

KEYSTONE SCHOOL DISTRICT



Keystone Elementary School Faculty Handbook

2023-2024

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 Hand Book.

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

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FACULTY

Mr. Michael McCormick – Principal
Ms. Kaylan Blair – Supervisor of Special Education
Mr. Thomas Bowser – Instrumental Music
Ms. Suzanne Buckley – Grade 1
Mr. Matthew Clark – Learning Support
Ms. Michele Clover – Grade 6
Ms. Vicki Cotton – Grade 5
Ms. Nicole Crissman – Grade 2
Ms. Nancy Daum – Grade 1
Ms. Kim Davis – Grade 2
Mrs. Paige Eatson - Peech
Ms. Debra Filson – Grade 3
Ms. Jenna Fink – Kindergarten
Ms. Brandi Fisher – Grade 4
Ms. Nicole Gorog – Gifted/ESL
Ms. Tricia Hepler – Kindergarten
Ms. Kendall Hickman – Reading
Ms. Laura Hogue – Reading
Ms. Amber Hubler – Learning Support
Ms. Barbara Hurst – Grade 2
Ms. Amy Kapp – Grade 5
Ms. Dawn Keighley – School Health Aide
Ms. Robin Kerle – Speech
Ms. Amanda Kline – Grade 5
Ms. Chelsea Mesisca – Grade 6
Ms. Amber Miller – Librarian
Ms. Erin Neely – Learning Support
Mr. Jason Nellis – Physical Education
Ms. Barbara Milliron - Music
Ms. Amanda Phillips – Grade 1
Ms. Jennifer Potter – Grade 3
Ms. Kimberly Riley – Kindergarten
Ms. Melanie Rodgers – Grade 4
Ms. Catherine Schoeppner – Grade 6
Ms. Susan Shaner – Grade 2
Mr. Ryan Smith – Tech Integration
Ms. Brynn Space-Renninger – Art
Mr. Timothy Zerbe – Grade 3

COUNSELORS

Ms. Autumn Marshall - K-5
Ms. Jennifer Wingard = Grades 6-8

SUPPORT STAFF

Ms. Jody Frazier – Principal’s Secretary/Attendance
Ms. Betty Servey – Student Activities/Business
Ms. Kim O’Neil – Special Education

PARAPROFESSIONALS

Ms. Kim Callander
Ms. Courtney Colwell
Ms. Ashley Courson
Ms. Misty Graham
Ms. Michele Henry
Ms. Emily Knisley
Ms. Vanessa Krouse
Ms. Salina Smith
Ms. Wanda Wade
Ms. Sonya Weaver
Ms. Jamie Weeter

MISSION STATEMENT

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

INTRODUCTION

This manual is designed to clarify procedures and guidelines in the elementary building, and where appropriate, to present district policy. It has been developed with the input of the elementary staff. Teachers are expected to follow the guidelines and procedures in this manual. However, not all situations can be anticipated and the intent of this manual is to enhance, not hinder, the performance of our professional duties. Therefore, reasonable exceptions may be granted if approved by the administration in advance.

Any changes in guidelines, procedures, or district policy will be forwarded to you in a timely fashion. Please keep your copy current by placing changes and additions in the proper place.

BELIEFS

We believe that.....

1. Our students will receive the best education possible.
2. Education is important and will be promoted and celebrated!
3. Education is a lifelong process.
4. Everyone needs a solid foundation in academics and life skills.
5. We are dedicated to create the best positive learning environment possible.
6. Each individual should be recognized as unique, important and different in ability and talent in the educational process.
7. A diversified education should be offered to all individuals.
8. Our most critical resource is our people working together, striving toward common clear measurable goals.
9. A successful educational process involves staff, students, their families and the community.
10. Communication, integrated planning and teamwork are prerequisites for success. Students should learn that they have a responsibility to provide a productive contribution to their community.
11. A safe environment is essential.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS FOR STUDENTS

Teachers, please ensure that students do the following:

1. Follow teacher or staff directions the first time they are given.
2. Be in their seats, prepared to begin class.
3. Keep hands, feet and objects to themselves at all times.
4. Demonstrate active listening.
5. Remain seated in seats until the teacher dismisses the class.
6. Respect and care for property, school, and self.
7. Use "kind and civil" actions or words.
8. Treat others as they would like to be treated.

Keystone Elementary School



We Have Panther PRIDE!

POLITE WORDS

RESPECT SCHOOL COMMUNITY

IN CONTROL

DIRECTIONS FOLLOWED

ENCOURAGE OTHERS

The **Keystone Elementary Office** is open daily during the school year from 7:30 am – 4:00 pm. Once the Office is closed for the evening, no students or parents can access parts of the building to retrieve these items or allow you into the classrooms either. These procedures are in the interest of the safety of all employees and students.

ARRIVAL/DISMISSAL PROCEDURE **FOR STUDENTS**

Parents must sign students in and out of the office. Students will be called from the office when they are to be excused early.

Students are not to arrive at school before 7:40.

Parents picking students up after school are encouraged to send a note. If a parent calls the elementary office by 2:00 you will receive a call into the classroom.

Students who are being picked up at the 3:00 bell by a parent or other designated adult will be dismissed to the cafeteria at that time.

When all buses have arrived and are in line, an announcement will be made for all 4th – 6th Grade students who are riding the bus to be dismissed. When these grade level students have exited the building, an announcement will be made to dismiss Kindergarten – 3rd Grade students who are riding the bus.

Teachers are asked to have their grade level Walkie Talkie with them during dismissal in case last minute changes or pick-up requests occur while they are in the hallways or walking students to their busses.

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 at the third bell and will begin walking once all of the busses have been released.

Teachers will be provided with a list of daily dismissal procedures for students. Students are not permitted to ride a different bus without administrative approval. If a student turns in a note asking for a change in bussing please send it to the office.

ASSEMBLIES

1. Assemblies are planned for educational and cultural growth of the students. The success of the assemblies will depend on the audience conduct and the courtesy extended to those who are presenting the program. Students who do not conduct themselves properly or interfere with others' enjoyment of the program will be asked to leave the auditorium. Whistling, booing, and other such rude behavior will not be permitted.
2. Students are to sit in their pre-assigned section in the auditorium or the gym.
3. All students and teachers are expected to attend assemblies, pep rallies and enrichment activities unless excused by the administration. Teachers are responsible for supervision of students. Teachers are to sit with their classes during presentations. Do not leave your class unattended during the program.

