

STUDENT HANDBOOK  
2022-2023  
**Keystone Elementary School**

451 Huston Avenue  
Knox, Pennsylvania 16232

Phone: (814) 797-1251

Fax: (814) 797-0205

Website: [www.keyknox.com](http://www.keyknox.com)

THIS HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_



## FORWARD

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

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

- ***Highlighted words/sentences indicate new, changed or updated information.***

# WELCOME TO KEYSTONE ELEMENTARY SCHOOL

Welcome to new and returning students and families. I'm looking forward to another school year with the students and staff of Keystone Elementary School.

The *Shared Values* within the Keystone School District emphasize the importance of parent-teacher communication. It is extremely critical to your child's success that a line of communication is developed between the home and school. Early contact to address questions and/or concerns can prevent unnecessary frustration later in the year. We hope you become and remain actively involved in the educational process and support our efforts at home. In an era of increased expectations for student and school performance, we must work together to ensure we have provided our children with the best possible opportunities for success.

This Student Handbook has been prepared to provide direction and guidance to Keystone Elementary students and their parent(s)/guardian(s). It attempts to clarify expectations, regulations and guidelines which have been developed with your child in mind. Student safety and academic success are at the forefront of our efforts. Creating and maintaining a safe and secure environment for students – where they can flourish academically – takes great planning and implementation. We encourage students, teachers, and parents to read this guide carefully, to suggest improvements, and most importantly, to follow it.

It is our hope this handbook can highlight the important, relevant information as we further attempt to improve school climate so every student can reach his or her greatest potential.

**Mr. Michael McCormick**  
Keystone Elementary Principal

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

## **Vision:**

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

In pursuit of this vision, Keystone School District will:

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

## **Shared Values**

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

# Keystone Elementary School



*We Have Panther PRIDE!*

**P**OLITE WORDS

**R**ESPECT SCHOOL COMMUNITY

**I**N CONTROL

**D**IRECTIONS FOLLOWED

**E**NCOURAGE OTHERS

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## KEYSTONE SCHOOL DISTRICT CALENDAR 2022-2023

August 18, 22, 23

August 24

September 5

September 29

September 30

October 24

November 24, 25, 28

December 26, 27, 28, 29, 30

January 1

January 16

March 17, 20, 21

April 6, 7, 10

May 25

May 26

Teacher In Service Days

First Student Day

Labor Day

Act 80 Day

ALF Day

Act 80 Day

Thanksgiving Break

Winter Break

Winter Break

Act 80 Day

Make-Up Days

Spring Break

Last Student Day

Teacher In-Service/Commencement

**\*\*2-Hour Early Dismissals will also  
be occurring on the following days:  
November 23, December 23 and May  
25**

### **PSSA Administration (3rd - 6th Grade)**

English / Language Arts - April 24 - 26

Mathematics - May 1 - 2

Science - May 3 - 4

Makeup - May 8 - 12

The **Keystone Elementary Office** is open daily during the school year from 7:30am-4:15pm. When the Office has closed for the evening, students and parents are not permitted to access parts of the building to retrieve forgotten homework, clothing, etc. Additionally, custodians are not permitted to retrieve items or allow anyone into classrooms. These procedures are in the interest of the safety of all employees and students.

## 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](http://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
<b>Athletics</b>	Coach	Athletic Director	Principal	Superintendent	Board	
<b>Athletic Facilities</b>	Athletic Director	Principal	Superintendent	Board		
<b>Athletic Injuries</b>	Coach	Medical staff at event	Athletic Director	Principal	Superintendent	Board
<b>Business Office</b>	Business Manager	Superintendent	Board			
<b>Curriculum/Academic</b>	Teacher	Principal	Superintendent	Board		
<b>Instruction</b>	Teacher	Principal	Superintendent	Board		
<b>Discipline</b>	Teacher	Principal	Superintendent	Board		
<b>Guidance</b>	Counselor	Principal	Superintendent	Board		
<b>Special Education</b>	Teacher	Supervisor of Special Education	Superintendent	Board		
<b>Student Concern</b>	Teacher	Guidance	Principal	Superintendent	Board	
<b>Transportation</b>	Bus Driver	Business Manager	Superintendent	Board		
<b>Taxes</b>	Business Manager	Superintendent	Board			
<b>Cafeteria</b>	Cafeteria Manager	Superintendent	Board			
<b>Building and Grounds</b>	Maintenance Supervisor	Superintendent	Board			
<b>Student Health</b>	Nurse	Principal	Superintendent			
<b>Staff Injuries</b>	Nurse	Principal	Business Manager	Superintendent		

Student Injuries	Nurse	Principal	Superintendent			
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## 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.

## ATTENDANCE

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

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

### Arrival Procedures

- Students should not arrive at school before 7:55 AM.
- After entering the Elementary School building all students should report directly to their classrooms. Students who eat breakfast should: **Grades 2-6:** Report directly to the cafeteria or the upstairs breakfast cart, pick up their breakfast and report to homeroom immediately to eat their breakfast. **Kindergarten and First Grade:** Report directly to homeroom and then go to breakfast.

### Late Arrivals

- If a student arrives on a late bus after 8:20 he/she must report to the Elementary Office to have his/her name removed from the absentee.



- If a student arrives at school after 8:20 but before 9 with a written note from the parent/guardian giving a lawful reason, the tardy will be excused. If a lawful excuse is not given, the tardy will be unexcused.
- Examples of unexcused tardiness include but are not limited to: over sleeping, missed bus, running late, traffic, trouble with vehicle, etc.

### **Early Dismissals**

- Classroom instruction occurs until 2:55. While it is not recommended children be dismissed before the end of the school day, we realize it may become necessary from time to time. Please use the following procedures when requesting early dismissal:
  - Students being dismissed early must bring a written and signed note from a parent/guardian stating the student's first and last name, homeroom, date, time, reason, and name of the person who will be picking up the student for dismissal. The note should be given to the homeroom teacher. The teacher will be responsible for sending the written note to the Elementary Office.
  - All early dismissals must be approved through the Elementary Office.
  - A parent or guardian must sign the student out in the Elementary Office prior to the student being excused. Students will not be released from the classroom until called out by someone in the Elementary Office.
- If a student arrives at school after 9 or leaves school before 2:00, a note with a lawful reason for absence must be presented for an excused half-day absence. If a lawful excuse is not presented, it will result in an unexcused half-day absence.
- If a student leaves school with a proper note from a parent/guardian and returns the same day, it will be considered a dismissal and the student will receive credit for a full day of school.
- If returning to school from an early dismissal, students must report to the Elementary Office before returning to class.

### **Regular Dismissal**

- Each student will be dismissed as listed on the departure schedule of the classroom teacher.
- A written and signed note or a phone call to the Elementary Office by 2:00 from a parent/guardian is necessary for a student to change his/her normal dismissal routine.
- A person designated by you through a note or phone call may pick up your child at school.
- When there is a change in dismissal arrangements, the person picking up the student must have a Parent Pick-Up Card or sign the student out.
- Students who are meeting a parent or other designated adult at the 3:00 bell will be dismissed to the cafeteria for Parent Pick-Up.
- When all buses have arrived (approximately 3:05) and are in line, a second bell will ring. At this time, all students riding the bus will be dismissed.
- Students in grades 4-6 will be dismissed from the back stairwell.
- Students who are walking home will leave at the second bell.
- If a student does not bring in a signed note, the student will be dismissed according to his/her regular procedure.
- Students whose parents intend them to walk home during the school year must file a written letter with the Elementary Office notifying the office of this request. Once this letter is on file, students may walk to their home in the surrounding areas of the school. Student walkers are dismissed with the third bell and will begin walking once all of the buses have been released.

