

**KEYSTONE JR.-SR.  
HIGH SCHOOL  
TEACHER  
HANDBOOK**



**2023-2024**

# KEYSTONE JUNIOR-SENIOR HIGH SCHOOL PERSONNEL 2023-2024

## FACULTY

Mrs. Alison Albright – Science  
Mr. Matt Baker – Science  
Mr. Nick Banner - Mathematics  
Mr. Tom Bowser – Instrumental Music  
Mr. Chad Buerk - Mathematics  
Mr. Patrick Busch – Librarian  
Mr. Tyler Chambers – Science  
Mrs. Gina Clark – Reading  
Mrs. Tyler Conway- Social Studies  
Mrs. Kami Coursen –English  
Mr. Kevin Craig – Physical Education/Health  
Mrs. Kimberly Exley – Learning Support  
Mr. Austin Cessna – Social Studies  
Mr. Jay Gilford- Social Studies  
Mrs. Nicole Gorog – Learning Support/Gifted Education  
Mrs. Amy Goldthwaite - Life Skills/Learning Support  
Mrs. Bobbie Heller – Mathematics  
Mrs. Janet Hockman - Art  
Mrs. Petula King – School Nurse  
Mr. Dustin Kifer – Mathematics and Physics  
Mr. Jason Knisely – Technology Education  
Mr. Chris Long – Choral and Instrumental Music  
Mrs. Pamela McCandless – Science  
Mr. David McCollough - Science  
Mrs. Sandy McElravy – English  
Mrs. Karen McGiffin – English/ Reading  
Mr. Jordan Popolis – Mathematics  
Mr. Daniel Reed – Mathematics  
Mrs. Brigitte Rivers – Physical Education/Health/ Traffic Safety  
Mrs. Terrie Shaw – Physical Education/Health  
Mrs. Franki Sheatz – French and English  
Mrs. Jennifer Slaughaupt – Learning Support  
Mr. Erik Sundling – English  
Mrs. Lauren Tharan – Learning Support  
Mr. Brett Vaughn – Social Studies  
Mr. William Weaver – Spanish

## GUIDANCE COUNSELORS

Mrs. Lyndsay Blystone – Grades 9-12  
Mrs. Jennifer Wingard – Grades 6-8

## PARAPROFESSIONALS

Mrs. Tina George  
Mrs. Rebecca Russell  
Mrs. Sarah Say

## **SUPPORT STAFF**

Mrs. Sue Beichner – Attendance Secretary/Student Activities

Mrs. Julie Lander – Administrative Assistant

Mrs. Patty Reed – Guidance Secretary

Mrs. Andrea Porter – Administrative Assistant/Athletics

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## 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.
6. Become lifelong learners.
7. Use their personal abilities and talents to become productive members of society.

*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 Teacher Handbook.*

### **THE CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS**

Can be found at 22 Pa. Code 235.1 – 235.11. All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

- Professional educators are expected to abide by the following:

**(1)** Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

**(2)** Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

**(3)** Professional educators shall maintain high levels of competence throughout their careers.

**(4)** Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

**(5)** Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

**(6)** Professional educators shall impart to their students principles of good citizenship and societal responsibility.

**(7)** Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

**(8)** Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

**(9)** Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

**(10)** Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

[www.education.state.pa.us/portal/server.pt/community/technology](http://www.education.state.pa.us/portal/server.pt/community/technology)

## **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.
3. Keep hands, feet, and objects to yourself at all times.
4. Demonstrate active listening.
5. Remain seated in the chair until the teacher dismisses the class.
6. Respect and care for your property, your school, and yourself.
7. Use "kind and civil" actions or words. Treat others, as you would like to be treated.

Policy 249 Bullying / Cyberbullying – The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

## **TEACHER RESPONSIBILITIES**

1. Teacher on duty at assignment at 7:45 a.m.; remain at duty station except for an emergency. The homeroom teacher will unlock rooms. All classroom teachers are to take attendance using the CSIU attendance software. Do NOT utilize students for this assignment. All student and staff cell phones are to be turned off at the start of the school day.
2. All teachers are required to record grades using CSIU.
3. Teachers are to check their mailboxes and email in the morning and before leaving school each day.
4. Teachers must require students to use the Smart Pass Digital Hall Pass System when students are leaving or entering the classroom.
5. Teachers should maintain a class management system that, in theory and in practice, deals with students in a fair and equitable manner.
  - a. Students and staff sitting on uni-vents, tops of tables, or tops of student desks is prohibited.
  - b. Eating of food and beverage consumption in hallway, classrooms is prohibited.
6. Supervise locker area assigned to your homeroom.
7. Keep accurate, meaningful, neat records, including plan book, grade book, seating charts, etc. Teachers will be required to submit Scope and Sequence. The Scope and Sequence document is on Google Docs.
8. Supervise halls adjacent to the classroom, especially in the morning, during lunch periods, and during class change. Keep students moving to prevent loitering. Spot check restrooms.
9. Responsibility of a teacher is not restricted to a particular area. Enforcement of the rules and regulations of the school is the responsibility of all faculty members.
10. All classroom or school visitors must be approved prior to scheduling classroom or school-wide presentations.
11. The planning period is provided for each teacher as an aid to the instructional process. The planning period is designated district time and not to be used for personal business. Teachers are expected to be in the building during this period. If a teacher must leave the building during the planning period for any reason, office permission must be granted. You must sign out in the Main Office before departing.
12. In the event that school is closed or delayed due to bad weather, or any other emergency, which may arise, each teacher will be contacted by the The School Messenger System. Should a two-hour delay be called, the administration will make a decision of possibly canceling school prior to 8:15 a.m.
13. Any student schedule change must be approved and facilitated through the guidance office.
14. Student tardiness to class is a disciplinary problem, and teachers are expected to handle these situations. Teachers must insist that students get to class on time. Any teacher detaining a student at the end of a class period should provide the student with a pass so that student may be admitted to class. Teachers should maintain an accurate record of students that are tardy and use discretionary authority to determine consequences.
15. Names of students absent from individual classes and not listed on the daily bulletin should be sent to the attendance secretary as soon as possible.
16. Utilize student referral forms for all disciplinary incidents. Complete all information and steps in the process. Teachers are required to make a parent contact as a first response to student misbehavior.
17. Teachers who need to leave school prior to the contractual time must inform an administrator.
18. If a teacher relocates a class period for any reason, notify the main office immediately.
19. Teachers are expected to be in their classrooms during each scheduled class period. Students should not be left unsupervised during class periods.

