

KEYSTONE MIDDLE SCHOOL



2018 – 2019

STUDENT HANDBOOK

This Student Handbook belongs to:

Name _____

Grade _____ Homeroom Teacher _____

MISSION STATEMENT

We are Keystone,
where education for
tomorrow starts today.

VISION STATEMENT

We are Keystone,
cultivating innovative leaders
for tomorrow's world.

KEYSTONE MIDDLE SCHOOL

GRADING SCALE

A+	100 – 99
A	98 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 67
D	66 - 63
D-	62 - 60
F	59 & BELOW

GRADING POLICY

A - 4	3.50 - 4.00
B - 3	2.50 - 3.49
C - 2	1.50 - 2.49
D - 1	0.50 - 1.49
F - 0	0.00 - 0.49

**Keystone Middle School
501 Opportunity Way
LaGrange, Ohio 44050**

Phone 440-355-2200

Fax 440-355-6678

Toni Filut
Kristen Lazard

Principal
Guidance Counselor

Denise Dillman
Marsha Conn

Secretary
Secretary

Student Information/Emergency Cards

Student information cards are updated each school year. Please complete and return your student information cards as soon as possible once school starts. This information helps us quickly locate a parent or other authorized person in the event of an emergency. ***Please make sure all information is kept current throughout the school year.*** Make sure the individuals you have listed to contact in the event of an emergency are aware of their responsibility.

If custody changes, please notify the school as soon as possible.

KMS PRIDE

P – Positive

R – Responsible

I – Integrity

D – Driven

E - Engaged

KEYSTONE MIDDLE SCHOOL BELL SCHEDULES 2018-2019

STUDENTS ENTER BUILDING 7:33 a.m.

Daily Schedule

- 1 7:40 – 8:29**
- 2 8:31 – 9:19**
- 3 9:21 – 10:09**
- 4 10:11 – 10:36**
- 5 10:38 – 11:08**
- 6 11:09 – 11:39**
- 7 11:40 – 12:10**
- 8 12:12 – 1:00**
- 9 1:02 – 1:50**
- 10 1:52 – 2:40**

STUDENT DISMISSAL

2:40 p.m.

Student Lunch

6th Grade	7th Grade	8th Grade
11:09-11:39	11:40-12:10	10:38-11:08

SCHOOL CLOSING

In case of severe weather or calamity requiring school to be closed, the official announcement will be made over district all-call, local radio and television stations.

BUS SERVICE

Students needing to ride a bus other than the one assigned to them must have a parent contact the Transportation Supervisor at (440) 355-2411 or (440) 355-2411 for approval.

Students may ride **only** the bus to which they are assigned. Bus service is provided to all eligible students as per state regulations and board policy. Any student who becomes unruly or disruptive may have his/her bus riding privileges revoked. Students should be outside waiting at the bus stop five minutes prior to normal arrival time.

SCHOOL ARRIVAL AND DEPARTURE FOR BUS RIDERS

Those students who ride the bus to school in the morning are to leave the bus and immediately enter the school. Students are not to linger outside the building and are not permitted to leave the school grounds. At the end of the school day, students are not to leave school grounds prior to entering the bus. Disregard for these policies may result in disciplinary action.

TRANSPORTATION OPERATION AND SAFETY RULES

- 1.) The school bus driver shall have both the responsibility and authority to maintain control and safety of pupils assigned to his/her bus through enforcement of the following rules:
 - a.) Pupils must wait in a location clear of traffic and away from the bus stops.
 - b.) Pupils shall arrive at the bus stop before the bus is scheduled to arrive, and remain at least ten minutes past their pick-up time.
 - c.) Behavior at school bus stops must not threaten life, limb, or property of any individual.
 - d.) Pupils must go directly to an available or assigned seat.
 - e.) Pupils must remain seated, keeping aisles and exits clear.
 - f.) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - g.) Pupils must not use profane language.
 - h.) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 - i.) Pupils must not use tobacco or electronic cigarettes on the bus.
 - j.) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 - k.) Pupils must not throw or pass objects on, from, or into the bus.
 - l.) Pupils must carry on the bus only objects that can be held in their laps
(See paragraph one of Rule 3301-83-20 of the Administrative Code.)
 - m.) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - n.) Pupils must not put head or arms out of the bus windows.
 - o.) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
 - p.) Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.
 - q.) Pupils are not to have balloons, skateboards, or scooters on the bus. They may have radios, iPods, MP3 or phones on the bus provided they use head sets and are not disturbing to others.
 - r.) Pupils are not to use pencils, pens or markers in an inappropriate manner.
 - s.) Animals or plants are not to be transported on the bus.
 - t.) Students must be silent at railroad tracks.

ADMINISTRATION OF MEDICATION TO STUDENTS

“Administration of Medication Request” forms are available in the office.

The school shall urge parents to give primary consideration to the importance of the administration of all types of medication by family members at home. Certainly, in cases of extreme or unusual illness, the physical condition and well-being of the student should warrant that he/she be confined at home.

Students are NOT permitted to carry over the counter or prescription medications on their person during the school day or during school activities unless authorized in writing by a physician.

