STUDENT HANDBOOK

Keystone High School
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Keystone School District Website:
http://www.keyknox.com

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NOTES

Student(s) and Parent(s)/Guardian(s) are to read, review, and discuss the contents of the handbook. If for any reason you do not understand a section or provision of the content, please request clarification from an administrator.

FORWARD

This handbook was compiled so that you, as a student, would have a written copy of the rules and policies of our school, whether you are a seventh grader, a new student to our district, or have been here for a number of years. You are encouraged to consult this handbook often, so that you will understand the rules and regulations and other important information pertaining to the school. It is not intended to cover every concern or issue that may come up during the school year. You are encouraged to ask questions when an area of concern arises.

Take this handbook home and review it with your parent(s)/guardian(s). When instances arise it will be administrative prerogative to take the appropriate action within the confines of the school code and applicable PA law.

The School Board reserves the right to change and/or add policy at any point during the school year. School Board Policy supersedes the policies and procedures set forth in this Student Handbook.

INTRODUCTION

As I enter my third year as Principal of Keystone Junior-Senior High School I do so with a great sense of pride in our school and community. The residents of Knox and the surrounding areas which make up the Keystone School District still have that strong civic pride that’s gone from so many other places. Keystone Elementary and Junior-Senior High School are still very much focal points for the stakeholders of the school district. In some ways it’s a throwback to times gone by, but I think it’s one of the reasons why we’re able to provide such a very nurturing and supportive learning environment for all of our district’s students in Kindergarten through Grade 12. This is a wonderful place for our students to attend.

The theme of last year’s Introduction – “Keystone’s got it going on.” – is still certainly true. We’ve made numerous improvements to our academic programs as well as our facilities. We’ve added another A.P. course – A.P. U.S. History – that brings to four the number offered at Keystone Junior-Senior High School (A.P. World History, A.P. English, and A.P. Calculus being the other three). We continue to offer four “College in the High School” courses (through Butler County Community College) in which our students may enroll, on a two-year/four semester rotation. I think it’s important to note that the students choosing to do so attend in the mornings prior to the start of the regular school day. In fact, they sometimes beat me into the building! Talk about going above and beyond the “call of duty.” For a small high school (our enrollment is right around 480 students in Grades 7 through 12) we offer our students a wide variety of electives, from foreign language (French and Spanish) to the History of Sports. We’ve added a new elective – Journalism – and resurrected an old one – History through Statistical Analysis – for school year 2017-2018. This year 77 Keystone students will attend at the Clarion County Career Center, participating in one of nine different shops – Allied Health; Automotive Technology; Computer Networking; Construction Technology; Cosmetology; Culinary Arts; Diesel Technology; Police Science; and Welding/Fabrication. It’s my belief you would be hard pressed to find a school of similar size that offers so many academic and career options to its students.

We continue to make improvements to our facilities. We’ve installed all new internet cabling and upgraded the high school’s Wi-Fi so that our students may better utilize all of the school district’s technology. We’ve significantly upgraded the school’s security camera system to enhance student safety. We continue to repave our parking lots and replace sections of our high school’s roof on a regular, rotational basis. A new practice field was also completed this summer – it’s behind the baseball field. Based upon this addition as well as last year’s (a cross country course and a portable homerun fence for the softball field) it is my belief that we now have the premier athletic facilities in the Keystone Shortway Athletic Conference.

I opened by telling you just how proud I am to be a Keystone Panther. I’d like to reiterate that, and ask you to please believe me when I say, “Keystone’s still got it going on!”

Mr. Brad Wagner
Principal
Keystone Junior-Senior High School

Mr. Bradley E. Wagner
High School Principal
MISSION STATEMENT

The mission of the Keystone School District is to foster a learning environment that will guide students to be responsible individuals and provide them with necessary tools for their futures.

The vision of the Keystone School District is for all students to become responsible individuals who have learned to successfully apply 21st century skills.

We believe that all students can.
1. Be honest and moral individuals.
2. Have compassion for one another.
3. Develop wholesome personal relationships.
4. Communicate with one another.
5. Be educated individuals.
7. Use their personal abilities and talents to become productive members of society.

SCHOOL-WIDE EFFECTIVE BEHAVIOR EXPECTATIONS

1. Follow teacher or staff directions the first time they are given.
2. Be in your seat, prepared to begin class when the bell rings.
3. Keep hands, feet, and objects to yourself at all times.
4. Demonstrate active listening.
5. Remain seated until the teacher dismisses the class.
6. Respect and care for your property, your school, and yourself.
7. Use "kind and civil" actions and words. Treat others as you would like to be treated.
8. Keep your head up and off the desk at all times during class.

ATTENDANCE

Regular attendance of school and an active participation in the curricular, co-curricular, and extra-curricular programs available to all students at Keystone can and will serve to ensure that each student will be given every opportunity 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 students will inevitably foster pride in themselves, our school, and community.

DEFINITIONS

1. Compulsory Attendance – Parent or guardian of all children between the ages of 8 and 17 are required by the Pennsylvania State Compulsory Attendance Law to ensure that their children attend an approved educational institution unless legally excused.
2. Excused Tardy – If a student fails to report to school by 7:30 a.m., but before 8:30 a.m. with a written excused note from the parent/guardian, the tardy will be excused.
3. Unexcused or Unlawful Tardy – If a student fails to report to school by 7:30 a.m., but before 8:30 a.m., without a written note or the note contains an inexcusable reason, the tardy will be unexcused.
4. If a student is tardy three times during a 20-day period, he/she will be assigned detention; lunch supervision up to and including progressive discipline.
5. Excused and Unexcused Half-Day Absence – If a student arrives to school after 8:30 a.m. and before 11:45 a.m. a note must be presented for an excused half-day absence.
6. Excused Full Day Absence – If a student arrives to school after 11:45 a.m. or does not report to school for the entire day a note must be presented for an excused full day.
7. Unexcused Full Day Absence – If a student arrives to school after 11:45 a.m. or does not report to school for the entire day the note from the parent/guardian contains a reason that is not excused or a written excuse is not presented.

8. Excused Temporary Absences (Pennsylvania Code, Title 22, Chapter 11).

EXCUSED ABSENCES
The Public School Code of Pennsylvania and the State Board Regulations include a number of specific reasons for which a child may be excused from school for all or part of a school day. These include:

1. Observance of religious holidays.
2. Religious instruction. (This is restricted by law to a maximum of 36 hours per school year.) A student may be excused for an educational trip for religious training provided that a minister signs the form and a list of activities that the student will complete is outlined.
3. Educational trips, not school sponsored: 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-approval forms are available in the Main Office or on line. Upon receipt of the request from the parent or guardian, an evaluation of each request will be made by the building principal. A determination shall be made based upon the following:
   a. Educational value of trip for the developmental level of the student.
   b. Attendance Record (must be free of illegal and/or lawful absences.) The total days of absence shall not exceed 15 days.
   c. Number and frequency of prior requests for Educational Trips. One trip of not more than five school days. Up to five school days a year (number of trips not defined.)
   d. Present Academic Standing
   e. Effect of absence on academic standing.
   f. It is understood that the parents or some other approved adult will be directly in charge of the educational program of the child or children and will be responsible for the continued educational progress of the child and therefore it is important that:
      i. Principals are notified in sufficient time to allow for proper communications with teachers and parents.
      ii. If the trip is approved, parents should contact teachers for assignments that will be missed during the trip.
      iii. All make-up work is to be completed to the satisfaction of the teacher who assigned it and during a maximum period of three weeks, unless otherwise approved by the Principal.
   g. The request to be excused for an educational trip must be approved in advance by the administration otherwise, days missed will be unexcused. Students are responsible to keep up with assignments during the trip. Forms are available on the school web site or in the Main Office.
   h. Approval of educational trips does not extend to absences approved from athletic games and practices without prior approval of the Head Coach.
   i. Educational Trips will not be approved during State Assessments.
4. College Visits – students will be excused to visit colleges and universities and job shadowing experience: All visitations must be made with the knowledge of a guidance counselor. Visitations will be limited to three per year. Only junior and seniors are permitted to make visitations.
5. Health Care: Students may be excused for medical or dental appointments, which could not be arranged after school hours.
6. Tutorial Work – Such instruction must be in a field not offered by the school.
7. Illness and other urgent reasons (In general, absences for the following reasons would be excused):
   a. Illness or recovery from an accident
   b. Quarantine of the home
   c. Death in the family
   d. Court appearance
   e. Family emergency (unavoidable)

Note: If out more than (3) consecutive school days, you must notify the School Nurse with a doctor excuse or some other form of written documentation.

STUDENT RESPONSIBILITY FOR WRITTEN EXCUSES
1. When returning to school after being absent, bring a written excuse using a school provided absence card, signed by a parent or guardian, stating the exact reason why you were absent, and the date(s) of the absence.
Regardless of the student’s age, all students residing with parents or legal guardians must have an excuse signed by the parents or legal guardians. Illness is not an exact reason. State specifically the nature of the illness.

2. Bring the excuse to the Attendance Office prior to first period.
3. If you report to school after an absence without a written excuse from a parent or guardian, you must bring one the next day you attend school.
4. Absences will be recorded as unexcused and illegal if the absence note is not received within three (3) school days from the day you return to school. It is the student’s responsibility to make sure the excuse note is received at the Attendance Office. Once the absence has been marked unexcused or illegal, it will not be changed.
5. After the third day of absence, parents or guardians are requested to notify the Attendance Office as to the nature of the illness. At that time, a request for the student’s missed homework assignments can be made.

It is the student’s responsibility to make up all work missed during an absence. This can be done by contacting the Attendance Office prior to 10:00 a.m. Homework should be then picked up in the Main Office between 2:45 and 3:15 p.m. on the day of request. All work will be made up within a period of time proportional to the number of days absent.

Repeated instances of absenteeism or tardiness may prompt the school to require a physician’s statement for any additional absence(s). After 10 days absence a doctor’s excuse will be required.

Failure to get up, failure to have children ready for the school bus, and failure to arrange for regular child care constitute parental neglect and are not sufficient reasons to excuse a child from school attendance. (P.D.O.E. Policy Guidelines – pg. 8)

For children of compulsory attendance age, unexcused absences are also illegal and the law defines the resulting action be taken. (Pennsylvania Public School Code – Article XIII, Section 1333).

ATTENDANCE & THE AWARDDING OF CREDITS
If a student is absent for thirty (30) or more class meetings of a full (1.0) credit course or fifteen (15) or more class meetings of a half-credit (0.5) course then credit for the course may be denied.

TARDINESS / ABSENCE & CLARION COUNTY CAREER CENTER ATTENDANCE
A Clarion County Career Center student recorded as “tardy” (arriving after 7:30 AM but at or prior to 8:30 AM) will be permitted to attend the Career Center that day. A Clarion County Career Center student recorded as “half-day absent” (arriving after 8:30 AM but at or prior to 11:45 AM) three (3) or more times during a Grading Period will be held back from Career Center on the third (3rd) and subsequent days and placed in the KARES room to make up any work missed during the “half-day” absence (“three strikes” per Grading Period rule).

CLARION COUNTY TRUANCY PROTOCOL

A. References:
   1. Truancy Statute: 24 P.S. §13-1333, 1338, 1338.1, 13lf 38.2, 1341, 1343
   2. Dependency Statute: 42 Pa.C.S.A. §6302(5)
   3. Child fails to adhere to District Judge order: 42 Pa.C.S.A. §6303(a)(1)
   5. Adjudication Alternative Program (AAP): 42 Pa.C.S.A. §1520

B. Truancy Procedure
   1. As initiated by the school
      a. An unlawful absence is an absence:
         1) for which the school district has not received an authentic, valid written excuse within 3 days; or
         2) after 10 days cumulative lawful absences for which no physician’s excuse is timely received by the school.
      b. School district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.
      c. After third unlawful absence:
         1) School will complete a Truancy Referral Form and schedule a TEP meeting. TEP meetings will be scheduled by the school districts.
         2) School shall send a letter to the parents/guardians by both regular and certified mail.
3) Children and Youth Services (CYS) will be notified. School will not have direct contact with Clarion County’s Promise Family Group Decision Making Coordinator (FGDM) until written consent has been obtained. 
4) If student is open with the Juvenile Probation Office (JPO), school will notify JPO, based on the monthly reports sent by JPO to the districts. 
5) Within 1 business day of receipt of the Truancy Referral Form and the parent letter, CYS will forward both to the FGDM.
6) The TEP shall incorporate strategies to avoid further absences in writing.
7) A CYS worker and/or JPO will attend the TEP conference if the student is currently open with CYS or under the supervision of JPO.
8) The TEP will be distributed by the school to:
   a) parents/guardians,
   b) student,
   c) CYS,
   d) and all parties present at the TEP, with parental/student agreement.
   e) Copy retained by the school.
   f) School will assure the parent/guardian and student signs release for plan to go to CYS; if plan is to be distributed to parties not present at the TEP meeting, CYS or FGDM will work with family to secure the necessary releases.

   d. Three outcomes can occur after the scheduled TEP meeting:
      1) student has no further unlawful absences this school year (the matter is concluded), or
      2) the school is unable to complete the TEP. If plan is not obtained, and one additional unlawful day occurs, then school will:
         a) send a notice of excessive absences, and
         b) file a citation with the District Judge.
         c) Copy CYS the letter and a copy of the citation.
      3) If the TEP is completed, but the child has further unlawful absences:
         a) after each absence, the school will send notice when student is absent to parents/guardians and to CYS and JPO, as appropriate.
         b) On the 1st unlawful absence after the TEP meeting has occurred, school will file citation for original truancy hearing with the District Judge and copy CYS, or JPO as appropriate, with the citation. School will also, if it has not previously done so, send CYS a copy of the TEP. School representatives will attend and may have to testify at the hearing before the District Judge.
         c) Student and parents/guardians will attend and fully participate in the hearing before the District Judge.

2. Magisterial District Judge (MDJ) will schedule a hearing and follow 24 P.S. §13-1333:
   a. The child, parent or guardian or person in parental relation (the parent) must attend the hearing. §13-1333(a)(2).
   b. Parents: If the MDJ finds that the parent has failed to comply with the law on compulsory attendance,
      1) the parent will be convicted of a summary offense and be sentenced to pay a fine for the benefit of the school district not exceeding $300 and court costs or to complete a parenting education program.
      2) If the parent fails to pay the fine and costs or to complete the program, he/she shall be sentenced to the County Jail for a period not exceeding five days. §13-1333(a)(1).
      3) The MDJ may suspend the sentence if the child is no longer habitually truant. §13-1333(a)(3) and §13-1333(b)(5).
      4) In lieu of or in addition to any other sentence, the MDJ may order the parent to perform community service in the school district for a period not exceeding six months. §13-1333(a)(4).
   c. Children 13 years old or older: If the MDJ does not convict the parent because he/she took every reasonable step to insure the child’s attendance at school, and if the child has failed to comply with the law on compulsory attendance or is habitually truant,
      1) the child commits a summary offense and shall be sentenced to pay a fine not exceeding $300 for each offense for the benefit of the school district or shall be assigned to an adjudication alternative program (AAP) as provided in 42 Pa.C.S.A. §1520. §13-1333(b)(1).
      2) If the child is assigned to AAP, the MDJ shall complete the form and the child, parent and MDJ shall sign the form.
      3) A copy of the AAP order and release of information will be sent to CYS for monitoring and supervision.
      4) If a child has failed to pay the fine or to comply with AAP, the MDJ may allege the child to be dependent and contact CYS. Failure to pay a fine or to comply with AAP will not constitute a delinquent act. §13-1333(b)(2).
5) Upon conviction, the court shall send to PennDOT a certified record of the conviction on the PennDOT form. The child’s driver’s license shall be suspended or he/she shall be ineligible for a license pursuant to §13-1338.1. §13-1333(c).