SEATING CHART FOR ASSEMBLIES

Primary Stage

Kindergarten	
Grade 2	Grade 1
Grade 3	

Intermediate Stage

Grade 4	
Grade 6	Grade 5

School-Wide Stage

Kindergarten	
Grade 2	Grade 1
Grade 3	Grade 4
Grade 6	Grade 5

ATTENDANCE

Students should report to homerooms at 7:55 AM. Students reporting after 8:20 AM will be considered tardy. If students arrive after 9:00 AM they will be considered ½ day absent. When a student is late arriving, he/she must report to the office before going to the classroom. A tardy slip will be sent to the teacher.

Excuses for absence should be sent to the office each day in your notes and excuses envelope. See also Keystone School District Policy #204.

Classroom attendance should be recorded online and all lunch money and notes & excuses should be turned into the elementary office by 8:30 AM. If there is a problem with completing your attendance online, the name(s) of anyone absent should be written down and sent to the office in the notes & excuses envelope. Please report any problems to the Elementary Office at extension 1130.

The following applies to late arrivals and absentees:

	Tardy	½ Absent	Present all day	Absent all day
Arrive 8:20 – 9:00 AM		X		
Arrive after 9:00 AM			X	
Dismissed before 2:00 PM			X	
Dismissed after 2:00 PM				X
Dismissed before 9:00 AM				X
Dismissed and Returned				X

When returning to school, students must report to the office before going to class.

CAFETERIA

Classroom teachers are not directly responsible for the students when they are in the cafeteria. However teachers are requested to frequently check with the cafeteria supervisors regarding the behavior of their students. Teachers should ensure they are on time dropping off and picking up students for lunch. Teachers will approach their class tables, dismiss students to the dish room and wait for them at the rear cafeteria door near the storage room.

The development of good eating habits and appropriate cafeteria behavior is an important task. The cafeteria is considered an extension of the classroom. See also Keystone School District Policy #808.

CSIU TEACHER JOURNAL

Teachers will now be expected to place parent communications in the CSIU Teacher Journal tab within the CSIU Student Information System. With each entry, a teacher will choose which medium they used to contact the parent of the student, such as phone call, written note or email. Additionally, the teachers will include a brief summary of the communication and the purpose of the contact. Emails can be directly copied into the system. The purpose of this is to ensure documentation of vital communications and to serve as an additional layer of protection to the faculty of Keystone Elementary School.

CUSTODIANS AND MAINTENANCE

Please assume responsibility along with our custodial staff for helping to maintain a clean and safe building. Assist the custodians by insuring that at the end of each day desks are neat, paper is picked up, books and tablets are in their proper places, etc. It is very important that the floor be free of obstructions. Items found on the floor will be placed on the teacher's desk. Teacher desktops will be cleaned upon request.

Please keep carpeted areas free of furniture. Furniture will not be moved for daily vacuuming.

Please report any breakage or damage in rooms or equipment to the office. Email Erik Dowlan directly for repairs and regular maintenance. If a student causes damage to school property, please notify the office. Students will be held responsible and may be required to pay for damages.

DIFFERENTIATED PERIOD

Every day from 2:20 – 2:55, all students will participate in a Differentiated Period where teachers will create differentiated instruction for their students. This period should be based upon the data of each student and should be bringing them instruction in areas they are showing need. The organization of the Differentiated Period can be class-wide or grade level-wide and can incorporate the switching or moving of students to create groups of students with similar needs. New material should not be taught or introduced during this period.

This time period cannot be used for additional recess, movies or other unstructured activities unless approved by the administration and only on rare occasions.

Beginning with the 2022 / 2023 School Year, the Differentiated Period will focus upon the implementation and execution of the I-Ready Online Intervention Program for all Kindergarten - 6th Grade Students. The use of this program will include Benchmark testing in Language Arts and Mathematics, Progress Monitoring and prescribed interventions for the students based upon their needs. Teachers are expected to have the student's active in the program for at least 1 hour per subject, (ELA and Math) per week.

Even though the expectation will remain for teachers to ensure all 4th, 5th and 6th Grade students meet the time allotment on I-Ready, it is also recognized that the Differentiated Period is also utilized by our students to attend band, choir and robotics. Students attending these activities cannot be penalized for missing this period or the prescribed work in class or

on I-Ready. It is understood that the students attending these important activities may not reach the expectation of an hour per subject, per week in I-Ready.

DISTRIBUTION OF INFORMATION

Printed information created and released by the school district may be sent home with students at any time.

Occasionally community groups wish to request permission to distribute or post information to Keystone Elementary School Students. Distribution of all information is guided by School Board Policy 913. All organizations must submit a copy of what they would like distributed or posted to the Elementary Principal for approval at least 48-hours prior to planned distribution. This request must be accompanied by the organization's name, phone number and a contact person. Upon making a final decision, the elementary principal will contact the organization to inform them of the decision. Requests to distribute information for for-profit organizations will be denied. The administration will also prohibit the distribution of any and all materials that:

- 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 district procedures on time, place and manner for posting and distribution of materials.

Per judicial precedent, students are allowed to distribute flyers and information to students within their classrooms as they would a Birthday Invitation. Any student who requests to distribute flyers in this manner must present the information to their teacher and then to the Elementary Principal for approval.

DRESS CODE

FACULTY AND STAFF (See also Keystone School District Policy #325)

Faculty and staff in the Elementary School must conform to the Student Dress Code, with the following modifications, during the scheduled student days.

1. No shorts
2. No blue jeans
3. No T-shirts. Dress collarless shirts are acceptable.
4. No sweat pants
5. ID badge must be worn
6. No hats are to be worn in the building.

Dress during spirit days and enrichment activities may conform to the activity. Guidelines for teacher dress are in effect Monday through Friday during scheduled student days. Exceptions to the dress code may be made with administrative approval.

FACULTY MEETINGS

All teachers are to attend faculty meetings unless excused from the meeting by the administration. See calendar for regularly scheduled monthly meetings. Any teacher not in attendance at a faculty meeting may contact the grade level representative for any information distributed at the meeting.

