 18	Act 80 Day
February 12	Make-Up Day
February 15	Act 80 Day
March 31, April 1	Make-Up Days
April 9, 13	Make-Up Days
April 2	Spring Break
April 5	Make - Up Day
May 1	Prom Day
May 31	Memorial Day
June 2	Last Student Day & Commencement
June 3	In-Service Day

## A. ATTENDANCE

	<u>Tardy</u>	<u>1/2 Absent</u>	<u>Present</u>	<u>Absent</u>
<u>Arrive 9:15-10:00 AM</u>	<u>X</u>			
<u>Arrive after 10:00 AM</u>		<u>X</u>		
<u>Dismissed before 2:30 PM</u>		<u>X</u>		
<u>Dismissed after 2:30 PM</u>			<u>X</u>	
<u>Dismissed before 10:00 AM</u>				<u>X</u>
<u>Dismissed and Returned</u>			<u>X</u>	

Regular student attendance at school is very important. In order to achieve success and achievement within this school district, a student must be present at school so he or she can participate in instructional activities as well as interact with other students under the guidance of our competent teachers.

When a student has regular attendance at school and is also an active participant in the curricular, co-curricular, and extra-curricular programs available at Keystone, then we as administrators, staff and faculty know that we have given every opportunity to that student to reach his/her potential and to experience the highest degree possible of achievement and success in school and in later years as well. Through the development of this positive attitude, the student will foster pride in him/herself, our school, and our community.

### ARRIVAL PROCEDURES

- Students should not arrive at school before 8:55 AM. Exceptions to this rule are: 1. Students who have written permission from a teacher that he/she will be supervised. 2. Band and choir students who have written permission from a parent or guardian to ride the high school bus for their morning practices.
- After entering the Elementary School building all students should report directly to their classroom. Students who eat breakfast should: **Grades 1-6** - Students should report directly to the cafeteria to eat and should report directly to homeroom immediately following break-

fast. **Kindergarten** - Students should report directly to homeroom and then go to breakfast.

## **LATE ARRIVALS/EARLY DISMISSALS**

### **Late Arrivals**

- If a student arrives on a late bus after 9:15 AM, he/she must report to the Elementary Office to have his/her name removed from the absentee.
- If a student arrives after 9:15 AM for any reason other than arriving on a late bus, he/she must report to the Elementary Office with a parent or guardian to be signed in and removed from the absentee.
- Upon the third instance of unexcused/illegal tardiness in a 20 school day period the student **may** be assigned to the Student Improvement Program.
- Additional unexcused/illegal tardies in the same 20 day period may result in suspension from school.
- Examples of unexcused/illegal tardiness include but are not limited to: over slept, missed bus
- Three late arrivals in a 20 day period for medical reasons **may** result in a request for a doctor's excuse.

### **Early Dismissal**

- Classroom instruction continues until 3:35. While it is not recommended that children be dismissed before the end of the school day, we realize that it may become necessary from time to time. Please use the following procedures when requesting early dismissal:
  1. Students wishing to be dismissed early must bring a written and signed note from a parent/guardian stating the date, time, reason, and name of the person who will be picking up the student for dismissal. The note should be given to the homeroom teacher. The teacher will be responsible for sending the written note to the Elementary Office.
  2. All early dismissals must be approved through the Elementary Office. Reasons for early dismissal are the same as those reasons listed for excused absences (See SECTION II under ATTENDANCE).
  3. A parent or guardian must sign the student out in the Elementary Office prior to the student being excused.
- All unlawful excuses can result in violation of the Compulsory School Attendance Law. Students **may not** be permitted to make up work or tests if absent for unlawful reasons.
- Any work completed in class that is missed for an unlawful reason **may** result in a zero for the day.
- If returning to school from an early dismissal, students must report to the Elementary Office before returning to class.

## ABSENCES/WRITTEN EXCUSES

- There are several legal reasons that a student may be excused on a temporary basis. Please refer to the Attendance Policy Section II of this Resource Guide titled Laws of the Public School Code of PA and the State Board Regulation for more information.
- The day a student returns to school after being absent, a written excuse, signed by a parent or guardian, must be submitted. The excuse must state the student's first and last name, homeroom number, dates of absence and an exact reason for the absence.
- All students, regardless of age, must have an excuse signed by the parent or legal guardian.
- When a student is absent and goes to the doctor, please retain a note from the physician for the school to keep on file.
- **If a student is absent three consecutive days, a physician's excuse may be required.**
- When a student has been absent 10 or more days that are not verified with a physician's excuse a warning letter will be mailed home.
- When a student has been absent 15 or more days that are not verified with a physician's excuse, a letter will be mailed home requesting that a physician's excuse be submitted for each additional absence for the remainder of the current school year.
- If you have received a letter requiring a physician's excuse and one is not submitted, those days will be considered unexcused/illegal, even if a hand written note from the parent is submitted.
- After each unexcused absences, a letter will be mailed to the parent/guardian.
- After the third unexcused absence, a citation will be filed with the District Justice following each additional unexcused absence.
- Repeat occurrences of any situation involving continued high absenteeism or tardiness may prompt the school to require a physician's statement for any additional absence.
- Failure to get up, failure to have children ready for the school bus and failure to arrange for regular child care constitute parent neglect and are not sufficient reasons to excuse a child from school attendance. (PDE Policy Guidelines).
- Unexcused absences by children of compulsory attendance age are considered illegal and the appropriate punishment/disciplinary action to be taken is defined by law. (Pennsylvania Public School Code—Article IXXX, Section 1333)

## HOMEWORK MISSED DURING ABSENCE

- After the third day of absence, parents or guardians are requested to contact the Elementary Office as to the nature of the illness. At that time, you as a parent or guardian, may request the student's homework assignments for the past excused absences. However, please contact the Elementary Office before 10:00 AM to request homework.
- After 3:00 PM is the best time to pick up homework. This gives the teachers plenty of time to gather work from any other teachers your child may have.
- Teachers may, at their discretion, choose to adopt a different policy in their classroom for a student's homework to be sent home prior to the third day of absence.
- It is the student's responsibility to make up all work missed during the absence. All work will be made up within a period of time equal to the days absent.

### **REGULAR DISMISSAL**

- Each student will be dismissed as listed on the departure schedule of the classroom teacher.
- A written and signed note or a phone call from a parent/guardian is necessary for a student to change his/her normal dismissal routine.
- A person designated by you through a note or phone call may pick up your child at school.
- When there is a change in dismissal arrangements, the person picking up the student must sign the student out in the office.
- At 3:35 the bell will ring to dismiss students who are meeting a parent or another responsible adult in the lobby. Please exit past the gym through the doors by the cafeteria.
- If walking home or meeting a parent or other responsible adult in the parking lot, the student will be dismissed with the bus students. (2nd bell)
- If a student does not bring in a signed note, the student will be dismissed according to his/her regular procedure.

### **DISTRICT BUS TRANSPORTATION**

The Keystone School District will combine bus stops where possible to minimize the amount of time students are riding the school bus. This is particularly important between the afternoon secondary and elementary runs. Due to insurance liability and bus overloading concerns, student bus stops must be consistent from day to day. If circumstances warrant, AM and PM stops may differ but once established must remain consistent throughout the year.

If an emergency arises that requires consideration of a one-time change in this procedure, the building principal must be notified and must approve this change.

An EMERGENCY is defined as an unforeseen event that requires a one-time change in a child's official school bus routine.

The following are examples of situations which would not be considered emergencies:

Change in parent's work schedule

Lack of babysitter

Regularly or previously scheduled appointments

The following are examples of situations which may be considered one-time emergencies :

A sudden change in parent's work schedule with notification from the parent occurring within a few hours of regular scheduled school dismissal

Family medical emergency

Traffic accident involving family member

#### OFFICE PROCEDURE

1. The elementary office receives a call from a parent who requests a change in a child's normal dismissal routine. The secretary makes an initial evaluation of the call.
2. The call may be referred to the Elementary Principal who makes a determination on a case-by-case basis. In the absence of the principal, the call will be referred to the Superintendent for a final determination.
3. The Superintendent is the final appeal if the parent does not accept the Principal's decision.

### **PARKING LOT PROCEDURES**

(Drop Off and Pick Up)

The safety of children is our first concern at Keystone Elementary School and we are especially concerned with student safety during periods of high traffic flow. An additional exit was added to the Elementary School parking lot and a traffic flow pattern has been created. The purpose of the pattern is to separate the bus traffic from other traffic. Employees arriving before 9:00 AM may use the bus lane when parking in the employee parking lot.

The side of the parking lot to the right of the center entrance (when facing the school) is for bus traffic only. No visitor traffic should occur there. When dropping off or picking up children, you should enter at the **center entrance**. Please exit at the end of the parking lot that is nearest the high

school (to the left of the center entrance). You may drop children off along the curb near the cafeteria. Students should use the entrance near the cafeteria. Do not park along the curb.