Oral Medication in Schools

When, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication (*which is the preferred practice*), only the building principal or building secretary shall administer the medication in compliance with the regulations that follow:

1. Prior to administering medication, the principal shall receive from the parent or guardian of the student a written set of instructions signed by the physician that specifically identifies
 - a.) The student’s name, address, and grade level;
 - b.) The name of the medication;
 - c.) The purpose of the medication;
 - d.) The exact dosage required;
 - e.) The exact times of the day to be administered;
 - f.) Possible side effects or reactions which should be reported to the physician;
 - g.) Special instructions including storage and sterile requirements;
 - h.) The dates when the medication is to begin and is no longer needed;
 - i.) The date when the request is signed by the physician; and
 - j.) The name, address, and phone number (including a number for emergency situations) of the physician.

2. Prior to administering the medication, the principal shall receive a completed form signed by the parent or guardian
 - a.) Authorizing the school personnel to administer the medication as instructed by the physician;
 - b.) Agreeing to deliver (*this is highly recommended and preferred*) or to send the medication to the school in its original container, packaged by the physician or a

- pharmacist, and to receive the medication at the end of the school year;
- c.) Agreeing to deliver to the school on a daily basis medication needing refrigeration at the time required for its administration (*the school will not provide storage for medication requiring refrigeration*); and
 - d.) Agreeing to notify the school if the student's physician changes, the student's health condition changes, and/or if the medication or dosage is changed or is to be eliminated prior to the original termination date.
3. The principal and the secretary shall sign the parent authorization form.
4. The principal and/or the secretary shall
- a.) Inform appropriate school personnel of the medication;
 - b.) Keep a record of the administration of the medication;
 - c.) Keep the medication in a locked cabinet.
 - d.) Return unused medication to the parent or guardian only.

Other forms of medication

The administration of other forms of medication (e.g. injections) is prohibited except in extreme circumstances, in which case the building principal may, on case-by-case basis, permit such administration of medication by a trained individual.

Administration of non-prescription and/or "over the counter" drugs by school personnel, parents or the students themselves is not permitted unless the guidelines outlined above are adhered to.

Students who must receive special medication on a regular or emergency basis from school personnel to maintain a functional level of health and behavior in school are exempt from the repetitive guidelines of this policy, provided that the medication is prescribed by a physician and the appropriate form is completed at the beginning of the school year or at the time of registration by the parent and the physician.

The school district retains the discretion to reject requests for administration of medicine. A copy of this policy shall be provided to all school employees and to parents upon their request for medicine to be administered in the school. School personnel shall not be required to administer medication under guidelines of this policy if they object due to religious convictions.

K-12 Attendance Policy for Keystone Local Schools

1. Following the seventh day of absence per year from school, parents shall receive a warning letter from the school district. This letter should indicate that after the tenth (10) day of absence medical verification is necessary. A notification letter will be sent from the principal to parents warning them of irregular attendance, possible failure, and future court referral to the attendance officer for the Lorain County Juvenile Court. This letter will clearly define the district's attendance policy.
2. Absences which are a result of illness, truancy, vacation, family emergency, or other absences will be counted in this tally regardless of whether the absences are excused or unexcused. Illness verified with a doctor's note and documented court appearances will not count in this ten-day tally. External suspensions from school will not count in the ten-day limit per year. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests; in-school suspensions and mentorship programs will not count in this tally.
3. When a student accumulates more than ten (10) days of absence during the school per year, no additional absences will be excused, unless a physician's statement is submitted to justify the need for the absence. The principal or his/her designee may waive this requirement as authorized by approval of the superintendent or his/her designee. A review of this requirement must be submitted in writing by the parent or guardian to the principal.
4. It is extremely important that students and parents realize and understand that the ten (10) days of absence per year built into this policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.
5. After five (5) days of unexcused absences per year from school, referral to the attendance officer of Lorain County Juvenile Court may occur at the discretion of the County Attendance Officer and the school Principal or his designee.
6. A conference with the Attendance Officer of Lorain County and the parent shall be scheduled if excessive absences continue.
7. Further excessive absences shall result in a meeting with the Superintendent. Parents, students, the County Attendance Officer, and building principal may be present at the meeting.
8. Continued irregular attendance at this step may result in other actions as determined by the local Superintendent, i.e. parenting classes, intervention strategies, or other action as determined by the local code of student conduct.
9. A court referral will be the final step for action to be determined by the department of attendance of Lorain County Juvenile Court.

Summary of Administrative Procedures for Excessive Absences from School

1. Notification letter prior to absence limit
2. Referral to Lorain County Juvenile Court Attendance Officer
3. Conference with parent, student, and Attendance Officer
4. Referral to the Superintendent for a parent conference
5. Parent education class or other action as determined by the local Superintendent
6. Court referral
7. All of the above administrative procedures should include early identification of potential problems and examine the underlying reasons for irregular attendance in order to make appropriate referrals.

STUDENT ABSENCE

KEYSTONE MIDDLE SCHOOL PHONE 440-355-2200
24 hour answering line

STUDENT ABSENCES

1. **Parents must call the school on the day of the absence.**
Parents should call KMS by 8:15AM to report absences.
2. Parents planning to take their children out of school to go on vacation, **must fill out a planned absence request form.** This is on the website or in the main office. This form must be completed and returned to the principal for approval two days prior to the planned absence. Students will be required to make up missed assignments. *Students are permitted to use up to 5 days absences for vacation during one school year.*
3. If a student is absent and the school has not been notified, the automated calling system will call the primary home number to confirm the absence.
5. Students are considered tardy to school if arriving after 7:40AM and before 11:00AM. Students will be considered one-half day absent if arriving after 11:00AM. Students leaving before 11:00AM will be considered one half day absent.
6. Students wishing to participate in **extracurricular** events must be signed in by 10:20AM unless they have administrative approval prior to the absence.