Grade level meetings will be scheduled each year in advance. Topics for these meetings can be requested by the principal and/or the teachers. Additional meetings may be requested by either party and scheduled at any available time.

Teachers are asked to serve on committees each school year depending on current building needs. You may volunteer for the committee(s) of your choice. Meetings will be scheduled by the principal or teachers as needed. You are encouraged to request the formation of committees, topics of instruction, and projects as needed to improve the operation of the building and to serve students, staff, and/or community.

EMERGENCY SCHOOL CLOSINGS

Local radio stations KDKA-Pittsburgh 1020 AM; WWCH and C-93 of Clarion; WCUC-91.7 of Brookville; and Cool 103 of Punxsutawney will carry the announcement for school closing and delays. PLEASE DO NOT CALL THE SCHOOL.

School closings may also be accessed at keyknox.com, cancellations.com, or exploreclarion.com

Keystone School District will utilize the One Call Now system to notify students and staff of emergency closings or delays.

FIELD TRIP PROCEDURES

A Field Trip Request Form must be submitted in advance for any activity in which the students will be leaving school grounds. A parent permission form must be on file before the student can attend a field trip.

Please follow the following procedure for planning and approval of field trips:

- Contact the off-campus site for information on dates available, admission cost, activities offered, etc.
- Complete the Off-Campus Trip Request form and submit it to the building principal prior to the first Friday of the month prior to the requested field trip date. Do not make final arrangements for field trips until written approval has been received. A copy of the approved form will be put in the teacher's mailbox. Field trips must be approved by the school board according to school policy and must be curriculum based.
- All grade level teachers must sign the field trip request when it is a grade level activity.
- Indicate whether or not the students will be eating breakfast and/or lunch in the cafeteria on the day of the field trip. The cafeteria will provide sack lunches if desired. Requests for sack lunches must be made at least two weeks in advance. The cafeteria I.D. numbers or students lunches will need to be given to the cafeteria prior to the day of the trip.
- Upon approval of the field trip, the office will schedule transportation. If the school van is requested, teachers must complete a van request form and send it to the high school.
- Make reservations for the trip and distribute permission slips to the students. Permission slips should be kept by the teacher until the end of the school year. Be sure to include the student cost and date of the trip. Any money collected should be turned in to the office as soon as it is collected (do not leave large amounts of money in your desk). Checks should be made payable to Keystone Elementary.
- When payment must be sent in advance to cover the admission, a request for payment must be forwarded to the office using the procedure outlined on the next page.
- Teachers should contact the cafeteria when the class will not be here for lunch. This should be done as soon as possible but not less than 2 weeks prior to the day.
- Teachers must make arrangements with parents regarding student medications on field trips.

- In following our Demerit Policy, any student who reaches 15 Demerits cannot attend the Grade Level Field Trip. If this occurs, the teacher must make contact with the parent, previous to the field trip, to make them aware that their child can no longer attend the field trip. Direct communication through a phone call is preferred when able.
- 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.
- School field trips require reservations and payment for transportation and admittance into individual locations 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.

GRADES

Keystone School District utilizes the CSIU system for grade recording. Parents have the option to create and access a personal portal account which enables them to check their student/s grades and attendance. In order to maintain the most updated information for parents, teachers are required to have all grade books up to date by the end of the day each Friday.

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 prepared by the teachers within CSIU and will be mailed to parents/guardians at 4.5 weeks during the 2nd, 3rd and 4th 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

HALL PASSES

1. 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.
2. 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.
3. During the time that classes are in session, students are not permitted to be in the halls unless they have a hall pass. Hall passes may be issued by any teacher for use by a student.

HALL SUPERVISION

Teachers please enforce the following rules when students are in the hallways:

1. Students must WALK, not run in the halls.
2. Students must not wear hats except on designated days.
3. Students must refrain from excessive or loud talking in the halls.
4. Students must keep hands and feet to themselves.

Students and classes moving through the halls should be quiet and orderly. Other students and classes should not be disturbed by hall activity.

Teachers are reminded that students who are released into the halls are still the responsibility of the classroom teacher and must be monitored. Teachers observing student misbehavior in the halls should correct the behavior immediately. If necessary, report misbehavior to the classroom teacher and/or the principal.

HOMEBOUND INSTRUCTION

A student's family may request and be granted homebound instruction for their child. Teachers will provide the homebound instructor with appropriate materials. The homebound instructor will provide the subject teachers with progress reports at regular intervals throughout the period of instruction. The subject teacher will assign a grade based upon completion of instruction. A student is eligible for homebound instruction if a doctor has written a request for it. Parent/guardians must submit a written request for homebound instruction along with a written request from a physician. The requests must be turned in to the elementary office.

The following procedure should be followed for homebound instruction:

1. The parent/guardian should request such teaching by calling the administration.
2. The child's doctor must certify in writing the need for the child to be instructed in the home. The doctor must provide a starting and tentative ending date.
3. The Superintendent of Schools must approve homebound instruction.
4. The homebound instructor position will be posted. Teachers will be paid according to the terms of the contract.

HOMEWORK

Keystone School District professional employees took part in a reflective journey concerning homework practices within our K-12 educational system. By in large, we agree that our school and community demographics have changed significantly in recent years. Students and teachers are dealing with less support from the home environment, and many of the homework practices currently being utilized within our organization are in need of reflection and revision. Homework – when done without purpose – can have negative, far reaching consequences for student learning and self-perception. The following considerations, developed on collaboration with professional staff, should be applied and carefully considered prior to the assignment of homework:

1. Teachers are not required to assign homework.
2. Homework should be purposeful and therefore provide measurable improvements to a child's learning.
3. Homework itself does not generally build character or teach responsibility.
4. Several of our students do not have help in the home environment – parent/guardians are often unable to assist or choose not to provide support.
5. Reading for enjoyment is an acceptable – *and preferred* – form of homework.
6. Homework should not be graded. It's difficult to determine whether parent support – or lack thereof – impacted the students' performance.
7. The absence of time management within your classroom does not justify additional homework (i.e. We ran short on time and therefore you are required to finish this at home).
8. Homework can – *and should* - be differentiated.
9. Homework should not be used as a form of punishment, as an initial consequence. Conversely, punishing a student for incomplete homework is not an acceptable practice, especially when many of our most vulnerable students are not supported or encouraged in their home environment.
10. Homework should not be associated with public shaming.
11. Children today are under extraordinary pressure/stress. You must be mindful of the whole child when assigning homework of any kind.
12. Research suggests – and our discussions prove – that homework significantly impacts the home environment. Many students and parents struggle to find time for homework amidst busy schedules. The majority of our

students participate in after-school activities and/or face significant travel time to/from school and home. These factors must be considered when assigning homework.

