

**KEYSTONE
JUNIOR-SENIOR
HIGH SCHOOL**



PANTHERS

Student Handbook

2023-2024

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STUDENT HANDBOOK

Keystone High School

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Keystone School District Website:

<http://www.keyknox.com>

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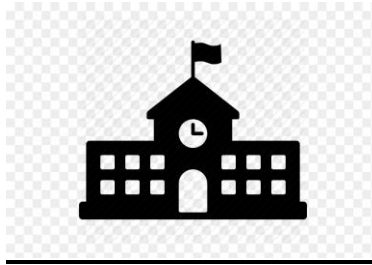
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NOTES

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.



Keystone School District Calendar 2023-2024

<u>August 21, 22</u>	<u>Teacher In-Service Days</u>
<u>August 23</u>	<u>First Student Day</u>
<u>September 4</u>	<u>Labor Day</u>
<u>October 6</u>	<u>ALF Vacation Day</u>
<u>November 10</u>	<u>Act 80 Day</u>
<u>November 22, 23, 24, 27</u>	<u>Thanksgiving Break</u>
<u>December 25, 26, 27, 28, 29</u>	<u>Winter Break</u>
<u>January 1 & 2</u>	<u>Winter Break</u>
<u>January 15</u>	<u>Act 80 Day</u>
<u>February 19</u>	<u>Act 80 Day</u>
<u>March 8, 11, 28</u>	<u>Make-Up Days</u>
<u>March 29</u>	<u>Spring Break</u>
<u>April 1</u>	<u>Spring Break</u>
<u>May 24</u>	<u>Last Student Day</u>
<u>May 28</u>	<u>Teacher In-Service/Commencement</u>

**** 2-Hour Early Dismissals will occur on the following Days: November 21, December 22, and May 24.**

PSSA Testing Window:
All exams: May 13-24

Keystone Testing Window:
All exams: May 12-23

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.

MESSAGE FROM THE PRINCIPAL

Dear Students/Families:

Hello. I would like to take this opportunity to welcome you to the 2023-2024 school year! The students at Keystone Junior-Senior High School have a tradition of excellence; in this handbook, you will find many policies and procedures that are set to help carry forward that tradition. The policies and procedures are designed to promote a productive atmosphere within our school community. In the case of conflict between a Board Policy and the regulations outlined in this handbook, the Board Policy most recently adopted will prevail. Please be advised, that this handbook is not a contract between the school and parents/guardians or students; it may be revised at any time at the discretion of the district.

As we look forward to the 2023-2024 school year, we would like to emphasize the correlation that regular school attendance and appropriate behavior have on a conducive learning environment. Here at Keystone, students have access to state-of-the-art technology, a dedicated faculty, a wide assortment of course offerings, and many extracurricular activities; everyone has the opportunity to be a successful student. We encourage you to take advantage of the opportunities Keystone Junior-Senior High School has to offer and to make the most out of your education.

Best wishes for a wonderful school year!

Sincerely,

Mrs. Kelli S. McNaughton
Principal, Keystone Junior-Senior High School

HOW TO COMMUNICATE A QUESTION OR CONCERN

There are times when a parent, resident or taxpayer may have a question, concern, complaint, suggestion, or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Listed below is a Parent and Community Communication Process Flow Chart Chain of Command that should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Contact information for staff members is available on the district website at www.keyknox.com. If a parent, resident, or taxpayer does not receive a prompt response at any level, he/she may raise the question, concern, complaint, suggestion, or request at the next level.

PARENT AND COMMUNITY PROCESS FLOW CHART CHAIN OF COMMAND

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	Board	
Athletic Facilities	Athletic Director	Maintenance Director	Principal	Superintendent	Board	
Athletic Injuries	Coach	Medical staff at event	Athletic Director	Principal	Superintendent	Board
Business Office	Business Administrator	Superintendent	Board			
Curriculum Academic	Teacher	Asst. Principal	Principal	Superintendent	Board	
Instruction	Teacher	Asst. Principal	Principal	Superintendent	Board	
Discipline	Teacher	Asst. Principal	Principal	Superintendent	Board	
Guidance	Counselor	Asst. Principal	Principal	Superintendent	Board	
Special Education	Teacher	Special Education Supervisor	Superintendent	Board		
Student Concern	Teacher	Guidance	Asst. Principal	Principal	Superintendent	Board
Computer/Hardware Problem	Teacher	Director of Technology	Asst. Principal	Principal	Superintendent	Board
Computer/Software Problem	Teacher	Director of Technology	Asst. Principal	Principal	Superintendent	Board
Transportation	Bus Driver	Business Manager	Principal	Superintendent	Board	
Taxes	Business Manager	Superintendent	Board			
Cafeteria	Cafeteria Manager	Superintendent	Board			
Building & Grounds	Maintenance Supervisor	Superintendent	Board			
Student Health	Nurse	Principal	Superintendent			

Staff Injuries	Nurse	Principal	Business Manager	Superintendent		
Student Injuries	Nurse	Principal	Superintendent			
Building & Grounds	Maintenance Director	Superintendent	Board			

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 the 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.

STUDENT RESPONSIBILITY (PA SCHOOL CODE)

1. Students have a responsibility to attend school regularly.
2. It is the responsibility of students to be aware of all rules and regulations governing student behavior and conduct themselves accordingly.
3. Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. Students have responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
5. Students have a responsibility to dress appropriately and groom themselves so as to meet fair standards of safety and health.
6. Until a rule is waived, altered or repealed, students are responsible for assuming the rule is in full effect.
7. Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school.
8. It is the responsibility of students to be aware of and comply with state and local laws.
9. Using public facilities and equipment with proper care is a student's responsibility.
10. Submitting a proper excuse for absence from school is a student's responsibility.
11. Students are responsible for being on time to all classes and to other school functions.
12. Making up work when absent from school is a student responsibility.
13. It is a student responsibility to pursue and attempt to satisfactorily complete the courses of student prescribed by state and local authorities.
14. Students are responsible for avoiding inaccuracies in the development of posters or publications and for avoiding indecent, inappropriate or obscene language.
15. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the educational process.