6) The MDJ may suspend the sentence of a fine or AAP if the child is no longer habitually truant. §13-1333(b)(3) and §13-1333(b)(5).

7) In lieu of prosecution, the school district may refer the child for services or possible disposition as a dependent child. §13-1333(b)(4).

d. Children under age 13: As to children under age 13 who have failed to comply with compulsory attendance and are habitually truant, the school district shall refer them for services or for possible disposition as dependent children. They may not be charged with or convicted of a summary offense. §13-1333(b)(4).

e. At the conclusion of the case, the MDJ will issue an Order of disposition and will submit copies of that Order to the home school district and CYS.

3. JPO Procedures
   a. The objective of the JPO should be to ensure that all youth open with the agency that are in school attend school every day.
   b. JPO is to keep the school informed of any student who has been adjudicated delinquent or who is under supervision and to apprise the school when supervision is terminated.
   c. If JPO receives notice of a youth on caseload who had unlawful absences, the probation office will address and correct the problem with the student.
   d. If a TEP is scheduled for a youth open with JPO, the probation office will attend and assist the school and the family in determining causes of the truancy and fashioning solutions to incorporate into the TEP.
   e. Upon notice from the school of further unlawful absences after the TEP, JPO will take appropriate steps.
   f. JPO, upon request of the school, will update the school on the status of JPO’s efforts to assure attendance.
   g. Upon completion of supervision by Juvenile Probation, where a truancy notice has been received from the school, JPO will send, as part of its general closure report, a report to the school that: 1) discusses what action was taken by JPO as a result of the truancy referral, and 2) an evaluation of the effectiveness of any action taken.

4. CYS Procedures – on receipt of Truancy Referral,
   a. All truancy referrals and parent letter (Attachments I and II) will be faxed to the FGDM Coordinator within 1 business day of receipt from the school.
   b. If the family is open with CYS, a caseworker will attend the TEP meeting.
   c. If the family is open with CYS and the school files a citation with the District Judge, CYS caseworker will submit to the District Judge a summary of its assessment and recommendations for the District Judge at least 2 days prior to the hearing.
   d. If requested by the District Judge, the caseworker will attend truancy hearings or arrange for alternate representation when unable to attend.
   e. If the child who is 13 years of age or older is placed in the AAP program, the CYS worker will collaborate with the school district and any other services that are ordered to monitor compliance of the order and report to the court any completions or non-compliance of the order. The CYS worker will complete a truancy status report and submit to the District Judge on a monthly basis.
   f. For all cases where the family is open with or monitored by CYS, the CYS worker will complete a truancy status report and submit to the school on a monthly basis.
   g. If a student is adjudicated dependent based on truancy and any other issues relating to the family situation, the agency will provide a wide range of services to the family.

5. Family Group Decision Making (FGMD) Coordinator Procedures
   a. Within 1 business day of receipt of truancy referral, the FGDM Coordinator will attempt to contact the family.
   b. The FGDM Coordinator will make efforts to complete a home visit with the family prior to the TEP meeting to address the truancy report and assist them in preparation of the TEP meeting.
   c. The FGDM Coordinator will assess the family situation by completing a Common Information Form.
   d. The FGDM Coordinator will assist the family in identifying community resources available to support the family and the student specifically addressing truancy.
   e. The FGDM Coordinator will discuss with the family the District Court procedures.
   f. The FGDM Coordinator will discuss with the family the Adjudication Alternative Program (AAP) for children 13 years of age or older, if applicable.
   g. The FGDM Coordinator will attend the TEP meeting with the family and assist them with implementing the TEP.
   h. The FGDM Coordinator will provide additional services, as appropriate and with the agreement of the family.
# 2017 – 2018 Regular Bell Schedule

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<th>Time</th>
<th>Period/Activity</th>
<th>7:15 a.m. – 1st Bell (students dismissed from the Main Lobby); 7:25 a.m. – 2nd Bell; 7:30 a.m. – Late Bell</th>
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<tr>
<td>7:15 – 7:30 a.m.</td>
<td>Students are permitted in the hallways</td>
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<td>7:30 – 7:42 a.m.</td>
<td>Homeroom – Anthem – Announcements – Breakfast</td>
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<td>7:45 – 8:27 a.m.</td>
<td>Period 1</td>
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<tr>
<td>8:30 – 9:12 a.m.</td>
<td>Period 2</td>
<td></td>
</tr>
<tr>
<td>9:15 – 9:57 a.m.</td>
<td>Period 3</td>
<td></td>
</tr>
<tr>
<td>10:00 – 10:42 a.m.</td>
<td>Period 4</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch A Schedule</strong></td>
<td><strong>Lunch B Schedule</strong></td>
<td><strong>Lunch C Schedule</strong></td>
</tr>
<tr>
<td>10:45 – 11:15 a.m.</td>
<td>10:45 – 11:27 a.m.</td>
<td>10:45 – 11:27 a.m.</td>
</tr>
<tr>
<td>11:18 a.m. – 12:00 p.m.</td>
<td>11:30 a.m. – 12:00 p.m.</td>
<td>11:30 a.m. – 12:12 p.m.</td>
</tr>
<tr>
<td>Period 6-7</td>
<td>Period 8-9</td>
<td>12:15 - 12:45 p.m.</td>
</tr>
<tr>
<td>1:33 – 2:15 p.m.</td>
<td>2:18 – 2:38 p.m.</td>
<td>2:35 p.m.</td>
</tr>
</tbody>
</table>

### Clarion County Career Center Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:45 a.m.</td>
<td>Buses depart from KHS</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Buses arrive at CCCC</td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Buses depart from CCCC</td>
</tr>
<tr>
<td>2:35 p.m.</td>
<td>Buses arrive at KHS</td>
</tr>
</tbody>
</table>

### Assembly Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period/Activity</th>
<th>7:15 a.m. – 1st Bell (students dismissed from the Main Lobby); 7:25 a.m. – 2nd Bell; 7:30 a.m. – Late Bell</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 – 7:30 a.m.</td>
<td>Students are permitted in the hallways</td>
<td></td>
</tr>
<tr>
<td>7:30 – 7:42 a.m.</td>
<td>Homeroom – Anthem – Announcements – Breakfast</td>
<td></td>
</tr>
<tr>
<td>7:45 – 8:17 a.m.</td>
<td>Period 1</td>
<td></td>
</tr>
<tr>
<td>8:20 – 8:57 a.m.</td>
<td>Period 2</td>
<td></td>
</tr>
<tr>
<td>9:00 – 9:32 a.m.</td>
<td>Assembly Period</td>
<td></td>
</tr>
<tr>
<td>9:35 – 10:07 a.m.</td>
<td>Period 3</td>
<td></td>
</tr>
<tr>
<td>10:10 – 10:42 a.m.</td>
<td>Period 4</td>
<td></td>
</tr>
<tr>
<td>10:45 a.m. – 2:38 p.m.</td>
<td>Remainder of the day to follow regular Bell Schedule</td>
<td></td>
</tr>
</tbody>
</table>
# Two-Hour Delay Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period/Activity</th>
<th>7:15 a.m. – 1st Bell (students dismissed from the Main Lobby); 7:25 a.m. – 2nd Bell; 7:30 a.m. – Late Bell</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 – 9:30 a.m.</td>
<td>Students are permitted in the hallways</td>
<td></td>
</tr>
<tr>
<td>9:30 – 9:42 a.m.</td>
<td>Homeroom – Anthem – Announcements – Breakfast</td>
<td></td>
</tr>
<tr>
<td>9:45 – 10:12 a.m.</td>
<td>Period 1</td>
<td>Alternate Periods</td>
</tr>
<tr>
<td>10:15 – 10:42 a.m.</td>
<td>Period 2</td>
<td>1 &amp; 2 with 3 &amp; 4</td>
</tr>
<tr>
<td>10:45 a.m. – 2:38 p.m.</td>
<td>Remainder of the day to follow regular Bell Schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CCCC students transported to the Career Center weather permitting.</td>
<td></td>
</tr>
</tbody>
</table>

**ARRIVAL AT SCHOOL**

Students are not to be at school before 7:00 A.M. Students are supervised for only 30 minutes before or after school on school property. Students arriving at school should enter through the Main Entrance or the entrance by the student parking lot and cafeteria. Students are not permitted to roam the building. Once a student arrives on school property he/she is not permitted to leave the school grounds. Any student leaving is subject to suspension.

**ATTENDANCE PROCEDURES**

1. At 7:25 A.M. all students should proceed to their lockers, then directly to homeroom.
2. Those students who report late to homeroom are to report to the Main Office for a tardy slip prior to going to their locker. Late students should not be admitted to class without a tardy slip.
3. At 7:30 A.M. all students will be encouraged to stand for the playing of the “Star Spangled Banner” and continue to stand to recite the Pledge of Allegiance. Activity during this designated time will come to a halt.
4. Teachers will take attendance and are responsible for an accurate daily report of student absence. This is the teacher’s responsibility. Students are not permitted to take attendance.

**BREAKFAST PROGRAM**

Breakfast is available to all students daily in the cafeteria. Students are to report directly to the cafeteria for attendance and breakfast. Students eligible for free and reduced lunches will also be eligible for free and reduced breakfasts. Applications for free and reduced lunches are available at the guidance office and at www.keyk Knox.com/highschool.

**EARLY DISMISSAL**

1. Students wishing to be dismissed early must bring a written note from their parent or guardian stating the date, time, and reason for this dismissal to the Main Office prior to 8:00 a.m. All early dismissals must be approved through the Main Office. Reasons for early dismissal are the same as those reasons listed for excused absences. (See Attendance) A parent or guardian must sign the student out in the Main Office prior to the student being excused.
2. All unlawful excuses can result in violation of the Compulsory School Attendance Law. If a student returns to school from an early dismissal – he/she must report back in at the Main Office.

**EMERGENCY SCHOOL CLOSINGS**

Student contacts will be notified of emergency school closings via the One Call Now system. The following media and internet outlets will be contacted by the School District as well and will carry the announcement for school closings and delays: WWCH Radio 1300 AM, C-93 WCCR FM 92.7; WPXI; KDKA, and www.exploreclari on.com. You may also visit the school district’s website at http://www.keyk Knox.com/ for this information.
LATE ARRIVALS
1. If you arrive at school after 7:30 A.M., you must first report to the Main Office for a pass admitting you to class. If you do not have a legal written parental excuse (illness or emergency), a record of your tardiness is kept.
2. Students entering after the 7:30 A.M. tardy bell and at or prior to 8:30 A.M. will be considered tardy. These students are to report to the Attendance Office upon entering with a written excuse. Students entering after 8:30 A.M. and at or prior to 11:45 A.M. shall be recorded as either excused or unexcused half-day absence. After 11:45 A.M., the student is recorded as a full day absence.
3. Students involved in extracurricular activities must be present in school by 7:45 A.M. or they cannot participate that day unless they have a medical appointment with doctor verification. Students must complete the school day to be eligible to participate in extracurricular activity on that day unless an excuse is presented.
4. Upon the third instance of unexcused/illegal tardiness in a twenty-day school period, you will be assigned detention. Additional unexcused/illegal tardiness in the same 20-day period can result in other consequences such as lunch supervision, suspension driving privileges or suspension from school. Three late arrivals in a twenty-day period for medical reasons can result in a request for a doctor’s excuse. Extended late arrivals will result in assignment to the Student Assistance Program.
5. Failure to produce a medical excuse for extended tardiness will result in the time being recorded as an unlawful absence.
6. Students who are chronically late to school may also be referred to the local magistrate for failure to comply with the attendance regulations.
7. Students arriving on late buses, after homeroom period, must report to the office to have their name removed from the absentee list.

WITHDRAWAL FROM SCHOOL
Students who plan to withdraw from the High School, which includes a transfer to another school, must report to the Guidance Office to complete the necessary paper work. An exit interview will be conducted at the time of withdrawal with the High School Principal. A parent or guardian must accompany any student who withdraws from Keystone Junior-Senior High School.

A withdrawal form must be presented to and signed by all teachers when a student's books are collected.

All books must be returned and all financial obligations satisfied before withdrawal can be completed or records can be forwarded. Financial obligations are cleared through the Main Office.

Students are responsible to pick up their immunization records from the nurse upon withdrawing from school.

ACADEMICS

KEYSTONE SCHOOL DISTRICT ASSESSMENT PLAN

MASTERY OF THE ACADEMIC STANDARDS
Each child must demonstrate mastery of the Pennsylvania academic standards either on the state system of assessments or a local assessment system. The district shall utilize multiple assessment techniques to measure student mastery of the standards. These include commercial tests, state tests, district-developed tests, written work by students, student performances, products or projects, portfolios of student work or successful completion of specially designed standards-based courses.

It is the intent that students must score at the Proficient level or above in order to graduate. This is an admirable goal and, as we work toward reaching it, the district has designed some other processes by which our students can demonstrate their readiness to graduate.

Written requests by a parent/guardian to review the state assessment two (2) weeks prior to its administration will be granted by the District Office during regular business hours according to Exemption for State Assessments. Contact the District Assessment Coordinator at the High School Guidance Office to make arrangements to do so.
GRADUATION ASSESSMENT PLAN
In order to graduate from the district, a regular education student must demonstrate Proficiency or above on the Algebra I, Biology and English Literature Keystone Exams or a project-based assessment if applicable.

7th AND 8th GRADE RETENTION POLICY
1. Any 7th or 8th grade student who fails 3 major subjects will be retained in the current grade for the next year.
2. Any 7th or 8th grade student who fails two major subjects will be assigned to attend summer school. The student must pass summer school to receive promotion to the next grade level.
3. Any 7th or 8th grade student who fails one major subject will be recommended to attend summer school.
4. Upon a second retention a student will be assigned alternative education.

GRADE LEVEL PROMOTION – GRADES 9-11
Students shall be required to successfully complete a specified number of required credits in each grade level (9-11) in order to be promoted to the subsequent grade.