13. Homework – *when poorly constructed* – can negatively impact a student’s desire to keep learning.
14. Homework that requires the use of outside supplies or other reference materials can be an evaluation of the student’s ability to have these items and not their mastering of the curriculum or subject matter.
15. In grade levels where teachers share the teaching responsibility of students, the coordination of assignments and tests with other faculty members is vital to ensure students are not overburdened.
16. In the Intermediate Grade Levels (3-6), teachers should teach and encourage students to use an assignment book and check it regularly to ensure its effective use.

LAMINATING PROCEDURES

The Laminators are now located in the downstairs copy room.
Please unplug the laminator when you are finished.

LESSON PLANS/OBSERVATIONS

Plan books should indicate classroom activities, objectives for lesson and assessment opportunities for a minimum of two days in advance **and be open for administrative review during instruction**. Please include detailed information for substitutes including class lists, special class schedules, individual student needs and schedules (such as learning support, speech, Title I reading intervention, music lessons, guidance appointments.) Safety drill procedures must be posted.

Weekly Scope and Sequence Charts in math and reading are to be updated and shared electronically with the elementary office.

Instructional I teachers will be formally observed twice a year. Instructional II teachers will be observed formally once a year or will complete an approved Differentiated Supervision Plan. Teacher evaluation forms will be completed accordingly. Informal and unscheduled observations may occur at any time. Please request an observation if you have a specific lesson or activity you would like to present. See also Keystone School District Policy #412.

MANDATED REPORTING

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

Suspected child abuse must be reported immediately even if it is by a third party reporter. Once abuse is presumed, observed or reported, the Mandated Reporter should contact the elementary principal or school counselor to make arrangements to make the report. If available, the principal, school counselor, or Director of Special Education can sit with the staff member when the calls are made to the local CYS Agency and to Childline. However, those staff members cannot make the call for the mandated reporter who the abuse was initially reported to or observed by. Childline – 1-800-932-0313 Clarion County CYS – 814-226-9280.

PAYMENTS OR REIMBURSEMENTS

All requests for reimbursement or payment must be in writing and submitted with proper documentation, including receipts. Submit requests for reimbursement the Friday before the monthly work session (work session is usually the second Monday of the month). Checks will be cut after the board meeting.

PARENTS

Please communicate regularly with parents of students in your room. Meetings with parents should be scheduled during the school day according to your schedule. Please demonstrate respect and consideration for families when scheduling and conducting meetings with them.

The CATS (Community Action Team for Students) is an active community organization whose members include parents, teachers, and other individuals from the community. The organization is dedicated to provide activities and supplies for the students, the school, and the community. Teacher and staff support and participation is encouraged. If interested in assisting this organization, please contact the elementary office for more information.

The CATS organization asks for your contribution of box tops for education, Campbell soup labels, empty ink cartridges and used cell phones. These items can be exchanged for supplies and equipment for the elementary school. Contributions and volunteers for the fall food fundraiser are welcome also.

PROFESSIONAL CONDUCT

All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. SB Policy #317 and 317.1

Employees shall report to the Superintendent in writing, within seventy-two hours of notification, that the employee has been listed as a perpetrator in the statewide database, in accordance with the Child Protective Services Law.

Teachers are expected to conduct themselves in a professional manner. Please see the Pennsylvania's Code of Professional Practice and Code of Conduct for Educators on the PDE website (www.pde.state.pa.us).

CROWDFUNDING

Per School Board Policy 702.1, crowdfunding by any district employee or organizations on behalf of the district is strictly prohibited.

PROFESSIONAL MEETING PROCEDURES

If you plan to attend a professional meeting or workshop, please complete a Continuing Professional Development Pre-Approval Request Form, and submit it to the building principal, who will review it. The form will be forwarded to the superintendent for approval.

After you receive a copy of the approved request form, the secretaries may register you for the conference if you provide the necessary information.

A Request for Substitute form should be filled out as soon as approval is granted so a substitute can be scheduled in advance.

If you wish to receive money in advance for expenses on the trip, complete a Request for Advance Payment Form. (If possible, registration and over-night accommodations should be paid by purchase order.) This request must be submitted one week in advance of the monthly board meeting. Checks will be cut after the board meeting.

When you return, complete an Expense Reimbursement Form. Receipts for all meals and other expenses must be included before reimbursement can be made.

RECORDS MANAGEMENT

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and privacy Act (FERPA) and its regulations; the Guidelines for the Collection, maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by district staff. See also Keystone School District Policy #216.

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

RETENTION

Please make a request for assistance through Student Support Services (SSS) during the current school year to provide all possible interventions and assistance to the student before considering retention. After the request for assistance is made, the SSS team will make the appropriate referrals. If the student is evaluated and qualifies for special education support, classroom teacher recommendation and parent approval are required for retention.

In grades K-6, a recommendation may be made by the classroom teachers or SSS team member to retain a student if the year-end average grades contain at least two failing grades (“F”). One failing grade must be in Reading or Mathematics, and the other failing grade in any subject area. Subject areas include Reading (grades 1-6), Mathematics (grades 1-6), Spelling (grades 1-6), English (grades 2-6), Social Studies (grades 3-6), Science (grades 4-6), and Health (grades 4-6).

If a student in the primary grades has failed to meet required benchmarks in reading, writing or math, retention may be recommended.

Retention will be based upon classroom teacher recommendation and parent approval for any other combination of year-end average grades.

If retention is a possibility, please discuss this with the parent prior to March 1.