### **EMERGENCY SCHOOL DELAYS ,CLOSINGS, AND EARLY DISMISSAL**

- If there is a one-hour delay to arrive at school, school starts at 10:00 AM and there is regular dismissal at 3:35. Breakfast will NOT be served.
- If there is a two-hour delay to arrive at school, school starts at 11:00 AM and there is regular dismissal at 3:35. Breakfast will NOT be served.
- In the event of a delay in the start of school, any band/choir practice scheduled for that day will still occur on the delayed schedule time.
- In the event of a delay or early dismissal, the regular elementary bus will provide transportation. Parents choosing to keep students at home on these abbreviated days are reminded to provide an excuse as is required for any absence. Absences on those days for safety and transportation are excusable.
- If school is Closed or has an Early Dismissal, all After school/ Evening Activities are also Cancelled.
- Please have a plan to accommodate for Early Dismissals called by the School District. Review this plan with your child as the winter weather approaches.
- You can check for school closings on the web at [cancellations.com](http://cancellations.com) or [keyknox.com](http://keyknox.com).
- Local radio stations KDKA - 1020 AM of Pittsburgh; WWCH 1300 AM and WCCR 92.7 FM of Clarion; WCUC 91.7 AM and WMKX 95.9 FM of Brookville; and WGYI 98.5 FM, WUUZ, and WOXX 99.3 FM of Franklin will carry the announcement.
- WPXI, Channel 11 and KDKA Channel 2 will carry the announcements for school closings and delays.
- **PLEASE DO NOT CALL THE SCHOOL**

### **LAWS OF THE PUBLIC SCHOOL CODE OF PA AND THE STATE BOARD REGULATIONS**

The Public School Code of Pennsylvania and the State Board Regulations include a number of specific reasons for which a student may be excused from school for all or part of a school day. These include, but are not limited to:

- Observance of religious holiday
- Religious instruction. (This is restricted by law to a maximum of 36 hours per school year)

- All trips, not school sponsored
  - Health care: Students may be excused for medical or dental appointments that could not be arranged after school hours.
  - Illness and other urgent reasons. In general, absences for the following reasons would be excused:
    - Illness or recovery from an accident
    - Quarantine of the home
    - Court appearance
    - Family educational trips (maximum of 5 days)
- NOTE:** Hunting and/or fishing will not be considered an excused absence.

### **PRE-APPROVED TRIPS**

The school district recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Pre-approved forms are available in each school office. Forms may also be printed online at [www.keyknox.com](http://www.keyknox.com). Upon receipt of the request form from the parent or guardian, an evaluation will be made based on the following:

- Educational value of the trip for the development level of the student.
- Attendance record (must be free of unlawful or illegal absences). The total days of absences shall not exceed 15 days.
- Number and frequency of prior requests for educational trips. (A maximum of 5 days will be approved for family trips.) The number of trips is not defined.
- Present academic standing.
- Possible effect of absence on academic standing.
- Students are responsible for keeping up with assignments during the trip.
- The form must be submitted five school days prior to the trip.
- Pre-planned trips will not be approved during scheduled PSSA testing.

### **MORNING EXERCISES**

- All students are to be seated and quiet during the reading of the announcements.
- All students are encouraged to stand to recite the pledge of the flag. Activity during this designated time will come to a halt.
- Teachers are responsible for an accurate daily report of student absences.
- The teacher will designate a student to come to the Elementary Office by 9:30 AM with the classroom correspondence.

## WITHDRAWAL FROM SCHOOL

- Parents who plan to withdraw or transfer students to another school must report to the Elementary Office to complete the necessary paper work. An exit interview **may** be conducted at the time of withdrawal.
- All books must be returned and all financial obligations satisfied before withdrawal can be completed or records can be forwarded.

## VISITORS AND GUESTS

All school visitors (including parents and students) as well as volunteers must sign in at the Elementary Office before proceeding to any area of the school during the time that teachers are required to be in the building. The Elementary Office will issue a badge that says "Visitor" or "Volunteer" which must be displayed at all times. Badges for classroom visitations will not be issued without teacher's permission. Before leaving the school, the badge must be returned to the Elementary Office and that visitor or volunteer must sign out. Visitor/Volunteer privileges may be terminated at any time by the principal.

NOTE: The Elementary Office should be notified in advance when a teacher knows that a Keystone High School student will be coming to the elementary building. The rules outlined concerning signing in and out and the issuance of a visitor badge will still apply.

There will be some activities that will warrant exceptions to the above rules, which must be approved in advance. For example, guests may attend the end of the year sixth grade dance with prior approval.

## B. STUDENT SERVICES

### GUIDANCE DEPARTMENT

**The Guidance Department provides services to students, teachers, and parents to help promote the mental, physical, and emotional growth of each child and to encourage the student's effective use of decision-making skills, career information and self-awareness in planning for the future.**

**Counseling: Counseling services are available to all students. Educational, vocational, social, or personal counseling can provide a stu-**

dent with the necessary insights to approach his problem or situation with a greater confidence and skill. If further help is needed, the counselor will refer the student to the appropriate sources. When possible, a student should make an appointment for each counseling session.

Group Guidance: Group sessions are held throughout the school year for various purposes. Small special groups can be formed for many reasons at the recommendation of teachers, parents, or students themselves. Most groups will meet during a class period or during lunch.

Consulting: The guidance counselors are available to consult with students regarding academic or personal issues. A counselor may act as a referral agent for a student in cases where he or she needs help from outside agencies. The counselors also acts as liaisons between the home and school.

## **HOME EDUCATION**

Home education programs are conducted for resident students of the district in accordance with Section 1327.1 of the Public School code of 1949, as amended.

Home educated students' entry/re-entry into the district and/or participation in the district's extracurricular and/or interscholastic athletics is set forth in Board Policy #137.

No home-educated student shall be placed within the district or otherwise permitted to participate in any district extracurricular program until all residency and other eligibility requirements are satisfied.

The entire Home Education Policy is available on the district website and in the Keystone School District Office.

## **SCHOOL PSYCHOLOGIST**

A school psychologist is available to observe and evaluate students and to meet with students and/or parents or legal guardians for school related issues.

## **HOMEBOUND INSTRUCTION**

A student's family may request and be granted homebound instruction for

a child. The following procedure should be followed in order to have homebound instruction provided:

- The parent/guardian must request such teaching by calling the administration and then providing a written request for homebound instruction for the child.
- The child's doctor must certify in writing the need for the child to be instructed in the home. The doctor must provide a starting and tentative ending date.
- These requests must be turned into the Elementary Office.
- Homebound instruction is approved by the Superintendent of Schools.
- Homebound instruction is not mandated by the Department of Education.

Teachers will provide the homebound instructor with the appropriate materials. The homebound instructor will provide the subject teachers with progress reports at regular intervals throughout the period of instruction. The subject teacher will assign a grade upon completion of instruction.

## LIBRARY

The Elementary School Library plays an integral part of the education of Keystone Elementary students. Scheduled visits for students begin in kindergarten and continue throughout a student's elementary career. The library offers the ability for each student to develop an early interest in books and reading as well as the ability to continue such interest over a lifetime

- **Open Library:** Students will come at their scheduled classroom time and/or other times upon written permission by their classroom teacher. Parents and other patrons are also welcome to come to the library and use the materials that are available.
- **Sign-Out of Materials:** Materials can be signed out for a one-week period. They may be renewed for additional time if needed.
- **Return Policy:** All materials should be returned by their due date so they will be in circulation for others to read.
- **Library Skills:** Library skills will be taught to a class at the request of the classroom teacher. Students are also encouraged to ask questions when they are unsure as to how to find a particular book, reference source or use the CD-ROM disks.
- **Returned but Damaged Books:** A student who returns a damaged book should notify the librarian at the time the book is returned. A student should NOT attempt to repair the book himself prior to returning it. The librarian will make all attempts to repair the book at the time or return. In the event that the book cannot be repaired to the satisfaction of the librarian, the student will be responsible to pay the replacement cost of the book.

- **Lost Books:** Students will be expected to pay the replacement cost for any book not returned by the end of the school year.
- **Care of Books:** All students are expected to take care of any book or software taken from the elementary school library.
- **Selection of Materials:** Students will be required to select their own materials so as to develop the necessary library and decision-making skills. Upon request by a student, the librarian will aid the student in his/her selection.
- **Behavior:** Students are expected to behave appropriately when they are in the library. If a class is in session and a student comes to visit the library to get or return materials, that student should be courteous and above all not disrupt the class that is there.
- **Selection of Books:** Every attempt is made when materials are purchased for the library to accommodate a wide variety of interests as well as current issues of concern. In addition, materials are purchased based upon recommended sources that are accepted on a nationwide basis.