Students shall retain the right to recover failed credits, according to existing credit recovery policy, in order to meet the specified credit requirements for promotion to the subsequent grade.
1. GRADE 9 – The student shall successfully complete a minimum of 5/6.5 required credits in order to be promoted to Grade 10.
2. GRADE 10 – The student shall successfully complete a minimum of 3.75/4.75 (4.25/5.25 for the Class of 2018) required credits in addition to all Grade 9 requirements in order to be promoted to Grade 11.
3. GRADE 11 – The student shall successfully complete a minimum of 3.5/4.5 required credits in addition to all Grade 10 requirements in order to be promoted to Grade 12.

The student must have completed a minimum of 16 total credits at the conclusion of Grade 11 in order to be classified as a senior class member in good standing for the following school year.

Career Center attendance in Grades 9-12 is predicated upon the ability to schedule any/all required coursework as per these guidelines.

These parameters will provide a clear and well defined procedure for students to complete all coursework required to obtain a Keystone SD diploma, and will serve to minimize scheduling conflicts that can adversely impact graduation.

GRADUATION REQUIREMENTS
– Students shall:
1. Pass all the required courses in Grades 9-12. Note: A list of required and elective courses, by grade, may be found in the “Program of Studies” or online at www.keyknox.com/guidance.
2. Earn a minimum of 24 credits.
3. Successfully complete a culminating project. Achieve successful results (Proficient or Advanced) on school district and/or state assessments.
4. These requirements may be altered as directed in a student’s Individualized Education Plan (I.E.P.)

HIGH SCHOOL GRADUATION REQUIREMENTS
Effective with the Class of 2017, graduation requirements include the following:

1. Course completion and grades;
2. Demonstration of proficiency as determined by the school district, charter or cyber school or AVTS if applicable in each of the state academic standards not assessed by a state assessment; and
3. Demonstration of proficiency in Algebra I, Biology and Literature Keystone Exams or project-based assessment if applicable.

Supplemental Instruction – Students who did not score Proficient or Advanced on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone Exam or particular module. The school must continue providing supplemental instruction either until the student demonstrates proficiency in the subject area or until the student begins participating in a project-based assessment.
Re-taking Keystone Exams – A student may re-take a Keystone Exam or Exam module on which he or she did not score Proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score Proficient or above on a Keystone Exam can retake the test.

The performance-level descriptors and scores adopted by the State Board follow:

1. **Advanced** - reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania CORE Standards.
2. **Proficient** - reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania CORE Standards. This work is approaching satisfactory performance but has not met.
3. **Basic** – reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania CORE Standards. This work is approaching satisfactory performance but has not met it.
4. **Below Basic** - reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of skills included in the Pennsylvania CORE Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

**GRADING POLICY**

1. Teachers will state in writing their grade determination policy and course requirements. These must be read and distributed at the beginning of each course.
2. Course final grades shall be a comprehensive assessment of the student's work.
3. The teacher will be the final judge as to whether or not a student meets the stated course requirements.

<table>
<thead>
<tr>
<th>Grade Designations</th>
<th>% Range</th>
<th>Letter Grade</th>
<th>% Range</th>
<th>Letter Grade</th>
<th>Letter Grade</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
<td>70-76</td>
<td>D</td>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>85-92</td>
<td>B</td>
<td>0-69</td>
<td>F</td>
<td>M</td>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>77-84</td>
<td>C</td>
<td>---</td>
<td>---</td>
<td>NM</td>
<td>No Mark</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete Grades – Any student who receives a grade of Incomplete (I) will have two weeks from the end of the grading period in which to complete and return the work to the teacher. Course audit is prohibited. Courses must be scheduled for credit. Any course that is dropped will be assigned a grade of Withdraw Failing (W/F), Withdraw Passing (W/P), or No Mark NM.

**MINIMUM YEARLY CREDITS CARRIED**

All Keystone Junior-Senior High School students will be required to carry at least six (6) Keystone credits (Credits earned through courses taught by Keystone Junior-Senior High School teachers during the school's regular school day.). This requirement does not include credits earned through dual enrollment (Butler County Community College or Clarion University of Pennsylvania) or eAcademy courses. In addition, these courses cannot replace ones offered at Keystone. No student should, on average, have more than 2 (two) study halls per day.

**TRANSFER GRADES AND CREDITS**

When determining the Grade Point Average and Weighted Grade Point Average of any student who transfers to Keystone Junior-Senior High School neither the grades nor credits earned at the student's previous school will be used to calculate these values. In addition, only the credits earned at the student's previous school will be reflected on the student's Keystone transcript; no grades earned at the previous school will appear there.

**KEYSTONE GRADE POINT AVERAGE & CLASS RANK**

Keystone Junior-Senior High School computes Grade Point Averages (GPA) for ninth through twelfth-grade students in the following manner:

1. Multiply the final average earned in each course by the number of credits it's worth.
2. Sum all of these products (Final Average * Number of Credits).
3. Divide the resulting sum by the total number of credits.
A weighted grade point percentage will also be computed for any student taking:

1. Honors English 9
2. Honors English 10
3. Honors English 11
4. A.P. English 12
5. Pre-Calculus
6. A.P. Calculus
7. Biology 2
8. Chemistry 2
9. A.P. Honors World History
10. A.P. U.S. History

A student’s final percentage grade in any of the weighted courses will receive eight percent added to the weighted course grade when determining the final weighted grade point average at the end of each school year.

A weighted grade point percentage will also be computed for any student taking Honors English 9 through 11, AP Calculus, AP English 12, Biology II, AP Stats, Chemistry II and Honors World History. A student’s Final Average percentage grade in any of the weighted courses will have eight weighting points added to it to determine the final Weighted Grade Point Average at the end of each school year.

The Weighted Grade Point Average, rounded to the hundredths, will be used to select students for National Honor Society, Valedictorian, Salutatorian and medallions for graduation ceremonies. Weighted GPA, rounded to the hundredths, will also appear on each student’s final transcript.

**HONOR ROLL AND PRINCIPAL’S LIST**

Honor Roll students will include students attaining A’s and B’s (85% - 100%) in each class or at least a “B” equivalent from any Honors course based on the present quarter marking period. A student must not receive any grades of Incomplete (I), F’s, Withdrew Passing (W/P), or Withdrawal Fail marks. Students taking any number of courses may qualify. A “medical” is acceptable.

Principal’s List students will include students attaining all A’s (93%-100%) in each class or an "A" equivalent in any Honors course based on the present quarter marking period. A student must not receive any grades of Incomplete (I), Withdrew Passing (W/P), or Withdrew Failing (W/F). A Medical (M) grade is acceptable.

**SCHOLASTIC RECOGNITION AT GRADUATION**

Keystone High School will honor academic achievement in five levels. These levels are determined unofficially by the cumulative grade percentage (rounded to the hundredth) at the end of the third quarter of the senior year, and are official at the time graduation.

- **1st in Class**: Graduating Valedictorian (6 credit minimum)
- **2nd in Class**: Graduating Salutatorian (6 credit minimum)
- **97.50% and above**: Graduating with Highest Scholastic Honors
- **95.00% - 97.49%**: Graduating with High Scholastic Honors
- **92.5% - 94.99%**: Graduating with Scholastic Honors

To be considered for either Valedictorian or Salutatorian honors at Keystone Junior-Senior High School a student must have earned at least eighteen (18) Keystone credits (Credits earned through courses taught by Keystone Junior-Senior High School teachers during the school’s regular school day.).

**NATIONAL HONOR SOCIETY**

The National Honor Society is a national organization that promotes the recognition of students who demonstrate outstanding accomplishments in the areas of academic, character, leadership, and service. Thousands of schools across the country are chartered members. Membership is thus both an honor and commitment. College admission officers often look for Honor Society membership as a valid indicator that the applicant will succeed at the collegiate level.
Membership in the Keystone Chapter of the National Honor Society shall be for students in grades 10, 11 and 12 who exemplify the four ideals of the society: scholarship, leadership, service and character. Students in grade 10 must have a GPA of 97.50% or higher to apply. Students in grades 11 or 12 must have a GPA of 94.50% or higher to apply.

A review will be made of each qualified student's attendance record. The NHS advisory committee will evaluate the student's attendance regarding the number of days missed and the number of times tardy. A review will also be made of each student's disciplinary record. The NHS advisory committee will evaluate the disciplinary record regarding the seriousness and frequency of the incidents contained therein. In addition, the faculty will cast a ballot of endorsement for each candidate. An endorsement of 80% of the faculty is required to offer an application to the student.

Students must then complete an application packet for membership, including the following documents:
1. An essay by the student explaining why the student wishes to join the NHS including a narrative summation of how each of the four principals of the NHS is demonstrated in their experience.
2. A letter of recommendation from a current teacher and a previous teacher.
3. A statement from the advisor of any club or organization, in and out of school, listing the student's involvement in that organization.
4. A statement from the coach of any athletic team to which the student has belonged indicating the student's contribution to the team.

Applications must be received on time. Points will be assigned to each of the application criteria. If the student scores a sufficient number of points, they will be invited to join the NHS.

**FAILURE IS NOT AN OPTION MEETINGS**
At the midpoint of each of the first two Grading Periods of the school year Failure Reports will be run and any student found to be failing a course will be required to participate in a “Failure is not an Option” meeting. These meetings will be conducted by the Guidance Counselors, Dean of Students, and High School Principal. At the meetings a plan will be formulated to provide the interventions necessary to improve the student’s failing grade(s). These interventions could include, but are not limited to: assignment to a structured study hall in the AmeriCorps room; assignment to Homework Helpers; and assignment to tutoring during the Sustained Silent Reading (SSR) period at the end of the school day. Students identified for this process as well as their parents will be asked to sign a student behavior contract agreeing to participate in the interventions recommended by Keystone Junior-Senior High School.

**SPECIAL EDUCATION SUPPORT SERVICES**

**Nondiscrimination – Qualified Students with Disabilities**

Keystone School Board Policy No. 103. states that the district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.

**Special Education Support Services**

Special Education Support Services are provided to qualified students with identified disabilities. Individualized programs are developed in accordance with state and federal regulations. For more information, contact the Director of Special Education.

**Speech and Language Support**

Speech and Language support services are provided to students with an identified Speech and Language Impairment. 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 Support**

Gifted Support Services are provided to students with an identified need. Those students who qualify at Keystone School District are serviced through individualized educational plans, which include enrichment activities and advancement. The Keystone School District gifted program is designed to be a challenging extension of regular classroom learning. For more information contact the Director of Special Education.
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 English Language Learner (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.

CLARION COUNTY CAREER CENTER ELIGIBILITY

Career Center students who are failing coursework (69% and below) required for graduation at the conclusion of the Quarter 1 marking period are placed on Academic Probation for the Quarter 2 marking period. Should the student be failing required coursework at the conclusion of the Probationary Marking Period (Quarter 2), he/she will be withdrawn from Clarion County Career Center programming for the remainder of the school year.

COURSE CREDIT MAKE-UP

If a student fails a class at Keystone Junior-Senior High School, with a cumulative score of 60% to 69%, one of the following options may be selected by the student in order to make up that class:

1. Credit will be given for courses that are offered by another school district provided that they are a minimum of 40 hours and are taught by a certified teacher in the same subject area being completed.
2. Credit will be given for courses that are offered by a college provided that a certified teacher in the same subject area being completed teaches them.
3. Students may complete a pre-approved correspondence course, at the student's expense, to satisfy the credit requirement for failed courses. Students must show evidence of satisfactory completion for the correspondence course. Information regarding course content and objectives must be provided to the building Principal prior to the student enrolling in the class. A student is limited to two correspondence courses throughout the high school career.
4. Students may hire a private tutor who is certified in the same subject matter being taught and who will instruct the student using the Keystone Junior-Senior High School curriculum and materials. A minimum of 40 hours will be required.
5. Career Center students must be able to schedule and pass required courses before enrolling in the Career Center.
6. Students may complete, at their own expense, a pre-approved online credit recovery course to satisfy the credit requirement for failed course.

In all cases, Keystone Junior-Senior High School retains the right to administer a final exam to determine the mastery of content. Students must earn a minimum of 70% on the final in order for credit to be granted. If a final exam is not utilized in the regular class, a series of quarterly and/or chapter tests, approved by the regular instructor, may be administered. The student must average a 70% on all tests in order to fulfill course requirements. ANY OPTION PURSUED MUST BE PRE-APPROVED BY THE BUILDING PRINCIPAL OR DESIGNEE. Options must be selected and approved within two weeks (ten working days) of the last day of the school year.

If a student fails a class at Keystone Junior-Senior High School with a cumulative average of 59% or less, he or she MUST re-take the class to meet graduation requirements.

COLLEGE COURSES

Keystone Junior-Senior High School students are permitted to take college courses during a part of the regular school day and/or prior to the school day provided they follow the following procedures:

1. Coursework must be taken at a nationally accredited college.
2. Prior approval must be obtained from the guidance office and the administration before the student registers for college courses.
3. Completion of all necessary paperwork is the student's responsibility.
4. Regular attendance at the home school is required.
5. Butler County Community College provides college courses at the high school prior to the school day.
6. The Dual Enrollment Program is open to junior and senior students who meet eligibility requirements established by Clarion University and Butler County Community College and the Dual Enrollment Committee. Dual Enrollment courses may be scheduled on Saturday mornings, during evenings, before or after school hours, or on-line.
7. Courses offered at Keystone Junior-Senior High School cannot be replaced by Dual Enrollment or other Distance Learning courses.
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 student’s entry/reentry into the District and/or Participation in the District’s extracurricular and/or interscholastic athletics is set forth in Board Policy #137.

HOMEBOUND INSTRUCTION
A student’s family may request and be granted homebound instruction for a child. 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.

In order to receive homebound instruction, parents/guardians must submit a written request for homebound along with a written request from a physician. These requests must be turned into the Main Office.

SB Policy #117, Homebound Instruction outlines the following procedure to be followed in order to have homebound instruction provided:
1. The parent/guardian should request homebound instruction in writing.
2. 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 to commence when the term of absence is greater than 10 days.
3. Homebound instruction is approved by the Superintendent.
4. Homebound instruction is not mandated by the Department of Education.

GUIDANCE OFFICE AND STUDENT SERVICES CENTER
The Student Services Center program 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.

COLLEGE AND VOCATIONAL PLANNING
Students and their parents can obtain information about colleges and financial aid from the Guidance Office. Resources include catalogs, applications, handbooks, and computerized Guidance programs, including “Choices”. The Guidance Office webpage can be accessed at www.keyknox.com/guidance.

COUNSELING
Counseling services are available to all students. Educational, vocational, social, or personal counseling can provide a student with the necessary insights to approach their 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 and get a pass for each counseling session.

GROUP GUIDANCE
Group sessions are held throughout the school year for various purposes, some of which include scheduling classes, reviewing test results, career awareness, preparing for college, etc. 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 after school.

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 center also acts as a liaison between the home and school.