Excused absence may be granted for any of the following conditions: personal illness, family illness, quarantine of the home, funerals, religious holidays, medical or dental appointments, court appearances, and up to five (5) days for work on the family farm. Absence for medical appointments or medical illness will only be excused as medical when a doctor excuse is provided.

Makeup work must be completed in as many days as the student was absent. Work not completed in the required time period may result in a zero "0" or "F." A day's absence does not excuse a student from any test, quiz, or recitation upon return.

Work missed during an unexcused absence may not be made up for credit.

Students who have been absent from school for three (3) consecutive days due to illness may request their assignments and books in advance of returning to school. Please call the Middle School office at the beginning of the third (3rd) day of absence to request makeup work for after-school pick up.

SIGN IN / SIGN OUT

When a student comes in late or leaves early, the student must come to the office to be signed in or out by a parent or per a parent's written note.

Any student entering the building after the start of homeroom MUST sign in at the office. Students must have a note from a parent or be accompanied by a parent to explain the tardiness. Students leaving before the end of the school day must come to the office before homeroom to get an Early Dismissal form. Students must have a note from a parent stating the time and reason for dismissal.

TARDINESS

All students entering class after the bell to begin first period shall be counted tardy and must report to the main office. Students are considered tardy to school if arriving after 7:40AM and before 11:00AM. Tardiness due to oversleeping, missing the bus, alarm not going off, parents not waking students up, flat tires, car trouble, etc. may not be excused and may result in disciplinary actions if the problem persists. The office staff may make exceptions due to inclement weather conditions.

During regular daily class changes, students are expected to be in their seats in their next assigned class prior to the ringing of the tardy bell.

VACATIONS / FUTURE ABSENCES

“Request for Excused Future Absence” forms are available in the Middle School office.

Students planning on missing school for one or more days because of vacations or other personal or family reasons must fill out a Request for Excused Future Absence form which is available in the office. This form must be completed by the parent/guardian first, then the teachers. It should then be submitted to the office two days prior to the beginning of the requested absence date.

The requested days must be approved by an administrator to be excused. Any unapproved days absent will be considered unexcused and may result in the student receiving zeroes for the assignments.

Local policy permits a maximum of five (5) excused school days per year for vacation.

WITHDRAWALS

Students moving from the district must have a parent/guardian withdraw them not later than 24 hours prior to their leaving. All school owned books and materials must be returned and all fines and fees paid before withdrawing.

STUDENT ACTIVITIES

Curriculum offerings: All students at Keystone Middle school are required to take the following academic subjects: Reading/English, Math, Social Studies, and Science. Reading/English, Math, Social Studies, and Science students may be grouped by ability levels in grades six through eight. All other classes are formed by random selection. Other courses included in the middle school are: Physical Education, Art, RICA, Music, and Technology.

ACADEMIC PREPARATION

Students must prepare themselves adequately for their classes by completing assignments, and they must bring necessary materials and books.

PASSING REQUIREMENTS

Students are expected to maintain standards to the best of their ability. Failure of two or more academic subjects may result in the retention of a student.

PROGRESS REPORTS

Parents may monitor student progress on the PowerSchool website. PowerSchool will be completely updated every three weeks. Students receiving a "D" or "F" will also receive a written progress report during the midterm of each quarter.

SCHOOL FEES AND MATERIALS

Fees are charged for some classes to cover the cost of materials and supplies. Additional fees for project materials may be charged throughout the year for which payment will be made to Keystone Middle School. Additionally, failure to pay school fees will result in non-participation of extra-curricular activities and field trips.

TEXTBOOKS

All basic hardbound textbooks are loaned to students for their use during the school year. Textbooks are to be handled carefully, as fines will be charged for any loss, misuse, damage or lack of care. All textbooks used by students must be covered.

WORKBOOKS

Workbooks and magazines may be required in some classes. These consumable books will be purchased by the students.

PHYSICAL EDUCATION EXCUSES

All students are required to participate in Physical Education classes. In case of injury or illness, a student must present a written excuse from a parent/guardian to be excused for the day's activities in gym. In the event of long term injuries or illnesses, a doctor's excuse must be obtained. Forms for the doctor are available from the Physical

Education teacher. Students who have two or more unexcused days in Physical Education classes may face disciplinary action. When, for any reason, a student cannot participate in Physical Education classes, an alternative assignment may be given. Not having gym clothes does not necessarily excuse a student from Physical Education class.

FIRE DRILLS

When the fire alarm sounds, students are to leave the building through designated exits by walking at an even pace and refraining from conversation. Once outside, students should move away from the building and report to their classroom teachers for further orders and attendance.

TORNADO DRILLS

When the tornado/service weather alert is signaled, students should report to the area designated for their respective classrooms. Once in the designated area, students should assume the safety position on their knees with hands over their lowered heads.

