

2018-2019 KEYSTONE HIGH SCHOOL STUDENT HANDBOOK



Mission statement:

The Keystone Local School District will empower our students and community to be trusted, passionate, and innovative global citizens committed to excellence.

KEYSTONE HIGH SCHOOL ALMA MATER

*Stand and sing for our dear high school,
For we love her so;
We are here to sing her praises
As years come and go.
Forward ever be our watchword,
Conquer and prevail,
Hail to thee our Alma Mater
Hail all Keystone Hail!*

Keystone High School
531 Opportunity Way
LaGrange, Ohio 44050
Phone 440-355-2400 Fax 440-355-6017

James Kohler	Principal
Gina Gibson	Assistant Principal/Athletic Director
Kathy Pinto	Secretary
Char Gregory	Secretary
Meghann Redd	School Counselor
Alyssa Schwedt	School Counselor

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 is aware of their responsibility.

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

1	7:28 - 8:20
2	8:28 - 9:16
3	9:20 - 10:08
4	10:12 - 11:00
5A	11:03 - 11:33
5B	11:36 - 12:06
5C	12:09 - 12:39
6	12:43 - 1:31
7	1:35 - 2:25

STUDENT ACTIVITIES

As part of their high school experience, students are encouraged to become involved in activities outside the classroom. Listed below are activities and sports in which students may become involved.

CLUBS AND STUDENT ACTIVITIES

Academic Challenge	Big Cats/Little Cats	Class Officer	Comic Book Club
Dance Club	Drama Club	F.C.C.L.A	Flag Corps
National Honor Society	Pep Band	Spanish Club	Student Council
Yearbook Staff	Youth 4 Youth		

INTERSCHOLASTIC SPORTS

Baseball	Varsity, JV, Fr	Boys Soccer	Varsity, JV
Boys Basketball	Varsity, JV, Fr	Girls Soccer	Varsity, JV
Boys Basketball	Varsity, JV	Softball	Varsity, JV
Bowling (club)	Varsity, JV	Boys Track	
Cheerleading	Varsity, JV, Fr	Girls Track	
Cross Country	Boys and Girls	Volleyball	Varsity, JV, Fr
Football	Varsity, JV, Fr	Wrestling	Varsity, JV
Boys Golf	Varsity, JV	Girls Golf	Varsity, JV
Lacrosse (club)	Varsity		

STUDENT CONDUCT AND EXTRA CURRICULAR ACTIVITIES

To represent Keystone High School before the public in such activities as athletics, band, clubs, and other student activities is a privilege extended only to those students demonstrating standards of conduct and character acceptable to the school and the school community. To permit students to represent the school in such activities that do not follow such acceptable standards would have a disrupting, degrading effect on the discipline and daily operation of the school, as well as the school's image, and respect for it in the eyes of parents and the community. Such privileges may all, or partially, be denied to students who have not demonstrated the above standards of conduct and character at school or out in the community. Such privileges may be denied on a semester or seasonal basis.

STUDENT SERVICES, SCHOOL COUNSELING DEPARTMENT

The school counselors are here to help students with:

1. Personal problems
2. Scheduling of classes
3. Exploring educational and career opportunities
4. Decision making and getting along with others
5. Assisting in the discovery of interests and abilities
6. Standardized testing and interpretation of results

It is always the objective of the counselor to work closely with parents, teachers, and administration. However, at times matters need to be kept strictly confidential and will not be shared with anyone. This is a privileged professional ethic of counselors called 'confidentiality.'

Vocational information concerning the JVS, college information, technical school training, and special education programs are services of our school counseling department.

GRADING/CREDIT POLICIES AND GRADUATION REQUIREMENTS

4	English
½	Health
½	Physical Education
4	Mathematics
3 ½	Social Studies (World History, American History & American Government) Economics/Financial Literacy
3	Science (Physical & Biological)
1*	Business OR Fine Arts OR Technology OR Foreign Language
1	Fine Art
5	Electives
22	Total credits required for graduation

Additional requirements for graduation include: Meet one of the three required by the Ohio Department of Education. Earn: a cumulative passing score of 18 points using seven end-of-course state tests, industry credential or “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam.