SCHEDULING
Students are given the opportunity to discuss scheduling options on both a group and an individual basis. Beginning in spring, upperclassmen are given a request form and are asked to choose classes for the following year. A drop/add period is held for approximately one week after classes begin. No student may withdraw from any class after the tenth day. Other changes can be made by the administration at any time.
VISITATIONS
Representatives of colleges, trade/technical schools, business and nursing schools, and the military services visit our school to meet with interested students. Announcements are made via the P.A. system, posters, and the Guidance Office newsletters. Students must sign up in the Guidance Office to receive a pass to attend these presentations.

RECORDS
Keystone School Board Policy No. 216 states The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by district staff.

Secondary student or parent/guardian have the right to request in writing that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.

The Guidance Office maintains all student permanent record files. These include cumulative records of grades and coursework, special needs student files, and psychological evaluations where indicated.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

SPECTATOR DECORUM
The PIAA constitution imposes upon the Principal of the home school the responsibility for the fair treatment of all visitors and sports officials who attend and officiate contests conducted by Keystone High School.

The PIAA By-Laws provide that a school or its Teams may be suspended when the conduct of its administration, faculty, coaches, teams, students, or team followers is unsportsmanlike and results in actions which are detrimental to individual, school and/or public welfare, and/or are prejudicial to the purpose of PIAA.

PARTICIPANTS’ PHILOSOPHY
High school officials of extracurricular activities believe that students who are selected for the privilege of membership in extracurricular activities should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and advisors enforce a Code of Conduct. Furthermore, members of extra-curricular activities who fail to abide by the Code of Conduct are subject to disciplinary action. As recognized representatives of their school, participants are expected to exhibit appropriate behavior while a participant in an extracurricular activity. A student enrolled in a charter or cyber charter school may participate in extra-curricular activities according to School Board Policy 140.1. Information is available through the Athletic and Activities Office.

ACADEMIC ELIGIBILITY
In order to participate in extracurricular activities, a student must meet the following requirements:

1. The student will be deemed ineligible if in:
   a. Senior High – a failing grade is received in a course that is required for graduation.
   b. Junior High – a failing grade is received in one of the five (5) core courses of English, Reading, Mathematics, Science, and Social Studies.

2. Quarterly Grades:
   a. In cases where a student’s work in any preceding grading period does not meet the quarterly academic standard of 70% for each course required for graduation, said student shall be ineligible to participate in interscholastic athletics/extracurricular activities for at least fifteen (15) school days of the next grading period where the school has four (4) grading periods per school year. The date of ineligibility begins on the first day report cards are issued, the 1st day of practice of a season in which the report card had been previously issued, or the first fifteen (15) school days of the fall season when using final grades at the end of the school year.
   b. At the end of the school year, the student’s final credits in the student’s subjects rather than the credits for the last grading period shall be used to determine the student’s eligibility for the next grading period.

3. Weekly Grades:
   a. At the conclusion of each week, a student will be ineligible if she/he is not passing required courses as previously identified. If a student is ineligible under this provision for three (3) consecutive weeks, she/he will be ineligible for a period of fifteen (15) school dates from the date of the occurrence.
b. Weekly grades shall be collected each Monday morning at 8:00 AM to determine eligibility. In cases where a student’s cumulative work from the beginning of the grading period does not, as of Monday morning, meet the academic standards specified then the student shall be deemed ineligible from the Sunday preceding that Monday through the Saturday preceding the next Monday as of which the student’s cumulative work from the beginning of the grading period meets the weekly academic standards. When school is closed on Monday for any reason the High School Principal may, at his/her discretion, determine whether the student meets the specified academic standards as of that day meets the academic standards provided.

c. Participants must attend two (2) Homework Helpers and two (2) practices during the week that they are ineligible.

d. Attendance – a student who has been absent from school during a semester for a total of twenty (20) or more days of school, shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of sixty (60) school days following the student’s twentieth (20th) day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend religious activity/function which the church requires its members to attend, or an excused absence of five (5) or more school days due to the same confining illness or injury, such excused absence may be waived from the application of the rule by the District Committee. Attendance at summer school does not count toward the sixty (60) school days required.

PARTICIPATION OF STUDENTS
In order for a student to participate or attend an extracurricular activity on any given day, the student must be in school no later than the beginning of Period 1 (7:45 a.m.) unless a medical excuse is presented. Students must also complete the school day in order to participate in extracurricular unless excused for a medical/legal reason. Students dismissed early for a medical/legal reason must have a medical/legal excuse to return that day to practice or a game. The medical/legal excuse must be presented to the coach or advisor. Any student who has been exempted from Physical Education class due to a medical excuse shall also be exempted for the same period from athletic participation.

If a student has been suspended from school or assigned in-school suspension he/she shall not participate in any extracurricular activity or attend any after school function on those days. If a student is expelled from school, he/she shall not participate in any extracurricular activity during the period of expulsion. If a student is assigned a detention after school, he/she must fulfill the detention requirement before attending any extracurricular activity after school.

**Students involved in athletics need to understand that the approved Physical Education curriculum has priority over any extracurricular sporting activity.**

The coach/advisor has the discretion to excuse a participant with prior permission from practice.

The coach/advisor will discipline participants in the following manner for unexcused absenteeism:

- **1st Offense** – one game/performance suspension
- **2nd Offense** – one game/performance suspension
- **3rd Offense** – removed from the extracurricular activity for the remainder of the season or school year

Missing a game or performance without expressed consent from the Head Coach will result in the removal from the activity for the remainder of the year.

A student who is late or leaves practice without the prior approval of the advisor/coach or attends practice without the proper equipment will be disciplined at the discretion of the coach/advisor.

Every effort will be made to accommodate the participant regarding conflicts between participants and any other school-related activity.

ATHLETIC FEES AND PHYSICAL REQUIREMENTS
The fee schedule for students participating in interscholastic sports at Keystone Junior-Senior High School is the form of an Activity Fee of $100 for the 1st sport and $50 for all other subsequent sports ($150 maximum per student).

1. You must have your physician fee at the time of your physical or you will be turned away. No exceptions.
2. If you go to your own physician and present the athletic trainer with your completed paperwork but do not have your athletic fee, you are not permitted to participate/play until those fees are submitted.
3. Checks or money orders are to be made payable to KHS (Keystone High School). If paying with cash, please request a receipt.
4. Reimbursement of the athletic fee will be provided through the Athletic Director’s office for any student who chooses not to participate or who may be cut from the team.
5. Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.

PARTICIPATION OF VOLUNTEERS
SB Policy #916 Volunteers states that volunteers shall work under the direction of and be responsible to the teacher or coach to whom they are assigned. Volunteers shall at no time assume responsibility of the complete direction and/or control of students. Volunteers support athletic programs and shall be required to submit current Act 34, Act 151, Act 114 and Act 24 Clearances. Applications for clearance checks are available in the District Office.

APPROPRIATE DRESS
Each participant is responsible to dress appropriately, as defined in the student handbook, while participating in any activity. The wearing of inappropriate attire could result in removal from the activity on the specific day the infraction occurs. See your advisor/coach if you are concerned about specific attire. Please take pride in your appearance of your group.

EQUIPMENT
Each participant is responsible for each item of equipment issued to him or her. Lost or stolen equipment must be paid for at the replacement rate cost. A participant will not be allowed to participate in the next season or will not be allowed to receive his or her report card or awards if outstanding account is unpaid. Unpaid costs of lost or stolen equipment shall be placed with the District Magistrate for collection.

TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES
Transportation for students shall be provided in accordance with state law and School Board policy, the District Athletic Handbook, and the Activity Bus Contract*. Students who participate in educational and extracurricular field trips must ride district transportation absent extenuating circumstances approved by the building principal.

The Board reserves the option to use alternative transportation (i.e., coaches rather than school buses) for student transportation whenever the Board believes it is in the best interest of student comfort and well-being to do so. The Board also reserves the option to utilize parents and/or teachers for transportation (district van) when small groups of students (20 or less) are involved. Use of personal vehicles to transport students on field trips is strictly prohibited.

*Refer to the Activity Bus Contract.

TRYOUT POLICY
The administration is sensitive to the needs of the students during the tryout period. It is the school’s desire to see that as many student participants as possible are involved in the program. Unfortunately, due to facility space, time constraints, and additional factors, limitations are placed on number of participants in an activity.

Procedures:
1. Choosing the members of the various student groups is the responsibility of the coach or advisor.
2. Before tryouts begin coaches and advisors will make available team information and the student handbook to all candidates and/or parents of the student group at a scheduled meeting. Such information shall include:
   a. Length of tryout period
   b. Criteria or objectives used to select the members of the group
   c. Number of participants that will be selected
   d. Distribution of schedules
   e. An explanation of commitment
3. In sports, lower level coaches will follow the criteria for selection that have been established for the particular sport by the head coach. Head coaches need to be involved with the selection of lower level teams.
4. Each participant must have the opportunity to be allowed to demonstrate their abilities.
5. Coach/advisor will discuss options or alternatives for those individuals who do not make the extracurricular activity group.
RANDOM DRUG TESTING OF ATHLETIC AND EXTRA-CURRICULAR PARTICIPANTS

Random Drug Testing of Athletic and Extra-curricular Participants Random drug testing may be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the administration in its sole discretion and may be performed at any time. This means that random testing may occur before, during, or after the sports season or scheduled program of the athletic activity.

Upon the day of testing, the district’s administration will provide the testing vendor with a list of numbers corresponding to the entire pool of athletic activity participants. The list shall contain no names; the district alone shall maintain the records indicating which student corresponds to which number. The administration then will indicate to the vendor how many students the District wishes to test. The vendor will return a random list of numbers from which the District will be able to determine the individual students to be tested.

Any eligible student selected randomly for the drug testing who is not in school on the day of testing will be tested at the next available testing time. Failure to comply will result in the student being viewed as refusing to test.

All costs of the collection, testing, and interpretation shall be paid by the District.

More details of the testing procedure may be found in School Board Policy #123.1 Drug Testing/Extra Curricular Activities.

VARSITY LETTER ELIGIBILITY

Letters shall be earned by students as indicated below:

1. Football, basketball, wrestling, golf, volleyball, baseball, softball, sports medicine – Letters are awarded upon recommendation of coaching staff to members of the junior high, junior varsity, and varsity squads who have participated in one-half of the quarters/innings/matches.
2. Track and Field – Letters are awarded upon the recommendation of the coaching staff to members of the track and field team who have earned an average of one point per dual or meet a high standard in their event(s).
3. Cross Country – Letters are awarded upon the recommendation of the coaching staff to members of the team who reach a designated time standard of scored displacement points in at least one-third of the events.
4. Soccer – Letters are awarded upon the recommendation of the coaching staff to members of the team who play in at least half of the time allotment on average per game.
5. Cheerleading – Letters are awarded at the end of the competitive spirit season upon the recommendation of the coaching staff.

Due to extenuating circumstances, a student in any program may be awarded a letter upon the recommendation of his or her coaches and upon approval of the Athletic Director and Principal.

Students obtaining a varsity letter shall be entitled to order a varsity “K” jacket with a 6-inch chenille letter “K” attached with a pin(s) signifying the sport in which he/she has lettered. The individual shall pay for the jacket. The school shall purchase the varsity letters.

DISCIPLINE

STUDENT CODE OF CONDUCT

It is the responsibility of the Keystone Junior-Senior High School community to create and maintain an environment in which the majority of students will be self-disciplined enough to maintain proper patterns of 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 to maintain an environment which is conducive to an effective educational environment.

We do realize that not all students will behave in a responsible and appropriate manner for a school setting. When a student behaves in an inappropriate fashion, it becomes necessary to take punitive 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 the written regulations of the school district. Since it is impossible to develop an all-inclusive list of offenses, in accordance with Section 1318 of the Pennsylvania School Code conduct not specifically addressed in this Student Code of Conduct nevertheless could 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.
Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where students are within the jurisdiction of this District and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Keystone School District expressly prohibits the possession, use, or distribution of mood altering and/or illicit drugs and alcohol on school premises or as part of any of its activities. Any violation of this policy will result in an immediate 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 & 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.

Instances of social media disruptions occurring outside of school should be reported to the police by parents/guardians.

Act 23 of 1999 requires that individuals under 21 years of age who are adjudicated for terroristic threats on school grounds or during a school-sponsored activity would have their driver's license suspended for a minimum of six months.

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 on the State Regulations and Standards. For information regarding compliance contact: Mr. Shawn Algoe, Superintendent, Keystone School District, 451 Huston Avenue, Knox, Pennsylvania 16232 - Telephone (814) 797-5921.

CORPORAL PUNISHMENT PROHIBITED
Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited. However, teachers and school authorities may use reasonable force ("hands on") under the following circumstances:

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.

DETENTION
The purpose of the Keystone After-School Detention Program is to maintain continuity of instruction and to address student behavior modification issues.

Students may be assigned detention by an administrator for infractions of the disciplinary code. Detention is a disciplinary measure. If a student is assigned detention after school, he/she must fulfill the detention requirement before attending any extracurricular activity after school.

Students assigned to detention are to report to the detention room at dismissal. Detention is completed at 3:45 P.M. Students who are tardy to detention will be assigned further disciplinary consequences. Transportation home from detention is the responsibility of the parent/guardian or student.

When the Administration assigns a student detention for an infraction of the discipline code, the detention notice is mailed home. Included in this notice is the reason for the detention and the date that the student is to serve it. Specific instructions will be provided if any procedure differences are indicated. The student is responsible for notifying the parent/guardian of the assigned detention on the day the detention is assigned.

KARES—STUDENT IMPROVEMENT
KARES (Keystone Alternative Recovery Education and Support) – Student Improvement is defined as a disciplinary program that confines education to the KARES room for a period of time up to 10 days. KARES—Student Improvement
does not relieve the student of the obligation to continue his or her regular program of studies. Regarding KARES—Student Improvement:

1. Students may be placed into KARES—Student Improvement at any time that it is warranted by the Administration.
2. At the Administration’s discretion, students may be given 24 hours’ notice before being required to report to KARES—Student Improvement. In the interim, parents will be notified of the disciplinary action via letter or telephone.
3. KARES—Student Improvement is considered a temporary remedy for disciplinary problems. Repeated rule infractions will result in out-of-school suspension.
4. KARES—Student Improvement affords students an opportunity to research a career goal, focus on citizenship topics, and stay current with their schoolwork.
5. Any misconduct that occurs during KARES – Student Improvement will result in out-of-school suspension and the student will complete the KARES – Student Improvement assignment once out-of-school suspension is served.

OUT-OF-SCHOOL SUSPENSION (OSS)
Out-of-school suspension is an exclusion from school for a period of one (1) to ten (10) days.

KARES—STUDENT IMPROVEMENT AND OUT-OF-SCHOOL SUSPENSION POLICIES AND PROCEDURES
1. Those students assigned to KARES—Student Improvement /OSS are restricted from participation in any other school activities including any extracurricular activities, athletic practices, etc. on day(s) assigned KARES—Student Improvement/OSS.
2. Each time a student is assigned to KARES—Student Improvement/OSS parents will be notified, if possible, of the disciplinary action by telephone, letter, or both.
3. If a student is assigned KARES—Student Improvement/OSS beyond three (3) days, a conference will be arranged with the parents including the Principal, counselor, and (possibly) the classroom teacher.
4. If a student is assigned KARES—Student Improvement/OSS beyond five (5) days, a conference will be arranged with the parents and the aforementioned school personnel. At this time, the situation involving the student’s action will be discussed at length. In addition, the parent(s) will be informed of the possible consequences of continued misbehavior by their child.