GYM LOCKERS

At the start of the school year or at quarterly change, those students having Physical Education class will be provided a school lock. All Physical Education students should secure their belongings during Physical Education classes and athletic practices and games.

LOCKERS

Students will be issued a locker from the school. Students will be held responsible for the locker and its contents. Student lockers remain school property. Periodic inspection of lockers will be made by school officials. Lockers may be searched in accordance with federal and state laws. Students are to use only the locker assigned to them and are not to permit others to have their locker combination.

LOST AND FOUND

Any items found in or around the school are to be turned in to the office. These items will be placed in a lost and found area near the school office. If a student has lost an item, he/she should check in the office.

TELEPHONES

Students who participate in extra-curricular activities, serve detentions, work, or stay after school for any school reason, should have prearranged transportation and a pick up time. Students will be permitted to use the phone in the office lobby to call home if the office is still open.

ELEVATOR AND STAIR LIFTS

The elevator is to be used and operated by authorized personnel. Students may operate the elevator under certain circumstances when approved. Any student needing to use the elevator for medical reasons must have a doctor's note with necessary dates listed.

HALL PASSES

Students are not permitted in the halls during class periods without permission of a faculty member. The hall pass, either written or of the hardboard variety, must be carried in the hand and not in a pocket or purse.

ELECTRONICS

Students are permitted to bring electronics into the building. All electronics are to be turned off or on vibrate during the school day. Electronics should be placed in a secure location and are the responsibility of the student. Any electronics discovered during the regular school day that are being used without teacher permission will be confiscated and sent to the office. Use of electronics in the classroom is at teacher discretion. Students are not permitted to have laser pointers in school or on the bus.

COMPUTER USE AND INTERNET CONNECTION

Proper use of the computers and Internet connections is expected. Misuse of any technology during the school day or school provided internet may result in disciplinary action and/or loss of computer access. Examples include, but are not limited to: unauthorized downloads of any type, working around the school firewall or sites blocked by the school.

FOOD, GUM AND COUGH DROPS

Food (including candy) will be permitted in the cafeteria only. Gum chewing will be at the discretion of the classroom teacher. Cough drops may be used when accompanied by a written note from the parents and signed by the office.

SELLING AND FUND RAISING

Students may not sell or buy any items or products in school without the principal's permission. Only school related activities and organizations will be granted permission to sell any items. No food items sponsored by a school related activity or organization may be sold during lunch periods.

ILLNESS OR INJURY

Any illness or injury is to be reported to the classroom teacher or to the office. Students will be cared for in the clinic. Students will be seen by the school nurse if he/she is on duty. Students are not to go to the restroom or other areas of the building without faculty knowledge. Should a student be unable to continue the school day, an attempt will be made to notify the parents. Parents are to come to the office to pick up their

child. If, at the discretion of the person in charge of the clinic, it is felt a student is able to continue the school day, he/she will be sent back to class. *The clinic is not a place to lie down because students are tired.* Students MUST notify a teacher before going to the clinic. Students are not permitted to walk home when ill. In the event of a minor cut or abrasion, the wound will be cleansed and a bandage will be applied. If the situation is more severe, parents will be notified immediately. Any physical impairment or disability should be noted on the Student Emergency Form and Student Information Card.

EXTRA-CURRICULAR ACTIVITIES

Various extra-curricular activities are provided for Keystone students; however, membership and participation may be limited. All school fees must be paid prior to participation in extra-curricular activities.

STUDENT COUNCIL

The Keystone Middle School Student Council is an extracurricular organization, which promotes the interest of many school activities. A council member must maintain a specific grade average and set the example of a good KMS student. The student council follows Parliamentary Procedure, but is always there to serve as an intermediary between students, faculty, and administration.

ATHLETICS

The students at Keystone Middle School have the opportunity to participate in a variety of sports throughout the year. Opportunities that may be provided include 7th and 8th grade football teams, 7th and 8th grade volleyball, and 7th and 8th grade cross country in the fall. During the winter months KMS offers boys' and girls' 7th and 8th grade basketball and also 7th and 8th grade wrestling. In the spring, 7th and 8th grade track is offered for boys and girls and 7th and 8th grade girls are offered softball. Due to the limited size of teams, some students trying out for the KMS girls' and boys' sports may have to be cut. Seventh and 8th graders may participate in the KMS Cheerleading squad. KMS teams travel to compete with other area middle school teams and play their home games on KMS property. KMS is a member of the Patriot Athletic Conference and the Ohio Athletic Association (OHSAA). We subscribe to all their regulations and rules.

RULES FOR ATTENDING HOME GAMES

Students attending athletic contests in the gym must exit the building when the bell rings at the end of the school day. Students may not return until 4:30 p.m. During games, students must remain seated in the gym unless on the way to or from the restroom or concession stand. No one will be allowed to "hangout" in the halls or lobby during the games. At no time will students be allowed in the hallways down by or past the cafeteria. Failure to comply with these rules will lead to the student being sent home from the game and possibly not being allowed to attend future athletic events.

DETENTION RULES

1. Tardiness will not be tolerated.
2. Students will be required to begin work on class assignments immediately and remain at work throughout the entire detention period. Students must come prepared with the necessary materials.
3. Students will not be permitted to put their heads down or sleep during detention.
4. Radios, magazines or other recreational items are not allowed.