[ODE Graduation Requirements](#)

LIMITATION OF CREDITS TOWARD GRADUATION

Certain limits are placed in some subject areas. Courses taken in excess of the stated maximums will not be credited toward graduation in the following areas:

Physical Education	½ credit total
Health	½ credit total

GRADE CLASSIFICATION

The following number of credits must be earned to attain each class standing:

- 5 credits for sophomore status
- 10.5 credits for junior status
- 16.5 credits for senior status

GRADUATION POLICY

In order to participate in commencement exercises, students must meet all graduation criteria. Graduation criteria includes state testing mandates and credits earned per Keystone Board Policies. Students will not be given their diploma or final transcripts until all financial and **disciplinary** obligations are met. Financial obligations may refer to such topics as class dues, textbook fines or losses, credit recovery fees, workbook fees, lab fees, activity funds and damage to school property. All unpaid fines and fees accumulate with students from year to

year. Disciplinary obligations can include consequences received at commencement ceremony.

SELECTION OF CLASS VALEDICTORIAN AND SALUTATORIAN

The Keystone High School Principal will determine the selection of the class Valedictorian and Salutatorian. The determination is based on the calculation of the cumulative GPA at the conclusion of first semester of the senior year.

PERCENT EQUIVALENTS AND GRADE POINT AVERAGE

100-99=A+=4.33, 98-93=A=4.0, 92-90=A-3.67, 89-87=B+=3.33, 86-83=B=3.0, 82-80=B-=2.67, 79-77=C+=2.33, 76-73=C=2.0, 72-70=C-=1.67, 69-67=D+=1.33, 66-63=D=1.0, 62-60=D-=.67, 59 OR Below=F=0

HIGH HONOR, HONOR, MERIT ROLL REQUIREMENTS (Based on unweighted grades)

HIGH HONOR ROLL (4.0):

A student who earns all A's in all subjects during a nine-week grading will be listed on the High Honor Roll.

HONOR ROLL (minimum 3.5):

A student with a grade point average of 3.5 or above in all subjects during a nine-week grading period will be listed on the Honor Roll. All Subjects are to count equally with no grade lower than a "B-".

MERIT ROLL (minimum 3.0):

A student with a grade point average of 3.0-3.49 in all subjects during a nine-week grading period will be listed on the Merit Roll. All Subjects are to count equally with no grade lower than a "C-".

PERFECT ATTENDANCE

A student will be considered to have perfect attendance if they were absent less than one hour in a school year.

LETTER GRADES AND EXAMINATIONS

Letter grades shall represent student work for grading period averages and examinations. Courses that meet throughout the year will be divided into two semesters. A mid-term exam will cover the contents of the first semester and the final exam will cover the contents of the second semester. Each quarter grade is 40% of the semester grade and the exam is 20% of the semester grade (40%/40%/20% per semester).

KEYSTONE HIGH SCHOOL WEIGHTED GRADES

Keystone High School has a weighted grading system for designated courses. The designated courses listed below) carry a weighted grade on the following scale: A+=5.333, A=5.0, A-=4.667, B+=4.333, B=4.0, B-=3.667, C+=3.333, C=3.0, C-=2.667, D+=2.333, D=2.0, D-=1.667, F=0

Those courses designated for weighted grades include the following:

- A. Any KHS course designated as "Advanced Placement"(AP)
- B. Any KHS course designated as an "Honors" course

- C. Any CCP course taught by a KHS teacher at KHS for college credit
 - D. Any core course taken at a local college
1. The KHS academic department related to the course will evaluate the college course for appropriate level and progression of courses taken by the student.
 2. Student may appeal decision of department to a panel consisting of the Superintendent, the Curriculum Director and the Principal.

See specific sections for the grade requirements for Honor Rolls, National Honor Society, Valedictorian and any other organization, which may have a grade requirement for admission.

ADMINISTRATION OF MEDICATION

The school policy on medication administration will be available to parents upon their request for medication to be administered in the school.

ANNOUNCEMENTS

Activities are announced, available in the main office and on the KLS website. Groups who would like an announcement made, should fill out an announcement slip, obtain the advisor's signature and then return it to the main office.