DEMERIT SYSTEM
Numerous curricular field trips and class activities are planned for students during the school year. In order to encourage cooperation and teamwork and stress individual responsibility, a demerit system will be used to evaluate student behavior as follows:

1. Out-of-School Suspension 7 demerits for each day assigned
2. KARES—Student Improvement 4 demerits for each day assigned
3. Supervised Lunch 4 demerits for any assignment of two weeks or more
4. Teacher-assigned detention 1 demerit for each day assigned
5. Administrator-assigned detention 2 demerits for each day assigned

Students will be excluded from any curricular trip or class activity according to the following schedule:
1. Activities during the First Grading Period – 5 or more demerits
2. Activities during the Second Grading Period – 9 or more demerits
3. Activities during the Second Semester – 13 or more demerits

The recording of demerits will start the first school day. If a student’s behaviors results in his/her exclusion from a trip or activity, all money received for that function is non-refundable.

In an attempt to provide positive motivation for students to re-establish their individual self-discipline, a student who wishes to request a reduction in the number of accumulated demerits to the level of twelve (12) required to be eligible for the trip or activity. This is an option for an infraction of Level I, II, or III. The student may do so by submitting a formal written request to the High School Principal. It is the Administration’s prerogative to consider granting the student’s written request after evaluating the particular circumstances. If approved, the student’s accumulated demerits will be reduced from his/her record thirty days after the infraction if the student has not been involved in any additional discipline incidences. Demerits assigned for any Level IV discipline infraction will not be reduced.

DUE PROCESS
If disciplinary action is deemed appropriate the student has a right to know what the accusation is and what consequences are 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 regarding them. The student is always entitled to due process. Due process means knowing what the accusations are and having the opportunity to refute them before disciplinary action is taken.

Specific due process requirements and procedures are provided below. Please read these thoroughly and refer questions to the High School Principal.

DUE PROCESS REQUIREMENTS FOR OUT-OF-SCHOOL SUSPENSIONS
For out-of-school suspensions 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 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.
4. Sufficient notice of the time and place of an informal hearing must be given.
5. The District must offer to hold the informal hearing within the first 5 days of suspension.
6. The student or his/her legal representative has a right to question any witnesses present at the hearing.
7. The student has the right to speak and produce witnesses on her/her own behalf.

In all suspension cases, the student has the right and the responsibility to make up exams and work missed. Disciplinary action administered to exceptional student will be implemented in accordance with Pennsylvania Department of Education standards and regulations as they pertain to such exceptional students.

CELLULAR PHONE POLICY
Cellular phones are to be turned off at the beginning of the school day and left off throughout the day, except at the direction of a teacher and then only in support of the instructional activities occurring in the classroom. Cellular phones may be used after the final dismissal bell at the close of the school day. Any phone visible or on during the school day will be confiscated. Refer to Student-Owned Electronic and Other Electronic Devices Procedural Guidelines in this handbook. Repeated violations of the school’s cellular phones policy will result in escalating consequences:
1. First Offense – The student’s cellular phone is confiscated and taken to the Main Office, where the student may retrieve it at the end of the school day.
2. Second Offense – The student’s cellular phone is confiscated and taken to the Main Office, where only the student’s parent or guardian may retrieve it at the end of the school day.
3. Third Offense – The student must surrender his/her cellular phone to the Main Office at the beginning of each and every school day; it may be retrieved by the student at the end of the school day.

LEAVING THE HIGH SCHOOL BUILDING WITHOUT PERMISSION
No one is to leave the building during school hours without prior approval or permission of the School Nurse or Administration. Such an absence will be considered a truancy and subject to disciplinary action.

In cases when it is necessary to leave the building, such as college attendance, co-op, etc. students must sign out and sign in in the High School Office.

DISCIPLINE CODE

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 areas of school property
6. Running or shouting in halls
7. Unauthorized presence in halls
8. Public displaying of affection
9. Taking or bringing unauthorized food to or outside the cafeteria
10. Bringing radios, tape players, or electronic games without permission
11. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:
1. Verbal reprimand
2. Parent contact by teacher
3. Special assignment
4. Withdrawal of privileges
5. Detention – U-Turn
6. Other, as specified

LEVEL II

EXAMPLES OF, BUT NOT LIMITED TO:
1. Continuance of unmodified Level I behavior
2. School tardiness
3. Truancy*
4. Cutting class/Failure to report to assigned area
5. Forgery
6. Failure to report for detention**
7. Failure to follow lab, shop, or classroom safety procedures
8. Failure to return school-loaned equipment, books, etc.
9. Failure to turn in required forms (detention slips, excuses, pre-approved trip forms, etc.)
10. Violation of school dress code.
11. Unauthorized use of school-owned property
12. Defacing school property (minor vandalism)
13. Defacing the property or possession of another student or staff member
14. Failure to follow school rules.
15. Dishonesty/cheating
16. Misbehaving in cafeteria***
17. Use of cellular telephones and/or pagers during the regular school day
18. Receiving or sending inappropriate material via the Internet
19. Misuse of District Technology
20. Use of social media to disrupt education or to create a safety issue
21. Profane or inappropriate language.
22. Physical contact/Horseplay
23. Stealing
24. Violation of state-mandated standardized testing policies and procedures
25. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:
1. Parent contact by Administration or teacher
2. Detention
3. KARES–Student Improvement
4. Required clean-up and/or payment of damages
5. Referral to counselor
6. Referral to outside agency
7. Other, as specified

* For every day a student is truant, he/she will be suspended. The number of days and suspensions will be an administrative decision. Students will have the opportunity to make up work missed on the day(s) of suspension. Repeated offenses can result in extended suspension and referral for violation of compulsory attendance regulations.

** If a student does not report for detention, he/she will be suspended in Student Improvement – KARES.
*** Throwing of food or any object or misconduct in the cafeteria will warrant immediate disciplinary action. Repeated offenses will result in extended suspension.

LEVEL III

EXAMPLES OF, BUT NOT LIMITED TO:
1. Continuation of unmodified Level I and II behaviors
2. Harassment (all forms)
3. Threatening other students (includes email, text messages, and social media)
4. Fighting* (mutual consent)
5. Tumultuous physical contact*
6. Leaving school property without permission
7. Use of profanity or other abusive language
8. Insubordination, disrespectful speech or actions, open defiance of authority**
9. Smoking or possession of tobacco products in school, on school property, or at school sponsored activities***
10. False reporting to school employees or law enforcement agents
11. Academic fraud
12. Taking pictures or recording audio or video without the subject’s permission
13. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:
1. Parent contact by Administration
2. Referral to Counselor
3. Referral to outside agency
4. KARES–Student Improvement
5. Out-of-School Suspension (OSS)
6. Student Assistance Program
7. Other, as specified

* Students involved in fighting will be placed in Student Improvement – KARES immediately as a cooling off period. Depending on the severity of the situation, students may be assigned to Student Improvement – KARES placement or OSS.

** Automatic suspension

*** Automatic suspension, plus referral to the District Justice

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

The following penalties will be imposed for fighting:
1. Fighting will result in an immediate suspension.
2. 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 for disorderly conduct, harassment, or assault. Depending upon the circumstance, students who are under 18 years of age could be certified to the Clarion County juvenile authorities.

LEVEL IV

EXAMPLES OF, BUT NOT LIMITED TO:
1. Continuation of unmodified Level I, II, and/or III behaviors
2. Any violation of state or federal law
3. Arson
4. Assault and battery
5. Disorderly conduct
6. Possession/use/furnishing/selling of unauthorized and controlled substance or drug paraphernalia (See School Board Policy No. 227)
7. Extortion or attempted extortion
8. Indecent exposure
9. Possession/use/transfer of any weapon, knives, guns, etc. or any type of explosive
10. Theft (criminal)
11. Bomb threat
12. Vandalism
13. Threatening or intimidating teachers or other school personnel - threatening includes any verbal or written statement, or caricature intending to portray or depict harm.
14. Violation of State Vehicle Code on school property
15. Unauthorized use of school fire alarm system
16. Possession/use/transfer of firecrackers or any type of explosive device
17. Terroristic threat
18. Look-alike drugs, volatile solvents, inhalants, electronic cigarettes and synthetic marijuana.
19. Malicious use of the network to develop inappropriate programs or infiltrate a computing system or damaging the software of a computing system
20. Bullying
21. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:
1. Immediate assignment to KARES–Student Improvement or Out-of-School Suspension and notification of the Superintendent of the incident
2. Recommendation for expulsion
3. Contact appropriate Law Enforcement Agencies
4. Restitution for any and all damages
5. Parent notification
6. Referral to counseling
7. Other, as specified

INFRACITION DEFINITIONS

Bullying: Conduct that meets all of the following:
1. Is directed at one or more pupil.
2. Substantially interferes with educational 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 o implement their policy.

Keystone School Board Policy No. 249 defines bullying to mean an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive. Bullying serves to:
1. Cause substantial interference with a student’s education;
2. Create a threatening environment; and
3. Cause substantial disruption of the orderly operation of the school

Bullying includes cyberbullying.

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 a violent or tumultuous behavior
2. Makes unreasonable noise
3. Uses obscene gestures or 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, he/she:
1. Strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
2. Follows a person in or about a public place or places; or
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.

**Assault (Simple):** A person is guilty of simple assault if he/she:

1. Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another; or
2. Negligently causes bodily injury to another with a deadly weapon; or
3. Attempts by physical menace to put another in fear or imminent serious bodily injury.

**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, or
2. Attempts to cause or intentionally or knowingly causes bodily injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life, or
3. Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or 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.

**Stealing:** The wrongful or willful taking of money or property belonging to someone else with intent to deprive the owner of its use or benefit either temporarily or permanently.

**Theft (by Unlawful Taking or Disposition):**

1. Movable property – A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.
2. Immovable property – A person is guilty of theft if he unlawfully transfers, or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another not entitled thereto.
3. If amount is $50 or more but less than $200 it is a misdemeanor of 2nd degree.
4. If amount is less than $50 it is a misdemeanor of 3rd degree.

**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 or public transportation, or otherwise to cause serious public inconvenience”.

**Unlawful Harassment:** The Keystone School District believes in maintaining a working and learning environment free from harassment. To do so the District strives to maintain a pleasant, safe, non-hostile learning environment for students that fosters the educational process. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment of any form is not tolerated. It is important to recognize that any instance of harassment can be reported to the police.

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 academic performance or which creates an intimidating, offensive, or hostile learning environment. All students have a responsibility to conduct themselves in a manner consistent with Policy No. 248 of the District Policy Manual, thereby avoiding conduct that constitutes unlawful harassment. For information regarding this policy contact: Mr. Shawn Algoe, Superintendent, Keystone School District, 451 Huston Avenue, Knox, Pennsylvania 16232 - Telephone (814) 797-5921.

**Vandalism:** The unlawful desecration of a building or other structure with the intent to commit damage.

**PENALTIES**
The possible penalties for conviction of one of these offenses 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 $5,000
Aggravated Assault
Fines up to $25,000
Up to 10 years in prison

CONTROLLED SUBSTANCES
The 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 schools 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 include all:
1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to, herbal incense or other products containing synthetic cannabinoids.
8. 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.

Building Core Team – is a multidisciplinary team composed of school personnel, such as teachers, staff, administration, nurses, counselors, doctors, psychologist, social worker, and invited specialists of the community. This team has been trained to understand and work on issues of adolescent chemical use, abuse, and dependence and will play a primary role in the identification and referral process of students coming to their attention through established procedures.

Chemical Abuse Specialist – a drug and alcohol professional with experience in the area of chemical dependency.

Distribution – deliver, sell, pass, share or give any controlled substance, alcohol, other drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Possession – possess or hold, without any attempt to distribute, any controlled substance, alcohol, other drug or mood-altering substance as determined to be illegal or as defined by this policy.

Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Building Core Team designed for student support in the areas of referrals.

Uncooperative Behavior – is resistance or refusal, verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Building Core Team designed for student support in the area of referrals.
Drug Paraphernalia – includes any utensil or item, which in the school's judgment can be clearly associated with the use of controlled substances, alcohol, other drugs, or mood-altering substances.

Assessment – may include psychosocial, psychological, and physiological evaluations. Any costs involved are the responsibility of the student and parent/guardian.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent, unless the best interests of the student can be served only by such release.

ANABOLIC STEROIDS
The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

TOBACCO PRODUCTS
The following information represents the amendment to the Pennsylvania Crimes Code prohibiting tobacco in schools. Act of 1006, No.145, No.1996-145, Amendment Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, further providing for deceptive business practices; and prohibiting use of tobacco in schools. The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 2, Title 18 is amended by adding a section to read:6306.1. Use of tobacco in schools is prohibited.

1. Offense defined – A pupil (age 6 to 21 years enrolled in school) who possesses or uses tobacco in a school building, on a school bus, or on school property owned by, leased by, or under the control of a school district commits a summary offense. In accordance with Commonwealth Law, all tobacco related offenses would be reported to the District Justice.
2. Grading – A pupil who commits an offense under this section shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than $50 for the benefit of the District in which such offending pupil resides, and to pay court costs.

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 term shall include but not limited to any explosive device, knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or 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 – means 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 buildings, onto school property, or to any school-sponsored activity. No student shall interfere with normal activities, occupancy or any 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 weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

KEYSTONE ALTERNATIVE EDUCATION

Alternative Education for Disruptive Youth will be provided in a PDE approved program for educational placement based on qualifying criteria defined for disruptive youth. Student achievement and successful completion of student’s behavioral and academic goals will be utilized to transition back to the regular education classroom.

TRANSPORTATION

DISTRICT BUS TRANSPORTATION

The Keystone School District will combine bus stops whenever possible to minimize the amount of time students are riding the school bus. This is particularly important between the afternoon Secondary and Elementary bus runs. Due to insurance liability and bus overloading concerns, your child/children must be picked up and discharged by the same bus or at the same stop every day. Students may be picked up at one location in the morning and dropped off at a different location in the afternoon, but this must be done on an everyday basis and be designated as the official location. High School students are prohibited from riding the morning elementary bus run.

If for any reason an EMERGENCY arises that requires consideration of a temporary change in this procedure for a limited time, the Building Principal must be notified to 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 a parent/guardian’s work schedule;
- Lack of babysitter; or
- Regularly or previously scheduled appointments

The following are examples of situations which may be considered one-time emergencies:
- A sudden change in parent work schedule with notification from the parent occurring within a few hours of regular school dismissal;
- Family medical emergency; or
- Traffic accident involving a family member

Reminder to parents: A person designated by you through either a written note or a phone call may pick up your child at the high school.