## **BELL SCHEDULE 2023-2024**

7:45	Students report to Homeroom
7:45 - 8:05	First Bell - Take Attendance, National Anthem, Pledge of Allegiance
8:08 - 8:48	Period 1
8:51 - 9:31	Period 2
9:34 - 10:14	Period 3
10:17 - 10:57	Period 4

### **Lunch A Schedule**

<b>11:00 - 11:30 Lunch A</b>
11:33 - 12:15 Period 6-7
12:18 - 1:00 Period 8-9

### **Lunch B Schedule**

11:00 - 11:42 Period 5-6
<b>11:45 - 12:15 Lunch B</b>
12:18 - 1:00 Period 8-9

### **Lunch C Schedule**

11:00 - 11:42 Period 5-6
11:45 - 12:27 Period 7-8
<b>12:30 - 1:00 Lunch C</b>

1:03 - 1:45	Period 10
1:48 - 2:30	Period 11
2:33 - 2:55	Homeroom

<b>P.M. CCCC</b>	<b>Lunch 11:42 - 12:00</b>
12:00 departs KHS	12:17 arrives CCCC
2:40 departs CCCC	2:55 arrives KHS

**Lunch periods above are printed "bold"**

## **ASSEMBLY BELL SCHEDULE**

7:45	Students report to Homeroom
7:45 - 8:05	First Bell - Take Attendance, National Anthem, Pledge of Allegiance
8:08 - 8:40	Period 1
8:43 - 9:15	Period 2
9:18- 9:50	Assembly Period
9:53 - 10:25	Period 3
10:28 - 11:00	Period 4
11:00	Remainder of the day to follow regular bell schedule

## **2-HOUR DELAY BELL SCHEDULE**

9:45	Students report to Homeroom
9:45 - 10:05	First Bell - Take Attendance, National Anthem, Pledge of Allegiance
10:08 - 10:31	Period 1
10:34- 10:57	Period 2
11:00	Remainder of the day to follow regular bell schedule

**- Alternate periods 1&2 with 3&4**



\*\*Career Center students will be transported to the Career Center, weather permitting.

### **ACCIDENTS**

1. All accidents resulting in injury to anyone on school property or in school must be reported on the Student or Employee Accident Report form. Copies may be secured from the school nurse or the office. This form is to be completed by the teacher or sponsor in charge of the class or activity. In the event of an accident, staff members are to exercise their best judgment and contact the school nurse or the office for further guidance. **Do not practice first aid unless you are trained and certified to do so.**
2. The school nurse will be in charge of the health services of the school. All health problems should be referred to her.
3. Unauthorized school personnel are not to give medications.

1.

### **ANNOUNCEMENTS**

1. Teachers are to email the announcements to Mrs. Lander at [jlander@keyknox.com](mailto:jlander@keyknox.com) before 7:45 a.m. for morning announcements and before 2:15 p.m. for afternoon announcements.
2. All announcements given to the main office after 2:15 p.m. will be read the next day during morning announcements.

### **PARTICIPATION OF CHAPERONES AND VOLUNTEERS**

Volunteers Policy #916 states: 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 for 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.

### **TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES**

Transportation for students shall be provided in accordance with law and 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.

**Under no circumstances are students allowed to drive or ride with anyone other than parents/guardians to or from events. Under no circumstances are teachers permitted to transport students in personal vehicles.**

### **EXTRACURRICULAR ACTIVITIES**

A student enrolled in a charter or cyber charter school may participate in extracurricular activities according to School Board Policy 140.1. Information is available through the athletic and activities office.

### **ATTENDANCE PROCEDURES**

1. At 7:45 a.m. all students should proceed to their lockers, then directly to their Homeroom. Those students who report late to their Homeroom are to report to the Attendance Office for a tardy slip. No late students should be admitted. A student is deemed tardy after the 7:55 a.m. bell.
2. At 7:55 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 to the flag according to Policy #807, Opening Ceremonies. Activity during this designated time will come to a halt.
3. Following the pledge to the flag, all students are to be seated for morning announcements.
4. **TEACHERS ARE TO COMPLETE ATTENDANCE.** In case of inclement weather, teachers are to hold the attendance report until 8:15 a.m. or notification from the office. When attendance is completed, it should be submitted to the Attendance Secretary. Please note: The recording of attendance is a teacher's responsibility and will be checked.

## **AUDITORIUM**

1. All requests for use of the Auditorium will be made to a school principal and shall be accompanied by a brief description of the activity taking place in the Auditorium. Please complete the "Use of Facilities" form and assure that the activity has been reflected on the monthly calendar.
2. It is the responsibility of the persons using the Auditorium to return the stage area to its original condition. This should be done the day following the program, but no later than the second day.

## **BOOKS**

1. All new books must be stamped with the school's name, book number, and year of purchase.
2. Teachers are to make an accurate record of students, numbers, and condition of books each time you distribute them. The teacher when returned should check books carefully.
3. Students are responsible for excessive damage to or loss of a textbook. Student report cards will be withheld if the proper book is not returned in good condition, or fair compensation based upon straight-line depreciation is not made by the student for repair or replacement of the book.
4. Please check to ensure all books are free of inappropriate writing or drawings.

## **STUDENT EXPRESSION**

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 Board shall require that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal, assistant principal, or designee, who shall forward a copy to the Superintendent.

## **BULLYING**

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 includes cyberbullying.

Bullying means 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 and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school
4. Instances of cyberbullying occurring outside of school should be reported to the police by the parent.

## **CHILD/STUDENT ABUSE**

Keystone School Board Policy No. 806 defines Child/Student Abuse as: School employees, who in the course of 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.

## **COMPUTER LAB USAGE**

1. The computer lab in the Library is available for teacher use. A teacher may schedule the use of the lab with the librarian.
2. It is suggested that teachers schedule the lab at least one week prior to the desired date to insure its availability.
3. The lab will accommodate 24 students. Teachers are not to send students to the lab without arranging for supervision.
4. Specific regulations for students utilizing computer labs are listed in the student handbook.