MIDDLE SCHOOL CAFETERIA RULES

1. Students will enter the cafeteria and find their seat. They will remain at their table for the entire lunch period. There will be no walking around in the cafeteria.
2. Students are to purchase their lunch and snacks when their table is called to get in line by the cafeteria supervisors.
3. Students will keep their hands to themselves and talking will be at a normal conversation level.
4. Restroom visits are granted by request to a cafeteria supervisor.
5. Trays will be returned and garbage disposed of as the students are directed by the cafeteria supervisor. All students are responsible for cleaning up their area.
6. Dismissal from the cafeteria will be at the direction of the cafeteria supervisor or classroom teacher.
7. Parents should send money or deposit money online to their child's lunch account to prevent a negative balance.
8. **NOTHING GOES AIRBORNE!**

P – Be appreciative, Use manners, Use appropriate language
R – Leave it cleaner than you found it, Push in chairs, Stay seated
I – Use share table, Be honest, Be inclusive, Own your actions
D – Use time wisely, EAT!
E – Socialize with others, Follow routines

**FAILURE TO COMPLY WITH THESE RULES WILL
RESULT IN DISCIPLINARY ACTION**

GENERAL CLASSROOM RULES

1. Students must have a book or study materials at all times.
2. Sleeping is not allowed.
3. Students must sit correctly. Chairs must be on all fours at all times.
4. The student will be in his/her assigned seat when the bell rings.
5. Electronics use is at the teacher discretion.

P – Apply growth mindset, Encourage others, Be inclusive, Use appropriate language

R – Ready to learn, Know the learning targets, Leave it cleaner than you found it, Follow routines, Be accountable

I – Be honest, Own your actions

D – Give great effort, Turn in Assignments, Use time wisely, Stay on task

E – Participate, Be inclusive, Advocate for yourself, Follow instructions

DRESS CODE

The students and staff of Keystone Middle School take pride in their appearance. Students who feel good about themselves and take pride in their appearance tend to take pride in their learning. Although we do not have uniforms for school, we do insist that our students do not bring undesirable attention to themselves by immodest, un-kept or exaggerated appearances.

Students must be hygienically clean and neat. Clothing should be clean, modest in style and in good repair so not to interfere with the learning process. Shoes must be worn at all times. Clothing which is determined to be detrimental to health and safety, or disruptive to the academic atmosphere of the school, will not be permitted. Students in physical education and vocational classes may be required by the instructor to temporarily alter such clothing as it might restrict the student from full participation or may be dangerous to the student's safety.

Parents and students should be aware and understand that violations in student dress will result in the student being removed from class and/or asked to change his/her attire. Class time that is missed will be considered unexcused.

For the purpose of clarification, the following guidelines have been established:

1. Wearing of hats, bandanas, headbands, or head coverings of any kind will not be permitted unless medically necessary.
2. Articles of clothing that contain alcohol, drugs or violence, or with obscene, suggestive, or questionable printing will not be permitted.
3. Sunglasses are not to be worn unless prescribed by a physician.
4. Shorts, dresses, and skirts must be longer than fingertip length.
5. If tights are worn under skirts or shorts, the shorts or skirt must still be fingertip length or longer. If tights are worn, they cannot be worn by themselves.
6. Leggings and YOGA Pants are permissible but tops/shirts must be longer than fingertip length.
7. All dress must be school appropriate, based on the opinion of staff and/or administration.
8. School athletic uniforms are not to be worn in class unless it is part of the Team dress for game day or during a designated "Spirit Day."
9. Students are required to store book bags and coats in lockers during the day.
10. No Pajamas, sleep wear or slippers are permitted.
11. No pants should have holes above the knee.
12. All shirts and blouses must cover the entire shoulder and must have a sleeve. Midriffs, backs and chests should be covered and not visible.
13. All clothing must cover undergarments. Mesh shirts are permitted if a shirt is worn underneath.

The final determination as to the appropriateness of any article of clothing and the consequence will be left to administration.

CONSEQUENCES

- 1st Offense - warning and student must correct violation before returning to class
- 2nd Offense - detention and student must correct violation before returning to class
- 3rd Offense - 2 detentions and student must correct violation before returning to class

*Any further offenses will be at administrative discretion

STUDENT CONDUCT

Good order and discipline will be achieved best through self-discipline. Student should strive to:

1. Attend school each day it is in session.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property, as well as the person property of others, with respect and care.
6. Maintain high standards of thought, speech, and actions.
7. Use only those facilities and areas designated for student use under teacher supervision.
8. Engage only in activities permitted on school property.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying of students in the school environment (which includes school property, sponsored events, and all other related activities) can substantially interfere with their ability to learn, perform, and feel safe. Therefore; any conduct, communication, activity, or practice that occurs at any time, on school property that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline. Therefore, the Keystone Board of Education shall:

1. Recognize the teacher, staff member and/or administrator as the person in authority to maintain the decorum of the classroom and the building.
2. Delegate to the school official and teacher the authority to enforce regulations regarding conduct of students.
3. Not participate in disciplinary problems until they have been fully investigated by the school administration.

4. Support teachers and administrators to the fullest in their efforts to maintain proper decorum among students.
5. Authorize principals to use such discipline or punitive measures, within the limits of the law, necessary to ensure a properly functioning school organization.