Please have a plan in place to accommodate an early dismissal called by the School District. Review this plan with your child as winter weather approaches. Please see the Early Dismissal section of this handbook.

High School Office procedure for changes in transportation:
1. The High School 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 requested change.
2. The call may be referred to the High School 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.
VIDEO/AUDIO RECORDING ON SCHOOL TRANSPORTATION
ACT 9 of 2014, an amendment to the Wiretap and Surveillance Act, was signed into law by Governor Corbett. The amendment clarifies that audio taping on buses and school vehicles is now permitted. Use of video recording devices on school buses has been permitted for many years; however, this new amendment now provides clear legal authority to permit audio taping on school buses. Keystone School District policy #810.2 specifically addresses video/audio recording on District transportation.

BUS CONDUCT
Transportation by school bus is a privilege and not a right. Pupils may be suspended from the bus for a violation of the rules. Continued refusal to follow the District bus regulations or refusal to submit to the authority of the bus driver shall be sufficient reason for the pupil to be denied transportation. If a student is suspended from the bus, it is the parent/guardian’s responsibility to provide transportation. Students will not be permitted to drive. Because misbehavior on the school bus can endanger the safety and welfare of others, offenses will be treated seriously and can be reported to the appropriate local law enforcement agency.

The recommendations and rules listed below are the result of a careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these will permit us to better serve each child.

- 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 ten feet from the roadway while waiting for the bus.
- Cross in front of the bus when crossing the road or highway. NEVER CROSS BEHIND THE BUS!
- Do not leave the bus without the driver’s permission.
- Occupy the seat assigned by the driver. Keep feet out of the aisles, off of the seats, and off of the back of seats.
- Students should hold their 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, 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 the suspension of the bus riding privilege and payment for the damages.
- Do not use the emergency door unless there is an emergency or you are instructed to do so by the driver (a drill).
- Students intending to cause inconvenience, or annoyance or who recklessly create a safety risk on a school bus can be referred to the appropriate law enforcement agency.
- All school district rules of conduct apply to the bus and the bus driver.
- No buying, trading, or selling of items is permitted on the bus.
- Parents are not permitted to be on the buses.

First Bus Offense: Warning and a letter is sent home
Second Bus Offense: 1-day suspension of the bus transportation privilege
Third Bus Offense: 3-day suspension of the bus transportation privilege
Fourth Bus Offense: Suspension of the bus transportation privilege until the end of year

Note: Any serious offense including, but not limited to, fighting and possession and or use of weapons may lead to bus suspension at the time of the offense, as well as other appropriate disciplinary actions.

Note: Students are required to ride the same bus and use the same stop every day except in an emergency.

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.

BUS PASSES
Bus passes allowing junior high and senior high students to ride home on the elementary bus run at the later time will be issued for under the following conditions:
1. The student needs to stay after school for academic assistance; or
2. The student is involved in a teacher-supervised extra-curricular activity; and
3. Student will be supervised by the teacher issuing the bus pass.

Riding the elementary bus is a privilege extended to high school students and can be withdrawn at any time. **High School students are prohibited from riding the elementary buses on the morning run.**

Teachers will secure bus passes from the Main Office on the day that they are needed. Only teachers will sign (not initial) and date the passes.

**CAREER CENTER BUS**

Career Center students are subject to the same rules and regulations previously stated regarding conduct on the school bus. **Students are not permitted to drive to the Career Center.** Keystone Junior-Senior High School and the Clarion County Career Center both discourage student driving except in special circumstances (clinical time, performance assessments, etc.) because bus transportation is provided. The bus driver for the Career Center bus will assign seats.

**MOTOR VEHICLE SEARCH**

1. Plain view inspections of any student vehicle on school property can routinely take place.
2. A physical search of a student vehicle on District property may be conducted by the administration when there are reasonable grounds to suspect a violation of school policies or that the vehicle contains items that constitute a threat to the health, safety, or welfare of the student or other students. (Reasonable Suspicion)
3. A student may be notified of the intent to conduct a physical inspection of a vehicle, along with the policy/rule that is suspected of being violated.
4. When prior notice is given, the student will be able to discuss the grounds for the search. He/she will also be told that failure to unlock the vehicle will result in notification of parent/guardian and the appropriate law enforcement agency and that it may result in loss of the driving privilege and other disciplinary action.
5. If, after the student’s explanation, a physical inspection remains advisable, it may take place.
6. In an emergency situation where the health or safety of people may be endangered, an administrator may open and physically inspect the vehicle to preserve the health and welfare of the school population.
7. The administrator will be responsible for the safekeeping and/or disposal of anything found that is unlawful or improperly placed in a student vehicle.
8. Illegal items seized may be used as evidence in any subsequent disciplinary proceedings.
9. Following a physical inspection, a written report to the Superintendent from the administrator will be submitted.
10. A parent/guardian will be provided with a written statement about the physical inspection.

**STUDENT DRIVING AND PARKING**

Driving to and from the high school and parking on school property is a privilege. Students are permitted to drive only licensed automobiles and/or trucks to and from school when given permission from the Administration. Students may receive permission to drive to and from school for the following reasons:

1. Jobs requiring that students are present immediately following a normal school day.
2. A physical dysfunction that would prevent a student from making use of bus transportation.
3. Extracurricular activities beyond the normal school day.
4. Enrollment in an educational institution outside of the high school that will become part of a student’s daily schedule and providing there is no school bus transportation available to there.
5. Exceptional circumstances within a family, as approved by the Administration that would require the student to have a vehicle on school property.

Driving, riding, or parking permits can be suspended or cancelled for any of the following reasons:

1. Taking part in or encouraging any act of reckless driving while in route to or from school or on school property.
2. Leaving school prior to dismissal.
3. Failure to allow access to the entrances/exits of the parking lots by buses and other vehicles.
4. Not parking in a designated student parking spot.
5. Failure to complete the required registration form with the Student Activity Office.
6. Repeated tardiness to school.

All drivers MUST register their vehicle(s) with the Secretary of Student Activities by completing a registration form. Students must provide their driver's license, license plate number, the owner's card(s), and complete descriptions of any vehicles they may drive throughout the school year, along with the signed parental registration form. If the information is not provided, students will not be issued a permit. Rules and regulations of parking on school property will be reviewed at the time of registration as per the student handbook.
The names of all student drivers will be added to the list of Athletic and Extra-Curricular Participants and as a result those students will be subject to the Keystone School District’s Random Drug Testing policy.

**STUDENTS DRIVING TO THE CAREER CENTER**

This is not the preferred option for several reasons (liability and attendance issues) and will only be approved after the request to do so has been considered by both Keystone School District and Clarion County Career Center administration. Reasons for driving to the Career Center include clinical hours, co-op, and after hours training held at the Career Center (e.g., Emergency Medical Technician). If the request is approved the procedure outlined below will be followed:

1. The student’s request should be initiated in the Main Office of Keystone Junior-Senior High School. The High School Principal or his/her designee will give permission to proceed with the request. This should be done at least 48 hours in advance.
2. The student will then procure the necessary paperwork at the Career Center and complete it in its entirety. The completed paperwork will be presented to the High School Principal or his/her designee for written.

**MISCELLANEOUS**

**ASSEMBLIES**

Assemblies are planned for the educational and cultural growth of the students. The success and availability of the assemblies will depend on the audience conduct and the courtesy extended to those who are presenting the programs. Any student who does not conduct himself/herself properly or who interferes with others' enjoyment of the program will be asked to leave the auditorium. Whistling, booing, and other such acts of rudeness will not be permitted.

Students are to sit in the pre-assigned section in the auditorium and/or the gym. All students are expected to be at assemblies and pep rallies unless excused by the administration. Absolute quiet and attention is expected as soon as the person in charge of the assembly begins the program. Until properly dismissed, students are to remain seated. Students have no authority or permission to choose a seat. You will sit where directed and can be moved at any time.

Students intending to cause inconvenience, annoyance or engage in acts which serve no legitimate purpose can be referred to the appropriate law enforcement agency for disorderly conduct.

**BACKPACKS AND BOOKBAGS**

1. Students are permitted to use backpacks and book bags traveling to and from school and to Physical Education class.
2. Students will not be permitted to use backpacks and book bags traveling from class to class during the school day.
3. Backpacks and book bags brought to school must be placed in the student's locker until the student leaves school. Only book bags/backpacks that are able to be stored in school lockers are permitted in the school.

**BAND INSTRUMENT RENTAL**

Keystone School District offers the opportunity for students to rent school-owned instruments at a minimal fee of $25 for the school year and an additional $10 for the summer. This process helps ensure students are able to participate in Keystone School District’s many instrumental programs. For information about this process and to request a Band Instrument Rental Agreement, please contact Mr. Long.

**CAFETERIA**

Free and reduced lunch applications may be found at [www.keyknox.com/highschool](http://www.keyknox.com/highschool).

The development of good table manners and eating habits and appropriate cafeteria behavior is an important part of a student’s education. The cafeteria is an extension of the classroom.

Rules and Guidelines for the Cafeteria:

1. No student is to remain in a classroom, the locker room, a restroom, etc. during his/her scheduled lunch period.
2. All students, other than those assigned to Supervised Lunch or KARES–School Improvement, are required to report directly to the cafeteria at the start of their scheduled Lunch Period and to eat lunch in the cafeteria unless excused by and under the supervision of a faculty member.
3. Teachers and monitors can assign seating for any student, for any reason. Students are not entitled to select their own seating; rather it is a privilege to do so.
4. Lunch may be purchased with cash.
5. Students are required to pass through the lunch serving area as quickly as possible.
6. Cafeteria rules are limited and simple. Students will:
   a. Enter and leave the cafeteria in an orderly fashion.
   b. Talk at a conversational volume level to students at their tables.
   c. Remain seated.
   d. Use good table manners.
   e. Respect the property of others.
   f. Leave tables and floors clean.
Students will NOT:
   a. Take food from the cafeteria.
   b. Throw food.
   c. Leave the cafeteria without a pass.
   d. Move chairs or tables.
   e. BRING OR HAVE DELIVERED COMMERCIALLY-PREPARED FOOD ITEMS.

BREAKFAST PROGRAM
Breakfast is available to all students daily in the cafeteria. Students are to report directly to the cafeteria for attendance and breakfast. Students eligible for free and reduced lunches will also be eligible for free and reduced breakfasts. Applications for free and reduced lunches are available at the guidance office and at www.keyknox.com/highschool.

CHILD ABUSE REPORTING
Keystone School Board Policy No. 806 requires that school employees who, in the course of their employment, come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

MANDATED REPORTER
As mandated reporters all school employees are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- They are directly responsible for the care, supervision, guidance or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse. TO REPORT SUSPECTED CHILD ABUSE, CALL CHILDLINE at 800-932-0313 (TDD: 866-872-1677).

COMPUTER LABS
1. Access to computer labs is by authorized pass only unless the time being spent in the computer lab is monitored by a teacher.
2. Students are not permitted to utilize computer labs unless monitored by someone acting in a supervisory capacity.
3. Computer usage is authorized only for use in accessing the school district curriculum and attaining stated learning objectives.
4. Misuse of district technology will result in disciplinary action and/or reporting to the appropriate law enforcement agency or agencies.

DANCES
The following are some of the rules and regulations governing school dances (this list is not all inclusive):
1. ALL DANCES WILL BE CLOSED. Only students of Keystone Jr.-Sr. High School and their registered guests may attend unless otherwise specified.
2. Students must register guests on a special form in the Main Office prior to the day of the dance.
3. All guests must be less than twenty-one (21) years of age.
4. Students should consider carefully whom they register as guests, as Keystone students will be held responsible for the actions of their guests.
5. Students leaving the dance will not be allowed to re-enter the dance even if they offer to pay an additional admission fee.
6. When leaving the dance, students must leave the school grounds. Loitering outside the building will not be permitted. Proper authorities will be called as necessary to prevent loitering.
7. Dances shall begin and end at specific, stipulated times.
8. The organization sponsoring the dance is responsible for obtaining at least four (4) chaperones, including one (1) male and one (1) female teacher.
9. All school rules and regulations will be enforced at each dance.
10. Students assigned to Student Improvement – KARES or suspended in or out of school as well as those in alternative education placements are not permitted to attend any school activity during the suspension or for the duration of the placement. This includes dances.

DANCE/COURT CRITERIA
This policy was adapted and amended by the Junior-Senior High Student Council. These criteria are School Board approved and resides in the Student Council Constitution.
1. All Junior High School (Grade 7-9) student dances will be classified as casual or semi-formal.
2. There will be no court(s) held for Junior High School (Grades 7-9) dances.
3. Senior High (Grades 10-12) dances will be classified as casual, semi-formal or formal.
4. Students chosen for membership on a court may only be recognized for one (1) court per school year (either Prom Court or Homecoming Court).

HOMECOMING DANCE ATTENDANCE GUIDELINES
1. Students in Grades 9, 10, 11, and 12 will be permitted to attend without written permission from parents and must follow the proper procedures as established by the Student Government and advisors for obtaining permission for guest attendance.
2. Students in grades 7 and 8 are NOT permitted to attend the Homecoming Dance.
3. The normal school rules and regulations as well as procedures established for operation of the Prom shall be followed. Keystone students who bring a non-Keystone student are directly responsible for the conduct and actions of this person.

PROM ATTENDANCE GUIDELINES
The prom is recognized as an important social event in the life of a high school student. It is an event that carries social significance and therefore should be reserved as a culminating social event for upperclassmen. The administration, in recognizing the important of this event and the need to conduct this event with full awareness of the safety and welfare of our students, establishes these guidelines:

KEYSTONE STUDENTS:
1. Students in Grades 11 and 12 will be permitted to attend without written permission from parents.
2. Students in Grade 10 must be the date of a Keystone High School Junior or Senior and must follow the proper procedures as established by the junior class officers and advisers for obtaining permission for admission.
3. Students in Grades 7, 8 and 9 are NOT to attend the Prom.
4. The normal school rules and regulations as well as procedures established for operation of the Prom shall be followed. Keystone students who bring a non-Keystone student are directly responsible for the conduct and the actions of this person.

NON-KEYSTONE STUDENTS:
1. Junior and Senior students may invite a guest from another school or a high school graduate with administrative approval. All guests must be less than twenty-one (21) years of age.
2. No student who is in a grade level lower than Grade 10 will be permitted to attend the Prom.
3. High school drop-outs will be excluded from attending the Prom.
4. All guests must obtain permission in written form. A guest application for approval to attend the Prom shall be completed and approved by the announced deadline.
5. Cyber students may attend only as a registered guest of a Keystone High School student.

DISTRIBUTION OF NON-SCHOOL MATERIALS
Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district’s educational program. The School Board shall require that students who wish to
DRESS CODE

Students in the Keystone Junior-Senior High School are expected to be neat and clean in their appearance while in the school. It is the opinion of the Board of Education and the Administration that home influence and students' self-discipline should ideally provide 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 standard of dress and grooming in the High School:

1. 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 the 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.