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 – Effective for School Year 2023-2024, all children are required to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner. This is mandated by the Pennsylvania State Compulsory Attendance Law to ensure that children regularly attend at an approved educational institution unless legally excused.
2. Excused Tardy – If a student fails to report to school by 7:55 a.m., but at or before 8:55 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 7:55 a.m., but at or before 8:55 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 8:55 a.m. but at or before 12:10 p.m. a note must be presented for an excused half-day absence.
6. Excused Full Day Absence – If a student arrives to school after 12:10 p.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 12:10 p.m. or does not report to school for the entire day and 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 on the High School Website or in the Main Office. 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 website 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 Attendance Office (ext. 2101) 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 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 the 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 ten (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 childcare 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 to be taken. (Pennsylvania Public School Code – Article XIII, Section 1333).

TARDINESS/ABSENCE & CLARION COUNTY CAREER CENTER ATTENDANCE

A Clarion County Career Center student recorded as “tardy” (arriving after 7:55 a.m. but at or prior to 8:00.m.) will be permitted to attend the Career Center that day. A Clarion County Career Center student recorded as “half-day absent” (arriving after 8:55 a.m. but at or prior to 12:02 p.m.) 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 ISS room to make up any work missed during the “half-day” absence (“three strikes” per Grading Period rule). Any student whose aggregate attendance during Grades 7, 8, and 9 has been below 90% will not be permitted to attend the Clarion County Career Center during Grade 10. Exemptions to this may be granted on a case-by-case basis.

CLARION COUNTY TRUANCY PROTOCOL

A. References:

1. Truancy Statute: 24 P.S. §13-1333, 1338, 1338.1, 13If 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)
4. Basic Education Circular (BEC) on truancy (2006): 24 P.S. §13-1327
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 three (3) days; or
 - 2) after ten (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 the third incident of unlawful absence.
 - c. After the third unlawful absence:
 - 1) School will complete a Truancy Referral Form and schedule a Student Attendance Improvement Plan (SAIP) meeting. SAIP meetings will be scheduled by the school districts.
 - 2) The 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 a student is open with the Juvenile Probation Office (JPO), the school will notify JPO, based on the monthly reports sent by JPO to the districts.
 - 5) Within one (1) business day of receipt of the Truancy Referral Form and the parent letter, CYS will forward both to the FGDM.
 - 6) The SAIP shall incorporate strategies to avoid further absences in writing.
 - 7) A CYS worker and/or JPO will attend the SAIP conference if the student is currently open with CYS or under the supervision of JPO.
 - 8) The SAIP will be distributed by the school to:
 - a) parents/guardians,
 - b) student,
 - c) CYS,
 - d) and all parties present at the SAIP, with parental/student agreement.
 - e) Copy retained by the school.
 - f) The 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 SAIP meeting, CYS or FGDM will work with family to secure the necessary releases.
 - d. Three (3) outcomes can occur after the scheduled SAIP meeting:
 - 1) Student has no further unlawful absences this school year (the matter is concluded), or
 - 2) The school is unable to complete the SAIP. If plan is not obtained, and one (1) 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 SAIP is completed, but the child has further unlawful absences:
 - a) After each absence, the school will send notice when the student is absent to parents/guardians and to CYS and JPO, as appropriate.
 - b) On the 1st unlawful absence after the SAIP meeting has occurred, the school will file a 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 SAIP. School representatives will attend and may have to testify at the hearing before the District Judge.
 - c) The 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 SAIP 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 SAIP, JPO will take appropriate steps. JPO, upon request of the school, will update the school on the status of JPO's efforts to assure attendance.
 - f. 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 one (1) business day of receipt from the school.
 - b. If the family is open with CYS, a caseworker will attend the SAIP 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 two (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 SAIP meeting to address the truancy report and assist them in preparation of the SAIP 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 SAIP meeting with the family and assist them with implementing the SAIP.
- h. The FGDM Coordinator will provide additional services, as appropriate and with the agreement of the family.

2023-2024 Regular Daily Bell Schedule

Period	Lunch A	Lunch B	Lunch C
Homeroom	7:45-8:05 AM	7:45-8:05 AM	7:45-8:05 AM
1	8:08-8:48 AM	8:08-8:48 AM	8:08-8:48 AM
2	8:51-9:31 AM	8:51-9:31 AM	8:51-9:31 AM
3	9:34-10:14 AM	9:34-10:14 AM	9:34-10:14 AM
4	10:17-10:57 AM	10:17-10:57 AM	10:17-10:57 AM
5 – Lunch A	11:00-11:30 AM		
6/7	11:33-12:15 PM		
5/6		11:00-11:42 AM	11:00-11:42 AM
7 – Lunch B		11:45-12:15 PM	
8/9	12:18-1:00 PM	12:18-1:00 PM	
7/8			11:45 AM-12:27 PM
9 – Lunch C			12:30-1:00 PM
10	1:03-1:45 PM	1:03-1:45 PM	1:03-1:45 PM
11	1:48-2:30 PM	1:48-2:30 PM	1:48-2:30 PM
Homeroom	2:33-2:55 PM	2:33-2:55 PM	2:33-2:55 PM
Clarion County Career Center			
5/6		11:10-11:42 AM	
Lunch		11:42 AM-12:02 PM	
To CCCC	12:02 PM Buses depart from KHS	12:17 PM Buses arrive at CCCC	
From CCCC	2:40 PM Buses depart from CCCC	2:55 PM Buses arrive at KHS	

Assembly Bell Schedule

Period	Lunch A	Lunch B	Lunch C
Homeroom	7:45-8:05 AM	7:45-8:05 AM	7:45-8:05 AM
1	8:08-8:40 AM	8:08-8:40 AM	8:08-8:40 AM
2	8:43-9:15 AM	8:43-9:15 AM	8:43-9:15 AM
Assembly	9:18-9:50 AM	9:18-9:50 AM	9:18-9:50 AM
3	9:53-10:25 AM	9:53-10:25 AM	9:53-10:25 AM
4	10:28-11:00 AM	10:28-11:00 AM	10:28-11:00 AM
Remainder of the day to follow Regular Daily Bell Schedule			

Two-Hour Delay Bell Schedule

Period	Lunch A	Lunch B	Lunch C
Homeroom	9:45-10:05 AM	9:45-10:05 AM	9:45-10:05 AM
1	10:08-10:31 AM	10:08-10:31 AM	10:08-10:31 AM
2	10:34-10:57 AM	10:34-10:57 AM	10:34-10:57 AM
Remainder of the day to follow Regular Daily Bell Schedule			

ARRIVAL AT SCHOOL

Students are not to be at school before 7:25 a.m. Students are supervised for only 30 minutes before or after school, while 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. From 7:45-7:55 a.m. all students should proceed to their lockers, then directly to their Homeroom.
2. Those students who report late to their Homeroom are to report to the Attendance 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 7:55 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. Activity during this designated time will come to a halt.
4. Homeroom 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. When utilizing the cafeteria, students are to report directly there 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 under Forms.