### **Absences/Written Excuses**

- The Public School Code of Pennsylvania and the State Board of Regulations as well as the Clarion County Truancy Protocol 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, but are not limited to:
  - Observance of religious holiday
  - Religious instruction (This is restricted by law to a maximum of 36 hours per school year.)
  - All trips, not school sponsored
  - Health care: students may be excused for medical or dental appointments not able to be arranged after school hours

- Illness and other urgent reasons. In general, absences for the following reasons would be excused: illness or recovery from an accident, quarantine of the home
- Court appearance
- Family educational trips (maximum of 5 days)

NOTE: Hunting and/or fishing will not be considered an excused absence.

NOTE: Please also see Keystone School District Policy #204.

- The day a student returns to school after being absent, a physician's note or a written excuse, signed by a parent or guardian, must be submitted. The excuse must state the student's first and last name, homeroom number, dates of absence and an exact reason for the absence.
- If a note from a doctor or physician or written excuse with a lawful reason for absence is not turned in to the Elementary Office within three days of the date of absence, the absence may be permanently changed to an unlawful absence.
- Doctor/Physician excuses must have a specific date or range of dates to be considered valid. No excuses with open ended dates will be accepted. Example: students are excused from school when they feel sick.
- All students, regardless of age, must have an excuse signed by the parent or legal guardian.
- When a student is absent and goes to the doctor, please retain a note from the physician for the school to keep on file.
- If a student is absent three consecutive days, a physician's excuse may be required.
- When a student has been absent 10 or more days not verified by a physician's excuse, a letter will be mailed home requesting a physician's excuse be submitted for each additional absence for the remainder of the current school year.
- If you have received a letter requiring a physician's excuse and one is not submitted within three days of the absence, those days will be considered unexcused/unlawful, even if a hand written note from the parent is submitted.
- All unlawful excuses can result in violation of the Compulsory School Attendance Law.
- After each unexcused absence, a letter will be mailed to the parent/guardian.
- After the sixth unexcused absence, a citation may be filed with the District Justice following each additional unexcused absence.
- Repeat occurrences of any situation involving continued high absenteeism or tardiness may prompt the school to require a physician's statement for any additional absence.
- Failure to get up, failure to have children ready for the school bus and failure to arrange for regular child care constitute parent neglect and are not sufficient reasons to excuse a child from school attendance. (PDE Policy Guidelines)
- Unexcused absences by children of compulsory attendance age are considered illegal and the appropriate punishment/disciplinary action to be taken is defined by law. PA Public School Code – Article IXXX, Section 1333

#### **Homework Missed During Absence**

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

#### **District Bus Transportation**

- The Keystone School District will combine bus stops where possible to minimize the amount of time students are riding the school bus.
- Due to insurance liability, bus overloading and safety concerns, student bus stops must be consistent from day to day.

- If circumstances warrant, AM and PM stops may differ but once established must remain consistent throughout the year.
- If an emergency arises requiring consideration of a one-time change in this procedure, the building principal must be notified and must approve this change.
- An EMERGENCY is defined as an unforeseen event requiring a one-time change in a child's official school bus routine.
- The following are examples of situations which would NOT be considered emergencies: change in parent's work schedule, lack of babysitter, regularly or previously scheduled appointments.
- The following are examples of situations which may be considered one-time emergencies: A sudden change in parent's work schedule with notification from the parent occurring within a few hours of regular school dismissal, family medical emergency, or traffic accident involving a family member.
- Office procedure for change of bus routine: 1. The Elementary Office receives a call from a parent who requests a change in a child's normal dismissal routine. The secretary makes an initial evaluation of the call. 2. The call may be referred to the Elementary Principal who makes a determination on a case-by-case basis. 3. The Superintendent is the final appeal if the parent does not accept the Principal's decision.

### **Parking Lot Procedures (Drop Off and Pick-Up)**

The safety of children is our first concern at Keystone Elementary School and we are especially concerned with student safety during periods of high traffic flow. The side of the parking lot to the right of the center entrance (when facing the school) is for bus traffic only. No visitor traffic should occur there. When dropping off or picking up children, please enter at the center entrance. Please exit at the end of the parking lot nearest the high school (to the left of the center entrance). You may drop children off along the curb near the cafeteria where a staff member is stationed. Students should use the main entrance. Do not park along the curb. If you would choose to park and walk your child into the building, please park in the Visitor Parking Lot (left Parking Lot while looking at the school) and use the crosswalks to safely cross to the main entrance.

### **Emergency School Delays, Closings, and Early Dismissals**

- If there is a two-hour delay to arrive at school, school starts at 10 AM and there is regular dismissal at 3:00. Breakfast will NOT be served.
- In the event of a delay in the start of school, any band/choir practice scheduled for the day will still occur on the delayed schedule time.
- In the event of a delay or early dismissal, the regular elementary bus will provide transportation. Parents choosing to keep students at home on these abbreviated days are reminded to provide an excuse as is required for any absence. Absences on those days for safety and transportation are excusable.
- If school is closed or has an early dismissal, all after school/evening activities are also canceled.
- Please have a plan to accommodate for early dismissals called by the school district. Review this plan with your child as the winter weather approaches.
- You can check for school closings on the web at [cancellations.com](http://cancellations.com), [keyknox.com](http://keyknox.com) or [exploreclarion.com](http://exploreclarion.com).
- Local radio stations KDKA – 1020 AM or Pittsburgh; WWCH 1300 AM and WCCR 92.7 FM of Clarion; WCUC 91.7 AM and WMKX 95.9 FM of Brookville; and SGYI 98.5 FM, WUUZ, and WOXX 99.3 FM of Franklin will carry the announcement.
- WPXI, Channel 11 and KDKA Channel 2 will carry the announcements for school delays and closings
- PLEASE DO NOT CALL THE SCHOOL
- Keystone School District will also utilize the school district calling system to notify students and staff of emergency closings or delays. Our school district calling system will contact one primary phone number for each student. Please indicate your choice of primary number on the Student Emergency Card distributed on the first day of school.

### **Pre-Approved Trips**

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

- Educational value of the trip for the development level of the student.

- Attendance record (must be free of unlawful or illegal absences). The total days of absence shall not exceed 10 days.
- Number and frequency of prior requests for educational trips. A maximum of five days will be approved for family trips. The number of trips is not defined.
- Present academic standing.
- Possible effect of absence on academic standing.
- Students are responsible for keeping up with assignments during the trip.
- The form must be submitted at least five school days prior to the trip.
- Pre-planned trips will not be approved during scheduled PSSA testing.

#### **Morning Exercises**

- All students are to be seated and quiet during the reading of the announcements.
- All students are encouraged to stand to recite the pledge of the flag. Activity during this designated time will come to a halt.
- Teachers are responsible for an accurate daily report of student absences.
- The teacher will designate a student to come to the Elementary Office by 8:45 AM with the classroom correspondence.

#### **Withdrawal from School**

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

#### **Visitors and Guests**

All school visitors (including parents and students) as well as volunteers, must sign in at the Elementary Office before proceeding to any area of the school during the time teachers are required to be in the building. All visitors must scan their state issued ID (Driver's License) to gain a visitor's badge. This allows for a background check to occur and for visitors names and birthdates to be cross-reference with state and federal sexual offender lists. Before leaving the school, the badge must be returned to the Elementary Office and the visitor or volunteer must sign out. Visitor/Volunteer privileges may be terminated at any time by the principal. See also Keystone School District Policy #907.