Specific rules and regulations for which disciplinary action may be taken:

GROSS MISCONDUCT

1. **TRUANCY** - a student shall not be willfully absent from any scheduled class, study hall, or detention for all or any part of the school day whether on or off school grounds.
2. **SCHOOL DISRUPTION** - a student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance or any other conduct, the substantial and material disruption, obstruction of any lawful mission, process, or function of the educational process of the school district, including but not limited to curricular and extracurricular activities.
3. **VANDALISM** - a student shall not cause defacement or damage, or attempt to willfully damage any school owned property or personal property while on school grounds or during a school activity or function on or off school grounds.
4. **FALSE ALARM** - a student shall not initiate a fire alarm or report a warning of a fire or an impending bombing or other catastrophe without good cause.
5. **ARSON** - a student shall not burn or attempt to burn any part of any building or property of the Board of Education.
6. **FIREWORKS OR EXPLOSIVES** - a student shall not possess, use or threaten the use of any fireworks, explosives, or any other such material capable of inflicting bodily harm.
7. **ASSAULT** - a student shall not physically or verbally assault another student or staff member or behave in any manner which might cause physical injury to another person while on school property or at a school function.
8. **DANGEROUS WEAPONS OR INSTRUMENTS** - a student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of inflicting bodily harm.
9. **NARCOTICS, ALCOHOL, DRUGS, INHALENTS** - a student shall not possess, use, sell, transmit or be under the influence of any form of narcotics, alcohol, illegal drugs,

paraphernalia, or look-a-like drugs. Look-a-like drugs are those substances which look like controlled or illegal drugs that are really another substance. Any apparatus or instrument used in the process of making or distributing of any controlled or illegal substance is also considered to be illegal. These rules apply while on school premises, under school authority, including busses, or while at any school-sponsored event, or function.

10. **TOBACCO** – a student shall not possess, use, inhale, sell, purchase, transmit, or be under the influence of any form of tobacco or tobacco products (electronic cigarettes are considered “tobacco”) at any time in any building, facility, or vehicle owned, leased, rented or chartered by the district or on school grounds, athletic facilities or parking lots.
11. **INSUBORDINATION** - a student shall not fail to comply with any reasonable directive of a staff member.
12. **THEFT** - a student shall not steal any property of others, including the Board of Education, its employees, and other students.
13. **HAZING** - a student shall not subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks.
14. **FIGHTING** - a student shall not be involved in any hostile or instigating act that results in a fight in or on school property or while in attendance at any school activity or at a bus pickup point.
15. **FORGERY** - a student shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
16. **SEX RELATED OFFENSES** - a student shall not impose improper physical contact upon the body or clothing of another student or staff member. A student shall not make sexually harassing or suggestive statements or gestures to another student or staff member.
17. **FRIGHTENING, DEGRADING, DISGRACEFUL ACTS** - a student shall not, while on school premises under school authority, including busses, or while at any school sponsored activity, function, or event engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, degrade, or disgrace the person toward whom the act or conduct is directed. A student shall not, while on school premises under school authority, including busses, or while at any school sponsored activity, function, or event, knowingly or with reckless disregard, engage in any act or

conduct which causes another person to reasonably believe that such a student will cause physical harm to the person or property of such a person.

18. **UNAUTHORIZED USE OF FIRE** - a student shall not cause any flame, spark, or other form of fire to be ignited without the authorization to do so.
19. **OTHER CONDUCT** - in recognition that any list of prohibitive conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which the good order, discipline, operation, academic, or educational process taking place in the school, or which substantially and materially poses a threat to the safety of persons or property.
20. **ABUSIVE COMMUNICATION TOWARDS OTHERS** - a student shall not use vulgar, profane, or abusive language toward any person, or communicate in any way which is vulgar, profane, or abusive.
21. **ELECTRONIC DEVICES** - a student is not permitted to use, transmit, handle, have access to, or possess personal pagers, beepers, cellular phones, or other communication instruments nor devices that make noise and disrupt the operation of the school or school sponsored activity without teacher permission. Such devices will be confiscated and held for a parent to pick up. A second offense may result in an out-of-school suspension not to exceed ten (10) days and possible recommendation to expel.
22. **FIREARMS** - a student shall not possess, handle, transmit, use, or have access to any form of firearms, explosive materials or incendiary devices/materials while in school or attending a school-sponsored activity. In accordance with state and federal law, students in violation of this rule shall be expelled from school for a period not less than one (1) year. (Gun Free Schools Act of 1994.)
23. **COMPUTER USE** - a student using computers in school shall not attempt to change, alter, transmit or down load computer files or programs, without first seeking permission from the supervising teacher. **Computer usage must be related to an education objective or goal.** Personal software is not to be used in school owned computers. Students causing temporary or permanent changes to software or hardware may be denied future use of the computers, held financially responsible for temporary or permanent changes/damages, and may be disciplined for

the misuse or abuse of the technology made available to them.

24. **BULLYING/HARASSMENT/INTIMIDATION** – no student shall intentionally commit any written, verbal, electronic, or physical act toward another particular student more than once in which the behavior both: Causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
25. **THREAT** - no student shall, verbally, physically, electronically or in any other way, threaten another student, staff member or guest of the school.

(Additional rules provided by classroom teachers.)