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 Attendance Office prior to 8:25 a.m. All early dismissals must be approved through the Attendance 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 Attendance 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 Attendance Office.

EMERGENCY SCHOOL CLOSINGS

Student contacts will be notified of emergency school closings via the School Messenger 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.exploreclarion.com. You may also visit the school district’s website at <http://www.keyknox.com/> for this information.

LATE ARRIVALS

1. If you arrive at school after 7:55 a.m., you must first report to the Attendance 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 7:55 a.m. tardy bell and at or prior to 8:55 a.m. will be considered tardy. These students are to report to the Attendance Office upon entering with a written excuse. Students entering after 8:55 a.m. and at or prior to 12:10 p.m. shall be recorded as either excused or unexcused half-day absence. After 12:10 p.m., the student is recorded as a full day absence.
3. Students involved in extracurricular activities must be present in school by 8:10 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 (SAP).

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 Attendance 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 paperwork. 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

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.

7th AND 8th GRADE RETENTION POLICY - Board Policy 215

1. Any 7th or 8th grade student who fails three (3) major subjects will be retained in the current grade for the next year.
2. Any 7th or 8th grade student who fails two (2) 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 (1) major subject will be recommended to attend summer school.

GRADE LEVEL PROMOTION – GRADES 9-11 - Board Policy 215

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 4.0/5.5 required credits in order to be promoted to Grade 10.
2. GRADE 10 – The student shall successfully complete a minimum of 4.25/5.25 required credits in order to be promoted to Grade 11.
3. 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 – 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 <https://sites.google.com/keyknox.com/guidance/9-12-program-of-studies>
2. Earn a minimum of 24 credits.
3. Successfully complete a culminating project.
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 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. Meet all state requirements as set forth under Act 158.

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. 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.

Grade Designations					
% Range	Letter Grade	% Range	Letter Grade	Letter Grade	Note
93-100	A	70-76	D	I	Incomplete
85-92	B	0-69	F	M	Medical
77-84	C	---	---	NM	No Mark

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 Withdrew Failing (W/F), Withdrew 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 College Before the School Day (Butler County Community College). 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 its 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. World History;
10. Honors U.S. History 2
11. A.P. Environmental Science.

A student's final numerical grade in any of the weighted courses identified on the previous list will receive eight points added to the final course grade when determining 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.

Enrollment in Honors Courses

Enrollment in Honors Courses is dependent upon teacher recommendation. In order for a student to be recommended for an Honors Course, the student must have completed and turned in all assignments on time and earned a 93% or above in their current course. Students **MUST** complete all required summer work for the honors course prior to the first day of class; failure to complete required work will result in the student being unenrolled from the course.

Advanced Placement (AP) and Honors Course Requirements

Students enrolled in AP and Honors Courses must maintain a passing score in order to have continued participation in the course. If a student is failing at the midpoint of a quarter, a conference will be held between the teacher and the student. If at the end of a quarter, a student earned a 69% and below (before the additional weighting of the course) the student will be unenrolled in the AP or Honors Course and will be moved to a different course section. Honors and AP Courses are weighted beginning at 70 percent.

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 (W/F) marks. A Medical (M) grade 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 at five levels of achievement. These levels are determined unofficially by the cumulative Grade Point Average (rounded to the hundredth) at the end of the third quarter of the senior year, and are official at the time graduation.

1 st in Class	Graduating Valedictorian
2 nd in Class	Graduating Salutatorian
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). To be eligible for scholastic recognition at graduation at the other three (3) levels (Highest Scholastic Honors, High Scholastic Honors, and Scholastic Honors) the 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.

NATIONAL HONOR SOCIETY

National Senior 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 principles 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.

Any disciplinary incident involving a member of the National Honor Society, particularly one involving cheating or academic fraud, will be reviewed by the NHS Advisory Committee and a sanction or sanctions may be imposed. Those sanctions may include, but are not limited to, suspension of the student's membership and, depending on the seriousness of the offense, removal from the organization.

National Junior Honor Society

The National Junior Honor Society (NJHS) chapter of Keystone Junior/ Senior High is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students in grades 7-9 who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. To be eligible for membership students must:

- Have been enrolled at Keystone Jr/ Sr High for at least one semester.
- Have a cumulative grade average of 93% in **ALL** classes.
- Maintain regular school attendance. Attendance Records (absences, tardies and early dismissals) will be reviewed by the faculty council. In addition, candidates must not have more than five unexcused absences in the first semester of the school year and no more than ten unexcused absences for the school year.
- Not receive in school or out of school suspension. Candidates also may not have a level three or four infraction. All other discipline infractions from grades 7-9 will be reviewed by the faculty council.

After a review of eligibility, school faculty will be solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. Students who meet the eligibility requirements and receive at least an 80% endorsement rate from faculty will be invited to apply for membership to NJHS. Students must complete the application which will provide a faculty council with information about the student's leadership and service. A majority vote of the faculty council is necessary for selection. Candidates will be notified regarding selection or nonselection.

To maintain membership students are required to maintain the same level of performance (or better) in all five criteria that led to their selection. Students who are inducted into the National Junior Honor Society will also be expected to participate in at least one service project through the chapter. Also, members will be required to participate in at least one out of school service project and provide documentation of work done on that project.

Any disciplinary incident involving a member of NJHS, especially those involving cheating or academic fraud, will be reviewed by the faculty committee and a sanction or sanctions may be imposed.

Please note that participation in Elementary National Honor Society does not guarantee membership into National Junior Honor Society. Likewise, membership in NJHS will not guarantee membership into the National Honor Society in High School.

Titusville Rocket Online Campus (ROC) Program

The Keystone School District offers a cyber option for all K – 12 Grade students in good standing. The Keystone School District has partnered with the Titusville Area School District to allow our students to attend the Titusville Rocket Online Campus (ROC) which is a cyber program that is 100% online for our students. The course offerings from the ROC program mirror many of the course offerings at Keystone Elementary School and Keystone Jr.-Sr. High School, however not all courses offered by the Keystone School District are offered online by the ROC Program. This includes performance-based classes such as art classes, industrial arts, band and choir. All ROC classes are fully online and includes asynchronous learning with independent assignments and teacher directed lessons and assignments.