## PHYSICAL EDUCATION



In order for a student to participate in a physical education class, the student must have the appropriate clothing and shoes. If a student comes to physical education class with unacceptable clothes or shoes, he or she will not participate in that day's activities. The student may be given an alternate activity.

## ART

Students develop a rich appreciation for art by learning about art movements and famous artists. Keystone students are encouraged to explore a variety of art media to expand their creativity. Their artwork is displayed in the halls and in the lobby showcase.

## MUSIC

Students at Keystone Elementary School explore the facets of music through singing, listening, playing instruments, dancing, and drama. The focus is on the basic elements of music: melody, harmony, rhythm, form and tone color. A variety of activities encourage cooperation, performance and enjoyment. Band instrument lessons are offered in the fourth, fifth and sixth grades. Music can and does make a difference in the lives of our students.



## **SPECIAL EDUCATION**

### **STUDENT SUPPORT SERVICES**

The **Student Support Services (S.S.S.)** is an innovative program that strives to maximize individual student success in the regular classroom while at the same time serving as a screening process for students who may be in need of special education services. The **S.S.S.** is a positive, success-oriented team that uses specific assessment and intervention techniques to help remove educational, behavioral or other stumbling blocks for all students in the regular classroom.

Any elementary school student who experiences consistent academic or behavioral problems may be a candidate for S.S.S. The classroom teacher, other educators, or parents identify students for S.S.S.

The S.S.S. process involves three steps:

1. Identifying a student's need for academic or behavioral support.
2. Determining the strategies needed to assist the students.
3. Implementing intervention strategies through a continuum of services.

For more information or assistance, contact the Elementary Office.

### **TITLE I**

Title I is a federally funded program designed to provide math and reading support services to qualified children within our district. Services are usually provided within the classroom collaboratively with the classroom

teacher and the curriculum. A Reading Specialist and Title I provide instructional aid services. For more information, contact the Elementary Office and ask to speak to the Title I Coordinator.

### **NCLB PARENTS RIGHT TO KNOW**

The Keystone Elementary School receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teachers or paraprofessionals. Parents also have the right to ask for the following information about their child's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by a paraprofessional and, if so, their qualifications

If you would like to receive specific information about your child's teacher or paraprofessional, please contact Mrs. Corcetti, our elementary school principal.

### **SPEECH AND LANGUAGE SUPPORT**

Speech and language support services are provided to students from kindergarten through sixth grade. Areas considered for remedial support include: listening and auditory processing skills, language development, articulation development, fluency, and voice disorders. This service is initiated by teacher or parent/guardian referral.

### **GIFTED PROGRAM**

A gifted program is available within the school district. Those students who qualify at Keystone Elementary School are serviced through individualized educational plans, which include enrichment activities and advancement.

The Keystone Elementary School gifted program is designed to be an extension of regular classroom learning and is intended to challenge and broaden the mind of the gifted students. For additional information, contact the elementary principal.

### **LEARNING SUPPORT SERVICES**

Learning Support Services are provided to qualified students with learning difficulties. Individualized programs are developed in accordance with state and federal regulations. For more information, contact the elementary principal.

### **LIMITED ENGLISH PROFICIENCY**

In accordance with the Board's philosophy to provide a quality educational program to all students, the Keystone School District utilizes the English as a Second Language Program. This program includes techniques, methodology, and special curriculum designed to teach ELL students social and academic English language skills. The ESL instruction is in English. The instruction is based on the ESL Pull-Out Model where the ELL student is pulled out of the mainstream classroom in order to receive specific instruction in the development of conversational and academic English.

### **COMPUTER ACCESS/LABS**

There are two intermediate laptop computer labs and one primary laptop lab. All of the computers are IBM compatible. In addition, each classroom has at least one IBM compatible multi-media computer. Internet is accessible throughout the building.

- Students are not permitted to utilize computer labs unless monitored by a supervisor or teacher.
- Computer usage is authorized only for district curriculum procedures.
- Misuse of district technology will result in disciplinary action.
- The Internet is available to Keystone students for instructional use only. Any inappropriate use of the Internet, including accessing inappropriate sites, advertising, buying or selling, or any other non-school related use is strictly forbidden.
- Any attempt to transmit or receive messages containing profanity, obscenity, or inappropriate language that may be offensive to other users is strictly forbidden.

A copy of the District Acceptable Use Policy must be on file for each student before using the Internet. A copy of the Acceptable Use Policy is distributed to all incoming kindergarten students and all new students when they enroll.

### **STUDENT ACCEPTABLE USE POLICY**

Students have access to the Keystone School District computer network. This access includes connections to computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. Our goal in providing this service is to promote educational excellence at Keystone by facilitating resource sharing, innovation, and communication. The system hardware is District property. All material/messages created, composed, sent, or received on the system are and remain the property of the District and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The uses of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of computer equipment, computer software, and the Internet in the Keystone School District. When using the District's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times, which includes class time, break time, work time, after hours, and on weekends, and applies whether you are on or off District premises during the use.

#### **A. Educational Purpose**

The Keystone School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The Keystone computer network has not been established as a public access service or a public forum. The Keystone School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student/Parent Resource Guide, as well as the law, in your use of the Keystone computer network. You may not use the Keystone computer network for commercial purposes. This means you may not offer, provide, or purchase products through the network.

#### **B. Student Internet Access**

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Educational staff will, to the best of their ability, monitor minors; use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

### C. Unacceptable Uses

- **Personal Safety:** You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.
- **Email, Blogging, Chat, and Instant Messaging:** You will not use commercial Web-based mail (Hotmail, Yahoo Mail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL Instant Messenger, MSN Messenger, and ICQ. You are not permitted to contribute to web logs or to be in online Web-based chat rooms unless it is part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using IRC chat programs on any school computer.
- **Illegal Activities:** You will not attempt to gain unauthorized access to the Keystone computer network or to any other computer system through the Keystone computer network or go beyond your authorized access ("Hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use the Keystone computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- **System Security:** You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, this may be construed as an illegal attempt to gain access.
- **Inappropriate language:** Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's

sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. Persons who wish to express personal opinions on the internet must obtain their own user names on non-institute-owned system. You will not post information that could damage or endanger another's reputation. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

- **Respecting Resource Limits:** You will use the system only for educational activities. You will not download any files. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in cancellation of privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.
- **Plagiarism and Copyright Infringement:** You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- **Inappropriate Access to Material:** You will not use the Keystone computer network to access material that is profane or obscene ( pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

#### D. Your Rights

- **Search and Seizure:** The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the district or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the Keystone computer network may lead to discovery that you have violated this Policy, the provisions of the student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.. Your parents have the right at any time to request to see the contents of your files.
- **Due Process:** The District will cooperate fully with the local, state, or federal officials in any investigation related to any illegal activities conducted through the Keystone computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

#### **E. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District computer system will be error-free or without defect. The District will not be responsible for nay damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **F. Personal Responsibility**

When you are using the Keystone computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world. You and/or your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

**Parent/Guardian and student will be required to submit a signed approval form to his/her homeroom teacher before the student is permitted to use technology within the school.**

## **NURSE’S OFFICE/HEALTH SERVICE**

The school health service includes a variety of functions that are designed to assist in protecting or improving student health. Activities in the health service attempt to increase the students' understanding of health, to develop more favorable attitudes toward health and to produce more desirable health practices.

A nurse is available daily to administer first-aid, handle sudden illnesses, and pass prescribed daily medication.

Students will not be admitted to the nurse's office between classes or during lunch. If a student becomes ill during lunch, a pass may be obtained from the lunchroom supervisor.

## **MEDICATION**

Medications (including over-the-counter and prescription medications) should be taken at home if at all possible.

If it is absolutely necessary for a medication to be taken at school the following steps MUST be completed due to Pennsylvania State Laws and Nursing Regulations.

- A doctor's order must be on file in the nurse's office for ALL medications (including over-the-counter medications). A form can be obtained from the nurse's Office or from the school website and can be given to or faxed to the doctor to be completed and returned. (A copy of the original prescription may substitute for this form). A parent signature of permission to administer the medication must also be obtained and on file in the nurse's office. (NO medications of any kind can be legally administered without a doctor's order and a parent signature).
- Prescription and over-the-counter medications must be in an original container. (The pharmacy can provide an extra labeled container for prescription medication for school use.) Sending medications in a plastic bag, envelope or other containers is not acceptable and cannot be administered to the student.
- These over-the-counter medications are available in the nurse's office and will be given at the discretion of the nurse as long as a parent/guardian's signature is on the back of the Emergency card:
  - A. Tylenol                      B. Anbesol                      G. Ibuprofen
  - D. Caladryl/Calagel            E. Antacid                      F. Eye Drops
  - G. Antibiotic Ointment        H. Kaopectate or Imodium
  - I. Benedryl                      J. Adrenalin                    K. Burn Gel

Please alert the nurse of any new conditions, allergies, or medications that change during the school year.