SECONDARY MISCONDUCT

1. **PLAGIARISM OR CHEATING** - a student shall not pass off, as one's own, the ideas or work of another, cheat, or assist another student in doing so.
2. **GAMBLING** - a student shall not bet or participate in lotteries or other games of chance for money or valuables while on school property or while participating in school activities.
3. **TARDINESS** - a student shall not be late in arriving at his or her assigned area.
4. **CLASS DISRUPTION** - a student shall not be involved in action which disrupts the education process of the other students in a classroom, activity, or other organized function of the school.
5. **FALSE REPORTS** - a student shall not falsely report incidents or make false accusations or testimony to school personnel, which could seriously affect the welfare of others.
6. **SHAKEDOWN, OR STRONG ARM** - a student shall not extort or borrow any money or item of value from a person in the school, upon a school owned vehicle, or in attendance at a school sponsored and supervised activity, by means of either an implied or expressed threat.
7. **LOITERING** - a student shall not be present in a school building or restricted area at authorized times and cause a disruption to any activity or function, pose a threat to the safety and wellbeing of the students, or a disruption to the educational process.
8. **UNAUTHORIZED SALE OR DISTRIBUTION** - a student shall not sell or distribute or attempt to sell or distribute any

item which has not been authorized for such sale or distribution by the building Principal to any person on school property or at any school sponsored activity.

9. **IMPROPER DRESS** - a student shall wear clean and proper attire, including footwear, at all times. Extreme variations of dress, including halter-tops, bare-backs, midriffs, inappropriate shorts, hats, jackets, fingerless and fashion gloves, tank-tops, dark glasses etc. are prohibited. Students will not be permitted to wear clothing or any articles with pictures, wording, or references to violence, sex, drugs, alcohol, or anything else inappropriate for school as judged by the building administrator.
10. **DRIVING VIOLATIONS** - a student shall not violate any rules or regulations of the student driving policy.
11. **BUS TRANSPORTATION** - a student shall not violate any regulations of the Bus Transportation policy listed in this handbook.
12. **OBSCENE LANGUAGE** must not be used during school, while riding the bus, or while attending any school activity. This includes verbal or written.

MINOR MISCONDUCT

1. Lack of class materials
2. Lack of cooperation
3. Rude, discourteous behavior
4. Restless, inattentive actions
5. Excessive talking
6. Mischief
7. Tardiness
8. Public display of affection
9. Littering

Disciplinary or punitive actions may include, but are not limited to the following measures:

Detentions, In-School Assignment, Out of School Suspension, Saturday School, Loss of School Privileges, Loss of Bus Privileges

Special Notes:

- 1.) Temporary removals may be necessary and are regulated by Board Policy.
- 2.) Students suspended from school may not attend or participate in extra-curricular activities.
- 3.) All above rules and regulations which normally would apply are in effect at all school functions.

SUSPENSIONS AND/OR EXPULSIONS

The following forms of misconduct during school or at a school related function may result in the suspension or expulsion of the student: truancy; disruption in school; vandalism; assault; possession or use of dangerous weapons or instruments; possession, purchasing, selling, using, or being under the influence of tobacco, narcotics, alcohol, drugs, look-alike drugs, or related paraphernalia; disrespect to staff members; repeated tardiness; betting or gambling; theft; hazing; defying authority; plagiarism; cheating; possession, purchasing, selling or using drug paraphernalia; lying; refusing to accept assigned discipline; repeated violations of school rules and regulations; profanity of the written, verbal, or symbolic nature; fighting; public displays of affection; violations of suspension rules; possession of fireworks; setting off fire alarms without cause; calling in untrue bomb threats; arson or attempted arson. The complete list of student conduct is preceding this paragraph.

Whenever an incident occurs that may lead to a suspension:

1. The student may be removed from the premises, curricular or extra-curricular activity.
2. The Superintendent, Principal, or designee shall give to the student written notice of the intention to suspend which shall include the reasons for which the student may be suspended.
3. The student shall have an opportunity to appear at an informal hearing before the Superintendent, Principal, or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. Such hearing, which is informal and is not a judicial proceeding, shall:
 - A. *Provide statements in support of the charge(s) against the student upon which the hearing is conducted.*
 - B. *Provide statements by the student and others in defense of the charge(s) or explanations of the student's conduct.*
 - C. *Make no provision for the presence of legal counsel or any prescribed judicial rules in the form of the hearing.*
 - D. *Serve as the basis for any recommendation for expulsion.*

Within twenty-four hours of the decision to suspend, notification of such suspension shall be sent in writing to the parent, guardian or custodian of the student, the Superintendent and the Treasurer of the Board of Education.

This notice of suspension shall include:

1. The reasons for the suspension.
2. Notification as to the right to appeal the decision to the Superintendent and the right to be represented at the appeal.
3. The date and time the suspension is to begin, its duration, and the date and time the student is to return to school.
4. The conditions, if any, of the suspension.

An appeal:

1. Shall be requested within five (5) school days of the first day of the suspension in written form stating the grounds for such appeal.
2. Hearing shall be held by the Superintendent within fifteen (15) school days of receipt of a request for an appeal. The appeal hearing shall be closed to the public except the student has the right of representation and, if so represented, the Superintendent shall have the opportunity to also seek representation.