All students participating in the Titusville ROC Program will be provided with a Chromebook by the Keystone School District, along with a mouse, earphones, and a document camera. The Titusville Area School District will provide all textbooks needed for each course. Students and parents are advised that they may be held responsible for lost or damaged textbooks and technology. It is also noted that the Titusville ROC Program may operate on a different calendar than the Keystone School District with the start and/or end date of the program being different than Keystone. The breaks afforded by the Keystone School District and the Titusville Area School District may also differ.

All students who attend the Titusville ROC Program will be seen as students of the Keystone School District. These students are welcome to participate in all extra-curricular and co-curricular programs of the Keystone School District, including sports, marching band, dances, intramurals, and graduation exercises. Students attending the Titusville ROC Program may also register to attend the Clarion County Career Center. All students attending the Career Center may ride school transportation from Keystone Jr.-Sr. High School. They may not independently drive to the Career Center without the expressed permission of the Director of the Clarion County Career Center.

The Keystone School District reserves the right to bring a student back to in-person learning based upon their success within the Titusville ROC Program. Following the completion of the first quarter of the school year, grades will be reviewed. If a student is failing 1 or more core classes, (Reading, ELA, Math, Science or Social Studies) they will be required to return to their respective buildings.

Students interested in the program should contact Mr. Michael McCormick (mmccormick@keyknox.com) for additional information or to register for the Titusville ROC Program.

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.
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 the 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 retake 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 Penn West 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.

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 No. 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 Attendance Office.

School Board Policy No. 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. The Guidance Office webpage can be accessed by clicking on the "Guidance" tab on the high school website.

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 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 obtain 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 bulletin board. 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 students or parents/guardians 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. Files of students with special needs and psychological evaluations, where indicated, are maintained at the District Special Education Office.

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 extracurricular activities according to School Board Policy No. 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 of the following grading period, the first day of practice of a sports season in which the failing grade was reported during the previous quarter, or the day after the last day of school through the first fifteen (15) school days of the next school year when final grades are used to determine eligibility (whichever is applicable).
 - 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 a.m. 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.
 - 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.
4. Grades of Incomplete ("I") and their impact on Athletic Eligibility – As per the Student Handbook, any student who receives a grade of Incomplete ("I") will have two weeks from the end of the grading period in which the grade is received to complete and return the work to the teacher. Students who do not do so will be found to be ineligible to participate in athletics and/or extracurricular activities until such time as the grade of Incomplete is replaced with a regular numerical grade.

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 8:10 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 either fully exempted from Physical Education class or has a restriction or restrictions that prevent the student from fully participating in Physical Education class due to a medical excuse shall also be exempted for the same period from athletic participation.

If a student has received Out-of-School Suspension (OSS) or has been assigned In-School Suspension (ISS), he/she shall not participate in any extracurricular activity or attend any after school function on those days. If a student serves a day of ISS or OSS on a Friday, the student may not participate in or attend any extracurricular until such time he/she has been in regular school attendance for a full day. 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 – two 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

School Board Policy No. 916 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 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.

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 and the 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 the 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 one of the building principals.

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 the 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 athletic 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 EXTRACURRICULAR 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 No. 123.1 Drug Testing/Extracurricular 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, while 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 the 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 (6) 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: The 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 and Saturday 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 4:00 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.**

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.

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. 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 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 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 principals. 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.

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 Administration.

DUE PROCESS REQUIREMENTS FOR OUT-OF-SCHOOL SUSPENSIONS

For Out-of-School Suspensions not exceeding three (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 three (3) days up to ten (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 five (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 his/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 students who are exceptional will be implemented in accordance with Pennsylvania Department of Education standards and regulations as they pertain to students who are exceptional.

STUDENTS PLACED IN ALTERNATIVE EDUCATION for DISRUPTIVE YOUTH (AEDY) PROGRAMS AND THEIR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Any student placed in an Alternative Education for Disruptive Youth (AEDY) program, either by order of the court (adjudicated) or the Keystone School District, will be forbidden from participation in interscholastic athletics or any extracurricular activities affiliated with the Keystone School District. This includes the Homecoming and Prom dances, as well as any other dances held at the High School.

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. When students enter their classroom, they will place their cellular phone in an assigned pocket on the chart. At the end of the class, students will remove their phone from the pocket chart and report to the next scheduled class. This procedure will be followed throughout the day for each class period with a few exceptions. Students will still be permitted to maintain possession of their cellular phones during morning homeroom, lunch, and afternoon homeroom. 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 Junior High 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 Junior High 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 Junior Office at the beginning of each and every school day; it may be retrieved by the student at the end of the school day.

ELECTRONIC LISTENING DEVICES POLICY (i.e. ear buds, air pods, headphones, et.)

Students are permitted to wear ear buds, air pods, and headphones before school, during lunch period, and after school. Students are not permitted to wear electronic listening devices in the hallways or during class time. Teachers have permission to make exemptions within their classroom if the specific lesson requires the use of listening devices. Repeated violations of the school's Electronic Listening Devices Policy will result in the same escalating consequences as the school's cellular phone policy. (Please review above).

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 in and out in the Attendance 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.

Under no circumstances will students be allowed to leave school grounds to purchase and/or eat lunch.

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 displays of affection
9. Taking or bringing unauthorized food to or outside the cafeteria
10. Bringing electronic devices 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 – After School or Saturday
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, bus, or classroom safety procedures and rules
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 or damaging school property
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 electronic listening devices during the regular school day when not authorized to do so
18. Receiving or sending inappropriate material via the Internet
19. Misuse of District Technology
20. Profane or inappropriate language.
21. Inappropriate physical contact/Horseplay
22. Stealing
23. Violation of state-mandated standardized testing policies and procedures
24. Harassing behavior
25. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:

1. Parent contact by Administration or teacher
2. Detention – After-School or Saturday

3. In-School Suspension
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 ISS.

*** 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/plagiarism
12. Taking pictures or recording audio or video of any student, faculty, staff member, or administrator without the subject's permission
13. Possession of "E-juice," "vape juice," or "vape pods" (either containing nicotine or nicotine free)***
14. Use of social media to: disrupt the educational process; create a safety issue; or incite fear or panic
15. Minor vandalism
16. Possession and/or use of electronic cigarettes, Juuls, and/or other vaping devices (mods, pens, etc.)****
17. Accessing another student's school Google account or other school related accounts (i.e. student portal) for any reason.
18. Causing or attempting to cause alarm, fear, or panic for a student or among students by spreading false information, unfounded rumors, or speculation regarding the COVID-19 Pandemic.
19. Inappropriate use of social media (Instagram, Snapchat, TikTok, etc.) during the school day.
20. Failure to report to school without parent permission to do so, a.k.a., "skipping" school.
21. Other, as specified