- Asthma inhalers must have an Asthma Action Plan completed by the phy-

sician and signed by a parent. This form can be obtained through the nurse's office or from the school website. ([www.keyknox.com](http://www.keyknox.com))

## **EXAMINATION**

Physical and dental examinations as mandated by the State of Pennsylvania will be completed throughout the school year by a physician and a dentist as designated by the Board of Education. State mandated screenings will also be completed in the nurse's office. Exams and screenings are given as follows:

- Physical examination—Kindergarten & Grades 6 & 11
- Dental examination—Grades 1, 3, & 7
- Height, Weight, Body Mass Index (BMI) & vision examination—All Grades
- Hearing examinations—Grades 1, 2, 3, 7, & 11

Parents are encouraged to have their children's physical and dental examinations completed by their family doctor or dentist, using the form sent home. If you choose to have the school do the exams, free exams are offered with a signed parent permission form. If a student is absent for the exams at school the parent is responsible to have the examinations done at their own expense.

## **POLICIES REGARDING ILLNESS AND ACCIDENTS**

When children are ill or have a fever they should be kept home and be fever free for one day (without medication) before returning to school. When students become ill at school, they must report to the nurse's office. The nurse will notify a parent, guardian or person indicated on the student's emergency card if the student is too ill to remain in school. The student is **NOT** permitted to directly contact his/her parent. In addition, students are absolutely forbidden to leave school grounds without permission from the nurse or an administrator. Finally, any student leaving school because of illness without prior early dismissal approval must be signed out by a parent/guardian or person authorized by the parent at the Elementary Office. All accidents are to be reported to the nurse's office immediately.

In case of serious illness or injury, when medical attention is required quickly and the parent or guardian is unavailable, the student will be sent to the preferred hospital via emergency vehicle.

A modified physical education program will be provided for students who, because of physical handicap or injury, cannot participate in a regular physical education program. A written statement from a physician stating reason for a modified physical education and its duration

must be brought to the nurse's office.

## **IMMUNIZATIONS AND HEALTH RECORDS**

A student may not legally be enrolled without proof of proper immunizations. The state requires that a completed Certificate of Immunization be on file at the school for each student enrolled in the particular building they attend. A health record is maintained in the nurse's office for each student enrolled.

## **HEAD LICE**

Head lice can happen to anyone. Each year, the school district has several cases of reported lice. Please examine your child's scalp and hair closely on a regular basis. Report any lice found to the nurse. Please feel free to call with any questions or to have your child examined by the nurse.

## **CONJUNCTIVITIS (PINK EYE)**

Conjunctivitis or pink eye is an inflammation of the white part of the eye. Symptoms include watering, irritation, mucous discharge, light sensitivity, and/or swelling of the eyelids. Pink eye is very contagious and is spread by contact from contaminated fingers, clothing and other articles.

The period of incubation is 24-72 hours and can last from 2 days to 2-3 weeks. Treatment usually consists of good personal hygiene to prevent spread of the infection and a prescription ointment or drops. If a child is diagnosed with pink eye, he/she may return to school when treatment has begun with a prescribed medication given to the student by a physician and there is no drainage from the eye.

## **WHEN TO KEEP YOUR CHILD HOME**

Here are some guidelines to follow when deciding whether or not to send your child to school. Please do not send your child to school if he/she has the following:

- Green nasal or eye drainage
- Continual harsh cough
- Vomiting or diarrhea
- If the eye is red, watery, and crusted in the morning (Pink eye or some type of conjunctivitis)
- Temperature 100 degrees or above
- Your child should be fever free for one full day (without Tylenol or Motrin) before returning to school
- Rashes that have not been diagnosed by a doctor
- Stay home 24 hours after treatment for lice—may return when lice free

- and nit (egg) free—nurse must check student first
- Any time your child is visibly ill
- Do not sent your child back too soon—make sure he/she is well

If your child is sick or has a fever for three days, a doctor should see him/her before returning to school.

Sending a child to school sick not only contaminates all the well children, but the child is more susceptible to picking up other illnesses because of lowered resistance. If you have any questions please call the nurse's office at (814) 797-1251 ext. 128.

## **STUDENT WELLNESS**

Keystone School District has adopted a wellness policy in compliance with the Child Nutrition and WIC Reauthorization Act of 2004. The policy requires that a minimal number of foods that have sugar as the first ingredient may be served at classroom parties.

As a result, candy, home or store baked cookies, cupcakes, cakes, etc. and other foods with sugar listed as the first ingredient **WILL NOT BE ACCEPTED** as treats brought from home for birthday or other classroom parties.

These items will not be accepted in the Elementary Office or in your child's classroom.

If you wish to bring treats for your child to share, you must send fruits, vegetables, nuts, granola, sugarless gum, or non-food treats. Beverages must be 2% milk, 100% fruit juice, or water.

Please see the Wellness Policy and Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania through a link at [www.keyknox.com](http://www.keyknox.com) or [www.pde.state.pa.us](http://www.pde.state.pa.us).

The objective of these requirements is to promote students health and to reduce childhood obesity.

## **C. STUDENT ACTIVITIES**

### **ASSEMBLIES**

- Assemblies are planned for educational and cultural growth of the students. The success and availability of the assemblies will depend on audience conduct and the courtesy extended to those who are presenting the program. Any student who does not conduct him/herself prop-

erly or interferes with the enjoyment of others, will be asked to leave the auditorium. Whistling, booing and other such acts of rudeness will not be permitted.

- Students are to sit in their pre-assigned section in the auditorium, and/or gym.
- All students are expected to be at assemblies and pep rallies unless excused by the administration.

## FIELD TRIPS

Field trips may be offered to students at all grade levels as an integral part of the curriculum. Participation in field trips is voluntary but is strongly encouraged. Traditionally, the school-wide fundraiser sponsored by Community Action Team for Students (C.A.T.S.) supplies the funding for transportation for these trips, however, there may be an additional fee required. Signed parental permission forms are required for a student to participate in any field trip. Students are required to travel with their classes on district transportation **unless previous administrative approval is granted.**

Students who violate the provisions of the discipline code may be excluded from participation.

While on field trips, students are representing our school and community. Therefore, student conduct must be exemplary at all times. The directions of teachers and chaperones must be followed explicitly. School rules apply during trips. Inappropriate behaviors may result in disciplinary action both on the trip and upon return to the school.

A student may be denied the opportunity to participate in a field trip if, in the judgment of the district, the safety of that student or other students might be jeopardized.

If you as a parent or legal guardian choose to withhold your child from a field trip, your child will be required to attend school. It is the parent's or legal guardian's obligation to notify the school in advance so that preparations can be made for alternate activities.

## INTRAMURALS

Intramural programs are offered to students in grades four, five, and six. Activities include volleyball, basketball, gymnastics, track and field, flag football, and tug-of-war. Students will be notified as activities are scheduled. Events are scheduled immediately following school, and parents must provide transportation home. A permission slip signed by a parent or guardian is required for participation in each intramural program. If you have questions or need more information, contact the intramural coordinator at the

elementary school.

### **C.A.T.S.**

(Community Action Team for Students)

C.A.T.S. is an active community organization whose members include parents, teachers, and other individuals from the community. The organization is dedicated to providing activities for the students and the community. Interested parties wishing to join or find out more information about the organization should contact the Elementary Office for further details.

### **STUDENT INSURANCE**

An opportunity is offered in the fall for students to purchase medical insurance. It is highly recommended that students purchase medical insurance through the school. Proof of the student's medical coverage is required for students who participate in extra curricular activities and field trips.

## **D. STUDENT CONDUCT/DISCIPLINE**

If the following rules are not followed, students are subject to appropriate discipline action as outlined in the Discipline Code section of this handbook. The Discipline Code applies at all district events.

### **2009-10 Keystone School District Bus Rules**

BUS RULES AND REGULATIONS TO BE FOLLOWED  
AT ALL TIMES.  
TRANSPORTATION BY SCHOOL BUS IS A PRIVILEGE  
NOT A RIGHT.

- ◆ **Be five minutes early at the designated bus stops.**
- ◆ **Obey the driver's suggestions carefully, with respect, and help the driver to assure safety at all times.**
- ◆ **Expect to walk a distance to a bus stop as required by State Regulation.**
- ◆ **Stay 10 feet from the roadway while waiting for the bus.**
- ◆ **Cross in front of the bus when crossing the road or highway--  
DO NOT CROSS BEHIND THE BUS.**
- ◆ **Do not leave the bus without the driver's consent.**
- ◆ **Occupy any seat assigned by the driver. Keep feet out of the aisles, off the seats and off the back of seats.**

- ◆ Owner should hold musical instruments and other large items.
- ◆ Students are not allowed to transport equipment or items that are not being used for school related functions.
- ◆ Keep head, arms and hands inside the bus.
- ◆ Use of profane or vulgar language is not permitted on or off the bus.
- ◆ Keep the bus clean. No eating, smoking, drinking, littering or chewing gum and/or tobacco is permitted on the bus.
- ◆ Be considerate of small children.
- ◆ Fighting, pushing, shoving, loud shouting, throwing of items or rowdy behavior will not be tolerated.
- ◆ Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in suspended bus riding and payment for the damages.
- ◆ Do not use the emergency door unless there is an emergency.
- ◆ Students intending to cause inconvenience, annoyance or recklessly creating a safety risk on a school bus can be referred to the appropriate law enforcement agency.
- ◆ All School District Rules of Conduct apply to students on the bus and the bus driver.
- ◆ No buying, trading or selling of items on the bus is permitted.
- ◆ Parents are not permitted to be on the buses.