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

## **STUDENT SERVICES**

#### **Guidance Department**

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

**COUNSELING:** Counseling services are available to all students. Educational, vocational, social, or personal counseling can provide a student with the necessary insights to approach his/her problem or situation with a greater confidence and skill. If further help is needed, the counselor will refer the student to the appropriate sources. When possible, a student should make an appointment for each counseling session.

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

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

**ELEMENTARY STUDENT ASSISTANT PROGRAM (ESAP)** - A specially trained team of staff members is available to offer assistance to our students. The Elementary School program called ESAP consists of an intervention team, staffed by teachers, the guidance counselor, administrators, and appropriate support agencies for the county trained to identify and refer “at risk” students for appropriate treatment. Elementary-risk concerns includes depression and suicide prevention and other mental health concerns. Please contact the Guidance Counselor for further information.

### **Rhithm – Social Emotional Learning Program**

Keystone School District Keystone has partnered with a Social Emotional Learning (SEL) Program called Rhithm that seeks to provide our students with the ability to comprehend and reflect upon their emotions, address their emotional needs and instill empathy for others. At Keystone Elementary School, our goal is to provide a simple tool to support students’ ability to recognize how they are feeling while equipping them with skills and strategies to be stronger learners inside and outside of the classroom. Research indicates that students who have certain skills, including the ability to self-regulate, are more likely to achieve higher levels of academic success, have increased levels of effort and motivation and are better prepared for class.

Each school day between 8:15 and 8:45 A.M., students in Grades 4 through 6 will log into Rhithm on their Chromebooks and answer 5 questions with different emoji answer (Smiling Face, Frowning Face, etc...) choices. Dependent upon the student’s answers, the program will then select and launch a 1 to 3 minute activity or skill development video based on students’ answer choices. Students will also be able to comment on each of the questions. If students write something concerning in the comment section (reaching out for help, threatening self-harm, threatening to hurt another student, etc.), the Principal and School Counselor will be immediately notified. Parents will be notified if there is any significant concern regarding their child.

Parents may opt their child out of this program by sending a letter to the Keystone Elementary School Office at the beginning of each school year.

### **Home Education**

- Home education programs are conducted for resident students of the district in accordance with Section 1327.1 of the Public School Code of 1949, as amended.
- Home educated students’ entry/re-entry into the district and/or participation in the district’s extracurricular and/or interscholastic athletics is set forth in Board Policy #137.
- No home-educated student shall be placed within the district or otherwise permitted to participate in any district extracurricular program until all residency and other eligibility requirements are satisfied.
- The entire Home Education Policy is available on the district website and in the Keystone School District Office.

### **School Psychologist**

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

### **Homebound Instruction**

A student’s family may request and be granted homebound instruction for a child. The following procedure should be followed in order to have homebound instruction provided:

- The parent/guardian must request such teaching by calling the administration and then providing a written request for homebound instruction for the child.
- The child’s doctor must certify in writing the need for the child to receive homebound instruction. The doctor must provide a starting and tentative ending date.
- These requests must be turned into the Elementary Office.

- Homebound instruction is approved by the Superintendent of Schools.
- Homebound instruction is not mandated by the Department of Education.

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

### **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 efforts can be made to eliminate any barriers to education, ensure all student’s rights are explained to him or her, and provide support and services to families.

The McKinney-Vento Homeless Education Assistance Act says:

- Schools must immediately enroll homeless children, even if they are unable to produce records normally required for enrollment (Medical records, academic records, proof of residency, etc.)
- Homeless children have the right to attend either their original school (if within a reasonable distance) or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year
- In a case where the educating district is different than the district where the student is currently residing, both school districts are responsible for the facilitation and cost of transportation
- Immediately upon enrollment, homeless children are entitled to a free school breakfast and lunch
- Schools are to assist with educational needs including school clothing, as well as the facilitation of support services and after school programs

### **Library**

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

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

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

### **Physical Education**

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

### **Art**

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

### **Music**

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

### **Special Education**

#### **Student Support Services (S.S.S.)**

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

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

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

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

For more information or assistance, contact the Elementary Office.

#### **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. For more information contact the Director of Special Education.

### **Gifted Services**

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

### **ESSA Parents Right to Know**

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

8/17/2016

Your child's school receives Federal Title I funds to assist students in meeting state achievement standards. This notification lets you know about your right to request information about the qualifications of classroom staff working with your child and information about student assessments given during the school year.

Title I schools must meet federal regulations related to teacher qualifications as defined in the ESEA Act (Elementary and Secondary Education Act). These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- If the teacher meets state qualifications and certification requirements for the grade level and subject he/she is teacher
- If the teacher has received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, and major(s) or area(s) of concentration
- Whether your child receives help from a paraprofessional, and if so, his/her qualifications

The Every Student Succeeds Act (ESSA) which was signed into law December, 2015 and reauthorizes the Elementary and Secondary Act, contains additional parent right to know requests, including:

- Information on policies regarding student participation in assessments and procedures for opting out of such assessments
- Information on required assessments including:
  - Subject matter tested
  - Purpose of the test
  - Source of the requirement (if applicable)
  - Amount of time it takes students to complete test
  - Time and format of disseminating results

All of the above information can be requested through your school principal.

### **Limited English Proficiency**

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

### **Computer Access/Labs**

- Computers and internet accessibility are available throughout the building.
- Students are not permitted to utilize computer labs unless monitored by a supervisor or teacher.
- Misuse of district technology will result in disciplinary action.
- The internet is available to Keystone students for instructional use only. Any inappropriate use of the internet, including accessing inappropriate sites, advertising, buying or selling, or any other non-school related use is strictly forbidden.



- Any attempt to transmit or receive messages containing profanity, obscenity, or inappropriate language which may be offensive to other users is strictly forbidden.
- A copy of the District Acceptable Use Policy must be on file for each student before using the internet. A copy of the Acceptable Use Policy is distributed to all incoming kindergarten students and all new students when they enroll.
- Students in grades K-6 will have online student Google accounts created to save and have access to student-created materials.

### **Student Access to Chromebooks**

Beginning with the 2020 / 2021 school year, all Keystone Elementary Students will be assigned a Chromebook that they will have access to at the discretion of their classroom teacher. All teachers are encouraged to familiarize the students with these devices and utilize them during instruction as supplemental educational tools. Any damage that might occur to the devices due to negligence on behalf of the student will be the responsibility of the student and parent. All Chromebooks will remain at school and will not be permitted to be taken home unless extenuating circumstances arrive where devices will be required at home to further a student's education. In the event that school would be canceled for an extended period of time, further information would follow to discuss this process and guidelines for using the devices at home.

### **Keystone Elementary School Acceptable Use Policy for Technology**

Student's Name: \_\_\_\_\_  
(Last) (First)

Year of Graduation \_\_\_\_\_ ID No. \_\_\_\_\_

At Keystone Elementary, we think technology is another exciting educational tool that helps our students excel and learn about the world around them. We do, however, want to ensure that our students use our technology resources safely and wisely. The District uses Internet filtering software to help protect our students from web sites that are not school appropriate or that could harm our children. We also include Internet safety lessons in our technology curriculum that include safe use of social networking sites and chat rooms as well as cyber bullying awareness and response.