**School Board Policy #815 – Acceptable Use of Internet, Computers and Network Resources** The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive, or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation

concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

### **COPIER**

Copiers are to be used for limited copies of 30 copies or less. Use of the Risograph should be for copies in excess of 30. Any malfunction, machine problem, or supplies that are needed should be reported to the main office immediately. Teachers are encouraged to use the copier in the faculty room.

### **CUSTODIANS**

We are fortunate to have a dedicated custodial staff. However, they should not be solely responsible for building cleanliness. It is important for our students to learn to assume the responsibility for helping maintain a clean building. Teachers must submit a maintenance ticket through the Intranet for any specific maintenance issues in the classroom.

### **DETENTION**

After School Detention – see student handbook.

### **DISCIPLINE GUIDELINES**

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

School Rules and Student Discipline:

1. All pupils attending Keystone Junior-Senior High School are the responsibility of all of the professional employees in the building.
2. Every teacher is responsible for discipline in the school.
3. At all times that a student is on school premises or is participating in a school function or activity he/she may be disciplined by any teacher.
4. A sincere effort should be made by the professional employee to control student disruptive behavior. A complete record of the student's behavior, which includes methods previously used to modify that behavior should be available for the administrator if it becomes necessary to secure additional help.
5. Discipline of exceptional students in the Keystone School District follows existing district policy except where Pennsylvania Special Education Standards and Regulations concerning suspensions/expulsions, etc. are in question. In those situations, the Keystone School District follows procedures outlined in Section 342.38 and Chapter 14.35 of the State Regulations and Standards. For information regarding compliance contact: The Superintendent, Keystone School District, 451 Huston Avenue, Knox, PA 16232, telephone (814) 797-5921.

Examples of student behavior which may necessitate disciplinary measures by teachers are:

1. Running in the corridors
2. Unexcused tardiness to class and/or study halls
3. Disrupting class, study hall, or homeroom
4. Abuse of permission slips
5. Insubordination
6. Failure to abide by directions of teachers
7. Skipping a class, study hall, or homeroom
8. Leaving school without permission
9. Use of profane or obscene language
10. Damage to school property and/or supplies
11. Misuse of locker facilities
12. Loitering Bullying/Harassment
13. Cell phone use

Examples of disciplinary measures, which may be used by teachers for the above referenced offenses are:

1. Immediate teacher contact with parent
2. Counseling
3. Relocation in the room
4. Separation from peer group within the confines of the room
5. Visual reprimand
6. Vocal reprimand
7. Detention
8. Referral to Administration
9. Substitutes – fill out referral form and turn in to the administration

Teachers are to maintain a record via discipline referral of any student misbehavior that requires any disciplinary action. If, after exhausting all options available to the teacher, it becomes necessary to send a student to an administrator's office, a copy of that student's discipline referral should be sent to the administrator's office as well. The record should contain the time and date, offense and actions(s) taken by the teacher. Teachers are required to make parent contact upon completion of a discipline referral form.

**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.

#### **MANDATED REPORTER**

Pennsylvania law requires individuals in certain professions who have regular contact with children to report: any suspicion or observation of abuse or neglect; or, if a child is believed to be in imminent risk of serious harm (23 PA. C.S. § 6301). All Keystone School District Staff fall within this requirement. Failure to follow the Pennsylvania Mandated Reporter Laws may result in serious penalties, including the loss of one's teaching certification.

Suspected child abuse must be reported immediately, even if it is by a third party reporter. Once abuse is presumed, observed, or reported the Mandated Reporter should contact the High School Principal, High School Assistant Principal, or School Guidance Counselor to make arrangements to make the report. If available, the Principal, Assistant Principal, School Guidance Counselor, or Supervisor of Special Education can sit with the staff member when the calls are made to the local Children and Youth Services (CYS) agency and Childline. However, those staff members cannot make the call for the mandated reporter who the abuse was initially reported to or observed by. Important contact numbers: Childline – 1-800-932-0313; and Clarion County CYS – 814-226-9280.

#### **DEMERIT SYSTEM**

Numerous curricular field trips and class activities have been planned for our students during the 2022-2023 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. In-school Suspension             | 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                   |
| 6. Saturday detention               | 3 demerits for each day assigned                   |

Students will be eliminated from any curricular trip or class activity according to the following schedule:

Activities during the 1<sup>st</sup> Nine Weeks – 5 or more demerits  
Activities during the 2<sup>nd</sup> Nine Weeks – 9 or more demerits

Activities during the 2<sup>nd</sup> Semester – 13 or more demerits.

The recording of demerits will start the first school day. If a student's behavior 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 may do so with a few parameters. This is an option for an infraction of Level I, II, or III only; demerits assigned for any Level IV discipline infraction will not be reduced. The student may make this request by submitting a formal written letter to one of the high school administrators. 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 (30) days after the infraction if the student has not been involved in any additional discipline incidents.

#### **DISMISSAL FOR PRE-PLANNED FAMILY TRIPS**

In conformity with the PA code, Title 22, Chapter II, the Keystone School District provides for exceptions to the normal attendance regulations. 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 each school office. Upon receipt of the request from the parent or guardian, an evaluation of each request will be made by the building principal and a determination shall be made upon the following:

1. Educational value of the trip for the developmental level of the student;
2. Attendance record (must be free of illegal and/or unlawful absences);
3. Number and frequency of prior request for educational trips;
4. Present academic standing; and
5. Effect of absence on academic standing.

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 while on the trip and will be responsible for the continued educational progress of the child and, as such, it is important that:

1. Principals are notified in sufficient time to allow for proper communication with teachers and parents.
2. If the trip is approved, students or parents should contact teachers for assignments and summary of work that will be missed during the trip.
3. All make-up work is to be completed to the satisfaction of the teacher within a period of two weeks.

#### **FACULTY DRESS CODE**

Faculty and staff in the Junior-Senior High School are expected to conform to the Student Dress during the scheduled student days.

1. No shorts
2. No Carpenter Pants
3. No blue jeans (except with the prior approval of Administration)
4. No T-shirts. Dress collarless shirts are okay.
5. No sweat pants (except with the prior approval of Administration)
6. No hats are to be worn in the building.