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

SAFETY DRILLS

It is the responsibility of each faculty member to be familiar with all procedures that are listed in the Crisis Response Guide found in each classroom. Each year, the school district will participate in a range of safety drills (Fire Drills, Lockdowns, Earthquake & Severe Weather / Tornado) with faculty, staff and students to ensure the safety of all at Keystone Elementary School. All faculty must participate in all drills with their students and demonstrate an attentiveness to the procedures and details found within the Keystone Elementary School Crisis Response Guide

Please refer to the Crisis Response Guide posted in your room for instructions to specific drills and emergencies.

SAFETY REMINDERS

During the School Day, all classroom doors must remain locked and shut at all times. Windows within the doors should have the ability to be covered with butcher paper or other material during an emergency event.

All outside doors must also remain shut and locked during the school day. Doors cannot be propped open for convenience or any other purpose. This includes the outside doors out to the Playground or our internal safety doors within the lobby.

The observation of anyone in or around Keystone Elementary School who appears to be suspicious or is not wearing a Visitor Tag, should be reported to the Elementary Office immediately for further investigation.

SCHEDULES

Keystone Elementary uses a five-day rotation schedule. In the event that all special classes are cancelled for the day, it will be counted as a day 0 and the regular rotation will resume the following day.

ARRIVAL AND DEPARTURE PROCEDURES FOR TEACHERS

Arrival: Teachers should arrive at 7:45 AM. Please check your mailbox and email before students arrive for any messages.

Departure: Departure time for teachers is 3:15 PM. Please be sure that all windows are closed and lights are off before leaving.

SCHOOL VAN

After obtaining administrative approval for the trip, please contact Andrea Porter at extension 2124 or email at aporter@keyknox.com to ensure availability and to make arrangements to receive and return the keys.

SPECIAL CLASSES

Classroom teachers are to bring their students to the special classroom at designated arrival times and return for their class at dismissal time. Please adhere to the time schedule.

LIBRARY

The librarian is able to serve as a resource in the development of plans for the communication arts, social studies, health, science and other topics. When seeking help from the librarian or time for class projects in the library, teachers should:

1. Request services at least a week in advance, more when possible.
2. Use the card catalog, OPAC and other resources to locate as many materials as possible for themselves.
3. Personally sign out materials, including filmstrips, cassettes, etc.
4. Return materials as soon as possible so that others may use them.

When the library period is missed, the classroom teacher and the librarian will work together to find a time for student book exchange, if possible.

The library is open at all times for individuals and/or small groups of students who wish to exchange books and/or research. These students, while welcome, need to be polite to and respectful to the scheduled library class members. Interaction must be kept to a minimum. Classroom teachers can help by providing a reminder about library etiquette.

Classroom teachers may be asked to assist with book returns. Reminders are sent but cooperation of the classroom teacher is very appreciated.

Prior to bringing your students to class, please allow them restroom privileges. Special area teachers do not have ready access to restrooms, and student security can be an issue.

Returning to classrooms for materials should be kept to a minimum.

Requests for library materials to be purchased can be made through the librarian at any time. Providing as much information as possible will aid in the ordering process.

PHYSICAL EDUCATION – RECESS

Active outdoor play is considered to be an integral part of our total school curriculum. Children are encouraged to participate in outdoor recess activities throughout the school year, weather permitting. The purpose of recess periods are:

1. To provide activity commensurate with the physical development of an elementary age child.
2. To foster positive interpersonal relationships between children of all grade levels.
3. To provide the teacher with additional means to evaluate both the physical and social needs of the student.

With this in mind, it is highly recommended that taking away of Recess be discontinued as an initial consequence for a child who does not have his work completed, fidgets in class, forgets to place his/her name on a paper or any other minor behavior infraction that would not constitute a visit to the Elementary Office. Several interventions should take place to address these behaviors such as parent contact, student conference and/or guidance referral. If these documented interventions are not effective in countering the behaviors, then taking away of recess can be re-instituted as a consequence. Parental notification of recess being taken away is required by a note, email or phone call.

During Recess, it is imperative that all teachers present are actively monitoring all students present on the playground and are not positioned in one area of the playground. Active monitoring should include watching all areas of the playground, being mobile while on Recess Duty and maintaining an alert posture for any possible concerns. Upon coming out for Recess and before re-entering the building to return back to one's classroom, all students of one's class should be confirmed to be present. These safeguards should be above and beyond the scanning and supervising of one's class during Recess.

In the event that a student is missing, the Elementary Office should be immediately notified and the Crisis Response procedures for this type of emergency should be activated by the principal or designee.

All students must be supervised at all times on the playground.

Students are not to be left alone in the classroom.

Teachers are to take their Grade Level Walkie Talkie out to Recess or with them any time they are outside the confines of the school building

STUDENT'S RECESS RULES

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

Recess Cold Weather Guidelines

Time spent outdoors is an integral part of the school day. Children need fresh air and exercise and 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 the wind increases, it carries heat away from the body more quickly. Large amounts of ice and snow on the playground additionally raises safety concerns that might affect the decision of whether students are permitted outside for recess.

Teachers may access current weather conditions through web sites such as <http://www.weather.com/> by typing in the school's zip code – 16232. **If the wind-chill or "feels like" temperature is 25 degrees or higher, then recess may continue outside as normal. If the wind-chill or "feels like" temperature would fall below 25 degrees, then recess would be shifted indoors for all grade levels.**

STUDENT DISCIPLINE CODE

Please refer to the following demerit policy (grades 3-6) and color behavior chart (K-2) as a guideline to student discipline. See also Keystone School District Policies #218, #233, and #317.

Student Improvement

Many inappropriate student behaviors are due to the lack of appropriate social skills or the inability to deal with emotions. The Student Improvement program is designed to help the student develop social skills and problem solving abilities. A student in Student Improvement will report to her/his homeroom and gather all books and assignments needed to complete the day's work. The assignments should include any back assignments that are still due. Then the student will report to the office. Students are permitted to ask questions of the teacher but are prohibited from speaking to each other. The student(s) will eat lunch in an area separate from the cafeteria. Restroom trips are supervised.

During the day the students(s) may spend an extended counseling session with a school counselor. During that session students will examine the reasons for being assigned to Student Improvement, the expected behavior in the future, and ways to accomplish that behavior.

Teachers will be given a copy of the parent notification letter, which serves as their notice of the student assignment.