BUILDING HOURS

The lobby will be open in the morning by 6:30AM. Upon arrival to school students are to report to the cafetorium until the 7:18AM bell sounds. At that time, students are to go to their lockers and report to their first period classrooms. Students will be in their seats when the 7:28 a.m. bell rings. Students are to leave the building by 2:40PM unless supervised by a staff member of a regular meeting, practice, or detention. Unsupervised students loitering in the building after 2:40PM may receive disciplinary action. Students who plan to attend athletic contests scheduled at 4:00 p.m. are to go home and return for the game. When attending games, students are to remain in the gymnasium and lobby areas.

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. Misuse is at the direction of the administrators.

CAFETORIUM

The cafetorium, besides being a lunchroom is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Students are scheduled a thirty-minute lunch period. Students will be able to prepay for lunches or snacks. The system will automatically keep track of your account.

Cafetorium rules are as follows:

1. Do not sit/ stand on stage and observe good manners.
2. Leave table and area clean.
3. Seniors will be allowed outside at the discretion of the supervisor.

4. Food and drink must be consumed in the cafetorium not in the lobby or halls.

Hot lunches are provided under the Type A lunch program. Milk and other beverages will be available for those who bring their lunches from home.

GRADE INCOMPLETES

Students who have not completed course requirements by the end of a nine-week period may be assigned an incomplete. The incomplete must be made up by the end of the following nine weeks or the grade automatically becomes "F." Students who have earned an incomplete the fourth nine weeks must make arrangements to make up the work. Failure to do so may result in loss of credit. All work should be submitted no later than seven (7) days following the close of school.

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.

HEALTH SERVICES

The district employs a nurse who will be in the high school at least once a week. She will be available upon student request. Periodic exams may include checking eyes and ears, and working with students who may have a health related problem. Closer observations may result in cases of reported contagious diseases or infections. Inspections of immunization records will be monitored by the school nurse.

LOCKERS

Each student will be assigned a locker with its own lock combination. The student is responsible for the locker and its contents. Students must use the locker assigned and are not to permit others to have the combination. Since Keystone High School provides lockers for students, periodic inspection of the lockers by school officials may be made. Disciplinary action may result to students if lockers are damaged or defaced. Any articles found in lockers that are in breach of school regulations or state and/or municipal codes may be confiscated and possible disciplinary action taken. Student lockers are the property of the Keystone Local Schools. Lockers and their contents are subject to random search at any time the building principal or a designee believes necessary (ORC 3313.20)

LOST AND FOUND

All lost and found articles are to be turned in to the office as soon as possible. Students may check the lost and found area and notify the main office if they lost an item.

NATIONAL HONOR SOCIETY

Admission to NHS is based on scholarship, leadership, service, and character and is determined in the fall by Faculty Council. Information may be obtained by the Advisor.

ORAL MEDICATION IN SCHOOL

Any student who must take a prescription or over-the-counter medication during the school day must complete and submit an "Administration of Medication Request form signed by the physician who prescribed the medication and by the parent, guardian, or custodian of the student. The student must report to the office for the administration of the medication. Unless

approved by the administration on any occasion or authored by Ohio law, no medication or over-the-counter medicine shall be carried by any student. Students in violation of this policy will be punished according to the "No Drugs" policy listed later in the Handbook.

PHYSICAL EDUCATION REQUIREMENTS

Students unable to participate in Physical Education classes because of a written doctor's excuse will be given bookwork so that he/she may receive a grade. Students who cannot participate in P.E. classes because of a medical excuse over an extended period of time must submit a completed Physician Form to the instructor. These forms may be obtained in the high school office.

Physical Education is a semester course (1/4 credit) and an examination will be given. Students passing Physical Education taught in Keystone Middle School may earn credit toward graduation. Students transferring into Keystone High School from another district must provide evidence of middle-school Physical Education being taught under the secondary curriculum requirements of the State of Ohio.