<b><u>FIRST BUS OFFENSE:</u></b>	Warning and Letter home
<b><u>SECOND BUS OFFENSE:</u></b>	1-day suspension
<b><u>THIRD BUS OFFENSE:</u></b>	3-day suspension
<b><u>FOURTH BUS OFFENSE:</u></b>	Suspension to end of year

**Note 1:** Any serious offense, including, but not limited to, fighting and possession and or use of weapons, may lead to bus suspension of the First Offense, as well as other possible disciplinary actions.

**Note 2:** Students are required to ride the same bus and use the same stop every day--except in an emergency. Please refer to the Student Handbook for more information on dismissals.

**Note 3:** All students are required to leave the school building upon completion of the school day unless involved in a scheduled activity. Students are not permitted to stay over an extended period of time waiting for an activity to begin.

## CAFETERIA

The development of good eating habits and appropriate cafeteria behavior is important in a student's education. The cafeteria is an extension of the classroom. Breakfast and lunch are available to all students daily in the cafeteria.

Students will go directly to the cafeteria to eat breakfast. Kindergarten students are to report to class before going to breakfast. As soon as they have finished eating, students will go directly to their homerooms. All students are required to eat lunch in the cafeteria unless excused under faculty supervision.

Students eligible for free and reduced lunches will also be eligible for free and reduced breakfasts. The free/reduced lunch and breakfast program does not include snacks for kindergarten students. The cost of daily kindergarten snacks will still be the responsibility of the parent/guardian.

Teachers and monitors can assign seating for any student. Cafeteria rules are limited and simple.

### **Students Should:**

1. Enter and leave the cafeteria in an orderly fashion
2. Speak quietly to others at their table
3. Remain seated
4. Use good table manners
5. Respect the property of others
6. Raise hand to get assistance
7. Carry beverages in plastic containers, no glass or cans

### **Students Should Not:**

1. Take food from the cafeteria
2. Throw food, paper, or other items
3. Leave without a pass
4. Move chairs or tables
5. Bring or have delivered commercially prepared food items
6. Have soda of any kind in the elementary building

Any student caught instigating or participating in the throwing of food in the cafeteria may be referred to the appropriate law enforcement agency for disorderly conduct charges.

Monitors may establish procedures as required. Students are expected to follow the directives or orders of the monitors while in the cafeteria.

The Keystone School District will notify any parents with a lunch credit

balance of \$20. If the account is not settled before the amount reaches \$35, it may be referred to the District Justice for the outstanding balance plus court costs. This procedure is intended to enable the district to recover outstanding credit balances and permit the district to maintain an excellent lunch program at a reasonable price.

Any parent/guardian who experiences any difficulty paying for student lunches should contact Mrs. Carol Meier, Cafeteria Director. Please remember the district will not refuse any student a lunch during the day.

### **HALL PASSES**

- Any student excused from a class must carry a hall pass to the restroom, nurse's office, Elementary Office, and other classrooms outside the immediate quad area. This includes travel to and from instrumental lessons and special classes such as GEM and Speech.
- Students in the hall, restrooms, or locker rooms during class periods may be questioned by any member of the faculty as to their destination and purpose.
- During the time that classes are in session, students are not permitted to be in the halls unless they have a hall pass. Hall passes may be issued by any teacher for use by a student.

### **RECESS RULES**

The following rules are in place for the students to follow:

1. Stay with your class in the assigned play area.
2. Leave and enter the building quietly.
3. Cooperate with and be polite to your classmates as well as to others.
4. Obey the adult in charge and listen to instructions.
5. Play games safely to avoid injury.
6. Use slides and other equipment properly.
7. Line up quickly at the end of recess.
8. Wear appropriate clothing and footwear.

Student participation in recess may be reduced by up to five minutes for disciplinary reasons.

To promote fitness, students and teachers are required to walk daily for at least 10 minutes. Proper footwear is required.

If these rules are not followed, then the student is subject to appropriate disciplinary action as outlined in the Discipline Code section of this handbook. The Discipline Code applies at all district events.

## **DISTRICT SPONSORED EVENTS**

At Keystone we are fortunate to experience excellent family and community support at district-sponsored events. Elementary students and their families are welcome and encouraged to attend Keystone School District after-school activities. However, for the safety of everyone present, we request that elementary students attending after-school events must be accompanied by a parent/guardian, high school aged brother or sister, or other responsible adult.

Spectator rules in the high school gymnasium include:

1. Spectators will not be permitted to leave the gymnasium while the game is in progress.
2. Spectators may leave the gymnasium at halftime or between games.
3. Student spectators will not be permitted to leave the building once they have entered.
4. Spectators are requested not to walk on the gymnasium playing court at any time.
5. Beverages and food will not be permitted in the gymnasium

## **FIRE/EMERGENCY DRILLS**

Fire and emergency drills will be held periodically throughout the year. Much stress and emphasis has been put on the safety of children in public school buildings. Part of this safety measure is an orderly procedure for leading children from their work areas because of a disaster in the school building. With this thought in mind, the following should be done by the students to assist the teachers at any time the alarm system sounds:

- Keep calm
- Follow directions
- Do not talk
- Do not shove, push or carry on in any way—for this will only create more potential danger to yourself and for others around you
- Stay with your class and stay in line
- When leaving the room, windows and doors should be closed and lights turned out
- Walk at a moderately fast pace. DO NOT RUN.

## **DRESS CODE**

Students in the Keystone Elementary School are expected to be neat and clean in their appearance. It is the opinion of the Board of Education and the Administration that home influence and self-discipline should, ideally, be adequate control for the maintenance of an acceptable appearance for all

students. The following guidelines have been established to assist students, parents, faculty and administration in determining the minimum acceptable dress in school.

- Clothing that reveals the body immodestly or reveals underclothing is prohibited. Examples of this type of clothing include, but are not limited to: halter tops, bare midriff outfits, pajamas, swimsuits, muscle shirts, any shirt which does not cover shoulders, mesh shirts, cut-off shirts, tube tops, mini-skirts that may be considered excessively short, see-through blouses, oversized clothing etc. Undergarments will not be revealed. This is a gender-neutral rule and applies to both sexes. All tops will meet the following criteria: shirts must be able to be tucked in and remain tucked in as an indication that the midriff will not be revealed. Shirts may be worn untucked.
- Clothing bearing offensive, suggestive or rude slogans or advertisements may not be worn (including drug or alcohol related drawings and expressions). Students violating this policy can be required to spend time in the Rebound or Crossroads programs at SMILES the following day.
- Shorts will be permitted with the following restrictions: a.) No spandex or skin-tight shorts; b.) No gym shorts; c.) No ripped, torn, or otherwise tattered shorts; d.) Must be fingertip length when standing in a normal position with arms at sides.
- The length of pant legs may not extend beyond the bottom of the shoes.
- Hair must be well groomed, combed and clean at all times. The length or style of hair may in no way constitute a health or safety hazard.
- Hats, scarves and/or bandanas may not be worn in the school building. This is a gender-neutral rule and applies to both sexes. Consistent violation of this rule will result in disciplinary action.
- No bare feet or flip-flops. Flip-flops are defined as any sandal with between-the-toe straps only, regardless of material or style. Sandals must have a wide band across the foot. High-heeled and platform sandals are prohibited. Athletic shoes are preferable footwear.
- Shoes with wheels are prohibited.
- No sunglasses, unless prescribed by a physician
- ***Student dress must not violate any safety rule or present a hazard to the wearer or to other students. Spiked jewelry and chains that are attached to wallets or other items present a safety hazard and are prohibited.***

The Administration reserves the right to evaluate all items relative to school dress so that an educational atmosphere is maintained which fosters and promotes effective and efficient learning, as well as safety for all students. At the administrator's prerogative, students with premeditated intent to violate the dress code may be required to spend the day in the Student Improvement Program and at the discretion of the principal, be issued a day at the Crossroads or Rebound program at SMILES the following day.