2. Clothing bearing offensive, suggestive, or crude slogans or advertisements may not be worn (including drug or alcohol-related drawings and expressions). Students violating this policy can be required to spend the remainder of that day in KARES–School Improvement and to serve an out-of-school suspension the following day.

3. Shorts will be permitted with the following restrictions:
   a. No spandex or skin-tight shorts;
   b. No ripped, torn, or otherwise tattered shorts; and
   c. Shorts and skirts must be fingertip length

4. 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.

5. 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.

6. No bare feet.

7. No sunglasses, unless prescribed by a doctor.

8. Student dress must not violate any safety rule or present a hazard to the 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, safe learning for all students. It is the Administration's prerogative as to whether a student with premeditated intent to violate this dress code will be required to spend the day in KARES–School Improvement and then be assigned an out-of-school suspension the following school day.

EATING, THROWING OBJECTS, ETC. IN THE HALLS AND ON SCHOOL PROPERTY

Eating food, throwing objects, etc. in the halls is not permissible. Any student caught eating or throwing objects in the halls will be required to clean the affected area and could receive additional disciplinary action(s). Throwing stones, snowballs, paper, etc. is prohibited. Students caught throwing any object will be subject to disciplinary action and can be referred to the appropriate law enforcement agency for disorderly conduct charges.

EDUCATIONAL RECORDS

The school district will provide for the reviewing and updating of student information and will destroy such information when it is no longer educationally relevant in accordance with Policy #216. Discipline records are destroyed at the end of each level of education.”

FIELD TRIPS

All field trips must be pre-approved through the Keystone Board of Education. The sponsor must complete and submit the Keystone School District Field Trip Checklist and Pre-Approval Request. No field trips may be scheduled during PSSAs, Keystone Exams or State testing.

The student must submit a permission form and medical release form before participating.

A parent/guardian meeting will be held to explain the rules and agenda for all overnight trips.

The Superintendent shall have the authority and discretion to cancel any field trip without prior notice if the Superintendent determines that canceling the field trip is in the best interest of the health, safety or welfare of the field trip attendees. By way of example, the Superintendent may cancel field trips in response to declared states of emergency, extreme weather...
conditions, terror alerts issued by the U.S. Department of Homeland Security, etc. The district will assume no responsibility for any such cancellation.

**FINANCIAL OBLIGATIONS**
Students are responsible for textbooks, band instruments, and other school supplies and materials loaned or assigned to them that are for use during the school year. These items are the property of the Keystone School District. If they 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. Seniors with monies in arrears for any reason will not be permitted to participate in Commencement. Also, depending on the amount of financial obligation the matter can be turned over to a collection agency and reported to the appropriate law enforcement agency.

**FIRE DRILLS**
Immediately after the sounding of the fire alarm all students will leave the building in a quiet and orderly manner. Students are to follow the evacuation procedures posted in each classroom adhering to the following guidelines:
1. All students, faculty, and staff shall leave the building and remain a safe distance from it.
2. Teachers are responsible for maintaining order and for checking attendance once students are clear of the building.
3. Upon a signal given by the Principal or other authorized person, students will re-enter the building using the same route used for exit.

**FUND RAISING COLLECTIONS**
Students and/or teachers will not participate in any fund raising collections without the pre-authorization of the high school administration. No outside group is to utilize time during the school day for fund raising. A fund-raising event will not occur until an authorization form is completed and submitted by the student and/or teacher and is approved by an administrator.

**GYMNASIUM**
We have the responsibility of maintaining the quality of our gymnasiums for as long as possible. Therefore, the wearing of street shoes of any kind on the playing floors is strictly prohibited. Street shoes are defined as any hard-soled shoe or boot that is therefore unsuitable for the playing surface.

Students are not permitted in the gymnasium or auxiliary gymnasium unless properly supervised.

**HALL PASSES**
1. Any student excused from homeroom, a class, or a study hall to go to the restroom, nurse's office, etc. must have a hall pass. Any student excused from a class or study hall to go to another teacher must have a hall pass signed by that teacher.
2. Use of hall passes is necessary when leaving a classroom or a supervised area during the school day. This includes cafeteria, band room, offices, etc.
3. There will be NO hall passes given for a student to leave a classroom or study hall for any of the following reasons:
   a. To visit another teacher.
   b. To see a teacher for some questionable reason. If the student has important business with another teacher, then in order to be excused from a study hall that student must already have a pass signed by the teacher, if the student does not have a pass that is already signed, the study hall teacher will not permit the student to leave the study hall.
   c. To get a book from a locker, except when instructed to do so by a teacher.
4. Students in the hall, restrooms, or locker rooms during class periods may be asked by any member of the faculty for a signed hall pass indicating their destination and purpose.
5. During the time that classes are in session students are not permitted to be in the halls unless they have a hall pass.
6. Students are not to be excused from class or to be in the hall without a signed hall pass.

**HALL TRAFFIC**
1. Students are not permitted to have food, snacks, drinks, toys, or beverage bottles (except for clear water bottles) in their possession in the hallways during the school day.
2. Public displays of affection are not permitted. This is a public school that is to be used and enjoyed by all students. One of our objectives is to teach students behavior that is acceptable in society. Therefore, students are to refrain from hugging, kissing, fondling, etc. while in school or on school property. This type of behavior is unacceptable and is punishable by suspension. Do not embarrass yourself or your fellow students with public displays of affection.
3. Cell phones, ear buds, earphones, or other electronic devices are not permitted in the hallways. They will be confiscated and returned to a parent or guardian. Any item not expressly necessary for curriculum, and/or instructional purposes, or 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 investigate and locate them, or prosecute the responsible party. Make sure you secure all personal items or valuables. It is recommended that all students use a lock on student hall lockers.

4. Students caught in the halls without a pass can receive detention.

5. Any boisterous behavior or extreme noise during the change of classes may result in disciplinary action.

6. If students are in the hall after the tardy bell they will be questioned by teachers and administration as to why. If students fail to respond to overtures to move to class or verbal requests to do so they can be escorted to class or to the High School Office, and can then be suspended.

7. Video cameras are utilized for the purpose of hall monitoring.

HOMEWORK POLICY
As referenced in Keystone School Board Policy No. 130, homework assignments should complement classroom instruction. The assignments should also serve to develop student responsibility, good study habits, and organizational skills.

1. Homework assignments will be assigned, reviewed, and returned within a reasonable amount of time.

2. In all disciplines, review of homework should include checking for proper grammar usage and correct spelling as well as content.

3. Homework assignments on a per-week basis are the prerogative of the classroom teacher, in consultation with the building principal.

4. Homework will not be assigned as a form of punishment.

HOMEWORK REQUESTS
Students are responsible for making up any work missed in the event of their absence from school. If a student has been absent for three (3) or more days, on the third day of absence a request can be made to the High School Office to collect homework assignments for that student. Homework requests are to be made no later than 10:00 A.M. If a request for homework is made after 10:00 A.M. it cannot be guaranteed that the request will be completed. Homework requests may be picked up at the High School Office after 2:45 P.M.

When a student is chronically absent and homework requests are made but NOT picked up additional requests may not be granted.

LEAVING THE HIGH SCHOOL BUILDING WITHOUT PERMISSION
No one is to leave the building during school hours without prior approval or permission of the School Nurse or Administration. Such an absence will be considered a truancy and subject to disciplinary action.

In cases when it is necessary to leave the building, such as college attendance, co-op, etc. students must sign out and sign in in the High School Office.

Although students of age eighteen (18) may be given the right to sign out with written parent permission for appointments, they still fall under the same attendance umbrella as other students. They still need to provide excuses for absences and may not leave the building at their discretion.

LIBRARY
The school library is an important place. In order to derive the greatest benefit from the library, it is necessary to observe the following rules:

1. Access to computer labs is by an authorized pass only unless a teacher or paraprofessional monitors the students there.

2. A subject teacher must issue reference passes. The student will report directly to the library and the librarian will notify the study hall teacher. Students with reference passes will have priority in the library.

3. Students with free reading or reference passes are expected to remain in the library for the entire class period. A student is expected to remain quiet and busy at all times.

4. A student may lose his library privileges if he/she becomes a discipline problem within the school.
LOST AND FOUND
If you find any items of value, take them to the Lost and Found in the High School Office. If you lose items of value, check for them in the Lost and Found.

NURSE'S OFFICE
1. Students will be admitted to the Nurse's Office only with a pass signed by a teacher or administrator.
2. Students are not to go 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 or a cafeteria monitor.
3. Requirements for In-School and Field Trip Medications: Students are required to have a physician’s order and parent signature for all in-school and field trip medications. This includes prescription and over-the-counter medications. The “Request for Administration of Medication” form can be obtained at the Nurse's Office or on-line at the High School's website under "Forms". This form can be taken to the doctor's office by a parent. With parent consent it can be faxed, by the school nurse, to the physician's office for clarification of the order and a signature. No medications can be administered without this medication form on file.
4. Prescription and over-the-counter medications must be in the original container. (The pharmacy can provide an additional labeled container for prescription medication.)
5. Sending medications in a plastic bag, envelope or other container is not acceptable and these cannot be administered to the student.
6. The school nurse has standing orders from the school physician for the following over-the-counter medications Tylenol, Ibuprofen, anti-acid, cough drops, Imodium, Benadryl, Dramamine or Calagel Cream, eye drops, antibiotic ointment, Benadryl, Epipen or Epipen Jr. for severe allergic reactions. These medications are available in the Nurse’s Office and will be given at the discretion of the nurse, as long as the parent has signed the Emergency Card granting permission to do so.
7. Please alert the nurse of any new conditions, allergies, or medications that change during the school year.
8. When the nurse is not present in the building any student needing health care should report to the Nurse's Office.
9. Possession and Use of Asthma Inhalers / Epinephrine Auto-injectors (Policy 210.1): In severe cases, students with asthma may need to carry their inhalers. The following is required for such in-school use:
   a. A "Request for Administration of Medication" form must be completed and signed by doctor and parent. This form must be updated each school year.
   b. A copy of the prescription, with any special instructions, must be kept in the student's medical file.
   c. The student must demonstrate the capability for self-administration and for responsible behavior with use.
   d. The nurse must be notified following self-administration.
   e. The inhaler/medication will be confiscated and loss of privileges if the above is abused or ignored. The parent will be notified and the inhaler will be in the Nurse’s Office.
10. State Mandated Physical, Dental Exams and Screenings: Physical and dental examinations are mandated by the State of Pennsylvania. These exams may be done by your choice of physician, at your own expense. This exam can be done by the school physician/dentist during the school year, free of charge. Exams and screenings are required as follows:
   a. Physical examination – Grade 11
   b. Dental examination – Grade 7
   c. Height, Weight, Body Mass Index (BMI) and Vision Screening – All grades
   d. Hearing Screening – Grades 7 and 11
Parents using the form provided by the school nurse or on the school web site. If a completed form is not returned to the nurse’s office by the end of January, your child will receive a free exam at school. By signing your child’s emergency card, you are giving permission for this required exam. If a child is absent the day of the exam, the parent is responsible to have the examination done at their own expense. are encouraged to have their child’s physical and dental exam done by their family physician or dentist,

ILLNESS DURING SCHOOL
Any student wishing to leave school due to illness must report to the Nurse's Office. The student is not permitted to directly contact their parent by texting or calling home.

When a student reports to the Nurse’s Office, the nurse will call to receive permission from a parent or authorized person for that student to leave school according to the information on the student's emergency card. If such person cannot be contacted, the student will not be permitted to leave the school. All students must submit an emergency information card annually and update information as to current contacts as needed throughout the school year.
Students are absolutely forbidden to leave school grounds without permission from the nurse or an administrator. Do not leave school or remain in a restroom when ill. All students must report to the nurse or administration prior to being excused.

Any student leaving school because of illness without prior early dismissal approval must obtain permission from the Nurse's Office.

OFFICE TELEPHONES AND THEIR USE
Please note that students will not be permitted to use the office phone except in the event of an emergency. An emergency is defined as an unforeseen circumstance that requires immediate attention. Lack of proper planning or forgetfulness does not constitute an emergency and therefore will not warrant use of the office telephone. Examples of circumstances that will not be considered as emergencies would be calling for a ride home or calling requesting the delivery of items such as gym clothes or homework. Be responsible and plan ahead.

PARENT CONFERENCES
Parents/guardians are strongly encouraged to discuss their concerns regarding their children with school personnel. Parents/guardians are asked to call to schedule an appointment prior to making any visit to the school. This will ensure that the faculty member with whom they want to meet with is in the building, and has ample time to adequately prepare for the meeting.

PARTIES
Parties are not permitted in the High School unless pre-authorization is granted by the Administration. No parties are to be conducted in the classrooms for any reason by students and/or teachers.

PHYSICAL EDUCATION LOCKERS AND VALUABLES
Lockers in the physical education areas are not made to provide security for students’ valuables. Students are urged not to bring valuables to school. However, if valuables are brought to school students are to turn them in to their physical education teachers. The physical education teacher will hold the valuables until the student reclains them. The school will not be responsible for the loss of any personal valuables. Locker rooms will be locked at all times during the school day unless supervised by a teacher.

POSTERS/SIGNS
The posting of any posters/signs must have prior Administrative approval. Approved posters/signs will be displayed at the High School office.

SCHOOL LOCKER USE
Students are assigned school lockers at the beginning of the school year. Guidelines for school locker use:

1. Like textbooks, lockers are loaned to the student for use throughout the school year. They are subject to periodic unannounced inspection by authorized persons.
2. Students should not maintain any expectation of privacy. Lockers can and will be searched.
3. Tobacco, drugs, intoxicants, alcohol and medications are not permitted in lockers.
4. Any student who needs to take medication during the school day must give the school nurse the medicine at the beginning of it. Students are not permitted to keep or store any medication in their lockers.
5. **Money and valuables should never be kept in school lockers.**
6. Going to a locker is not a legitimate reason for being late to class.
7. Students should place locks on lockers for added security. **The school is not responsible for losses** which may occur; however, all losses should be reported to the office promptly. The school is not obligated to investigate or recover lost items.
8. School personnel are not responsible for personal items stored in any lockers. Do not keep any item in lockers that you cannot secure.
9. Lockers are not to be written on; items such as pictures, banners and newspaper articles should not be affixed to them. Any writing or markings found in a locker that is not secured by a lock is the student’s responsibility.

The information found above also applies to gym lockers (a reminder that students should give their physical education teacher any valuable items for safe keeping during gym class).

SEARCHES
Searches conducted by the administration may include but are not limited to the utilization of certified drug dogs, metal detection units, or any device other device used to ensure the health, safety, and welfare of the school population.
Student items abandoned in a classroom or on a school bus may be subject to search.

SKATEBOARDING, ROLLERBLADING, AND BICYCLING RESTRICTIONS
Skateboarding or rollerblading is 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.