Due Process

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

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

Keystone Elementary Behavior Definitions

Minor Problem Behaviors	Definition
Inappropriate Language	Student engages in minor instance of inappropriate language
Dress Code Violation	Student wears clothing that is not within the dress code guidelines outlined in the student handbook, such as wearing a hat, hood up, clothes with offensive designs or writing
Disrespect	Student engages in minor, verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
Disruptive	Student engages in minor, but inappropriate disruption such noises, rocking chair, tapping pencil, blurting out, etc.
Failure to follow school rules	Disregard to school-wide expectations. Examples: running in the halls, inappropriate voice, taking turns, etc.
Physical Contact	Student engages in non-serious, but inappropriate physical contact such as not keeping hands to self, playing roughly on playground, picking up others, etc.
Property Misuse	Student engages in misuse of property such as writing on books, destroying school supplies or property, using playground equipment improperly
Defiance	Student engages in brief or minor failure to respond to adult requests. Example: when asked to do something, students says “No, I don’t want to.”
Stealing	Student engages in minor acts of stealing. Example: takes pencils from another student
Major Problem Behaviors	Definition
Abusive Language	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way that is directed at someone
Fighting/Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. Example, hitting, punching, throwing objects, etc.
Defiance	Student engages in repeated refusal, to follow directions, talks back, and/or delivers socially rude interactions
Disrespect	Student engages in repeated verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
Harassment	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes
Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property without that person’s permission
Destruction of Property	Student damages, defaces or destroys school property. Example: tearing books, poking holes in bus seats, writing on chairs, tables or floors, etc.
Failure to follow school rules	<u>Repeated</u> disregard for school-wide expectations
Tobacco/Weapons	Student is in possession of knives, guns (real or look alike), tobacco products of any kind or other objects readily capable of causing bodily harm

Keystone Elementary School

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

Demerit/Citizenship Policy

Revised – July 2023



The following set of expectations was developed to govern the procedures used for assigning *warnings* and *demerits*. Progressive systems related to higher grade levels may be implemented within reason.

Grading Scale:

1 st Demerit	94% (A)
2 nd Demerit	88% (B)
3 rd Demerit	82% (C)
4 th Demerit	76% (D)
5 th Demerit	70% (D)
6 th 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

One 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 to be sent home for parent/guardian signature (can be completed by student) Additionally, contact must be made to parents / guardians to inform them when a student has earned their 5th and 10th Demerits with information concerning what will occur if a student reaches the 15th Demerit. Phone communication should be prioritized for these communications, but other means of communication can be used if necessary.

*Any loss of a field trip or school experience (Examples - Grade Level Award, Assembly, Field Day, etc...) must be communicated home to parents in a timely manner before the student misses these events. Before contact is made to the parents / guardians, such information must be communicated to the Elementary Principal first. Direct Communication through a phone call is always preferred and should be prioritized when contacting a parent / guardian concerning a missed field trip or school experience. Written communication (email, Class Dojo) can be utilized when a phone call cannot be successfully made.



Keystone Elementary School

PRIDE Behavior Expectations

	Hallways	Classrooms/ Specials	Cafeteria	Transportation	Special Events	Restrooms	Recess
P olite Words	<ul style="list-style-type: none"> Walk quietly in the hallway. Respond appropriately to students and staff. 	<ul style="list-style-type: none"> Use appropriate school language. Speak respectfully. 	<ul style="list-style-type: none"> Say “please” and “thank you” when appropriate. Have appropriate conversations. 	<ul style="list-style-type: none"> Speak quietly to those you are sitting with. Engage in appropriate conversations. 	<ul style="list-style-type: none"> Be silent during event. Display appropriate response when cued. 	<ul style="list-style-type: none"> Use a quiet tone of voice. Ask politely to use the restroom. 	<ul style="list-style-type: none"> Use welcoming words and include everyone. Compromise with others when appropriate.
R espect School Communi ty	<ul style="list-style-type: none"> Keep hands away from walls and displays. Keep the hallways clean—pick up refuse. 	<ul style="list-style-type: none"> Keep work areas neat and clean. Put supplies away. Use equipment as directed. Keep closet neat and clean. 	<ul style="list-style-type: none"> Clean up after yourself. Clean up after others when appropriate. 	<ul style="list-style-type: none"> Keep your seat clean. Obey all bus rules. Follow the directions of the driver. 	<ul style="list-style-type: none"> Show respect for all presenters/leaders. Respond appropriately. 	<ul style="list-style-type: none"> Keep restrooms clean. Use the facilities correctly. Clean up after yourself. 	<ul style="list-style-type: none"> Use equipment appropriately. Keep playground neat and clean.
I ⁿ Control	<ul style="list-style-type: none"> Walk forward in a straight line. Walk/stand quietly Keeps hands and feet to yourself. 	<ul style="list-style-type: none"> Raise your hand—do not speak out. Complete tasks as requested. 	<ul style="list-style-type: none"> Stay seated. Talk quietly. 	<ul style="list-style-type: none"> Talk quietly. Use manners. Keep hands, feet and other objects to self. Stay seated at all times. 	<ul style="list-style-type: none"> Participate as directed. Use good listening manners. Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> Wait patiently. Respect the privacy of others. 	<ul style="list-style-type: none"> Take turns. Follow all playground rules. Use good sportsmanship.
D irectio ns Followed	<ul style="list-style-type: none"> Follow teacher directives. Keep eyes forward. 	<ul style="list-style-type: none"> Follow teacher directives. Be prepared for class. 	<ul style="list-style-type: none"> Listen to and respect monitors and other adults. 	<ul style="list-style-type: none"> Report any problems to the driver. Follow the directions of the driver. 	<ul style="list-style-type: none"> Follow directives of the event/activity leader. Stay in assigned area. 	<ul style="list-style-type: none"> Ask permission to use restroom. Sign out/in. Leave and return promptly. Take direct route to/from restroom. 	<ul style="list-style-type: none"> Listen for teacher signal to line up. Stay where the teacher(s) can see you.
E ncour age Others	<ul style="list-style-type: none"> Be positive. Use polite reminders. Model appropriate behavior. 	<ul style="list-style-type: none"> Treat others with respect. Celebrate accomplishments of others. Model appropriate behavior. 	<ul style="list-style-type: none"> Encourage others to include classmates in conversations. 	<ul style="list-style-type: none"> Encourage others to follow the bus rules. Encourage others to stay in assigned seats and follow bus rules. 	<ul style="list-style-type: none"> Thank event organizer when appropriate. Encourage others to use good listening manners. 	<ul style="list-style-type: none"> Encourage others to use facilities as intended. 	<ul style="list-style-type: none"> Include others in recess activities. Invite others to participate.