## UNLAWFUL HARASSMENT

The Keystone School District strives to maintain a pleasant, safe, non-hostile learning environment for students that foster the educational process. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

To ensure such an environment, the Keystone School District strictly prohibits verbal, physical or graphic conduct by any student or non-student that harasses, disrupts, or interferes with another's academic performance or which creates an intimidating, offensive or hostile learning environment. All students have responsibility to conduct themselves in a manner consistent with Policy #248 of the district policy manual thereby avoiding conduct that constitutes unlawful harassment.

## STUDENT IMPROVEMENT PROGRAM

Keystone Elementary School has a school program to assist students who exhibit behavior harmful to their academic and social progress. Examples of behavior that could be harmful to a student's performance are: irregular attendance, disruptive classroom behavior, the use of harmful products, such as tobacco, alcohol, or other controlled substances, continued failure to complete assignments and problems of self-esteem.

- The principal or the guidance counselor will at times schedule the program
- Administrators will assign students to the program
- This program will serve in conjunction with the other components listed in the Keystone Elementary Student/Parent Resource Guide for disruptive behavior.
- **Students will be required to complete all school work for the day.**
- **A substitute teacher will supervise all students assigned to Student Improvement for that day.**
- **An extended session with a guidance counselor maybe incorporated into the student's schedule for that day.**

## POLICY STATEMENT ON DISCIPLINE

Each teacher in the Keystone School District strives to maintain an atmosphere of learning. Teachers try to achieve this goal through attitudes and practice in accord with the best practices of education.

## DISCIPLINE CODE

It is the responsibility of the Keystone Elementary School community to create and maintain an atmosphere that is conducive to teaching, learning, and living. It is our belief that the majority of students will be self-disciplined enough to maintain proper patterns or behavior while at school.

All staff members have the authority and responsibility to take actions to control conduct of students in all situations and locations as may be necessary.

These actions are designed to preserve the degree of order necessary to maintain an environment that is conducive to an effective educational environment.

We do realize, however, that not all students will behave in a reasonable and appropriate manner for a school setting. When a student behaves in an inappropriate fashion, it becomes necessary to take corrective or restrictive actions in an attempt to minimize this behavior.

There are a multitude of acts that are not and cannot be spelled out in written regulations of a school district. Since it is impossible to develop an all-inclusive list of offenses and in accordance with section 1318 of the Pennsylvania School Code, conduct not specifically addressed in this Student Code of Conduct, nevertheless, would fall within the scope of "student misconduct" and be subject to disciplinary action deemed reasonable by school authorities. The response taken at each level will be determined by the severity of the violation plus the frequency with which the violation occurs.

The Discipline Code, which appears on the following pages, lists a number of behaviors that are inappropriate. The lists are not intended to be, nor could they be, all encompassing. They merely indicate the type of behaviors that fit into each level. The response taken at each level will be determined by the severity of the violation plus the frequency with which the violation occurs.

Keystone School District expressly prohibits the possession, use or distribution of illicit drugs, alcohol, and tobacco products on school premises or as part response in accordance with the Keystone School District drug and alcohol policy. The response options may include, but are not limited to, immediate suspension, notification of parents, superintendent, and appropriate law enforcement agencies, placement of student in a drug and alcohol rehabilitation/counseling program, and recommendation for expulsion.

Any behavior that disrupts the educational process of the school or that presents a threat, implied or actual, to the safety, health, and welfare of any student, staff member or guest of the Keystone School District is strictly forbidden and will be prosecuted to the fullest extent of the law.

Discipline of all students in the Keystone School District follows the guidelines of the existing district policy as well as any applicable local, state and/or federal statutes, rules, regulations, etc. For information regarding compliance, contact: Keystone School District Office, 451 Huston Avenue, Knox, Pennsylvania 16232. Telephone: (814) 797-5921.

Discipline of exceptional students in the Keystone School District follows existing district policy except where suspensions/expulsions, etc. are in question. In those situations, the Keystone School District follows procedures outlined in section 342.36 and Chapter 14.35 of the State Regulations and Standards. For information regarding compliance contact Keystone School District Office, 451 Huston Avenue, Knox Pennsylvania 16232. Telephone: (814)797-5921.

**NOTE: AT THE ELEMENTARY SCHOOL LEVEL, ADDITIONAL RESPONSES TO THE FOLLOWING LEVELS OF DISCIPLINE SHALL BE POSSIBLE WHICH WILL BE DEVELOPMENTALLY AND AGE APPROPRIATE. FURTHER, ANY SUCH ADDITIONAL RESPONSES SHALL BE AT THE DISCRETION OF THE PRINCIPAL OR ANY INDIVIDUAL HE/SHE DESIGNATES.**

## **DEMERIT POLICY**

Keystone Elementary School has a demerit system in place for students in the intermediate grades. An accumulation of demerits may result in a student's ineligibility to attend special grade level activities or field trips during the school year.

Information about each grade level policy will be provided to parents in writing at the beginning of the school year and will be explained to parents at the fourth, fifth, and sixth grade Back-To-School Night programs.

### **LEVEL I**

#### **EXAMPLES OF, BUT NOT LIMITED TO**

1. Classroom tardiness
2. Classroom disturbance/misconduct
3. Inappropriate language
4. Failure to complete assignments
5. Littering in classrooms or any other part of the building
6. Running or shouting in halls
7. Unauthorized presence in halls
8. Public display of affection

#### **RESPONSE OPTIONS**

1. Verbal reprimand
2. Teacher or administrator contact parent
3. Special assignment
4. Withdrawal of priveleges
5. Student Improvement
6. Rebound

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| <ul style="list-style-type: none"> <li>9. Taking or bringing unauthorized food to or outside the cafeteria</li> <li>10. Bringing radios, tape players, cell phones, or other electronic devices without permission</li> <li>11. Bullying</li> <li>12. Other, as specified</li> </ul> | <ul style="list-style-type: none"> <li>7. Other, as specified</li> </ul> |
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**LEVEL II**

**EXAMPLES OF, BUT NOT LIMITED TO**

- 1. Continuance of unmodified Level I behavior
- 2. School tardiness
- 3. Truancy \*
- 4. Cutting class or leaving school property without permission
- 5. Failure to return school equipment, books, etc.
- 6. Failure to report for detention \*\*
- 7. Failure to turn in required forms
- 8. Unauthorized use of school-owned property
- 9. Defacing or damaging school property
- 10. Defacing or damaging property or possessions of another student or staff member
- 11. Failure to follow school rules on field trips or other school related activities
- 12. Dishonesty/cheating
- 13. Misbehavior in cafeteria \*\*\*
- 14. Receiving or sending inappropriate materials via the Internet
- 15. Accessing or attempting to access inappropriate websites
- 16. Use of cell phones, pagers or other electronic devices during regular school hours
- 17. Misuse of District Technology
- 18. Other, as specified

**RESPONSE OPTIONS**

- 1. Parent contacted by teacher or administrator
- 2. Detention
- 3. Rebound
- 4. Required clean-up and/or payment of Damages
- 5. Referral to counselor
- 6. Referral to outside agency
- 7. Student Improvement

\* For every day a student is truant, he/she MAY be assigned to the Rebound program. The number of days will be an administrative decision. Students MAY not have the privilege of making up work missed on the day of truancy. Repeated offenses MAY result in Out-Of-School Suspension or the Crossroads program, and referral for violation of compulsory attendance regulations.

\*\* If a student does not report for detention, an additional detention MAY be given.

\*\*\* Throwing of food or any object in the cafeteria will warrant immediate

disciplinary action. Repeated offenses MAY result in suspension.

### LEVEL III

#### EXAMPLES OF, BUT NOT LIMITED TO

#### RESPONSE OPTIONS

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| <ol style="list-style-type: none"><li>1. Continuation of unmodified Level I and Level II behaviors</li><li>2. Threatening, bullying, or verbally harassing others; ethnic, sexual, or religious intimidation</li><li>3. Fighting and/or tumultuous behavior *</li><li>4. Use of obscene, profane or abusive language ** <u>or gestures</u></li><li>5. Insubordination, disrespectful speech or actions, open defiance of authority</li><li>6. Smoking or possession of tobacco products in school, on school property, or at school sponsored activities ***</li><li>7. Violation of dress code</li><li>8. Other, as specified</li></ol> | <ol style="list-style-type: none"><li>1. Parent contacted by administration</li><li>2. Referral to outside agency</li><li>3. Rebound</li><li>4. Cross Roads</li><li>5. Student Improvement</li></ol> |
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\* Students involved in fighting will be sent to the office for a cooling off period. Depending on the severity of the situation students MAY be assigned one to three days of Rebound or Crossroads.

\*\* Automatic assignment to the Rebound Program.

\*\*\* Automatic assignment to the Crossroads program; completion of learning materials on tobacco danger.