RESPONSE OPTIONS/CONSEQUENCES:

1. Parent contact by Administration
2. Referral to Counselor
3. Referral to outside agency
4. In-School Suspension (ISS)
5. Out-of-School Suspension (OSS)
6. Student Assistance Program
7. Other, as specified

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

** Automatic suspension

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

****Due to the dramatic increase in the use of vaping devices by young people, any student caught vaping or in possession of a vaping device or an "E-juice"/"vape juice" cartridge or container will be: required to participate in the "Smokeless Saturday"

program offered by Breathe Pennsylvania; referred to the school's Student Assistance Program (SAP); participate in a SAP intake assessment; and follow through on the recommendations made by the SAP Liaison based upon the intake assessment.

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 borough police 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 referred 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
5. Disorderly conduct
6. Possession, use, furnishing, and/or selling of unauthorized or controlled substances 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. Possession and/or use of look-alike drugs, volatile solvents, inhalants, and/or 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. Inappropriate contact of a sexual nature.
22. Tampering in any way with the Nightlock Door Barricade system found in each classroom.
23. Hate speech
24. Other, as specified.

RESPONSE OPTIONS/CONSEQUENCES:

1. Immediate assignment to In-School Suspension 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

INFRACTION DEFINITIONS

Bullying: (includes cyberbullying)

Conduct that meets all of the following:

1. Is directed at one or more pupils.
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.

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

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
2. Follows a person in or about a public place or places
3. Engages in a course of conduct or repeatedly commits acts, which alarm or seriously annoy such other person and which serve no legitimate purpose.

Hate speech: "Hate speech" consists of verbal or non-verbal communication that involves hostility directed towards particular social groups, most often on the grounds of race and ethnicity (racism, xenophobia, anti-Semitism, etc.), gender (sexism, misogyny), sexual orientation (homophobia, transphobia), age (ageism), disability (ableism), etc.

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 of 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 the amount is \$50 or more but less than \$200 it is a misdemeanor of 2nd degree.
4. If the 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. 218 of the District Policy Manual, thereby avoiding conduct that constitutes unlawful harassment. For information regarding this policy contact: The 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.

Student Assistance Program (SAP) Team – is a specially trained team of staff members available to offer assistance to our students. The High School SAP Team consists of an intervention team, composed of school personnel, such as teachers, staff, administration, nurses, counselors, and appropriate support agencies from the county trained to identify and refer “at risk” students for appropriate treatment. 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.

Other risk concerns monitored by the SAP team include depression and suicide prevention and other mental health concerns. Please contact the guidance counselors for further information.

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 SAP 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 SAP Team designed for student support in the area of referrals.

Drug Paraphernalia – includes any utensil or items, 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/guardian, 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 requirements 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 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. 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.

If for any reason an EMERGENCY arises that requires consideration of a temporary change in this procedure for a limited time, a 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 a high school administrator, who makes a determination on a case-by-case basis. In the absence of a 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 provides clear legal authority to permit audio taping on school buses. Keystone School District Policy No. 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, vaping, 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.

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 that require students to be 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 that location.
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 canceled 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 Guidance Office.
6. Repeated tardiness to school.

All drivers **MUST** register their vehicle(s) with the Guidance Office Secretary 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 Extracurricular 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. A High School Administrator 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 a High School Administrator for written permission.

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 or bookbags traveling to and from school and to Physical Education class.
2. Students will not be permitted to use backpacks or bookbags traveling from class to class during the school day.
3. Backpacks and bookbags brought to school must be placed in the student's locker until the student leaves school. Only bookbags/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.

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 In-School Suspension, 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 COMMERCIALY-PREPARED FOOD ITEMS DELIVERED.

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.

CONCUSSIONS AND STUDENT PARTICIPATION IN CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Any student diagnosed with a concussion, receiving any accommodations for a concussion, and/or in the Clarion Hospital Athletic Medicine Program's (C.H.A.M.P's) concussion management protocol will not be permitted to participate in any co-curricular or extracurricular activities until such time he/she has been fully cleared by the treating physician. This includes, but is not limited to: the Homecoming and Prom dances, as well as any other dances held at the High School, the High School's musical theater production, and "open gyms."

CONTRABAND

Items of contraband that are confiscated from Keystone Junior-Senior High School students will be destroyed by the Administrators of the Keystone School District and/or its designee(s). These items include, but are not limited to: tobacco products (cigarettes, cigars, smokeless tobacco, etc.); vape devices/E-cigarettes; alcoholic beverages; unauthorized or illegal drugs; drug paraphernalia; weapons, (guns, knives, etc.); and explosives (including fireworks).

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 Junior High 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. If a student serves an In-School-Suspension (ISS) or Out-of-School Suspension (OSS) on a Friday, the student may not attend a dance prior to returning to school on the following Monday.

DANCE/COURT CRITERIA

This policy was adopted and amended by the Junior-Senior High Student Council. These criteria are School Board approved and reside in the Student Council Constitution.

1. All Junior High School (Grades 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 advisors for obtaining permission for admission. Students in Grades 7, 8 and 9 are NOT to attend the Prom.
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 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.
6. In order for a non-Keystone student to attend and participate in Keystone Junior-Senior High School's Promenade and/or Prom, that student must be invited by a Keystone student and have completed all of the necessary paperwork/forms at least one day prior to these events.

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 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 or designee, who shall forward a copy to the Superintendent.

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 or 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.

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 No. 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.

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 (this includes any trips associated with extracurricular activities i.e. clubs, band, choir, athletics, etc.)

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/EMERGENCY DRILLS

Fire and emergency drills will be held periodically throughout the year. Much stress and emphasis has been put on the safety of students in public school buildings. Part of this safety measure is an orderly procedure for leading students from their work areas because of a disaster in the school building.

The Keystone School District is committed to ensuring the safety of all of our students by participating and practicing the following safety drills every school year:

- Fire Drills - 10 Fire Drills - One Per Month as the weather allows
- Lockdown Drill - 4 Times Per School Year on a quarterly basis
- Severe Weather / Tornado Drill - 1 Time Per School Year
- Earthquake Drill - 1 Time Per School Year

Expectations for 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.