CCP REQUIREMENTS

All students must maintain full time status by being enrolled in at least 12 college credit hours per semester or the equivalent if there is a combination of college and high school courses being taken simultaneously. Any college course that is dropped needs prior Keystone administrative approval. The college you are attending will have a form that will need to be completed prior to meeting with KHS principal .

SCHEDULE CHANGES

Schedule changes will be kept to a minimum. Once schedules are made for the year, schedules can only be changed with the approval of a counselor and an administrator, and only for good reasons, such as computer error or adjustments for failure and for summer school. These changes must be requested by the third day of school. A student may, with good reason, drop a scheduled course and replace it with another, provided parents, students, counselors, and administrators determine, in conference, the necessity for such change.

SCHOOL FEES AND MATERIALS

Fees are charged to cover the cost of materials and supplies throughout the school year. Additional fees for projects materials may be charged. Failure to pay school fees may result in students being excluded from extracurricular field trips, dances and events.

SENIOR RELEASE

Students that are part of the Senior class will be considered for Senior Release. These students must have all passing grades and a 2.5 GPA in the preceding quarter. In addition, students must have paid all fees, have good behavior, and a strong attendance record are necessary for them to be afforded the opportunity to leave school grounds when they are not scheduled for a class. These students will need to have a Senior Release form on file in the main office. A student must qualify for this privilege at the end of each quarter for the upcoming quarter. Only one Senior Release period will be granted each day. Students will also need to complete the Senior Giveback Program to continue to be eligible for Senior Release.

CCP RELEASE

Students who are taking on-line college courses will be permitted to have one period of CCP Release during the school day.

WILL BE REMOVED --we will only grant if their is a family need for financial assistance.

SENIOR WORK DISMISSAL PERMIT

Any senior at KHS who is at least sixteen years of age and has been issued a work permit may apply for the senior work dismissal. School responsibilities must be fully met before the Administration will approve an early dismissal for any student. The student must already be scheduled for a study hall the last period of the day. Students will not receive preferential treatment in scheduling. Forms to apply may be obtained in the main office. The form must be completed by parents or guardians of the student, the student and the employer.

SHORT TERM PARKING

During the school day parents and visitors involved with early dismissals, bringing materials to students, emergencies, etc., will use the parking spaces in front of the circular drive at the front of the building.

STUDY HALLS

All students are to attend study halls indicated on their schedules. Students are expected to be quiet, stay busy and remain in their assigned seat during study hall until the teacher dismisses students at the end of the period. Study hall attendance will be taken immediately following the tardy bell. All passes out of study hall should be brought to the study hall teacher at the beginning of the period.

STUDY HALL RULES ARE LISTED AS FOLLOWS:

1. Students will be expected to be punctual and remain in assigned seats.
2. NO outside food should be eaten in study hall.
3. Detentions may be issued for the repeated tardiness.
4. Students must enter study hall with a written pass from a classroom teacher to be dismissed from study hall to go to that teacher's classroom.

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.

TRANSPORTATION/BUS SERVICE

Bus transportation service will not be provided to KHS students.

WITHDRAWAL FROM SCHOOL PROCEDURES

Children between the ages of six and 18 are of compulsory school age. *State law requires every person of compulsory school age to attend to a school.* Therefore, we cannot withdraw a student until they are enrolled in their next school. Withdrawal forms can be found online or in the main office. After the parent has signed the form, the student will give the form to all their teachers. The student will then turn the form into the office. Transcripts may be withheld if a student has an outstanding financial obligation.

WORK PERMITS

Work permits may be obtained in the high school office. The student will assume the responsibility of having the three forms completed (proper information and signatures) and returned to the high school secretary along with a copy of the student's birth certificate. Once received, the secretary will complete the final form, which is required in order to obtain a work permit. Students should allow at least two days (48 hours) for the final permit to be completed.

TELEPHONE

Students will not be called from class to the phone except in case of an emergency. During school hours the student must first obtain permission from his/her teacher. However, the telephone should be used only in emergencies during school hours.

VISITORS

All visitors must sign in at the KHS main office. Enter through the lobby doors by the circle.

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 unexcused, 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. The Attendance Officer of Lorain County shall schedule a conference with the parent and child 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.