**Any student who is involved in a disagreement with another person is advised to seek the assistance of a guidance counselor, administrator, or teacher in an attempt to resolve a problem rationally before a fight occurs.**

#### **FIGHTING POLICY: (EFFECTIVE AS OF AUGUST 27, 1990)**

The following penalties will be imposed for fighting:

- Fighting will result in an immediate suspension
- In order to underscore the fact that fighting must not occur, the parties involved will be referred immediately to the local magistrate for further criminal action. That action will result in citation or arrest of either disorderly conduct, harassment, or assault. Depending upon the circumstances, students who are under eighteen (18) years of age could be certified to the Clarion County juvenile authorities.

### LEVEL IV

#### EXAMPLES OF, BUT

#### RESPONSE OPTIONS

NOT LIMITED TO

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|---|---|
| <ol style="list-style-type: none"> <li>1. Continuance of Level I, II and III behavior</li> <li>2. Any violation of state or federal law</li> <li>3. Arson</li> <li>4. Assault and battery</li> <li>5. Disorderly conduct</li> <li>6. Possession/use/furnishing, selling of unauthorized and controlled substance or drug paraphernalia</li> <li>7. Extortion OR attempted extortion</li> <li>8. Indecent exposure</li> <li>9. Possession/use/transfer of any weapon (knives, guns, etc.) or any type of explosive *</li> <li>10. Stealing</li> <li>11. Bomb threat</li> <li>12. Vandalism</li> <li>13. Threatening or intimidating teachers or other school personnel</li> <li>14. Violation of State Vehicle Code on school property</li> <li>15. Unauthorized use of school fire alarm system</li> <li>16. Possession/use/transfer of fire crackers or any type of explosive device</li> <li>17. Terroristic threat</li> <li>18. Malicious use of the network to develop inappropriate programs or infiltrate a computing system or damaging the software of computer system</li> <li>19. Other, as specified</li> </ol> <ul style="list-style-type: none"> <li>• This also applies to toy weapons</li> </ul> | <ol style="list-style-type: none"> <li>1. Immediate suspension and notification to the Superintendent of the incident</li> <li>2. Recommendation for expulsion</li> <li>3. Contact appropriate Law Enforcement Agencies</li> <li>4. Restitution for any and all damages</li> <li>5. Parent notification</li> <li>6. Referral to counseling</li> </ol> |
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**LEVEL V**

EXAMPLES OF, BUT NOT LIMITED TO

RESPONSE

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|---|--|
| <ol style="list-style-type: none"> <li>1. Continuance of Level I, II and III behavior</li> <li>2. Any violation of state or federal law</li> <li>3. Arson</li> <li>4. Assault and battery</li> <li>5. Disorderly conduct<br/>Law</li> <li>6. Possession/use/furnishing, selling of unauthorized and controlled<br/>all<br/>substance or drug paraphernalia</li> </ol> | <ol style="list-style-type: none"> <li>1. Immediate suspension and notification to superintendent</li> <li>2. Recommendation for expulsion</li> <li>3. Contact appropriate<br/>Enforcement Agencies</li> <li>4. Restitution for any and<br/>damages</li> </ol> |
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| 7. Extortion of attempted extortion   | 5. Parent notification    |
| 8. Indecent exposure  | 6. Referral to counseling |
| 9. Possession/use/transfer of any weapon<br>(knives, guns, etc.) or any type of explosive |                           |

#### DEFINITIONS

- **Fight:** Any situation in which student actions or inactions may be deemed to have caused or contributed to a physical confrontation, including, but not limited to, hitting or other actions in which physical contact is made and/or situations in which one or both students have sustained physical injury.
- **Disorderly Conduct:** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, he/she 1) engages in fighting or threatening, or in violent or tumultuous behavior; 2) makes unreasonable noise; 3) uses obscene gestures; 4) any act which serves no legitimate purpose of the actor.
- **Harassment:** A person commits a summary offense when , with intent to harass, annoy, or alarm another person 1) strikes, shoves, kicks, or otherwise subjects someone to physical contact, or attempts or threatens to do the same; 2) follows a person in or about a public place or places; 3) engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (or schooling); 2) submission to or rejection of such conduct by an individual is used as the basis for employment (or schooling) decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work (or school performance) or creating an intimidating, hostile, or offensive working (or school) environment. 29 C.F.R. 1604.11(A) (1994)
- **Assault (Aggravated):** A person is guilty of aggravated assault if he/she 1) attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life; 2) attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon; 3) attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school.
- **Terroristic Threat:** This is defined as "a threat to commit any crime of

violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause public inconvenience.”

- **Bullying:** Conduct that meets all of the following: 1) Is directed at one or more pupil; 2) substantially interferes with education opportunities, benefits or programs of one or more pupils; 3) Adversely affects the ability of a pupil to participate in or benefit from the school district or public school’s education programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; 4) Is reasonably perceived to be motivated by an actual or perceived characteristic, such as height, weight, religion, race, color, ancestry, national origin, age, sex, sexual orientation, or gender identity or expression, or by socioeconomic status or is reasonably perceived to be based on association with another person who has or is perceived to have any of these characteristics or any other distinguishing characteristics to implement their policy.
- **The Olweus Bullying Prevention Program definition of Bullying is: A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.**

## PENALTIES

The possible penalties for conviction in one or more of these areas may include:

Disorderly Conduct:	Fines up to \$2,500 Community Service Work Up to one year in prison
Harassment:	Fines up to \$300 Up to 90 days in prison
Simple Assault:	Maximum of \$2,500 to \$5,00 fines
Aggravated Assault:	Fines up to \$25,000 Up to 10 years in prison

## CORPORAL PUNISHMENT

Corporal Punishment may only be used:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

## DUE PROCESS

If disciplinary action is to be assigned, the student has a right to know what the accusation is, and what punishment is being proposed. The student may refute the charge. If it is a violation of rules that may involve a suspension for more than 3 days or a possible expulsion, the student is entitled to a hearing. The student should always ask the administrators to discuss his/her rights with him/her whenever he/she has any questions about them. The student is always entitled to due process. Due process means knowing the accusations and being able to refute it before disciplinary action is taken.

Specific due process requirements and procedures have been printed here. Please read thoroughly and refer questions to the elementary school principal.

### **DUE PROCESS REQUIREMENTS FOR SUSPENSION**

**For Out-Of-School Suspension or Crossroads not exceeding 3 days, the minimum procedural requirements are:**

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parent/guardian and the Superintendent of the district are notified immediately in writing.

**For Out-Of-School Suspensions or Crossroads exceeding 3 days up to 10 days, the minimum procedural requirements are:**

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parent/guardian and the Superintendent of the District are notified immediately in writing.
3. The parent/guardian and the student are notified in writing of the reasons for the suspension.

### **WEAPONS POLICY**

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

- **Weapon:** The terms shall include but not be limited to any explosive device, knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument of implement capable of inflicting serious bodily injury or represented as a

weapon.

- **Possessing:** A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.
- **School Premises:** Regards to the school, school grounds, school buses on any premises, grounds or vehicles used for official school purposes.

The District prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, or to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. No student shall interfere with normal activities, occupancy or use of any building or portion of the school campus by exhibiting, using or threatening to exhibit or use a weapon.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

## **CONTROLLED SUBSTANCES**

The School Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the school shall strive to prevent abuse of controlled substances. This policy, including related administrative regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuses of controlled substances by students of the Keystone School District.

Through the use of a drug and alcohol awareness curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Keystone School District will strive to educate, prevent, and intervene in the use and abuse of alcohol, other drugs, and mood altering substances by students.

For purposes of this policy, controlled substances shall mean all:

- Dangerous controlled substances prohibited by law
- Look-alike drugs
- Alcoholic beverages

- Anabolic steroids
- Drug paraphernalia
- Volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board Policy

**Alcohol/Other Drugs/Mood Altering Substance**—shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, mental and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the school district policy for administration of medication to students in school.

## **TOBACCO PRODUCTS**

The use and/or possession of tobacco products including cigarettes, cigars, pipes, snuff or any additional tobacco products is strictly forbidden on school property or at school-sponsored activities or events. Any violation will be punished appropriately. (See Level III in Discipline Code.)

## **DEFACING, DAMAGING, INJURING, DESTROYING SCHOOL PROPERTY**

Any student caught defacing, damaging, injuring, or destroying school property will be suspended, and will be referred to the proper legal authorities in compliance with the appropriate section of the PA School Code and PA State Laws.

## **REBOUND/CROSSROAD PROGRAM**

The Rebound Program focuses on students traditionally placed in In-School Suspension. The program will be supervised by Keystone SMILES staff and AmeriCorps members and will provide students with the opportunity to focus on citizenship and problem solving topics and stay current with their schoolwork. Students may participate in character education and behavior modification programs in addition to one-on-one or small group intense academic intervention. Transportation to SMILES

from Keystone Elementary School and meals will be provided. A guidance counselor will meet with students assigned to the Rebound Program for sessions longer than three days.

If it becomes necessary to expel a student from school, the student may attend the Crossroads program at SMILES. More specific information will be made available at the time of infraction.