On Spirit Days dress may conform to activity. Guidelines are in effect Monday through Friday.

#### **EMERGENCY SCHOOL CLOSING**

Local radio stations KDKA 1020 AM and WPXI of Pittsburgh; WWCH and C-93 of Clarion; and WCUC-91.7 of Brookville as well as [www.exploreclarion.com](http://www.exploreclarion.com); will carry the announcement for school closing and delays. Please do not call the school. The faculty and staff will be informed using the established School Messenger System.

#### **GPA AND CLASS RANK**

Keystone Junior-Senior High School computes Grade Point Averages (GPA) for ninth through twelfth grade students in the following manner. All final percentages for credit courses are averaged together to obtain the overall percentage grade point average.

Our conversion scale is:

93% - 100% = A  
85% - 92% = B

Incomplete Grade = I  
Medical Leave = M

77% - 84%	=	C
70% - 76%	=	D
0% - 69%	=	F

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, Pre-Calculus, Chemistry II, A.P. World History, Honors U.S. History 2 and A.P. Environmental Science. A student's final percentage grade in any of the weighted courses will receive 8 percent added to the weighted course grade when determining the final weight grade percentage.

The weighted grade point percentage 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.

### **FACULTY MEETINGS**

1. All teachers are to attend faculty meetings unless excused from the meeting by an administrator with prior approval. See calendar for regularly scheduled monthly meetings.
2. Any teacher not in attendance at a faculty meeting must contact administration on the day following the meeting to obtain any information distributed at the meeting.

### **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 other 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.

In order for students to be permitted to participate in school sponsored field trips, the student must maintain at least a 70% in all scheduled classes.

### **FINANCIAL OBLIGATIONS**

Students are responsible for textbooks, band instruments, and other school supplies and materials. These items are loaned to students for use during the school year and are the property of the Keystone School District. If these materials are lost or damaged, the student will be held financially responsible. Report cards/diplomas will not be issued until all financial obligations have been met.

### **FIRE DRILLS**

Immediately after the sounding of the fire alarm all students will leave the building quietly, cautiously, and steadily. Students are to follow evacuation procedures posted in each classroom.

Everyone shall leave the building quietly and report to the assigned evacuation area. Students are to remain silent until the signal to re-enter the building is given.

1. Upon a signal given by the Principal or other authorized person, students will re-enter the building using the same route used for exit.
2. Teachers are to take grade books and class attendance records. Teachers must have accountability of all students assigned during the time of evacuation.
3. Teachers are responsible for maintaining order of their classes if they take classes out of the building for specific classroom activity with prior Administrative approval.

### **BUILDING SECURITY**

Please refer to your "Keystone School District/Keystone High School/CRISIS RESPONSE GUIDE"

**School Board Policy #907 School Visitors** Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. Keystone High School maintains a no-visitor policy during scheduled school days. All visitors and guests, including former students and graduates, must register at the Main Office.

## **FUNDRAISING**

1. Any school group, organization, or club wishing to sponsor a fundraising activity must have the project approved by the administration at least 2 weeks (10 school days) prior to the proposed starting date.
2. The purpose for sponsoring the fundraiser must be specifically stated. All monies collected are to be handled through the appropriate student activities account.

## **GRADE RECORDING INFORMATION**

Any grading system a teacher wishes to use that does not conform to the specifications found below must be reviewed with the Principal prior to utilization.

1. Class lists: Class lists are generated by the classroom teacher utilizing CSIU.
2. Grade Recording – Every student on a class list must receive a grade
  - a. New Entries
    - i. If a student has been in your class for at least four weeks (20 school days), a grade should be given based upon the progress to date.
    - ii. Grades for students entering from other districts will be used for averaging semester and year-end grades as appropriate, i.e. if the student enters Keystone three weeks into the second quarter, the first quarter grade will be taken from the previous school record and will be averaged with our second quarter grade to determine a semester average. Teachers must obtain transfer grade information in the Guidance Office.
  - b. Withdrawals
    - i. If a student has been in your class at least four weeks at the time of withdrawal, a grade should be given. If a grade cannot be given, a WP or WF is appropriate.
    - ii. No student may withdraw from any class after the tenth day. If there are extenuating circumstances, permission may be granted by the administration upon recommendation by a counselor or a teacher for a student to withdraw from a class. Students are not permitted to audit high school classes. All courses must be scheduled for a recorded grade. Any course that is dropped will be defined as W/F, W/P or NM.
  - c. Use of I, M, P, F Grades
    - i. I – a grade of “I” (Incomplete) should be used when extenuating circumstances have prevented a student from completing the required work, i.e. - lengthy illness. Teachers are expected to provide the student with proper notification of information concerning missed work. Any work missed by a student must be completed within two weeks following this notification. Failure to make up the work should automatically change the grade for that assignment to an F. The change of an "I" to an "F" must be initiated by the teacher in writing. The grade change form should be used for this purpose.
    - ii. M – a grade of “M” (Medical) can only be given in physical education and only when a physician has prohibited all physical activity. Where limited physical activity is prescribed, an adaptive physical education program should be followed and a grade given based upon progress there within.
    - iii. P – a grade of “P” (Pass) should be awarded for remediation classes in the quarter the student successfully completed that class.
    - iv. NM – a grade of “NM” (No Mark) should be awarded for remediation classes in all quarters until the student successfully completes the class.
    - v. F – a grade of “F” (Fail) should be awarded for remediation classes as a FAV if the student did not successfully complete the remediation.
  - d. Changing Grades – If an error is made by the teacher when averaging or recording a grade and an incorrect grade is entered onto a report card, the teacher should correct the grade in CSIU and notify Mrs. Julie Lander via email as soon as the error is detected. The following information should be given:
    - Teacher name
    - Course title, course code and section number
    - Student name, grade level and I.D. (if known)
    - Grade change, i.e. - from B to A
  - e. Letter Grade Ranges:
    - A = Excellent – 93% to 100%
    - B = Above Average – 85% to 92%
    - C = Average – 77% to 84%
    - D = Below Average – 70% to 76%
    - F = Failure – 0% to 69%
    - I = Incomplete (Any student who receives an incomplete (I) will have two weeks in which to complete and return the work to the teacher.
    - M = Medical (Physical Education only)
    - WP = Withdrawal Pass
    - WF = Withdrawal Fail

f. Comment Codes

i. Students receiving a "D" or an "F" must have a comment indicated on their report cards.

ii. Two comments may be given to each student for each class.