In order for us to approve an excused absence, we require a note when a child returns to school. If a note is not provided within three school days of the child returning to school, the absence will be unexcused. An absence note should include the following: child's first and last name, date (s) of absence (s), reason for the absence (s) and a parent/guardian signature. If the child has been seen by a doctor, please provide us with the appropriate documentation. Students have three school days to hand in their note to the main office. After three days, the absence will be unexcused and no credit has to be given for those assignments that take place or are due during 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.

STUDENT ABSENCES

1. **Parents must call the school on the day of the absence.** Parents should call KHS at [355-2401](tel:355-2401) by 7:15AM to report absences. If a child has an extended illness (flu, hospital stay, etc.), parents need to call the school only on the first day of the absence and give an estimation of the duration of the illness.
2. Parents planning on taking their children out of school to go on vacation or college visits, **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 his approval five days in advance of the vacation. Students will be required to make up missed assignments at the discretion of the teacher. *Students are permitted to use up to 5 days of absences for a 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 parents home number to confirm the absence.
4. Students are considered tardy to school if arriving after 7:28AM and before 11:00AM. They will be considered one-half day absent if arriving after 11AM. Students leaving before 11:00AM will be considered one half day absent. Students who leave during the day and are gone for more than 2 hours will be considered one half day absent.

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 7:28AM and before 11:00AM. Tardy students will receive an admit slip from the office to give to their teacher. The office staff may make exceptions due to inclement weather conditions.

Students may have an unexcused tardy three times per semester without a consequence. Excessive tardiness will result in consequences. The following are guidelines for consequences: morning or after school detentions, meetings with parent/guardian (s), loss of driving privileges, or other actions at the discretion of the administrator.

Students who are involved in extracurriculars must not be tardy and must be present for the entire school day on the day of the contest or practice or event in order to participate in the practice or contest or event unless they have administrative approval of the absence. Examples of approved absences or tardiness may include documentation of a doctor's appointment, documentation of a pre-scheduled college visitation, documentation of a funeral, or documentation of a school sponsored field trip.

SIGN-IN AND SIGN-OUT PROCEDURES

Any student leaving the school building with excused early dismissal shall sign out in the office. **All students, including those students 18 years of age or older, must obtain written consent from their parent to leave the school building/grounds.** Any student wishing to leave school early should report to the Study Hall Room (124) before school begins to obtain an early dismissal slip. A written request from a parent should state the specific reason for leaving along with the date and time of the dismissal and parent's signature. Students who are granted an early dismissal because of an appointment with a doctor or dentist must submit written proof from the doctor/dentist that the appointment was kept. Failure to provide such a statement will result in an unexcused absence. A student signing in after 11:00AM or missing more than 3 hours during the day will be considered ½ day absent. Students who need to sign out during the school due to an illness must contact a parent using the office telephone for permission and this must be verified over the telephone by office personnel (office personnel will not use student's cell phones). A note from parent/guardian must be provided upon return to school for any student being dismissed during the school day. No student will be permitted to sign out to run errands that can be done after the school day ends. Such examples include business at the bank, post office errands or personal reasons. Signing out to go home for fifteen or twenty minutes shall not be considered legitimate unless deemed so by the administration. Not signing in or signing out may result in disciplinary action since such behavior may be considered truancy.

STUDENT DRESS

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 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 sent home to change their attire. Class time that is missed will be considered unexcused. Consequences for dress code violations include, but are not limited to, verbal warning, changing clothes, detentions and suspension.

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

1. Wearing of hats or head coverings of any kind will not be permitted in the classroom during school hours unless medically necessary or relevant to one's religious practices. Head covering will be stored in lockers during school hours.
2. Articles of clothing that advertise alcoholic beverages, drugs 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 for all students and skirts for girls must be longer than fingertip length.
5. If tights are worn under skirts or shorts, the shorts and skirt still have to fingertip length or longer. If tights are worn, they cannot be worn just by themselves. Midriffs must be covered and pants waist hip-high.
6. All dress must be school appropriate, based on the opinion of staff and/or office staff.
7. 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".
8. No pajamas, sleepwear or slippers are to be worn to school.
9. Winter jackets and coats should be stored in lockers during the school hours.
10. No pants that have holes that expose skin above the knee or expose undergarments.
11. No tops that expose undergarments or excessive skin.
12. Tops must have straps that are three inches in width.
13. No top can expose any part of the midriff.