## **E. MISCELLANEOUS**

### **FINANCIAL OBLIGATIONS**

Students are responsible for textbooks, library books, paperback books, band instruments, and other school supplies and materials. These items are loaned to students for use during the school year and are the property of Keystone School District. If these materials are lost or damaged the student, parent, and/or guardian will be held financially responsible. Report cards will not be issued until all financial obligations have been met. Also, depending on the account of financial obligations, that matter can be reported to the local law enforcement agency.

#### **TEXTBOOKS**

When textbooks are issued, students should check the condition of the book. They should make sure the binding is secure and the pages are not covered with writing, torn, or covered with dirt. Students are responsible for the condition of textbooks once issued.

#### **LOST AND FOUND**

If you find items of value, be a good citizen and return them to the Lost and Found in the Elementary Office. Items not claimed by the end of the school year will be donated to a service agency.

#### **GRADES & GRADING**

- Each school year shall consist of four (4) nine-week marking periods.
- Grade reports will be sent home approximately one week after the grading period ends.
- Achievement will be recorded on the report card using percentages, and/or Satisfactory, Needs Improvement, Outstanding, or Unsatisfactory.

- Kindergarten students will receive developmentally appropriate progress reports after each nine-week period.
- A comment card will also be distributed with the grade report. This should be signed and returned to school at the end of each grading period.

The grading scale is:

A = 93-100%	O = Outstanding
B = 85-92%	S = Satisfactory
C = 77-84%	U = Unsatisfactory
D = 70-76%	
F = Below 70%	

### **GRADEQUICK & EDLINE**

Keystone Elementary School has implemented the use of Edline, which is a safe and easy way for you to keep up-to-date on your student's educational progress via the Internet.

- Edline is available to students in grades 2-6 and their parents.
- Each student has a user name and password they can use to check their own grades.
- Parents have been provided with an activation code (one for each student) and instructions for opening an edline account.
- Copies of your child/s activation codes may be obtained by calling the Elementary Office at 797-1251 ext. 110.
- For any other questions or problems concerning Edline, please contact the Keystone Technology Department at 797-1261 ext. 145

### **HONOR ROLL/PRINCIPAL'S LIST**

Students in grades 4, 5, & 6 who have all As on their report card are eligible for the Principal's List for that marking period. Students in grades 4,, 5, & 6 who have all As and Bs on their report cards are eligible for the Honor Roll for that marking period. Citizenship grades are included in the eligibility. Special class grades and instrumental grades are not included in the eligibility.

### **STUDENT RECORDS**

A policy concerning student records has been adopted by the Keystone School Board (See District Policy #216). Copies are available in the District Office for those interested.

### **SELLING IN SCHOOL**

- No one is permitted to sell, buy or trade anything, including during an organized fund raiser on school property or on the school bus without the approval of the administration.

## **PROMOTION/RETENTION POLICY**

The school recognizes that the personal, social, physical and educational growth of the children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The policy of the school is that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern coincides with the system of established grade levels and the instructional objectives established for each.

A student will be promoted or assigned to the succeeding grade level when he/she has:

- Demonstrated proficiency to move ahead to the educational program of the next level.
- Demonstrated a degree of social, emotional and physical maturation which could be detrimental to a successful learning experience if retained.
- Completed required grade level work.

Retention may be recommended in the following situations:

1. In Primary grades:
  - \* If a student has earned an unsatisfactory final grade or rating in reading or has failed to meet established criteria in reading
2. In Intermediate Grades:
  - \* If a student has earned a final grade of F in two or more subjects
  - \* If a student has earned unsatisfactory final grades (D or F) in three or more subjects
  - \* If a student has failed to complete required work

Parents will be notified by the student's teacher by March 1 of the school year if there is a possibility of retention of the student.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

For each student, the principal has the final responsibility for determining retention.

## **USE OF SCHOOL FACILITIES**

The Keystone School District encourages the use of school facilities by community groups provided that such programs do not interfere with student activities. Groups who desire to use the district facility should contact the building administrator of the facility they are interested in using. A contract should be completed and signed. Proof of insurance must also be provided. The contract will be reviewed by the Superintendent, and returned to the community group. A signed contract is necessary before any organization may use the facility.

## **USE OF PHONES & OTHER ELECTRONIC DEVICES**

Students will only be permitted to use the office phone in emergency situations. An emergency is defined as an unforeseen circumstance that requires immediate attention. Lack of proper planning or forgetfulness does not constitute an emergency. However, with teacher permissions, certain exceptions will be made for a student to use a phone. Students who continually get teacher permission without an emergency situation will be considered a repeat offender and phone privileges will be denied. Examples of circumstances that will not be considered as emergencies would be calling for a ride home or calling requesting delivery of such items as gym clothes or homework. Be responsible and plan ahead of time.

Radios, tape players, cellular phones, pagers or other electronic devices are not permitted without prior administrator permission. These items will be confiscated and returned to a parent or guardian. Any item not requested by a teacher should not be brought to school. If personal items are lost or stolen, it is not the district's responsibility to locate them, or prosecute the responsible party. Make sure you secure all personal items or valuables.

Camera phones are prohibited at all times.

## **SKATEBOARDING/BICYCLING ON SCHOOL GROUNDS**

Skateboarding and roller-blading are prohibited on Keystone School District grounds. Bicycling is prohibited on Keystone School District grounds while school sponsored functions are taking place. At times when no school sponsored function is taking place, adult supervision is required for all non-school sponsored activities by a visitor on school grounds.

## **CHILD PROTECTIVE SERVICES LAW (CPSL)**

Act 151 of the Child Protective Services Law (CPSL) effective July 1, 1995 has substantially lowered the threshold for reporting suspected abuse, from a standard of reasonable belief to a new standard "reasonable cause to suspect." School employees are required to report abuse based on the standard to the designated reporting office (Administrator). The Administrator is required (mandated) to immediately report the employee's reported suspicion of abuse to the local district attorney and to the local law enforcement authorities.

For information regarding compliance, contact: Support Programs Coordinator, Keystone School District, 451 Huston Avenue, Knox, Pennsylvania 16232. Telephone: (814) 797-5921.

## **KEYSTONE NON-DISCRIMINATION POLICY**

The Keystone School District does not discriminate in admission, employment, or administration of its programs or activities on the basis of race color, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability or limited English proficiency. The board endorses the concept of nondiscrimination in conformance with Title VI and Title VII of the Civil Rights Acts of 1964. Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 of the 1984 Carl D. Perkins Act, or other federal, state or local laws or executive orders.

Inquiries concerning application of this statement should be directed to the Program Compliance Coordinator, Keystone School District Office, 451 Huston Ave. Knox Pennsylvania 16232. Telephone: (814) 797-5921.

## **REDRESS OF COMPLAINTS**

The Administration recognizes that students have the right to request redress of complaints. You are requested to direct your complaints to the following noted individual using the following steps.

1. The student should first make the complaint known to a staff member most closely involved and both shall attempt to resolve the issue formally.
2. For complaints that must go beyond the first step, the student should see the principal.
  - \* You may be asked to provide a written statement.
  - \* The principal will state what is needed in your statement.
  - \* Parents will be contacted.
3. For complaints that must go beyond the second step, the student

should see the Superintendent, with parent, prepared with a written explanation of what was already done at step 1 and step 2.

## PERSONNEL INFORMATION

The following personnel are the individuals to speak to for assistance in the designated areas listed:

### Keystone School District Office (814) 797-5921:

Busing..... Mrs. Lewis (ext 102)  
 Home Schooling..... Dr. Gool (ext 103)

### Keystone Elementary School (814)797-1251:

Attendance.....Mrs. Frazier (ext 110)  
 C.A.T.S.....Miss George (ext 115)  
**Counseling K-5.....Mr. Kelly (ext 113)**  
**Counseling 6-8.....Mrs. Wingard (ext 113)**  
 Discipline.....Mrs. Corcetti (ext 111)  
 Educational Trips.....Mrs. Frazier (ext 110)  
 Homework Helpers.....Guidance (ext 113)  
 Intramurals.....Mr. Baker  
 SSS.....Mrs. Corcetti (ext 111)  
 Nurse/Medical Services.....Mrs. Bowser (ext 128)  
 School Events.....Miss George (ext 115)  
 Use of Building.....Miss George (ext 115)  
**Special Education Director.....Mrs. Chomas (ext 119)**  
 Special Education Secretary.....Mrs. O'Neil (ext 111)  
 Title I Services.....Mrs. Heath (ext 122)  
 Federal Programs.....Mrs. Corcetti (ext 111)

### Keystone Elementary School Cafeteria: (814) 797-5353

Cafeteria/Food Services.....Mrs. Meier (ext 154)

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**\*NOTE: Changes to the Student/Parent Resource Guide are in bold, italicized print and are underlined.**

## **NOTES**