- a). Borderline High
- b). Borderline Low
- c). Excellent attitude and effort
- d). Contributes to class discussion
- e). Does commendable work
- f). Work improved this quarter
- g). Attitude in class has improved
- h). Needs to pay attention in class
- i). Absences interfere with progress
- j). Homework/assignments not completed
- k) Low test and quiz scores
- l). Little or no effort
- m) Test(s) not made up

**GRADING POLICY**

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

**GRADING FLOOR**

At the midpoint of each of the first two grading periods students failing courses will be identified and counseled. Interventions, which could include placement in structured study halls and daily/weekly attendance at Homework Helpers, will be recommended. If, at the end of that grading period, the student has:

1. A grade lower than 55;
2. Followed through with all of the recommended interventions; and
3. Agreed to continue those interventions throughout the following Grading Period

Then the teacher may, at his or her discretion, replace the quarterly grade that is less than 55 with the Grading Floor value of 55. In deciding whether or not to grant the student the prescribed grade of 55, the teacher should consider the student's behavior, effort and compliance to the student behavior contract described in the Student Handbook. The Grading Floor value of 55 would be entered at the end of the following grading period and only after the student has completed all of the recommended interventions successfully.

**7<sup>th</sup> AND 8<sup>th</sup> GRADE RETENTION POLICY**

- Any 7<sup>th</sup> or 8<sup>th</sup> grade student who fails 3 major subjects will be retained in the current grade for the next school year.
- Any 7<sup>th</sup> or 8<sup>th</sup> 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.
- Any 7<sup>th</sup> or 8<sup>th</sup> grade student who fails one major subject will be recommended to attend summer school.

**GRADE LEVEL PROMOTION**

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.

- GRADE 9 – The student shall successfully complete a minimum of 3.5/5.0 required credits in order to be promoted to Grade 10.
- GRADE 10 – The student shall successfully complete a minimum of 3.75/4.75 required credits in addition to all Grade 9 requirements in order to be promoted to grade 11.
- GRADE 11 – The student shall successfully complete a minimum of 16 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**

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 under the “Guidance” tab on the high school website..
2. Earn a minimum of 24 credits.
3. Successfully complete a culminating project. Achieve successful results (Proficient or Advanced) on district and/or state assessments.
4. Students may have altered requirements as directed in an Individualized Education Plan (I.E.P.)

### **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 assessment or the 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; 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 the parent/guardian to review the state assessment two (2) weeks prior to their administration will be granted by the district office during regular business hours. Parents may make a request to review instructional material as defined in the School Board Policy 105.01.

**High School Graduation Requirements** – Effective with the graduating Class of 2023, 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; 3. Students must meet one of Pennsylvania’s five pathways, in order to earn a diploma and demonstrate career and/or college readiness. (PA Act 158).

**Re-taking Keystone Exams** – A student may retake an exam or exam module in which he or she did not score proficient or above. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test. The performance-level descriptors and scores adopted by the State Board follow:

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

### **SCHOLASTIC RECOGNITION AT GRADUATION**

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

92.5% - 94.49%	Graduating with scholastic honors
94.5% - 97.49%	Graduating with high scholastic honors
97.50% and above	Graduating with highest scholastic honors
1 <sup>st</sup> in Class	Graduating Valedictorian

To be eligible for scholastic recognition at graduation at the three (3) levels of Highest Academic Honors, High Academic Honors, and Academic Honors a student must have earned at least twelve (12) Keystone credits. A non-Keystone student (a student not enrolled in the Keystone School District) participating in graduation will not be considered for scholastic recognition at graduation.

### **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.

### **HALL PASSES**

1. Any student excused from homeroom, a class, or a study hall to go to the restroom, nurse's office, etc. must create a digital hall pass. Any student excused from a class or study hall to go to another teacher must have a digital hall pass approved by that teacher.
2. Use of digital hall passes are necessary when leaving a classroom or a supervised area during the school day. This includes the cafeteria, band room, offices, etc.
3. There will be NO digital hall passes approved 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 approved by the teacher. If the student does not possess a pass that is already approved, 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 to show their approved digital 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 digital hall pass.
6. Students are not to be excused from class or to be in the hall without an approved digital hall pass.

### **HALL TRAFFIC**

1. Students are not permitted to have food, snacks, drinks, toys, or beverage bottles except for clear water bottles during the school day.
2. Public displays of affection are not permitted. This is a public school 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 not acceptable and is punishable by suspension. Do not embarrass yourself or fellow students with public shows of affection.
3. Cell phones, electronic listening devices (i.e. air pods, earbuds, earphones, etc.) or other electronic devices are not permitted. 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 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 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. If students fail to respond to overtures to move to class or verbal requests, students can be escorted to class or to the office and can be suspended. Video cameras are implemented for hall monitoring.

## **HOMEBOUND INSTRUCTION**

A student's family may request and be granted homebound instruction for a child. Teachers will provide the homebound instructor with 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 based 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 in to the Main Office.

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

1. The parent/guardian should request such teaching by calling the administration.
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.
3. The Superintendent of Schools approves homebound instruction.

## **HOMEWORK POLICY**

As referenced in Keystone School Board Policy No. 130, homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills.

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

**School Board Policy #130 Homework** – Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits and organizational skills. Homework assignments should:

1. Provide practice and reinforcement of skills already presented by the teacher.
2. Broaden areas of interest through enrichment.
3. Provide an opportunity for parents to know what their child is studying.
4. Encourage parent and child interaction.

Homework should not interfere with the proper development of the student's health, nor should it interfere with the student's assuming responsibilities in the home.

## **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 at the office to collect homework assignments for that student. Homework requests are to be made no later than 10:00 am. Any request made after 10:00 am is not guaranteed that the request can be completed. Homework requests may be picked up at the office after 2:55 pm. When a student is chronically absent and homework requests are made and not picked up for completion, additional requests may not be granted.