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 or with staff 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 of student conduct, 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.

CORRECTIVE DISCIPLINE

Corrective disciplinary action will be afforded to students to help them develop those behavior patterns most acceptable in our society. The school does not punish students for a past wrongdoing. Rather, it disciplines students with the idea of bringing future behavior in line with an aforementioned goal. The following is a summary of actions that may be utilized. However, it is recognized that certain violations of the Code of Student Conduct are of greater seriousness than others. Because of this, violations of the narcotics, alcohol, drugs, acts that endanger, and/or sex related offenses that include indecent exposure, may result in an out-of-school suspension for one to ten days. Expulsion from school may result from serious offences.

1. Counseling - This will be done in all cases referred to the office (assistant principal), and may or may not be accompanied by disciplinary action. Warning and counseling could take place in cases of initial referrals for minor disturbances such as excessive noise in the building.
2. Detention - This may be done in cases of violations of the Student Code of Conduct under Secondary Misconduct or Minor Misconduct. Detention, procedures are described elsewhere in this Handbook. The objective of detention is to cause a student to pay back to himself and the school the time he has taken away from class.
3. In-School Assignment - ISA may be used as an alternative to external suspension. Students will be counted as present and receive credit for work that is completed. Students assigned to ISA may not attend nor participate in any extracurricular activity. ISA will be conducted at Keystone High School during normal school hours.
4. External Suspension - Violations of Code of Student Conduct under Gross Misconduct and Secondary Misconduct may result in external suspension. In case of multiple violation of the Code of Student Conduct, the more serious offense will take precedent. Days students are suspended are counted as unexcused absence from school.

Credit for work missed during OSS will include the following with administrative discretion -
 1st suspension - Students will receive 50% credit for the grade earned on the work completed
 2nd suspension - Students will receive 25% credit for the grade earned on the work completed

3rd suspension and beyond - Students will receive NO credit for the work missed.

A student may be suspended out of school even though the suspension days may place the student beyond the absence policy limit. Students on External Suspension may not attend or participate in any extracurricular activity.

The process of the law as described under Removal of a Student in this handbook will be extended to the student and his/her parents to ensure the protection of their rights. Please know that Local law enforcement agencies may be notified.

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, inhalants - a student shall not possess, use, sell, transmit or be under the influence of any form of narcotics, alcohol, illegal drugs, paraphernalia, or look-alike drugs. Look-alike 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 prohibited 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 or 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 download 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.

SECONDARY MISCONDUCT

1. Plagiarism or Cheating or Dishonesty - 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 (obscene written or expressed language, swearing, yelling, etc.)
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.

BOARD OF EDUCATION POLICIES AS RELATED TO DISCIPLINE (Specifically: suspension, expulsion, and emergency removal)

STUDENT SUSPENSION:

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

1. By the Superintendent, Principal or Assistant Principal

2. For a period of time not to exceed ten (10) school days
3. For violations of the Code of Conduct listed in:
 - a. Section A. Gross Misconduct
 - b. Section B. Secondary Misconduct '
 - c. Section C. Minor Misconduct (If such violations are repeated and other means of correction prove ineffective)

STUDENTS SUSPENDED FROM SCHOOL:

1. May not attend any school function during the suspension period.
2. May receive assignments for work missed but credit for work will depend on the amount of OSS offenses that school year .
3. Shall remain under parental supervision during school hours during the suspension period.

Whenever an incident occurs that may lead to a suspension:

1. The student may be removed from the curricular or extracurricular activity.
2. The superintendent, principal, or designee shall give to the student written notice of the intent 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 actions. The hearing may take place immediately. Such a 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 students and others in defense of the charge(s) or explanations of the students 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 (24) hours of the decision to suspend notification of such suspension shall be sent in writing to the parent, guardian, or custodian of the students, the Superintendent, and the Treasurer of the Board of Education.