STUDENT EXPRESSION

Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program. The Board shall require that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent. See also Keystone School District Policy #220.

SUPPLEMENTAL INSTRUCTIONAL MATERIALS

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

HEALTH SERVICES

ACCIDENT AND ILLNESS

Our school nurse is on duty in her office full time. She should be contacted in case of accident or illness.

If a child needs to be sent home, as determined by the nurse, a home contact will be made, and the parents will be asked to come for their child. Transportation is a family responsibility.

Careful monitoring of student activities, especially on the playground and in the hallways, is imperative and may prevent accidents. If an accident occurs, resulting in an injury to a student, report it immediately to the nurse and the Elementary Office.

Forms to report accidents are available in the nurse's office and should be completed by the teacher any time a serious accident occurs.

Student accident insurance is available to all students. This can be purchased for the school day or for the total 24-hour period.

PROCEDURE TO FOLLOW IN CASE OF ILLNESS OR ACCIDENT

- If possible, accompany the child to the health room. If this is not possible, send another student to accompany the sick child.
- Notify the nurse immediately.
- The school nurse will assume responsibility of the child. If the nurse cannot be contacted immediately, or in the case of extreme emergency, the teacher and principal will then need to assume responsibility for the child.
- The nurse or teacher will notify the elementary principal's office in all cases of serious accidents.
- In all cases, the teacher should assume responsibility of seeing the sick or injured child is cared for until the nurse arrives. The method used will depend on the seriousness of the case.
- First aid should be considered a joint responsibility.
- Whoever sends a student to the nurse's office should report it to the classroom teacher. If the student is sent home, the classroom teacher will be notified.
- The nurse and homeroom teachers will let special class teachers know of habitual visitors to the nurse's office.

- Rubber gloves are available to all teachers in case of nosebleeds, cuts, etc. in the rooms. They may be picked up from the nurse's room. Students with injuries resulting in bleeding should come to the nurse – including nosebleeds.
- Visits to the nurse's office during lunch should be limited to emergencies only.

Teachers must also complete an accident form in the case of personal injury.

Control of communicable disease is largely an educational program of pupils and parents. In all cases when the child is ill, a member of the child's family should be requested to come to school to accompany him/her home. No sick or injured child should be sent home alone.

SYMPTOMS TO BE REPORTED TO THE NURSE IF OCCUR OVER AN EXTENDED PERIOD OF TIME

- Eyes – itching, watery eyes, inflamed eyelids, difficulty seeing blackboards, holding a book too closely
- Skin irritations
- Mouth – bleeding gums and offensive breath over a period of time
- Any ear discharge, or suspicious loss of hearing
- Mouth breathers, difficulties in swallowing
- Body odors
- Suspicious bruises (if a child may have been mistreated)
- Pallor, circles under the eyes, poor posture, lack of energy, nervous habits
- Frequent itching of head

HEAD LICE POLICY

If you suspect that a student has head lice, send the student to the nurse. When a student is examined and found to have live head lice he/she will be sent home. When the parents or guardians come to the school to take the student home, they will be shown the live lice and given instructions and literature on the treatment for head lice.

Students may return to school 24 hours after treatment and combing. Students should report to the nurse's office upon returning to school for a repeat examination. They will be permitted to return to class if no lice or nits are found.

All students in the infested child's classroom should be checked by the nurse as soon as possible after the live lice are found.

Students who live in the same household as the infested student should also be examined by the nurse and sent home if they are found to be infested.

MEDICATION

Due to Pennsylvania State Laws and Regulations the school nurse is no longer able to administer **ANY** medications from home **WITHOUT** a doctor's order and a parent signature. (This includes over-the-counter medications and prescriptions.) A form is available in the nurse's office or can be found on our website. All medications (including over-the-counter and prescription medications) should be taken at home if at all possible.

For students who need asthma inhalers, an Asthma Action Plan must be completed by the physician and signed by a parent. This form can be obtained through the nurse's office or can be found on our website. In severe cases, student with asthma may need to carry their inhalers with them. This will be permitted with a doctor's order. The student is required to notify the nurse's office when medication is used. The inhaler/medication will be confiscated and the student will lose self-administration privileges if the medication is over used or abused. The parent will be notified, and the inhaler will be kept in the nurse's office.

Teachers are responsible for contacting parents concerning medication on field trips.

Please see the Student/Parent Resource Guide for more information on Student Medication.

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 that 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 that could be sent in for celebrations, teachers will determine how many items will be consumed to ensure moderation.

Please meet as grade levels to determine your preferences for classroom parties, and communicate your procedures with parents before the end of September each year.

Please see the Wellness Policy and Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania through a link at www.keyknox.com or www.pde.state.pa.us. The objectives of these requirements is to promote student health and to reduce childhood obesity. See also Keystone School District Policy #246.

STUDENT SUPPORT SERVICES

A team consisting of the Principal, Director of Special Education, Title I teachers, and a guidance counselor will meet weekly (or more often as needed) to discuss at-risk students. This team may formulate a plan for assisting the student. This plan may require additional parent contacts, agency involvement, psychological testing or other interventions. Classroom teachers will be invited to the meeting and informed of the plan and the results of the designated interventions.

If assistance is requested for a student, please complete the Request of Assistance form and provide the appropriate information. Submit the form to the principal.

Parent/teacher conferences should be scheduled during the regular elementary school day (8:15 AM – 3:45 PM). If this is not possible, please contact the Principal to assist in making other arrangements.

SUPPLIES AND REQUISITIONS

Supplies must be budgeted each year. The supplies you have ordered will be distributed to your rooms before school starts each fall.

To the extent possible, you will receive the materials and resources you request. Please use our supplies as wisely as possible. Teachers are requested to do the following:

1. Distribute and use supplies efficiently.
2. Make only the copies needed when using the copy machines.
3. Share resources.