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

1. Students attaining an 85% or above grade point average based on the present quarter marking period will be eligible for the Honor Roll. A student must not receive any Incompletes, F's, Withdrawal Pass, or Withdrawal Fail marks. Students taking any number of courses may qualify.
2. Students attaining a 93% or above grade point average based on the present quarter marking period will be eligible for the Principal's List. A student must not receive any Incompletes, Withdrawal Pass, or Withdrawal Fail marks. A Medical is acceptable. Students with as few as one course may qualify.

## **IN-SCHOOL-SUSPENSION**

ISS (In School Suspension) –ISS is defined as a disciplinary program that confines education to the ISS room for a period of time up to 10 days. ISS does not relieve the student of the obligation to continue his or her regular program of studies.

1. Students may be placed into ISS 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 ISS. In the interim, parents will be notified of the disciplinary action via letter or telephone.

3. ISS is considered a temporary remedy for disciplinary problems. Repeated rule infractions will result in Out-of-School Suspension (OSS).
4. Any misconduct that occurs during ISS will result in OSS and the student will complete the ISS 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.

### **IN-SCHOOL SUSPENSION AND OUT-OF-SCHOOL SUSPENSION POLICIES AND PROCEDURES**

1. Those students assigned to ISS/OSS are restricted from participation in any other school activities including any extracurricular activities, athletic practices, etc. on day(s) assigned ISS/OSS.
2. Each time a student is assigned to ISS/OSS parents will be notified, if possible, of the disciplinary action by telephone, letter, or both.
3. If a student is assigned ISS/OSS beyond three (3) days, the school will tell the student the reasons for the suspension and give the student a chance to tell his or her side of the story.
4. If a student is assigned ISS/OSS beyond five (5) days, an informal hearing will be arranged with the parent(s)/guardian(s) and the student; the hearing will also include the principal, school counselor, and (possibly) the classroom teacher. At this time, the situation involving the student's action will be discussed at length. In addition, the parent(s)/guardian(s) will be informed of the possible consequences of continued misbehavior by their child.

### **LIBRARY**

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

1. Study hall teachers at their own discretion will issue free reading passes. The student is permitted to spend no more than one (1) study hall per day in the library.
2. The subject teacher will issue reference passes. The student will come 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. A student may lose his/her library privileges if he/she has become a discipline problem within the school.

### **STUDENT 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.

### **LOCKERS**

Students are assigned lockers at the beginning of the school year. The following information on locker use should be followed:

1. Money or valuables should not be kept in the lockers.
2. Tobacco, drugs, intoxicants, alcohol are not permitted in lockers.
3. Any student who needs to take medication during the day must give the school nurse the medicine at the beginning of the school day. Students are not permitted to keep or store medication in their lockers.
4. Like textbooks, lockers are loaned to the student for use throughout the year. Lockers are subject to periodic inspection by authorized persons. Students should not maintain an expectation of privacy.
5. Going to a locker is not a legitimate reason for being late to class.
6. Students are encouraged to place locks on lockers for added security.
7. The above information also applies to gym lockers (students should give physical education instructors valuable items for safe keeping during class).
8. Inform students that school personnel are not responsible for personal items stored in lockers.

### **LOST AND FOUND**

Students are reminded, if you find items of value, be a good citizen and return them to Lost and Found in the Main Office.

### **LUNCH**

Please inform all students that free and reduced lunch applications are obtained from the Cafeteria cashier and on the school website.

Each faculty member will be assigned a duty free 30 minute lunch period.

### **MAINTENANCE REQUESTS**

1. Any breakage or damage in any room or on any piece of school equipment must be reported to the office.
2. A work request form must be filled out for any repair or regular maintenance.
3. If the breakage or damage involved a student, a record must be made of the students involved and the amount to be paid.

### **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.

### **NURSE'S OFFICE**

1. Students will be admitted to the nurse's office only with a pass or phone call approved by the nurse.
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.
3. All students who must take medication during the school day are to give the medication to the school nurse at the beginning of the day. A copy of the prescription is required with the medication. The prescription should include the name of the student, physician, drug, dosage, route, and frequency.
4. When the nurse is not present in the building, any student needing health care should report to the principal's office.

### **ILLNESS DURING SCHOOL**

1. Any student wishing to leave school due to illness must report to the Nurse's Office. The student is not permitted to directly contact his/her parent.
2. When a student reports to the Nurse's Office, the nurse will call to receive permission from a parent or authorized person, according to the student's emergency card, for that student to leave school. If such a person cannot be contacted, the student will not be permitted to leave the school.
3. Students are absolutely forbidden to leave school grounds without permission from the nurse or an administrator.
4. Any student leaving school without prior early dismissal approval must obtain a form from the Nurse's Office.

### **PARTIES**

Holding parties during a regularly scheduled class meeting is generally discouraged. Class or club parties may be held after school with office permission. Please inform students they are not permitted to organize parties or bring in outside food items for celebrations without prior administrative approval. With administration approval, eating must take place in the cafeteria.

### **PURCHASE ORDER PROCEDURE**

1. ALL purchases require a purchase order. Note: Ordering or purchasing an item prior to an approved purchase order will result in disciplinary action and may result in you personally paying the bill.
2. The principal must approve all purchases requests.
3. Before a purchase request is made, it is recommended that the teacher check with either the principal's secretary or the secretary for student activities, to determine if sufficient funds have been budgeted and are available.
4. Purchase orders will not be approved or processed unless the item(s) were budgeted.

### **PURCHASES**

1. No teacher may obligate the school to any purchase of supplies or services without prior administrative approval. The approved Purchase Order Procedure should be followed.
2. No department or teacher is to have a petty cash fund.
3. No teacher may phone in a purchase request until authorized by the principal.

### **WELLNESS POLICY**

To ensure the health and well-being of all students, the Board establishes that the District shall follow the Wellness Policy #246. 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 improve student achievement.

## **SCHOOL VAN**

The procedure for obtaining permission to use the school van is as follows:

1. Obtain administrative approval for the field trip. See the "Field Trip Approval" form in the "Forms" section on the intranet.
2. Check the calendar in the Assistant Principal's Office to determine whether the van is available.
3. Obtain a "Van Use Permission Slip" from the Assistant Principal's Office, complete the form and submit it to a high school administrator for final approval.
4. The keys for the garage are kept in the Assistant Principal's Office.
5. Upon return, a green record sheet is to be completed and keys returned to the Athletic Secretary.
6. The van is to be picked up and returned to the garage at the high school.