FUNDRAISING COLLECTIONS

Students and/or teachers will not participate in any fundraising collections without the pre-authorization of the high school administration. No outside group is to utilize time during the school day for fundraising. A fundraising 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 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) 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, earbuds, airpods, 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 office.
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 Attendance 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 Attendance 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.

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/her 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/HEALTH SERVICES

Students will be admitted to the nurse's office only with a pass (digital or written) or a phone call ahead of time. Students are not permitted to go to the nurse's office between classes or during lunch without prior approval. If a student becomes ill during lunch, the lunchroom supervisor or cafeteria monitor should notify the nurse's office.

Emergency Cards

Emergency cards are given to students on the first day each school each year. Cards should be completed and signed by a parent/guardian and returned to the nurse's office as soon as possible. The nurse is unable to treat students without this signed permission. Please remember to update medical information (injuries, allergies, medications, etc.) with the nurse as it changes throughout the school year.

Immunizations

The PA Department of Health mandates specific requirements for all school aged students. A student may not legally be enrolled into the Keystone School District without proof of proper immunizations. The state requires a completed "Certificate of Immunization" be on file in the nurse's office. Effective

August 2017, new requirements affirming if a child is not properly immunized within the first five days of school, he/she can be excluded from school until their immunizations are up to date. Parents/guardians with questions concerning the immunization schedule or with questions regarding vaccine exemptions (medical, religious, or philosophical) should contact the school nurse.

State Mandated Exams/Screenings

The state of PA requires the following physical, dental, and health screenings:

- Physical examination: Kindergarten, grades 6 and 11
- Dental examination: Kindergarten, grades 3 and 7
- Height, weight, body mass index (BMI): All grades
- Vision: All grades
- Hearing: Kindergarten, grades 1, 2, 3,7 and 11
- Scoliosis: Grades 6 and 7

Parents are encouraged to have the physical and dental examinations completed by their family doctor/dentist as they best know your child. Copies of these mandated exams must be turned in to the nurse's office by the end of January each year to be kept in your child's health record. The forms used for these exams are located at the Keystone websites under the tab "Forms." These exams can be dated as far back as one year from the first day of school. If forms are not returned by the last day of January, students may receive a free exam by the school doctor/dentist if available. By signing your child's emergency card, you are giving permission for the mandated exam to be done at school. If your child is absent on the day of the school exam, the parent/guardian is then responsible to have it done at their own expense. If you have any questions regarding these exams, please call the school nurse.

Medications

Medications (prescription and over-the-counter) should be taken at home if at all possible. Medications cannot be brought to school by a student. Any approved medication must be delivered to the school by a parent/guardian or another adult. If it is absolutely necessary for a medication to be taken at school, the following steps **MUST** be completed due to Pennsylvania States Laws and Nursing Regulations:

- A doctor's order must be on file in the nurse's office for ALL medications (including over-the-counter medications if not on the list of standing orders from school doctor). This form "Request for Administration of Medication" can be obtained from the nurse's office or from the school's website under the tab "Forms". This form must be completed by the doctor and include the doctor's signature as well as the parent/guardian signature. A new form must be completed after July 1 st each school year for medication to be given at school.

- Both prescription and over-the-counter medications must be in original containers. The pharmacy can provide an extra labeled container for prescription medications for school use. Sending medication in a plastic bag, envelope, or other container is not acceptable and cannot be administered to the student.

- Possession and use of asthma inhalers/Epinephrine auto-injectors: in severe cases, students with Epinephrine auto-injectors and inhalers may need to carry these items with them. This will be permitted at the high school only, with an order from the physician stating the student is capable of self-administration. These items will be kept in the nurse's office at the elementary school. Inhalers and Epinephrine auto-injectors used at school must be in the original box with the pharmacy label attached to it. Inhalers/Epinephrine auto-injectors will not be permitted to be used without the prescription box. Even if the student is permitted to self-administer an inhaler or auto-injector, the nurse **MUST BE NOTIFIED ANY TIME THESE ARE USED**. If students fail to follow proper guidelines for self-administration, the medication will be confiscated and kept in the nurse's office for future use.

- If a student attending a field trip must take medication while on the trip, the "Request for Medication Administration for field trips" must be signed by the doctor and parent/guardian. All medications must be kept with the nurse on field trips.

- The school nurse has standing orders from the school physician for the following over-the-counter medications: Tylenol, Ibuprofen, antacid, cough drops, Dramamine (for field trips only), eye drops, antibiotic ointment, Calamine lotion, Orajel, Burn gel, Benadryl, EpiPen, and 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 a parent/guardian has signed the Emergency Card granting permission to do so.

- When a nurse is not present in the building, any student needing medication or health care should report to the principal's office.

Illnesses/Injuries at School

If a student becomes ill or injured during school, the student must report to the nurse's office to be seen by

the nurse. The nurse will notify a parent, guardian, or person indicated on the student's contact information if the student cannot remain in school. Students are not permitted to stay in the nurse's office and ride the bus home when sick or injured. Please be sure the school has current and accurate phone numbers listed for emergency contacts on file in case of an emergency. Students are not permitted to directly contact the parent/guardian by texting or calling home. Students are absolutely forbidden to leave school grounds without permission from the nurse or an administrator. Students are not permitted to remain in the restroom when ill, but should report to the nurse's office. No student is permitted to leave the school due to illness without first seeing the nurse or an administrator. The nurse will determine if the parent/guardian should be notified and will make the contact for permission for the student to leave school. If the student must leave school due to illness/injury, a parent or authorized person listed must be notified prior to dismissal. No student will be permitted to leave without this permission. In case of serious illness or injury, when medical attention is required quickly and the parent/guardian is unavailable, the student will be sent to the preferred hospital via emergency vehicle. Students with a fever of 100.0 or higher will be sent home from school and will not be permitted to return until fever free for 24 hours without medication. Students with diarrhea or vomiting will be sent home and must be free of both conditions for 24 hours before returning to school.