We ask that parents and students review the following acceptable use guidelines together so that our students have a positive experience with technology at Keystone. We also ask that each of you sign the form below and return it to your child's homeroom teacher as soon as possible.

#### **Students:**

- I will use computers and other technology equipment carefully to avoid damage.
- I will not share my login name or password with my classmates.
- I will not use the login names and passwords of others to access their files.
- I will never give out personal information such as my full name, address, and phone number over the Internet.
- I will not try to access Web sites that are for adults only. If I accidentally access something inappropriate, I will immediately close out of it and tell an adult.
- I will tell an adult if someone bullies me or says inappropriate things to me on the Internet. I will not use technology to bully or tease others.
- I will not copy another's work and treat it as my own.

I understand and will follow this acceptable use policy and realize that I may lose my computer privileges if I do not follow the guidelines.

Student's Signature \_\_\_\_\_

#### **Parents:**

I understand that the Keystone School District computer network is provided for educational purposes only. In addition to giving permission for my student to use the Keystone network and the Internet while at school, I also:

- Permit my student's picture to appear on the Keystone Elementary web site for special recognition or for participation in a school project.  
(Last names are never used when identifying students in pictures on the KES web site.)  
\_\_\_\_ Yes      \_\_\_\_ No

- Permit my student's created content, like pictures, writing samples, podcasts, and videos, which may include my student's images, to be shared on teacher-moderated web sites such as the class web site or wiki, Voicethread, Glogster, Google Apps, or other sites with educational and collaborative value.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Permit my student's first and last name and / or picture to be utilized and published within local newspapers and local news websites for the purpose of recognizing accomplishments in academics and citizenship.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Student's Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Nurse's Office/Health Services**

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

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

Students will not be admitted to the nurse's office between classes or during lunch without a pass. If a student becomes ill during lunch, a pass may be obtained from the lunchroom supervisor.

### **Medication**

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

Medications cannot be brought to school by a student. All medications must be brought in by a parent or other adult.

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

- A doctor's order must be on file in the nurse's office for ALL medications (including over-the-counter medications). A form can be obtained from the Nurse's Office or from the school website and can be given or faxed to the doctor to be completed and returned (a copy of the original prescription may substitute for this form). A parent signature of permission to administer the medication must also be obtained and on file in the nurse's office. NO medication of any kind can be legally administered without a doctor's order and a parent signature.
- Prescription and over-the-counter medications must be in an original container. The pharmacy can provide an extra labeled container for prescription medication for school use. Sending medications in a plastic bag, envelope or other containers is not acceptable and cannot be administered to the student.
- These over-the-counter medications are available at the nurse's office and will be given at the discretion of the nurse as long as a parent/guardian's signature is on the back of the emergency card.
 

A. Tylenol	B. Anbesol	C. Ibuprofen
D. Caladryl/Calagel	E. Antacid	F. Eye Drops
G. Antibiotic Ointment	H. Imodium	I. Burn Gel
J. Benedryl	K. Epipen/Epipen Jr.	L. Meclizine/Dramamine

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

Asthma inhalers must have an Asthma Action Plan completed by the physician and signed by a parent. This form can be obtained through the nurse's office or from the school website ([www.keyknox.com](http://www.keyknox.com)).

### **Examinations**

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

- Physical examination – Kindergarten and Grades 6 & 11
- Dental examination – Grades Kindergarten, 3 & 7
- Height, Weight, Body Mass Index (BMI) & vision examination – All grades \*Reports of this information are available at parents request
- Hearing examinations – Grades K, 1, 2, 3, 7, & 11

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

### **Policies Regarding Illness and Accidents**

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

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

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

### **Immunizations and Health Records**

A student may not legally be enrolled into Keystone Elementary School without proof of proper immunizations. The state requires a completed Certificate of Immunization be on file with the Nurse's Office. Effective August, 2017, the Pennsylvania Department of Health has released new requirements affirming if a child is not properly immunized within the first five days of school, they can/will be medically 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.

### **Head Lice**

Please examine your child's scalp and hair closely on a regular basis. Report any lice found to the nurse. Please feel free to call with any questions or to have your child examined by the nurse.

### **Conjunctivitis (Pink Eye)**

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

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

### **When to Keep Your Child Home**

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

- Green nasal or eye drainage
- Continual harsh cough
- Vomiting or diarrhea
- If the eye is red, watery, and crusted in the morning (pink eye or some type of conjunctivitis)
- Temperature of 100 degrees or above
- Your child should be fever free for one full day (without Tylenol or Motrin) before returning to school
- Rashes that have not been diagnosed by a doctor
- Stay home 24 hours after treatment for lice – may return when lice free and nit (egg) free - nurse must check student first
- Any time your child is visibly ill
- Do not send your child back too soon – make sure he/she is well

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

Sending a child to school sick not only contaminates all the well children, but the child is more susceptible to picking up other illnesses because of lowered resistance. If you have any questions please call the nurse's office at (814) 797-1251 ext. 1133.

### **Student Wellness/Classroom Celebrations**

Keystone Elementary School recognizes the importance of promoting a healthy lifestyle to all students in accordance with the Keystone School District Board Policy and other governing laws. Keystone Elementary School encourages all parents and students to bring in nutritious drinks and snacks during classroom celebrations which demonstrate the importance of making good choices through nutrition.

Keystone Elementary School will only be accepting pre-packaged snacks and drinks during classroom celebrations. All snacks must be store-bought, have the ingredients clearly written on the packaging and must be served before the manufacturer's expiration or best used by date. This will allow teachers to monitor the ingredients of all food brought into the classroom to ensure students who might have allergies or dietary restrictions are not exposed to potential hazards. Due to the high volume of items able to be sent for celebrations, teachers will determine how many items will be consumed to ensure moderation.

Please see the Wellness Policy and Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania through a link at [www.keyknox.com](http://www.keyknox.com) or [www.pde.state.pa.us](http://www.pde.state.pa.us). The objective of these requirements is to promote student health and to reduce childhood obesity.

### **Birthday Party Invitations**

Keystone Elementary School recognizes the importance of a child's birthday and their desire to invite students from their class to an outside birthday party. If a student desires to pass out invitations at school, all students within their classroom must be invited. Birthday invitations for students through other means outside of school.

## **STUDENT ACTIVITIES**

### **Assemblies**

- Assemblies are planned for educational and cultural growth of the students. The success and availability of the assemblies will depend on audience conduct and the courtesy extended to those who are presenting the program. Any student not conducting him/herself properly or interferes with the enjoyment of others, will be asked to leave the auditorium. Whistling, booing and other such acts of rudeness will not be permitted.
- Students are to sit in the pre-assigned section in the auditorium, and/or gym.
- All students are expected to be at assemblies and pep rallies unless excused by the administration.

### **Field Trips**

Field trips may be offered to students at all grade levels as an integral part of the curriculum. Participation in field trips is voluntary but is strongly encouraged. Traditionally, the school-wide fundraiser sponsored by Community Action Team for Students (C.A.T.S.) supplies the funding for transportation for these trips, however, there may be an additional fees

required. School field trips require reservations and payment for transportation and admittance into individual location well before the date of the trip. Due to these circumstances, Keystone Elementary School will not be able to reimburse field trip fees for students who are unable to attend due to missing the bus, discipline concerns, illness or any other unexpected occurrences.

Signed parental permission forms are required for a student to participate in any field trip. Students are required to travel with their classes on district transportation unless previous administrative approval is granted.