BOARD OF EDUCATION DISCIPLINE POLICIES

This notice of suspension shall include:

1. The reason 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, the 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. A 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, 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. The BOE may appoint legal counsel to serve as hearing officer.

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 d of Education have the right to comparable representation as provided for in 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 their next regular meeting.
2. May be appealed to the Court of Common Pleas

EMERGENCY REMOVAL OF STUDENTS

When presence of a student poses a continuing danger to persons or property or is an ongoing threat of disruption of the academic process or extracurricular activity, then:

1. The superintendent, principal, or assistant principal may remove the student from the premises during a curricular or extracurricular activity.
2. A teacher may remove the student from curricular or extracurricular 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 extracurricular activity for violations of the Code of Student Conduct listed in: Gross Misconduct, Secondary Misconduct, 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 24 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.

Expulsion from other school districts:

Keystone Local Schools will honor the expulsion/suspension of any student expelled/suspended from other districts upon entrance into any Keystone School.

EMERGENCY PROCEDURES IN CASE OF FIRE OR TORNADO

Specific directions are posted in each area of the building. Please note the postings of directions and instructions.

FIRE PROCEDURES:

1. Students should walk out of the building in a calm manner.
2. Please remain as quiet as possible with no talking.
3. Windows are to be closed and lights are to be turned off in classrooms.
4. Teachers nearest the restrooms should check to see that there are not students in the restrooms.
5. Teachers are to take Emergency Binder and grade books or class lists with them and check attendance when their class is clear of the building.
6. Teachers should take their students to the driveways on the north, east, and south sides of the building. Students shall be moved farther from the building if a lengthy drill is required. Designate an area for taking attendance when instructing the class where the exits are located.

TORNADO WARNING: A Tornado warning is a warning of danger issued when a tornado has been sighted. There may be danger of life and property if protective measures are not taken by people who are in its path.

1. P.A. announcements will direct students and teachers to move to designated shelter areas. In case of power failure, the alternate warning signal will be given by a series of short blasts on the AIR HORN or by a GYM WHISTLE.
2. Students will sit on floors of the shelter area facing the East until conditions revert to Tornado Watch or change to Tornado Sighting.
3. Temporary offices will be set up in the guidance offices.

TORNADO SIGHTING:

1. Constant blast of AIR HORN or GYM WHISTLE.
2. Students will crouch on knees and elbows with hands clasped over heads.
3. Lookouts return to shelter area.

TORNADO ATTACK WITHOUT WARNING:

1. Students should move to inner wall nearest their position upon signal of constant blast of the AIR HORN or GYM WHISTLE or at the direction of the supervising teacher.
2. Students will crouch on knees and elbows with hands clasped over heads.

GENERAL INSTRUCTIONS AND REGULATIONS:

A) **Students should:** Remain calm and quiet and listen for instructions- when alarm sounds, while moving to shelter areas, while in shelter area

B). **Teachers should:** Appoint group leader (groups consist of 5-10 students), assign responsibility to open windows and doors, take attendance register to check roll once class has reached shelter area and make special provisions for assisting handicapped students.

Notification of Rights
Family Educational Rights and Privacy Act (FERPA)
Protection of Pupil Rights Amendment (PPRA)

FERPA

Keystone Local Schools, under its Board of Education policies, gives parents the right to:

- Inspect and review their student's education records
- Procedure to amend incorrect student education records
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

PPRA

This governs the administration to students of a survey, analysis, or evaluation that concerns political affiliations, mental problems, illegal behavior, and other information in 8 protected areas that may be of a private nature. This also concerns marketing surveys, parental access to information, and the administration of certain types of physical exams to minors.

Board of Education Policies in the protected areas are available in the High School office Under File "JO" and "JO-W. Parents should feel free to ask the school administration for copies if more specific information is desired. Also, a section of the Emergency/Registration card deals with the release of directory information that is a part of parent's rights.

It should be noted that school officials have a right to information and disclosure of information if:

- There is a legitimate educational interest to review an -education record in order to fulfill his/her professional responsibility.
- Upon request, the School is asked for records from officials of another school district in which the student seeks or intends to enroll.