When to Keep Your Child Home

The following are guidelines to use when deciding whether or not to send your child to school. Please **DO NOT** send your child if he/she has the following:

- Red, watery, or crusted eyes; especially noted in the morning
- Conjunctivitis (pink eye) – must complete 24 hours of prescription eye drops prior to returning
- Green nasal or eye drainage
- Continuous harsh cough
- Vomiting or diarrhea (free of both for 24 hours prior to returning)
- Temperature of 100.0 or higher (must be fever free for 24 hours without Tylenol or Ibuprofen)
- Rashes that have not been diagnosed by a doctor
- Head lice (call and report to nurse for further guidance)
- Any time your child is visibly ill

If your child has been sick or had a fever for 3 days, he/she should be seen by a doctor before returning to school. Sending a child to school sick not only exposes other well children, it also makes the child more susceptible to other illness due to his/her compromised immune system. If you have any questions about whether or not to send a child to school, please call 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. Please 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 reclaims 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 in 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 when it is prescribed. 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 other device used to ensure the health, safety, and welfare of the student 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 Student Government. This is accomplished through homeroom representatives. The purpose of Student Government 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 student government 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 a work permit, an application must be obtained in the Guidance Office. 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.
- *These hours must not interfere with school attendance
- *Maximum ten (10) hours on school vacation days
- *Maximum forty-eight (48) hours per week during school vacations; a minor may refuse any request to work more than forty-four (44) hours per week during school vacations
- *School vacation – Minors may be employed until 1 a.m. but not before 6 a.m.

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 extracurricular 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/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 the 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 an approved research pass from the teacher requiring the research and the librarian 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, electronic devices, and fidget spinners.

VAPE DETECTORS

Vaping has become an epidemic among young people, and Keystone Junior-Senior High School is no exception. In an attempt to discourage vaping in the high school the district has installed HALO Smart Sensors in all of the restrooms in the building (these are the areas where most of the vaping occurs). These devices constantly monitor air quality for evidence of vaping and smoking. They can also detect the presence of a variety of chemicals in the air, including nitrous oxide ("whippets"); glue solvents, ammonia, carbon dioxide, and carbon monoxide. They do not contain cameras or audio recording devices, and as a result they cannot archive any audio or video. In the event one of the sensors is activated an alert will be sent to members of the school's administrative team, indicating the date, time, and location of the event. When used in conjunction with our school's security camera system we believe they will provide a powerful deterrent against student vaping, providing additional evidence that vaping will not be tolerated at Keystone.

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 a building 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 No. 907 School Violations. **KEYSTONE HIGH SCHOOL MAINTAINS A NO VISITOR STUDENT POLICY DURING SCHEDULED SCHOOL DAYS.** Parent(s) /Guardian(s) must register in the Attendance Office when entering the building. All visitors and guests, including former students and graduates, must register at the Attendance 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.

HOMELESSNESS & THE MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Homeless Education Assistance Act is a federal act to ensure that homeless children and youth have access to free and appropriate public education on an equal basis with other children.

According to this federal law, a child is considered "Homeless" if he or she:

- Resides in a public or private shelter.
- Resides in a place not designated for or ordinarily used as regular sleeping or living accommodations (Vehicles, campers, motels).
- Resides with their family in a residence with other relatives or friends due to lack of housing. (Doubling Up)
- Is a Runaway.
- Is a child of migrant workers who lack adequate housing.
- Has been abandoned.
- Is considered "Unaccompanied Youth" – teens living with friends or relatives who do not have guardianship of the student.

The Keystone School District makes efforts to identify all students who meet the definition of Homeless. All students and families who meet this definition are encouraged to notify the District Homeless Liaison, Mrs. Jennifer Wingard, so that efforts can be made to eliminate any barriers to education, ensure that all student's rights are explained to him or her, and provide support and services to families.

Education for Children and Youth Experiencing Homelessness

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Keystone School District attempts to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term Homeless Children and Youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations.
- Living in emergency or transitional shelters.
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings.
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Keystone School District attempts to identify students experiencing homelessness during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has concern that a student or family is homeless, that staff member will alert the Homeless Liaison within the school district. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a student experiencing homelessness shall continue to be enrolled in their school of origin while they remain homeless, or until the end of the academic year in which they obtain permanent housing.

If a student experiencing homelessness is unaccompanied by a parent/guardian, the Keystone School District Homeless Liaison will consult and coordinate with the unaccompanied youth to determine school enrollment.

For all students experiencing homelessness, Keystone School District shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for Pennsylvania public school enrollment. The Keystone SD Homeless Liaison may contact the previous school for oral confirmation of immunizations, and Keystone School District shall request records from the previous district. Homeless families are not required to prove residency for school enrollment.

The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Keystone will work to ensure the appropriate referrals to health care services including dental and medical services.

Students experiencing homelessness shall be provided services comparable to those offered to other Keystone students, including but not limited to: programs for students with limited English proficiency, educational services for which students meet eligibility criteria, such as programs for disadvantaged students, Student Assistance Program (SAP), and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students experiencing homelessness automatically qualify for free lunch services.

Children who are experiencing homelessness may qualify for assistance with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns.
- If the dispute is not resolved, contact should be made with the Pennsylvania Department of Education (PDE) and the Education for Homeless Children and Youth Program. Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.
- PDE will deliver a response within fifteen (15) business days of the receipt of the complaint.

If you believe your child(ren) may qualify for this service, please contact the Keystone School District Homeless Liaison at 814-797-1261 so that appropriate educational and community supports and services can be provided as soon as possible.

Threat Assessment Team

Per Pennsylvania Statute, the Keystone School District has created a Threat Assessment Team whose role is to evaluate threats on the District from inside and outside sources, including students, staff, faculty and the community at large. The Threat Assessment Team then utilizes all available information to ensure the safety of the District, along with all students, staff and faculty. The stated goal of the Threat Assessment Team is to work with the school and outside community to identify threats before they become acts of violence. We encourage all stakeholders of the Keystone School District to please immediately report any perceived or stated threats to a trusted adult within the school district or to one of the members of the Keystone School District Threat Assessment Team:

- Mr. Michael Hall, Superintendent, School Safety and Security Coordinator & Team Leader
- Mr. Michael McCormick, Elementary Principal/Assistant to the Superintendent
- Mrs. Kelli McNaughton, Jr. High-Sr. High Principal
- Mr. Jason Best, Jr. High-Sr. High Assistant Principal
- Mrs. Kaylan Blair, Supervisor of Special Education
- Mr. Kristoffer Willison, Business Manager
- Mrs. Autumn Marshall, K-5 School Counselor
- Mrs. Jennifer Wingard, 6 – 8 School Counselor
- Mrs. Lyndsay Blystone, 9 – 12 School Counselor
- Mrs. Maria Vaughn, School Psychologist
- Chief Nicole Bauer, Chief of Police, Knox Police Department