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

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

A student may be denied the opportunity to participate in a field trip if, in the judgment of the district, the safety of the student or other students might be jeopardized. Participation may also be denied if academic and/or behavioral requirements have not been met.

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

Planning for these trips is extremely important and a great deal of time and effort goes into ensuring student safety. Approved chaperones are provided with guidelines and procedures. **Adults not selected as chaperones are not permitted to attend the trip for any reason.** It is imperative for our teachers and approved chaperones to recognize one another as well as adults who have permission to interact with our students. Adults attempting to interact with KES students without prior authorization will be asked to maintain their distance from the student group.

All parent chaperones are required to complete an "Arrest/Conviction Report and Certification Form" prior to attending any field trip. The form must be completed at the Elementary Office.

### **Intramurals**

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

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

(Community Action Team for Students)

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

### **Student Insurance**

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

### **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:** 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:** 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:
  - Sufficiently severe, persistent or pervasive and
  - 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 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 IV Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:
  - 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
  - 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.
  - Sexual assault, dating violence, domestic violence or stalking
    - 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:
      - Length of relationship
      - Type or relationship
      - Frequency of interaction between the persons involved in the relationship
    - 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, 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.
    - 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.

- Stalking, under Title IV 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:
  - Fear for their safety or the safety of others
  - 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 IV. 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 IV 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 IV 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.

# STUDENT CONDUCT/DISCIPLINE

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

## Keystone School District Bus Rules

Transportation by school bus is a privilege not a right. Bus rules and regulations are to be followed at all times.

- Be five minutes early at the designated bus stops.
- Obey the driver's suggestions carefully, with respect, and help the driver to assure safety at all times.
- Expect to walk a distance to a bus stop as required by State Regulation.
- Stay 10 feet from the roadway while waiting for the bus.
- Cross in front of the bus when crossing the road or highway – DO NOT CROSS BEHIND THE BUS.
- Do not leave the bus without the driver's consent.
- Occupy any seat assigned by the driver. Keep feet out of the aisles, off the seats and off the back of seats.
- Smaller instruments may be carried onto the bus and kept with each student in their individual seats. Transportation of students with larger instruments may have to be arranged by the parents to ensure the safety and comfort of all students.
- Students are not allowed to transport equipment of items that are not being used for school related functions.
- Keep head, arms and hands inside the bus.
- Use of profane or vulgar language is not permitted on or off the bus.
- Keep the bus clean. No eating, smoking, drinking, littering or chewing gum and/or tobacco is permitted on the bus.
- Be considerate of small children.
- Fighting, pushing, shoving, loud shouting, throwing of items or rowdy behavior will not be tolerated.
- Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in suspended bus riding and payment for the damages.
- Do not use the emergency door unless there is an emergency.
- Students intending to cause inconvenience, annoyance or recklessly creating a safety risk on a school bus can be referred to the appropriate law enforcement agency.
- All School District Rules of Conduct apply to students on the bus and the bus driver.
- No buying, trading or selling of items on the bus is permitted.
- Parents are not permitted to be on the busses.

<b>FIRST BUS OFFENSE:</b>	Warning and letter home
<b>SECOND BUS OFFENSE:</b>	1-day suspension
<b>THIRD BUS OFFENSE:</b>	3-day suspension
<b>FOURTH BUS OFFENSE:</b>	10-day suspension and mandatory parent meeting
<b>FIFTH BUS OFFENSE:</b>	Suspension to end of the year

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

Note 2: Students are required to ride the same bus and use the same stop every day – except in an emergency. Please refer to the District Transportation Policy in this Hand Book for more information on dismissals.

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

Note 4: The destruction or damaging of any bus property (seats, windows, etc.) can lead to the referral to law enforcement.

## 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 audio taping on buses and school vehicles is now permitted. Use of video recording devices on school buses has been permitted for many years; however, this new amendment now provides clear legal authority to permit audio taping on buses. Keystone School District policy #810.2 specifically addresses video/audio recording on district transportation.

### **Cafeteria**

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

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

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

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

#### **Students Should:**

- Enter and leave the cafeteria in an orderly fashion
- Speak quietly to others at your table
- Remain seated
- Use good table manners
- Respect the property of others
- Raise hand to get assistance
- Carry beverages in plastic containers, no glass or cans

#### **Students Should Not:**

- Take food from the cafeteria
- Throw food, paper, or other items
- Leave without a pass
- Move chairs or tables
- Bring or have delivered commercially prepared food items
- Have soda of any kind in the elementary building
- Trade or exchange food items
- Handle food belonging to others

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

The Monitors, in conjunction with the Elementary Principal, may establish procedures as required. Students are expected to follow the directives or orders of the monitors while in the cafeteria.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts including methods in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian. See also Keystone School District Policy #808.

Any parent/guardian who experiences any difficulty paying for student lunches should contact the cafeteria. Please remember the district will not refuse any student a lunch during the day.

In the essence of time, when paying your cafeteria bills in cash, please refrain from submitting more than \$1 in change.

### **Hall Passes**

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

### **Recess Rules**

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

- Stay with your class in the assigned play area.
- Stay away from classroom windows.
- Leave and enter the building quietly.
- Cooperate with and be polite to your classmates as well as to others.
- Obey the adult in charge and listen to instructions.
- Stay within sight of a grade-level teacher.
- Play games safely to avoid injury.
- Tackle football is prohibited.
- Use slides and other equipment properly.
- Line up quickly at the end of recess.
- Wear appropriate clothing and footwear.

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

### **Recess Cold Weather Guidelines**

Time spent outdoors is an integral part of the school day. Children need fresh air and exercise. Time spent outside affords students a break from the structure of the classroom. However, there are times when it is not safe for children to be outdoors.

When properly clothed, elementary children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution is necessary during temperatures less than 25 degrees F. Temperature plus wind velocity, or wind chill, is a prominent factor in determining cold weather safety. As the speed of wind increases, it carries heat away from the body more quickly. Large amounts of ice and snow on the playground additionally raises safety concerns which might affect the decision of whether students are permitted outside for recess.

**If the wind-chill or "feels like" temperature is 25 degrees or higher, recess may continue outside as normal. If the wind-schill or "feels like" temperature would fall below 25 degrees, recess would be shifted indoors for all grade levels.**

### **District Sponsored Events**

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

Spectator rules in the high school gymnasium include:

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

### **Fire/Emergency Drills**

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

- Keep calm
- Follow directions
- Do not talk

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

### **Dress Code**

The Keystone Elementary School 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 Elementary School is to ensure a safe and welcome environment for all students. Below are our expressed guidelines for clothing and accessories at Keystone Elementary 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.
- 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, 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 outside recess/gym will be restricted. Students wearing any open-toed shoes who do not have alternate footwear will not be permitted to participate in outside recess/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 mid-thigh. Jeans with holes or rips above the mid-thigh must be worn with leggings or tights underneath.
- Shorts may be worn to school for males and females, but the length of all shorts must be at the mid-thigh or longer.
- 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 Elementary 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.

### **Unlawful Harassment**

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

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

### **Student Improvement Program**

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

- The principal or guidance counselor will at times schedule the program.
- Administrators will assign students to the program.
- If student behavior is not modified after participation in the Student Improvement Program additional interventions may be recommended. Parents will be notified.
- Students will be required to complete all school work for the day.
- An extended session with a guidance counselor may be incorporated into the student's schedule for the day.