STUDENT TEACHERS

Student teachers are assigned by the Clarion University. Each semester the Placement Director may request specific assignments, which you may refuse or accept. If you would like to have a student teacher and have not been afforded the opportunity, we will inform the university of your interest.

Please obtain a copy of the Teacher Handbook and have your student teacher review it. It is your responsibility to return it to the office at the end of the student teaching assignment so that it may be used by others.

SUBSTITUTES

Please have the following available for your substitute:

1. Lesson Plans for the day including specific instructions and procedures for each classroom teacher supervised activity, such as moving from one activity to another, restrooms, etc. You may wish to keep an “emergency” plan in the event that circumstances absolutely prevent your ability to provide a detailed plan for a day.
2. A copy of sub plans must be turned into your supervisor by email or placed in their mailboxes.
3. Class List
4. Names and schedules of students who leave the classroom for special reasons, e.g., medication, resource, Learning Support, Title I Intervention., Speech, etc.
5. Location of all manuals and other materials to be used.
6. Names and schedules of aides and/or volunteers.
7. Names of students who can be depended upon to help with routine class work.
8. Names of nearby teachers to go to for assistance.
9. Seating arrangements and potential problems.
10. All sub plans and schedules must be placed in the provided sub folder.

Remind students what you expect and what they should accomplish while you are away. Students should know that doing nothing is also inappropriate in your class – whether you are there or not. Please report disrespectful or uncooperative behavior to the principal when you return.

Complete the reverse side of the Substitute Report Form within 48 hours of your return if you have concerns regarding your substitute. All of these reports are reviewed by the building principal. This information is important in providing the most appropriate and best substitutes. They also are considered in making decisions and regarding long term substitutes and new faculty. You may make requests for a substitute’s return on these forms.

Substitutes are professionals and are an important and vital part of our success as a district. Please assist them in any way possible. It is especially important that students are reminded that substitutes deserve and require the same respect and cooperation that is extended to the permanent staff. Please notify the principal immediately if a substitute’s performance of duties is not acceptable.

TEACHER ABSENTEE PROCEDURE

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

TECHNOLOGY

Please review the Keystone School District Acceptable Use Policy to become familiar with regulations, policies, and procedures so you can review them with your students at the beginning of each year. You are responsible for knowing which students have access to a computer and the Internet at home, as well as which students do not have permission to use the Internet at school. See also Keystone School District Policy #815.

THREAT ASSESSMENT TEAM

Per Pennsylvania Statute, the Keystone School District has created a Threat Assessment Team whose role is to evaluate threats on the District from inside and outside sources, including students, staff, faculty and the community at large. The Threat Assessment Team then utilizes all available information to ensure the safety of

the District, along with all students, staff and faculty. The stated goal of the Threat Assessment Team is to work with the school and outside community to identify threats before they become acts of violence. We encourage all stakeholders of the Keystone School District to please immediately report any perceived or stated threats to a trusted adult within the school district or to one of the members of the Keystone School District Threat Assessment Team:

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

UNLAWFUL HARASSMENT

Sexual harassment in any manner or form is expressly prohibited. For information regarding this policy contact the Superintendent, Keystone School District, 431 Huston Avenue, Knox, PA 16232, Telephone (814) 797-5921.

USE OF PHONES

When a student requests to use a phone for a legitimate reason, send him/her to the office with a pass. Assistance will be provided by the office staff. Students are not to bring cellular phones to school without prior permission.

BY TEACHERS

The phones in the dumbwaiter rooms are for teacher use. **Students are not permitted to use these phones.** During times of heavy use, such as between 8:15-9:00 and lunch periods, you may use the office phones. If extreme privacy is desired, please request to use the phone in the principal's office or counselor's office.

Please use calling cards or other means to charge personal long distance calls directly to your home phones. Long distance calls directly related to professional duties may be made from the office. Local and personal long distance (on your calling card) calls need not be logged.

Teachers will be called to the phone when emergency calls are received. If other calls are received, messages will be taken and delivered to you. Please check your mailbox and email each morning, at lunch time, and before you leave the building in the afternoon for messages.

BY STUDENTS

Students may use the phones in the office in the case of an emergency. Please send the student to the office with a pass if he/she wishes to use a phone. Assistance will be provided by the office staff if needed.

Keystone Elementary School recognizes that 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 for students in grades K-4. In grades 5 and 6, cell phone caddies will be employed to ensure compliance by all students. While phones are in the caddies they must be shut off. Teachers will not touch or interact with any of these phones and will implement a secure check-in/check-out process. 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.

CELL PHONES

Cell phones are not permitted to be turned on during instructional time or duty times – including text messaging. Should you need to use your cell phone to make a call during lunch, please turn it off when the call is complete.

USE OF SCHOOL FACILITIES

The School District encourages the use of school facilities by community groups provided that such programs do not interfere with student activities. Groups desiring to use the district facilities should contact the building administrator. A contract must be completed and signed by the group representative at least two weeks in advance of the requested date. The contract will be reviewed by the administration, signed by the superintendent, and returned to the community group representative. A signed contract is necessary before any organization may use the facility.

Scheduling of school activities will take precedence over community activities. For non-school hour activities, please complete a request for use of school facilities at least two weeks in advance. Equipment needed should be indicated on the request also.

If your classroom or grade level or other group wishes to use the **group instruction room**, please reserve it on the Google Calendar for the date and time needed.

If your classroom or grade level or other group wishes to use the **computer lab**, Room 110 or 210, please sign the computer room log at the computer room for the date and time needed. The computer room will be locked. There is a computer room key for each grade level or you may sign one out of the Elementary Office as needed.

VIDEO CAMERAS

Keystone Elementary School has/will have 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.

VISITORS AND VOLUNTEERS

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. Badges for classroom visitations will not be issued without teacher's permission. Before leaving the school, the badge must be returned to the Elementary Office and 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.

EQUAL RIGHTS AND OPPORTUNITIES

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

For information regarding compliance, contact the Superintendent, 451 Huston Ave. Knox, PA 16232, or contact the District Office, Telephone: (814) 797-5921, extension 1200.

TEACHER ACKNOWLEDGEMENT
2023-2024

I verify that I have received and acknowledged the 2023-2024 Teacher Handbook including references to the School Board Policies.

Teacher Signature _____ Date _____