## **SPECIAL EDUCATION SUPPORT SERVICES**

### **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 Supervisor 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 Supervisor of Special Education.

## **STUDENT ACTIVITY FUNDS**

1. Income received from student activities such as athletic events, school plays, fund raises, etc. are legally considered to be school funds subject to the control and under the responsibility of the school board. As a result, activity funds are subject to audit and disposal in the same manner as other school funds.
2. In order to ensure proper supervision of all Special Purpose Funds using the name of the school, the Board established the following guidelines:
  - a. Each organization will be required to develop and file with the principal a functioning set of bylaws for the operation of an organization.
  - b. Funds of any student body or organization may be deposited or invested in banks whose accounts are insured by FDIC, investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in state and insured by FDIC or FSLIC.
  - c. Funds collected shall be turned in to the custodian of the fund before the end of each school day, to be safeguarded until they are deposited as soon thereafter as possible.
  - d. Funds from interscholastic athletic activities shall be under the supervision of the principal.
  - e. Records shall be maintained of the receipts and disbursement of all such funds in designated accounts according to the activity involved.
  - f. Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the building supervisor. Disbursements must be written on approved forms and signed by the student treasurer of each organization.
  - g. The persons authorized to approve such disbursements shall sign all checks.
  - h. Contracts for materials or supplies whether on purchase or rental may be made for a one-year period only by the building principal.
  - i. All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.
  - j. No funds shall be expended without the approval of the faculty advisor of the organization, a student representative of the organization and the principal.
  - k. A financial report of the condition of each Special Purpose Fund organization shall be submitted to the Board monthly.
1. Monthly monetary activity reports will be given to the Treasurer and/or advisor from the office. This information is to verify organization records kept by each individual organization.

## **DUES**

No student membership dues or funds (flowers, gifts, etc.) are to be established for any student group without a specific need and administrative approval.

## **STUDENT DRESS CODE**

Keystone Junior-Senior High School's Student Dress Code is designed to ensure that all students maintain a level of safety and decency with their clothing and accessories. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. This policy is in no way an attempt to stifle a student's individuality or their personal expression. Our goal at Keystone Junior-Senior High School is to ensure a safe and welcome environment for all students. Below are our expressed guidelines for clothing and accessories at Keystone Junior-Senior High School:

- Clothing bearing offensive, suggestive or rude slogans, profanity or hate speech may not be worn (including drug or alcohol related drawings and expressions).
- Students may not wear any clothing that reveals visible undergarments; clothing that is considered to be undergarments (A-line undershirts).
- .
- Students may not wear clothing that reveals their midriff or clothing without straps upon their shoulders such as halter tops or tube tops.
- Students may not wear swimsuits, mesh shirts or any clothing which is see-through.
- Hats, hoods, bandanas or any other items that may obscure the face may not be worn in school unless prescribed by a physician.
- No bare feet or flip-flops shall be worn in school. Flip-flops are defined as any sandal with between-the-toe straps only, regardless of material or style. Athletic shoes are preferable footwear.
- Shoes with wheels are prohibited.
- No sunglasses, unless prescribed by a physician.
- Student dress and accessories must not violate any safety rule or present a hazard to the wearer or to other students.
- In the interest of student safety, the use of sandals during gym will be restricted. Students wearing any open-toed shoes who do not have alternate footwear will not be permitted to participate in gym.
- No costumes of any kind should be worn, unless directed by the school as permissible.
- Ripped jeans are permitted to be worn, but the holes and rips in the jeans cannot expose skin above the knee. Jeans with holes or rips above the knee must be worn with leggings or tights underneath.
- Shorts are permitted to be worn to school, but the length of all shorts must be at the mid-thigh or longer. Shorts made from spandex material will not be permitted.

The administration reserves the right to evaluate all items relative to school dress so an educational atmosphere is maintained which fosters and promotes effective and efficient learning, as well as the safety for all students. Students who are in violation of the Keystone Junior-Senior High School Dress Code will be asked to change into school-provided clothing or parents/guardians will be called to pick up their student or bring new clothing.

## **STUDY HALL PROCEDURE**

1. Study halls are not to be considered by students as rest periods. Students should not sleep, talk aloud, play cards, or engage in any activity deemed by the teacher to be unconstructive and/or disruptive.
2. A quiet, orderly environment must be maintained in order to provide the students with the opportunity to study, complete homework, read, or engage in other constructive activities.

## **SUPPLEMENTAL INSTRUCTIONAL MATERIALS**

Supplemental instructional materials are intended to enhance or build upon elements of the core curricular content (as described in the Scope and Sequence documents) and District-approved instructional materials. In addition to materials selected through the district adoption process, schools or individual teachers may at times need other materials for classroom instruction, such as videos, trade books, texts, and other instructional materials. All instructional materials for student use must be consistent with District policy and objectives, course descriptions, core curriculum objectives, and the Pennsylvania Core Standards. Materials must also be age appropriate to students using the materials. It is the teacher's responsibility to ensure all supplemental instructional materials brought into a lesson follow these guidelines. The high school principal/assistant high school principal will avail herself/himself to assist in evaluating the appropriateness of materials as deemed needed by the teaching staff. Failure to follow these procedures and/or the showing of inappropriate materials to students will result in disciplinary action, up to and including termination.

## **SUPPLIES**

Once a year, usually in December or January, teachers are given a General Supply Requisition to order general supplies, i.e., composition books, portfolios, rulers, compasses, etc. for the following school year. When these items are received in the summer they are distributed to each teacher's room. Teachers in need of general supplies during the school year, i.e. chalk, tape, paper clips, etc., should email Mrs. Lander. Supplies will be distributed as soon as possible.

## **TEACHER ABSENCE**

Keystone School District has contracted with Source 4 Teachers to provide substitute teacher support. Please refer to administrative guidelines concerning requesting a substitute.

## **UNLAWFUL HARASSMENT**

The Keystone School District Board of School Directors believes in maintaining a working environment free from unlawful harassment of any employee or applicant for employment. Sexual harassment in any manner or form is expressly prohibited. For information regarding policy contact: The Superintendent, Keystone School District, 431 Huston Avenue, Knox, PA 16232, telephone (814) 797-5921.