SPECTATOR RULES IN GYMNASIUM
1. Spectators will not be permitted to leave the gymnasium while the game is in progress.
2. Spectators may leave the gymnasium at half-time or between games.
3. Student spectators will not be permitted to leave the building once they have entered it.
4. Spectators are requested not to walk on the gymnasium’s playing court at any time.

STUDENT COUNCIL
All students have a voice in the discussion of the Student Council. This is accomplished through homeroom representatives. The purpose of Student Council is (1) to promote good relations between teachers and students and the students themselves; (2) to encourage student responsibility, initiative, leadership and a loyalty to the school and all its activities; (3) to give all students the right and opportunity to voice their sincere opinions about the current problems of the school; (4) to promote the ideals of scholarship, citizenship and sportsmanship; and (5) to promote the general welfare of our school.

Each homeroom shall elect two (2) representatives, one (1) as an elected member and one (1) as an alternate member. Each council member shall maintain a scholastic average of "C" or higher. Students may also become an honorary member by completing a petition for membership.

The president and vice-president shall be either a senior or a junior. The secretary and treasurer may be a senior, junior, or sophomore. The election of officers shall be conducted in the spring of each year at a time designated by the high school principal. The procedure for elections and voting shall be conducted through a primary and a general election and voting shall take place throughout the student body, grades 7-11

STUDENT EMPLOYMENT
For a student to receive work permit, an application must be made in person by the parent, guardian, or legal custodian. The parent, who is required to sign the application for employment certificate, must present the student's birth certificate.

The Pennsylvania Child Labor Laws do not permit children less than 14 years of age to be employed at any time, either when school is in session or during school vacation. No person under 16 years of age may engage in any occupation, either during summer vacations or when school is in session, when that work is in connection with a manufacturing process. Persons between the ages of 16 and 18 who desire to secure employment must first secure a promise of employment form from the office. This form requires the signature of both the parent and a physician. After the promise of employment form is returned, the school may issue the employment certificate.

Maximum Hours of Work

Ages 14-15
* Maximum three (3) hours on school days
* Maximum eighteen (18) hours per school week (Monday – Friday)
* During the School Term – Employment prohibited after 7 P.M. and before 7 A.M.
* These hours must not interfere with school attendance
* Maximum eight (8) hours on any non-school day (any other day when there is no school)
* Maximum forty (40) hours during a week that school is not in session (school vacation)
* School vacation – Minors may be employed until 9 P.M. but not before 7 A.M.

Ages 16-17
* Maximum eight (8) hours on school days
* Maximum twenty-eight (28) hours per school week (Monday – Friday) plus an additional 8 hours on Saturday and an additional 8 hours on Sunday
* During the School Term – Employment prohibited before 6:00 A.M. and after 12:00 A.M.
KEYSTONE CAPSTONE EDUCATION
Keystone Capstone Cooperative Education shall be planned and implemented in accordance with the student’s declared career objective and in concert with predetermined, expected academic and occupational learning outcomes. The program is designed to provide the occupational skill training and knowledge acquisition essential to high school students having career objectives that cannot be met by any of the existing in-school career and technical education programs. The student participation will require School Board approval on an individual basis.

STUDENT MEDICAL INSURANCE
Each fall students are afforded an opportunity to purchase medical insurance through the school. It is highly recommended that students not otherwise covered purchase this medical insurance. Medical insurance is required for all students who participate in any extra-curricular activities; proof of a student’s medical coverage through a parent/guardian must be provided if the student does not purchase it through the school. Information regarding this medical insurance is available on the Keystone School District website.

STUDENTS’ USE OF THE HIGH SCHOOL BUILDING
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 in the High School over an extended period of time waiting for an activity to begin.

STUDENT WELLNESS
Keystone School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can ultimately improve student achievement.

STUDY HALL PROCEDURE
1. Study Halls are not to be considered as rest periods by students. Students should not sleep, talk aloud, play cards, or engage in any activity deemed by the teacher to be non-constructive and/or disruptive.
2. A quiet, orderly environment must be maintained in order to provide students the opportunity to study, complete homework, read, or engage in other constructive activities.
3. Students who have earned a grade of 69% or lower on their report card are NOT permitted out of their assigned study hall period(s). A grade of 69% or lower in any subject is indicative of the need for the student to pay more attention to the academic requirements of his or her classes. Consequently, students with a grade of 69% or lower in a subject are to remain in study hall(s) and to use that time productively. This restriction will be for fifteen (15) days beginning the day on which report cards are issued. It is the study hall teacher’s responsibility to ensure that the student on the failure list remains in study hall. If a student is passing all subjects after the restricted date he/she is permitted to return to the library.
4. If, for any reason, students who are failing courses are required to do research in the library, they must have a research pass from the teacher requiring the research prior to reporting to the library.

TEXTBOOKS
When textbooks are issued, students receiving them should check the condition of the books. Students should make sure the binding is secure and the pages are not: covered with writing; torn; or covered with dirt. Students are responsible for maintaining the condition of their textbooks once issued. The teacher issuing the textbook is responsible to determine the condition of the textbook when it is returned.

TOYS/ FIDGET SPINNERS/STUDENT OBJECTS
Toys are prohibited at school unless it is for an activity arranged by the classroom teacher. Personal toys and student objects can be a distraction during instructional time and should remain at home or in a student’s book bag/backpack during the school day. This includes gaming systems, iPods, and fidget spinners.
VISITORS AND GUESTS
When parents of students, commercial agents, or other members of the general public visit the High School building during school hours, those visitors must contact the principal or members of his/her office staff immediately upon entering the building in order to make suitable arrangements to see teachers and/or their students as set forth in School Board Policy #907 School Violations. KEYSTONE HIGH SCHOOL MAINTAINS A NO VISITOR STUDENT POLICY DURING SCHEDULED SCHOOL DAYS. Parent(s) /Guardian(s) must register in the Main Office when entering the building. All visitors and guests, including former students and graduates, must register at the Main Office. Only individuals with prearranged business will be permitted to enter the classroom.

KEYSTONE SCHOOL DISTRICT 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, national origin, sex, sexual orientation, limited English proficiency, or handicap in violation of the Title VI of the Civil Rights Act 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, the Age Discrimination Act of 1975 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, 451 Huston Avenue, Knox, Pennsylvania 16232-9390, (814) 797-5921.
KEYSTONE JUNIOR-SENIOR HIGH SCHOOL FACULTY & STAFF
2017-2018

FACULTY
Mrs. Alison Albright  Chemistry
Mr. Josh Almes  Social Studies
Mr. Matthew Baker  Biology
Mr. Tom Bowser  Instrumental Music
Mr. Patrick Busch  Library
Mr. Fred Carrow  Art
Mr. Tyler Chambers  Science
Mrs. Gina Clark  Reading
Mrs. Rachel Clark-Paz  Spanish
Mrs. Kami Coursen  English Language Arts
Mr. Kevin Craig  Physical Education/Health
Mr. David Everett  Science
Mrs. Kimberly Exley  Learning Support
Mr. Greg Heath  Social Studies
Mrs. Bobbie Heller  Mathematics
Mrs. Brigette Irwin  Physical Education/Health/Safety Education
Mr. William Irwin  Dean of Students/Athletic Director
Mr. Dustin Kifer  Mathematics
Mrs. Petula King  School Nurse
Mr. Chris Long  Instrumental/Choral Music
Mrs. Halee McCance  Mathematics
Mrs. Sandra McElravy  English Language Arts
Mrs. Karen McGiffin  English Language Arts/Reading
Mrs. Kelli McNaughton  Learning Support/Gifted
Mr. Jordan Popolis  Mathematics
Mr. Daniel Reed  Mathematics
Ms. Kathy Rutkowski  English Language Arts
Mrs. Terrie Shaw  Physical Education/Health
Mrs. Franki Sheatz  French
Mr. Rob Simmons  Industrial Arts
Mrs. Jennifer Slaugenhaupt  Learning Support
Mr. Erik Sundling  English Language Arts
Mrs. Lauren Tharan  Learning Support
Mr. Brett Vaughn  Social Studies
Miss Carly Wallock  Mathematics
Mr. Conrad Warner  Social Studies
Ms. Pamela Warner  Biology/Science
Mrs. Meagan White  English Language Arts

COUNSELORS
Mr. Mike Mellott  Grades 9-12
Mrs. Jennifer Wingard  Grades 6-8

PARAPROFESSIONALS
Mrs. Karen Dittman
Mrs. Tina George
Mrs. Dixie Wentling

SUPPORT STAFF
Mrs. Sue Beichner  Attendance Secretary
Mrs. Julie Lander  Administrative Assistant
Mrs. Andrea Porter  Administrative Assistant/Student Activities/Athletics
Mrs. Patty Reed  Special Education/Guidance
SCHOOL MASCOT: Panther

SCHOOL COLORS: Black, White, and Gold

ALMA MATER

Keystone High our Alma Mater,
Fount of wisdom, truth and light:
    Thee we love on thee rely,
    For thy guidance always right.
We sing out thy fame and honor,
    We recall thy ideals true,
As we strive with hope anew.

We salute thee Keystone High School,
Praise to thee we loud proclaim;
    As we strive to bring thee glory,
    Paying tribute to thy name.
Memories pleasant, classmates loyal,
    All are treasures we hold dear,
As we face each future year.
2016-2017

STUDENT PLANNERS
Available in the Guidance Office

The first step to success is planning!
KEYSTONE SCHOOL DISTRICT
Guidelines for the Use of
Student-Owned Electronic Devices in School

Keystone School District will provide students access to a filtered wireless network and the option of bringing in a personal laptop, tablet, cell phone, or other electronic device as a means to enhance their education.

Students should refer to the following guidelines before bringing personal electronic devices to school and must abide by the District’s Technology Acceptable Use Policy while using any electronic device in school.

Guidelines:
1. The use of personal electronic devices in classrooms will be at the teacher’s discretion. Students must turn off and put away personal electronic devices at the request of a teacher. Students must follow any additional guidelines put forth by individual teachers in their classrooms.

2. Students may not use their cell phones during school hours. If students need to use a phone, they may use a phone in the main office. Cell phones must be turned off during the school day unless they are being used under a teacher’s direction for a class activity. Keystone School District will not be held liable for either texting or Internet usage charges that occur from the use of a student’s personal device. Parents must make sure that students understand the limitations of their cell phone plans, including number of texts and Internet access.

3. Use of personal electronic devices must support the instructional activities currently occurring in the classroom. Non-instructional software or web sites should not be accessed while at school. Students may not, at any time during the day, text other students, film teachers or students (without their written permission), take pictures, or play games on their personal electronic devices unless part of a teacher-directed instructional activity.

4. Students may use personal electronic devices in adult-supervised areas only. Study hall use with headphones is at the discretion of the supervising teacher. Personal electronic devices may not be used in the cafeteria during lunch periods. Personal electronic devices may not be used at any time in locker rooms or in the nurse’s office.

5. Students who bring personal electronic devices to school assume total responsibility for the electronic devices. Devices that are stolen or damaged are the responsibility of the students and their parents or guardians. Devices must not be left unattended at any time! It is required that KHS students provide a lock for their lockers so electronic devices can be secured when not in use.

6. District technology staff will not troubleshoot or install software on personal electronic devices. Students should fully charge electronic devices before bringing them to school. Students will not be able to access District printers from their electronic devices.

7. Students are to use ONLY the District’s wireless network to connect to the Internet. Internet access will be filtered by the District’s filtering software as required by federal law (CIPA). Cellular Internet service is not permitted.

8. Keystone School District will not be held liable for the content already existing on student-owned devices, including but not limited to apps, music, movies, pictures, games, books, etc.

9. A District administrator may examine the electronic device and search its contents if there is reason to believe that school policies, regulations, or guidelines have been violated.

10. Students must abide by the District’s Technology Acceptable Use Policy that both students and parents/guardians have signed and which the District has on file. This policy is available at www.keyknox.com.

11. The use of personal electronic devices is a privilege that can be revoked at any time. Failure to follow these guidelines will result in the following disciplinary actions:
   a. The device may be confiscated and turned into the Main Office. The device will be returned to a parent or guardian.
b. The student may be subject to other disciplinary action as outlined in the Student Handbook and/or Technology Acceptable Use Policy at the discretion of the administration.
KEYSTONE SCHOOL DISTRICT
Student Responsible Use Policy for Computer Technology and the Internet

You 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 use 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 Handbook, 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 or services 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 help 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. The District will educate students about safe and appropriate behavior while interacting online, including in social networking sites and chat rooms, as well as about cyber bullying awareness and response.

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.

**Social Networking.** You must use your Keystone Gmail account, if issued, or other commercial Web-based mail (Hotmail, Gmail, YahooMail, etc.), instant messaging (iChat, back-channeling), weblogs (blogs), and other social networking tools on school computers only for collaborating on and/or completing school assignments and only under the direct supervision of a teacher.

**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.
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, because this may be construed as an illegal attempt to gain access.

Cyberbullying and 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 cyberbullying and therefore 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 usernames on non-District-owned systems. You will not post information that could damage or endanger another’s reputation, which could also be considered cyberbullying. 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 him/her 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. 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 a 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. An individual search will be conducted if there is
reasonable suspicion 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 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 any 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.

(Revised May 2015)
KEYSTONE SCHOOL DISTRICT
Student Network/Internet User Agreement and Parent Permission Form

Student’s Name (please print): ____________________________________________________________
(Last) (First)

Year of Graduation: __________ ID No.: ______________

To use networked resources and the Internet, all students must sign and return this form and obtain parental permission. Please refer to the Student Handbook for the complete KHS Responsible Use Policy before signing this document. The following activities are not permitted:

- Giving personal information, such as complete name, address, or telephone number
- Damaging or modifying computers, computer systems, or computer networks
- Using obscene language
- Emailing, blogging, chatting, or instant messaging unless part of teacher-directed activity
- Posting to social media accounts unless part of a teacher-directed activity
- Creating, sending, receiving, or using any offensive or disruptive materials or messages
- Cyber bullying, including harassing, insulting, or attacking others
- Using others’ passwords
- Downloading files, apps, or software
- Trespassing in others’ folders, work, or files
- Intentionally wasting limited resources
- Violating copyright laws (including plagiarism)
- Using the network for commercial purposes, financial gain, or fraud

Student User Agreement:

I have read the Student Responsible Use Policy and agree to use the school network as outlined in the policy.

Student’s Name (please print): ____________________________________________________________

Signature: ___________________________________________ Date: _________________________

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to permitting access to the Keystone computer network and the Internet, as the parent or legal guardian, I also grant permission for the above-named student to (Please check appropriate responses.):

- Have his/her picture published on the school or district web site (identified by first name only) for special recognition or as a participant in a school project.
  - _____ Yes   _____ No

- Share his/her quality work samples on the school website, a wiki, a blog, or other web site as part of a school project and under the direct supervision of a teacher.
  - _____ Yes   _____ No

These permissions are granted for an indefinite period of time. Students and parents may file a revised permission form at any time.

Name of Parent/Guardian (please print): __________________________________________________

Signature: ___________________________________________ Date: _________________________