### **Policy Statement on Discipline**

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

### **Code of Student Conduct**

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

All staff members have the authority and responsibility to take actions to control conduct of students in all situations and locations as may be necessary to maintain an environment which is conducive to an effective educational environment.

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

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

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.

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

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

Any behavior disrupting the educational process of the school or presenting 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.

Act 23 of 1999 requires individuals under 21 years of age who are adjudicated for terroristic threats on school grounds or during a school sponsored activity would have their driver's license suspended for a minimum of six months. Discipline of all students in the Keystone School District follows the guidelines of the existing Keystone School District Policy #218 as well as any applicable local, state and/or federal statutes, rules, regulations, etc. For information regarding compliance, contact: Keystone School District Office, 451 Huston Avenue, Knox Pennsylvania 16232. Telephone: (814) 797-5921.

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

**Note:** At the Elementary School level, additional responses to the following levels of discipline shall be possible which will be developmentally and age appropriate. Further, any such additional responses shall be at the discretion of the principal or any individual he/she designates.

### **Demerit Policy**

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

## **Keystone Elementary School**

Demerit/Citizenship Outline

**Revised – May 2018**



- The purpose of this outline is to develop a common set of expectations which govern the procedures used for assigning *warnings* and *demerits*. Progressive systems related to higher grade levels may be implemented within reason.

### ***Grading Scale:***

1 <sup>st</sup> Demerit	94% (A)
2 <sup>nd</sup> Demerit	88% (B)
3 <sup>rd</sup> Demerit	82% (C)
4 <sup>th</sup> Demerit	76% (D)
5 <sup>th</sup> Demerit	70% (D)
6 <sup>th</sup> Demerit	64% (F)

### ***Consistent Implementation of Criteria:***

3 warnings = 1 demerit

Sent to office for disciplinary reasons = 1 demerit (unless otherwise noted by Principal)

Full day Student Improvement (ISS) = 3 demerits + 1 demerit for each additional day of ISS

Half day Student Improvement (ISS) = 2 demerits

Out-of-School Suspension = 5 demerits + 1 demerit for each additional day of OSS

2 demerits per quarter = Loss of Grade Level Reward Activity

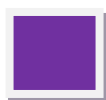
15 demerits per year = Loss of Grade Level Field Trip

***Communication of Demerits/Behavior:***

Each demerit requires a demerit slip be sent home for parent/guardian signature (can be completed by student).  
And/or... Reflect each demerit in the Citizenship Grade Book

**Keystone Elementary School**  
*2012-2013*

***Schoolwide Behavior Summary***  
**Grades K-2**



**Purple**

**Being Unusually Good**



**Blue**

**Demonstrates Extra Effort**



**Green**

**Ready to Learn**



**Yellow**

**Slow Down and Think**



**Red**

**Parent Contact**



## Keystone Elementary School

### *PRIDE Behavior Expectations*

	Hallways	Classrooms/ Specials	Cafeteria	Transportation	Special Events	Restrooms	Recess
<b><i>P</i>olite Words</b>	<ul style="list-style-type: none"> <li>* Walk quietly in the Halls.</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate School language.</li> <li>* Speak Respectfully.</li> </ul>	<ul style="list-style-type: none"> <li>* Say please and thank you.</li> <li>* Have appropriate Conversations.</li> </ul>	<ul style="list-style-type: none"> <li>* Speak quietly to those you are sitting with.</li> <li>* Engage in appropriate conversations.</li> </ul>	<ul style="list-style-type: none"> <li>* No talking during someone's performance.</li> <li>* Display appropriate response when cued.</li> </ul>	<ul style="list-style-type: none"> <li>* Use a quiet tone of voice.</li> <li>* Ask politely to use the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>* Use welcoming words and include everyone.</li> <li>* Compromise with others when appropriate.</li> </ul>
<b><i>R</i>espect School Community</b>	<ul style="list-style-type: none"> <li>* Keep your hands to yourself.</li> <li>* Keep the hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep work areas neat and clean.</li> <li>* Put supplies away.</li> <li>* Use equipment as directed.</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep your seat clean.</li> <li>* Obey all bus rules.</li> <li>* Follow the directions of the driver.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep your hands and feet to yourself.</li> <li>* Show respect for all presenters.</li> <li>* Respond appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep restrooms clean.</li> <li>* Use the facilities correctly.</li> <li>* Put all garbage in trash cans.</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment appropriately.</li> <li>* Stay where the teacher can see you.</li> </ul>
<b><i>I</i>n Control</b>	<ul style="list-style-type: none"> <li>* Walk forward in a straight line.</li> <li>* Walk quietly</li> <li>* Keeps hands to self.</li> </ul>	<ul style="list-style-type: none"> <li>* Raise your hand – do not speak out.</li> <li>* Complete tasks as requested.</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated.</li> <li>* Talk quietly.</li> </ul>	<ul style="list-style-type: none"> <li>* Talk quietly.</li> <li>* Use manners.</li> <li>* Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>* Participate as directed.</li> <li>* Use good listening manners.</li> </ul>	<ul style="list-style-type: none"> <li>* Wait patiently.</li> <li>* Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>* Take turns.</li> <li>* Follow all playground rules.</li> <li>* Use good sportsmanship.</li> </ul>
<b><i>D</i>irections Followed</b>	<ul style="list-style-type: none"> <li>* Follow all teacher directives.</li> <li>* Keep eyes forward.</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow all directions.</li> <li>* Be prepared for class.</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to and respect monitors and other adults.</li> </ul>	<ul style="list-style-type: none"> <li>* Report any problems to the driver.</li> <li>* Keep hands, feet and other objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directives of the event/activity leader.</li> <li>* Stay in assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>* Ask permission.</li> <li>* Sign out/in</li> <li>* Leave and return promptly.</li> </ul>	<ul style="list-style-type: none"> <li>* Listen for teacher signal to line up.</li> <li>* Stay in sight of teacher.</li> </ul>

<b>Encourage Others</b>	* Be positive.	* Treat others with respect.	* Encourage others to include classmates in conversations.	* Encourage others to follow the bus rules.	* Thank even organizer if possible.	* Encourage others to use facilities as intended.	* Include others in recess activities.
	* Use polite reminders.	* Celebrate accomplishments of others.		* Encourage others to stay in assigned seats.	* Encourage others to use good listening manners.		
	* Model appropriate behavior.	* Model appropriate behavior.					* Invite others to play.

## Leveled Disciplinary Offenses

### Level I

#### EXAMPLES OF, BUT NOT LIMITED TO

1. Classroom tardiness
2. Classroom disturbance/misconduct
3. Inappropriate language
4. Failure to complete assignments
5. Littering in classrooms or any other part of the building
6. Running or shouting in halls
7. Unauthorized presence in halls
8. Public displays of affection
9. Taking or bringing unauthorized food to or outside the cafeteria
10. Bringing radios, tape players, or electronic games without permission
11. Other, as specified
11. Bringing radios, tape players, cell phones, or other electronic devices without permission
12. Bullying
13. Violation of cafeteria rules
14. Other, as specified

#### RESPONSE OPTIONS

1. Verbal reprimand
2. Teacher or administrator contact parent
3. Special Assignment
4. Withdrawal of privileges
5. Student Improvement
6. Recess detention
7. Lunch detention
8. Other, as specified

### Level II

#### EXAMPLES OF, BUT NOT LIMITED TO

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

#### RESPONSE OPTIONS

1. Parent contacted by administrator/teacher
2. Detention
3. Clean-up and/or payment of damages
4. Referral to counselor
5. Referral to outside agency
6. Student Improvement
7. Recess detention
8. Lunch detention



20. Other, as determined

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

\*\* throwing of food or any object in the cafeteria will warrant immediate disciplinary action. Repeated offenses may result in suspension.