KEYSTONE JUNIOR-SENIOR HIGH SCHOOL FACULTY & STAFF

2023-2024

FACULTY

Mrs. Alison Albright	Chemistry
Mr. Matthew Baker	Biology
Mr. Nick Banner	Mathematics
Mr. Jason Best	Assistant High School Principal
Mr. Tom Bowser	Instrumental Music
M. Chad Buerk	Mathematics
Mr. Patrick Busch	Library
Mr. Tyler Chambers	Science
Mr. Austin Cessna	Social Studies
Mrs. Gina Clark	Reading
Mrs. Tyler Conway	Social Studies
Mrs. Kami Coursen	English Language Arts
Mr. Kevin Craig	Physical Education/Health
Mrs. Kimberly Exley	Learning Support
Mr. Jay Gilford	Social Studies
Mrs. Bobbie Heller	Mathematics
Mrs. Janet Hockman	Art
Mr. William Irwin	Athletic Director
Mrs. Dawn Keighley	Nurse
Mr. Dustin Kifer	Mathematics
Mrs. Petula King	Nurse
Mr. Jason Knisely	Technical Education
Mr. Chris Long	Instrumental/Choral Music
Ms. Pamela McCandless	Biology/Science
Mr. Dave McCoullough	Science
Mrs. Sandi McElravy	English Language Arts
Mrs. Karen McGiffin	English Language Arts/Reading
Mrs. Kelli McNaughton	High School Principal
Mr. Jordan Popolis	Mathematics
Mr. Daniel Reed	Mathematics
Mrs. Brigitte Rivers	Physical Education/Health/Safety Education
Mrs. Terrie Shaw	Physical Education/Health
Mrs. Franki Sheatz	French and English Language Arts
Mrs. Jennifer Slaughaupt	Learning Support
Mr. Erik Sundling	English Language Arts
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. Andrea Porter	Administrative Assistant/Athletics
Mrs. Patty Reed	Guidance Secretary

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.

2023-2024 STUDENT PLANNERS

**Available in the
Guidance Office**

Remember, 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. Personal electronic devices may 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 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 of system privileges, suspension, and expulsion.

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 ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use the Keystone computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, 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)

TITLE IX

Harassment/Sexual Harassment/Title IX Sexual Harassment Policy – It is the policy of the District to maintain an environment for learning and working that is free from harassment, sexual harassment, and Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District’s Title IX Coordinator is: the Keystone School District Superintendent; (814) 797-5921; 451 Huston Avenue, Knox, PA 16232.

The District’s Board Policy 103 “Discrimination/Title IX Sexual Harassment Affecting Students” and the associated Attachment 2 “Discrimination Complaint Procedures” and Attachment 3 “Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints” are set forth in full on the District’s website.

Definitions

“Discrimination” shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

“Harassment” is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the service, activities or opportunities offered by the District or a school.

It shall be a violation of this policy to harass a student or District employee. Bullying can be a form of harassment. A student’s sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

“Title IX Sexual Harassment” - means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual’s participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.

- b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Violations of this **Harassment/Sexual Harassment/Title IX Sexual Harassment Policy**, as set forth more fully in Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and associated Attachments 2 and 3, including acts of retaliation as described in the policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This Policy prohibits individuals from knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 of Policy 103 and during other grievance or hearing processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for expulsion.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website and through the building principal or the Title IX Coordinator.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as defined by Title IX. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the District's Discrimination Complaint Procedures (Attachment 2 to Policy 103) or if the reported circumstances meet the definition of Title IX sexual harassment and shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 to Policy 103). Those procedures are lengthy and copies of the procedures are not reproduced in full in this Student Handbook but can be accessed on the District's website and/or hard copies are available in the building principal's office and through the Title IX Coordinator.

Keystone Jr-Sr. High School

Permission Forms 2022-2023

Please return the following forms to the School Principal's Office within one week of receipt.

_____	_____	_____
Student Name	Grade	Homeroom Teacher

HANDBOOK FORM

I have received, read, and understand the Student/Parent Handbook. I agree with the procedures and policies set forth herein, and will assist my child(ren) in adhering to them.

_____	_____
Parent/Guardian Signature	Date

INTERNET FORM

I have received, read, and understand the internet policy and will comply with it. Someone from the school district has also reviewed this policy with me and my parents/guardians have reviewed it with me. In addition, I have been given the opportunity to obtain information from the district and my parent(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask my teacher. Additionally, I understand that if I violate the policy, I am subject to the district's discipline and could be subject to local, state and federal legal recourse.

_____	_____
Student Signature	Date

As the parent(s)/guardian(s) of a student of the district, I have received, read, and understand the Acceptable Use of Technology and the Internet policy. In addition, I reviewed this policy with my child and answered questions s/he asked. If either my child or I have further questions, I will contact the school. I agree to have my child abide by the requirements of this policy.

_____	_____
Parent/Guardian Signature	Date

PARENTAL SIGNATURES FOR PHOTO RELEASE AND MOVIE PERMISSION

PHOTO RELEASES

Pictures for District Web pages:

Throughout the school year, individual and small group photographs and video recordings may be taken of students as they participate in various academic and non-academic activities. These pictures may be used on the District’s web pages. It is assumed that your child may be photographed unless permission is denied by checking below.

I DO NOT give permission for my child’s photograph to be used on the school’s web page.

I DO give permission for my child’s photograph to be used on the school’s web page.

Individual and Small Group Photo Release Form:

Throughout the school year, individual and small group photographs and video recordings may be taken of students as they participate in various academic and non-academic activities. These may be used to publicize and promote district activities in local newspapers, district published newsletter/brochures, school yearbooks, or in workshops and seminars, in which the district participates. Students recognized by name in any picture or video would be done with parental permission. It is assumed that your child may be photographed unless permission is denied by checking below.

I DO NOT give permission for my child to be photographed in individual and small group settings.

I DO give permission for my child to be photographed in individual and small group settings.

Parent/Guardian Signature

Date

MOVIE PERMISSION

Throughout the school year, movies rated PG or PG-13 may be shown as part of the curriculum or as a reinforcement activity. It is assumed that your child may participate in the viewing of these movies unless permission is denied by checking below.

I DO NOT give permission for my child to view PG or PG-13 rated movies.

I DO give permission for my child to view PG or PG-13 rated movies.

Parent/Guardian Signature

Date