## **TELEPHONE**

1. Please note that students will not be permitted to use the office phone except for 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 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 of time.
2. Teachers are welcome to use the phone for local calls whenever necessary. Teachers are requested to use the phone in the faculty room. When privacy is desired, the counselor or principals' offices will be made available.
3. Personal long distance calls should not be charged to the school. Calling cards should be used for personal calls.
4. Teachers will be called to the phone when emergency calls are received; otherwise, messages will be taken and placed in teacher mailboxes.

## **CELL PHONES**

Refer to Student-Owned Electronic Devices Procedural Guidelines in the Student Handbook. Cell phones are not permitted to be turned on during instructional time or duty times - including text messaging. Should you need to use your cell phone to make a call during lunch, please turn it off when the call is completed.

## **TOBACCO PRODUCTS**

The use and /or possession of tobacco products including cigarettes, cigars, pipes, snuff or any additional tobacco products is strictly forbidden on school property or at school sponsored activities or events. Violations of this policy are subject to disciplinary action in accordance with board policy.

## **VISITORS AND GUESTS**

When parents of students, commercial agents, or other members of the general public visit a school building during school hours, those visitors must contact a principal or members of the office staff immediately upon entering the building in order to make suitable arrangements to see teachers and/or their students. Upon entrance to the building, all visitors must report to the Attendance Office to sign in and receive a visitor badge. Keystone High School maintains a no Student Visitor Policy during scheduled school days.

## **DISCIPLINE STATEMENT:**

Discipline of exceptional students in the Keystone School District follows existing district policy except where Pennsylvania Special Education Standards and Regulation concerning punishments, suspensions/expulsions, etc. are in question. In those situations, the Keystone School District follows procedures outlined in Section 342.36 and Chapter 14.35 of the State Regulations and Standards.

## **STUDENT CODE OF CONDUCT**

See Student Handbook

## **EQUAL RIGHTS AND OPPORTUNITIES**

It is the policy of the Keystone School District not to discriminate on the basis of race, sex, religion, color, national origin, ancestry, age, handicap, or limited English proficiency, in its educational programs, services, facilities, activities, or employment policies as required by Title IX of the 1972 Educational Amendments, Title VII and Title VII of the Civil Rights Act of 1964 as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984



Carl D. Perkins Act the Americans with Disabilities Act or any other applicable Federal and State statutes.

For information regarding compliance, contact:

The Superintendent

451 Huston Avenue

Knox, PA 16232

Telephone: (814) 797-5921

# KEYSTONE SCHOOL DISTRICT PERFORMANCE DESCRIPTION

JOB TITLE: Teacher

REPORTS TO: Principal/Assistant Principal

PURPOSE OF THE JOB: An employee in this position provides direct instruction to students. A wide variety of tasks are performed in the teaching-learning process for students, the primary one being to help students learn the subject matter and skills that will contribute to their development as mature, able, and responsible adults.

## ESSENTIAL FUNCTIONS:

- Abides by the requirements of the Professional Code of Conduct for Educators.
- Teaches District approved curriculum.
- Meets and instructs assigned classes in the locations and at times designated.
- Plans a program of study, employing a variety of instructional techniques and instructional media that meets the individual needs of the student.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.

## OTHER JOB FUNCTIONS:

- Assists the administration in implementing all policies and rules.
- Assists in diagnosing the learning disabilities of students, with the assistance of district specialists.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Collaborates with peers to enhance the instructional environment.
- Participates in professional development activities.
- Demonstrates gains in student performance.
- Meets professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating assignments.
- Performs other duties and responsibilities as assigned by the supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.
- Is available to students and parents for education-related purposes outside the instructional day.

## ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess strong oral and written communication skills
- Ability to apply concepts of mathematics such as fractions, percentage, ratios, and proportions to practical situations.
- Reasoning ability to solve practical problems and deal with a variety of issues.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Works independently with little direct supervision.
- Works as part of a team.
- Accepts responsibility and is self-motivated.
- Demonstrates strong work ethic to achieve school goals.
- Display effective multitasking and time management skills.
- Utilizes all required and recommended computer applications.

## PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with basic computer operation and software. Ability to learn various computer operations required for management of student information and integration of technology in the classroom.

- Ability to apply knowledge of current research and theory to instructional programs.
- Ability to plan and implement lessons based on school objectives and with differentiation for the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, colleagues, and administration.

**ESSENTIAL EXPERIENCE/EDUCATION:**

- Bachelor Degree or Higher
- Valid Pa Teaching Certificate
- Current clearances
- Satisfactory Ratings on District evaluations

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Keystone School District

### Network User Acceptable Use Policy for Computer Technology and Internet

Name \_\_\_\_\_

To use networked resources and the Internet, all network users must sign and return this form.

The full text of Keystone School District Policy 815, Acceptable Use of Internet, Computers and Network Resources is available for download on the Intranet.

#### **Guidelines:**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

#### **Safety:**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

5. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
6. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
7. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
8. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
9. Restriction of minors' access to materials harmful to them.

#### **Prohibitions:**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. The District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network and electronic communications systems. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying / Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.

15. Loading or use of unauthorized games, programs, files, or other electronic media.
16. Access or transmit gambling or any games of chance.
17. Disruption of the work of other users.
18. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
19. Accessing the Internet, district computers or other network resources without authorization.
20. Disabling or bypassing the Internet blocking / filtering software without authorization.
21. Accessing sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### **Security:**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

3. Employees and students shall not reveal their passwords to another individual.
4. Users are not to use a computer that has been logged in under another student's or employee's name.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
6. Misrepresentation (including forgery) of the identity of a sender or source of communication.
7. Altering communication originally received from another person or computer with the intent to deceive.
8. Use of the School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, being involved in a terroristic threat against any person or property.
9. Disabling virus protection software or procedures.

### **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

**Network User Agreement:**

I have read District Policy #815 and agree to use the school network as outlined in the policy. I am aware that the District uses monitoring systems to monitor and detect inappropriate use.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TEACHER ACKNOWLEDGEMENT  
2022-2023**

I verify that I have received and reviewed the 2022-2023 Teacher Handbook including all references to School Board Policies.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_