### Level III

#### EXAMPLES OF, BUT NOT LIMITED TO

1. Continuation of Level I and Level II behaviors
2. Threatening, bullying, or verbally harassing others;  
Ethnic, sexual, or religious intimidation
3. Fighting and/or tumultuous behavior
4. Use of obscene, profane or abusive language or gestures
5. Insubordination, disrespectful speech or actions, open defiance of authority
6. Continued truancy
7. Smoking or possession of tobacco products in school, in school property, or at school sponsored activities
8. Violation of dress code
9. Other, as specified
10. Invoking fear or panic using information, rumors or speculation regarding the COVID-19 Pandemic

#### RESPONSE OPTIONS

1. Parent contacted by administration
2. Referral to outside agency or counselor
3. Student Improvement
4. Other, as determined

\* Students involved infighting will be sent to the office for a cooling off period. Depending on the severity of the situation students may be assigned one to three days of In-School or Out-Of-School suspension.

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

### **FIGHTING POLICY:** (Effective as of August 27, 1990)

The following penalties will be imposed for fighting:

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

### Level IV

#### EXAMPLES OF, BUT NOT LIMITED TO

1. Continuation of Level I, II and III behavior
2. Any violation of state or federal law
3. Arson
4. Assault and battery
5. Disorderly conduct
6. Possession/use/furnishing, selling of unauthorized and  
Controlled substance or drug paraphernalia
7. Extortion OR attempted extortion
8. Indecent exposure
9. Possession/use/transfer of weapon (knives, gun, etc.) or any type of explosive \*
10. Stealing
11. Bomb threat
12. Vandalism
13. Threatening or intimidating teachers or other school personnel
14. Violation of State Vehicle Code on school property
15. Unauthorized use of school fire alarm system
16. Possession/use/transfer of fire crackers of any type of explosive device
17. Terroristic threat
18. Malicious use of the network to develop inappropriate programs or infiltrate a computing system or

#### RESPONSE OPTIONS

1. Immediate suspension and notification to the Superintendent of the incident
2. Recommendation for expulsion
3. Contact appropriate law enforcement agencies
4. Restitution for any and all damages

damaging the software of computer system

19. Possession of look-alike drugs, volatile solvents, and inhalants

20. Tampering with the Nightlock Door Barricades

20. Other, as determined

\* This also applies to toy weapons

### Definitions

- **Fight:** Any situation in which student actions or inactions may be deemed to have caused or contributed to a physical confrontation, including, but not limited to, hitting or other actions in which physical contact is made and/or situations in which one or both students have sustained physical injury.
- **Disorderly Conduct:** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, he/she:
  - Engages in fighting or threatening, or in violent or tumultuous behavior
  - Makes unreasonable noise
  - Uses obscene gestures
  - Engages in 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:
  - Strikes, shoves, kicks or otherwise subjects someone to physical contact, or attempts or threatens to do the same
  - Follows a person in or about a public place or places
  - Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (or schooling)
  - Submission to or rejection of such conduct by an individual
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work (or school performance) or creating an intimidating, hostile, or offensive working (or school) environment. 29 C.F.R.1604.11(A) (1994)
- **Assault (aggravated):** A person is guilty of aggravated assault if he/she:
  - 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
  - Attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon
  - Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student or any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school.
- **Terroristic Threat:** This is defined as "a threat to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause public inconvenience.
- **Bullying:** Conduct meeting all of the following:
  - Is directed at one or more pupil
  - Substantially interferes with education opportunities, benefits or programs of one or more pupils
  - 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
  - Is reasonably perceived to be motivated by an actual or perceived characteristic, such as height, weight, religion, race, color, ancestry, national origin, age, sex, sexual orientation, or gender identity or expression, or by socioeconomic status or is reasonably perceived to be based on association with another person who has or is perceived to have any of these characteristics or any other distinguishing characteristics to implement their policy.

- **Olweus Bullying Prevention Program definition of Bullying:** A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

### **Keystone School District Bullying/Cyberbullying Policy**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. **See also Keystone School District Policy #249.**

**Bullying** means an intentional electronic, written verbal or physical act or series of acts directed at another student or students, which occurs in a school setting; and/or outside a school setting; that is severe, persistent or pervasive and has the effect of doing any of the following: 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

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

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report: 1. Board's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

Counseling within the school  
Parent conference  
Loss of school privileges

Suspension  
Expulsion  
Counseling/Therapy outside of school

Transfer to another school building, classroom or school bus  
Exclusion from school-sponsored activities  
Detention

Referral to law enforcement officials

### **Penalties**

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

- Disorderly Conduct: Fines up to \$2,500, community service work, up to one year in prison
- Harassment: Fines up to \$300, up to 90 days in prison
- Simple Assault: Fines of \$2,500 - \$5,000
- Aggravated Assault: Fines up to \$25,000, up to 10 years in prison

### **Corporal Punishment**

Corporal Punishment may only be used:

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

### **Due Process**

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

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

### **Due Process Requirements for Suspension**

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

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

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

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

### **Weapons Policy**

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

- **Weapon:** The terms shall include but not be limited to any explosive device, knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument 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:** Regards to the school, school grounds, school buses or any premises, grounds or vehicles used for official school purposes.

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

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

### **Controlled Substances**

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

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

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

- Dangerous controlled substances prohibited by law
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board Policy

**Alcohol/Other Drugs/Mood Altering Substances** – 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 of administration of medication to students in school.

### **Tobacco Products**

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

### **Defacing, Damaging, Injuring, Destroying School Property**

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

## **MISCELLANEOUS**

### **Student Expression**

Per Keystone School Board Policy # 220, Keystone Elementary School reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

- Violates federal, state or local laws, Board policy or district rules or procedures.

- Is libelous, defamatory, obscene, lewd, vulgar or profane.
- Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
- Incites violence, advocates use of force or threatens serious harm to the school or community.
- Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
- Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
- Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

### **Video Cameras**

Keystone Elementary School has video cameras in use on district property to ensure the health, welfare and safety of all staff, students and visitors and to safeguard the facilities and equipment of the school. Video cameras will be utilized in all public areas of the school, including the cafeteria, gymnasium, hallways and outside of the school building. Students who are found in violation of school board policies, administrative regulations, state, federal or local laws or student rules through video evidence will be subject to appropriate disciplinary action or the referral to law enforcement.

### **Financial Obligations**

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

### **Textbooks**

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

### **5th Grade "Body Talk"**

During the 5th Grade School Year, students will partake in an annual "Body Talk" where the topics of personal hygiene, adolescence, and puberty will be discussed through a film and through a question and answer session. The students will be separated by gender during these discussions and at least 2 staff members of the same gender will be present. The 5th Grade girls will also have discussions on the beginning of their menstrual cycle and the use of feminine-hygiene products. The 5th Grade boy's discussion will include the increase of testosterone in their body and how it can affect them physically and emotionally. Following the talk, the girls may receive samples of feminine-hygiene products and deodorant, while the boys may receive samples of deodorant. Prior to this one time discussion, parents will be made aware of the content of the talk and the specific date it will occur. Parents may opt out their child from this discussion by communication with the Keystone Elementary School Office.