The decision of the Superintendent:

1. To affirm, vacate or modify the disciplinary action shall be sent in writing within five (5) school days to the student, the parent, the guardian or custodian of the student, the Treasurer of the Board of Education and the Principal.
2. May be appealed to the Board of Education.

An appeal to the Board of Education:

1. May be requested within five (5) school days of the appeal hearing before the Superintendent.
2. Shall be held within fifteen (15) days of receipt of such request. The student, parent, guardian or custodian of the student may request an executive session, but any decision to affirm, vacate, or modify the disciplinary action and the appeal must be taken in a "public" meeting. The student and Board of Education have the right to comparable representation as provided for the appeal to the Superintendent.

The decision of the Board of Education:

1. To affirm, vacate, or modify the disciplinary action shall be determined by vote of the Board of Education at its next regular meeting.
2. May be appealed to the Court of Common Pleas.

EMERGENCY REMOVALS OF STUDENTS

When a pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process or extra-curricular activity, then:

1. The Superintendent, Principal or Assistant Principal may remove the student from the premises during a curricular or extra-curricular activity.
2. A teacher may remove the student from curricular or extra-curricular activities under his supervision, but not from the premises. A teacher making an emergency removal must submit to the principal in writing the reason for such removal as soon as practical.

A due process hearing must be held within seventy-two hours after a removal is ordered if such removal order is to exceed twenty-four hours, and:

1. Written notice of the hearing and reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
2. The person who ordered or requested the removal must be at the hearing.
3. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.
4. The informal hearing shall be in accordance with guidelines for a suspension hearing unless it is probable that the student may be subject to expulsion, whereby the guidelines for an expulsion hearing shall be followed except that the hearing shall be held within seventy-two (72) hours of such removal as provided by this section.
5. Within twenty-four hours of the hearing, the matter of misconduct shall be disposed of by reinstatement, suspension or expulsion, and written notice of the decision shall be sent to the parent, guardian or custodian of the student and the Treasurer of the Board of Education.

If the Superintendent or Principal reinstates a pupil prior to the hearing for removal, the teacher shall, upon request, receive in writing the reasons for the reinstatement. The teacher cannot refuse to reinstate such pupil even though reasons for such refusal are given.

Students may be removed from the premises, a curricular or extra-curricular activity for violations of the *Code of Student Conduct* listed in:

1. Gross Misconduct
2. Secondary Misconduct
3. Minor Misconduct

EXPULSION

In order to maintain effective learning conditions, it may be necessary to deny certain students participation in the educational program for extended periods of time. A student may be expelled from school:

1. By the Superintendent upon the recommendation of the Principal.
2. For a period of time not to extend beyond the current law.
3. For violations of the *Code of Student Conduct* listed in section:
 - A. *Gross Misconduct*
 - B. *Secondary Misconduct* if such violations are repeated following a period of suspension

Students expelled from school:

1. May not attend any school function during the period of expulsion.
2. Will not receive assignments and will receive no credit for any assignments or tests given during the period of expulsion.
3. Shall remain under parental supervision during school hours for the period of expulsion.

Whenever an incident occurs that may lead to an expulsion:

1. The principal shall proceed with a suspension and recommend to the Superintendent that the student be expelled citing reasons for such expulsion.
2. The Superintendent shall give the student written notice of the intent to expel.

The notice of the intent to expel shall:

1. State the reason(s) for which the student may be expelled.
2. Set the date, location, and time of an expulsion hearing.
3. Inform the student of his/her right to be represented at the hearing.
4. State that the student may challenge the reasons for the expulsion at the expulsion hearing.
5. Be given to the student in written form and copies sent to the parent, guardian or custodian of the student and the Treasurer of the Board of Education within twenty-four hours.

The expulsion hearing:

1. Shall be held no less than three school days nor more than five school days after the student is given notice of the intent to expel.
2. Shall provide the student, parent, guardian, custodian or representative the right to challenge the reasons for the expulsion or explain the student's actions.
3. May be rescheduled to grant an extension of time if requested by the student, parent, guardian, custodian, or representative. If granted, the Superintendent must notify all parties of the new time and place.

A notice of expulsion:

1. Shall be sent to the student with copies to the parent, guardian of the student, custodian of the student, Treasurer of the Board of Education, and Principal.
2. Shall be sent within twenty-four (24) hours of the expulsion hearing.
3. Shall inform the student, parent, guardian, or custodian of the student the right to appeal the decision to the Board of Education.
4. Shall state the conditions of the expulsion.

An appeal hearing:

1. Shall be requested in writing within seven school days of receipt of a notice of expulsion stating the grounds for the appeal.
2. Shall be set by the Treasurer of the Board of Education within twenty (20) school days of the request of an appeal by the student, parent, guardian or custodian of the student.
3. Shall provide for all information regarding the incident, and subsequent hearings being presented to the Board of Education, including the right of the student to explain his actions or challenge the reasons for the expulsion.
4. Shall be held in public meeting unless the student, parent, guardian or custodian request the hearing be held in executive session with the knowledge that any action by the Board is required to be in a public meeting.

The decision of the Board of Education:

1. Shall, by a majority vote of its full membership, affirm or reverse the expulsion.
2. Shall be made in an open session of the Board of Education.
3. May be appealed to the court of common pleas.