### **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. Bowser or the Elementary Office.

### **Lost and Found**

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

### **Grades & Grading**

- Each school year shall consist of four (4) nine-week marking periods

- Grade reports will be sent home approximately one week after the grading period ends.
- Achievement will be recorded on the report card using percentages, and/or Satisfactory, Needs Improvement, Outstanding, or Unsatisfactory.
- Kindergarten students will receive developmentally appropriate progress reports after each nine-week period.
- The parent/guardian is asked to sign and return the report card envelope after each grading period.
- Interim progress reports will be mailed to parents/guardians during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grading periods to assist with monitoring student progress.

The grading scale is:

A = 93 – 100%  
 B = 85 – 92%  
 C = 77 – 84%  
 D = 70 – 76%  
 F = Below 70%

O = Outstanding  
 S = Satisfactory  
 U = Unsatisfactory

### **CSIU Parent Portal**

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

- CSIU Portals are available to students in grades K-6 and their parents.
- Each student has a username and password to use to check their own grades.
- Parents must have a valid email address on file with Keystone Elementary School in order to create an account.
- Your child's ID number can be retained by calling the Elementary Office at 797-1251 ext. 1130

### **Honor Roll/Principal's List**

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

### **Homeroom Placement Information**

The process of selecting an appropriate homeroom placement for your child is multifaceted. A properly balanced class is essential and great care is taken when staff analyzes individual student data.

We will continue to address, as we have in the past, the social, emotional and academic needs of every child. Every attempt will be made to create and maintain classes balanced by gender, academic levels, learning styles and social skills. We also consider student needs as they relate to medical conditions, speech and language, learning support, Title I services and enrichment opportunities. We review specific data to develop heterogeneously grouped classrooms. This takes a tremendous effort by guidance counselors, teachers, administrators, and other support personnel. Every teacher in the Keystone Elementary School is highly qualified in their respective fields and will provide high quality educational opportunities to meet the specific needs of your child.

While we both appreciate and respect parent input regarding the educational setting for your child, we will not consider a request for a particular teacher. Responding to individual requests for teachers does not allow us the necessary flexibility we need to balance classrooms for the best possible educational setting. It is essential we provide the most appropriate educational "fit" for your child while maintaining equitable opportunities for all students.

Special circumstances may arise. In these specific cases parents will be provided the opportunity to complete and submit a *Student Homeroom placement Information Form* to the elementary principal for special consideration. Under no circumstances will a parent pick their child's homeroom teacher for the following year; however, this information will be considered in determining placement. The *Student Homeroom Placement Information Form* will be provided by the Elementary Office upon parent request and must be submitted no later than **April 14, 2023**. No changes will be made once class rosters have been finalized.

### **Student Records**

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

### **Selling in School**

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

### **Promotion/Retention Policy**

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

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

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

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

Retention may be recommended in the following situation:

In Primary grades:

- If a student has earned an unsatisfactory final grade or rating in reading or has failed to meet established criteria in reading

In Intermediate Grades:

- If a student has earned a final grade of F in two or more subjects
- If a student has earned unsatisfactory final grades (D or F) in three or more subjects
- If a student has failed to complete required work

Parents will be notified by the student's teacher by March 1 of the school year if there is a possibility of retention of the student. A conversation should occur between the parent/guardian and the teacher concerning retention. Final approval of retention shall be with each parent.

### **Use of School Facilities**

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

### **Toys/Student Objects**

Personal 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 instruction and should remain at home or in a student's backpack during the school day. This includes game systems, iPods and Fidget Spinners.

### **Cell Phones/Mobile Devices**

Keystone Elementary School recognizes cell phones, iPods and other mobile devices have become a common tool for communication. Students are allowed to carry these devices to school. However, they must be turned off and stored out of sight during school hours in their book bags. Cell phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. If found being used, student cell phones/iPods and other mobile devices will be confiscated and will only be returned to a parent or guardian.



The following is the Keystone School District Personal Electronic/Cell Phone Procedural Guidelines. Each student is required to have a signed agreement on file in the Elementary School.

### **Keystone School District Personal Electronic/Cell Phone Procedural Guidelines**

At the Keystone School District, we realize students often have powerful learning tools in their pockets – cell phones, iPod Touches, and other mobile devices. Although these tools are sometimes seen as a distraction, we think they have potential for helping to prepare students for their futures.

Students may use their personal electronic devices for educational purposes in the Keystone School District according to the following guidelines. Students must also follow the Acceptable Use Policy for Technology available at <http://www.keyknox.com>.

- Students may not talk on 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.
- Personal electronic devices may be used for academic purposes only with permission and supervision of the teacher. Study hall use with headphones is at the discretion of the supervising teacher. Personal electronic devices may not be used in the cafeteria during lunch periods.
- The KSD wireless network will provide filtered internet access. Keystone School District is not liable for student access to any other network, including internet service provided by your phone company.
- Keystone School District administration reserves the right to inspect, at any time, any personally owned device, including a cell phone, while connected to the KSD wireless network or while being used in class on a separate network.
- When students are not using their devices, they should be turned off and kept in a safe, locked place. Keystone High School students should have locks on their lockers. Keystone School District will not be held responsible for any physical damage, loss, or theft of personally owned devices.
- Keystone School District will not be held liable to either texting or internet usage charges that occur from the use of a student's personal device. Parents must make sure students understand the limitations of their cell phone plan, including number of texts and internet access.
- 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.
- 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.
- Students must follow any additional guidelines put forth by individual teachers in their classrooms.
- Failure to follow these guidelines will result in the following disciplinary actions:
  - The device may be confiscated and turned into the Main Office. The device will be returned to a parent or guardian.
  - 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.

### **Animal/Pets**

Pets are not permitted on school property without proper authorization from school administration. Animals of any kind can present unsafe situations for students who may be allergic, afraid or not equipped to properly protect themselves from bites and/or scratches. Students who wish to bring a pet to school may do so only after obtaining permission from the classroom teacher who will consult with the elementary principal. The disposition of any animal may change in the presence of large student groups. Student safety must be the first consideration when dealing with animals/pets.

### **Skateboarding/Bicycling on School Grounds**

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

### **Child Protective Services Law (CPSL)**

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

### **Keystone Non-Discrimination Policy**

The Keystone School District does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability of limited English proficiency. The board endorses the concept of nondiscrimination in conformance with Title VI and Title IV of the Civil Rights Acts of 1964. Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 of the 1984 Car D. Perkins Act, or other federal, state or local laws of 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. Telephone: (814) 797-5921.

### **Redress of Complaints**

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

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

### **Personnel Information**

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

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

Bussing.....Ms. Siegel (ext. 1222)

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

Attendance.....Ms. Frazier (ext 1130)  
1124)

Counseling K-5.....Ms. Marshall (ext 1122)

Discipline.....Mr. McCormick

Grades/Parent Portals.....Ms. Frazier (ext 1130)

Nurse/Medical Services...Ms. Keighley (ext 1133)

Use of Building.....Ms. Servey (ext 1124)

Special Education Secretary..Ms. O’Neil (ext 1100)

C.A.T.S. ....Ms. Servey (ext

Counseling 6-8..... Wingard (ext 1134)

Educational Trips.....Ms. Servey (ext 1124)

Intramurals.....Mr. Nellis

SSS.....Ms. Blair

Supervisor of Special Education.....Ms. Blair

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

## **NOTES**