KEYSTONE MIDDLE SCHOOL



2025-2026

STUDENT HANDBOOK

This Student Handbook belongs to:

Name _____

Grade_____ IETeacher _____

988 Suicide & Crisis Lifeline

In accordance with Ohio law and our commitment to student well-being, Keystone Local School District includes information on the **988 Suicide & Crisis Lifeline** as a vital mental health resource for all students, families, and staff.

What is 988?

The **988 Suicide & Crisis Lifeline** is a free, confidential, 24/7 support line for individuals experiencing thoughts of suicide, a mental health or substance use crisis, or any emotional distress. By dialing **988**, callers are connected to trained crisis counselors who can provide immediate support and connect them to local resources.

When to Call or Text 988:

- You are experiencing a mental health crisis
- You have thoughts of harming yourself or others
- You are feeling overwhelmed, hopeless, or in emotional distress
- You are concerned about a friend, classmate, or family member

How to Access Help:

- **Call or Text:** 988

Chat Online: 988Lifeline.org

Keystone Middle School
501 Opportunity Way
LaGrange, Ohio 44050

Phone 440-355-2200

Fax 440-355-6678

Mrs. Gibson	Principal
Ms. Chudakoff	Asst. Principal
Mrs. Minney	Secretary
Mrs. Shepherd	Secretary
Mrs. Egan	School Counselor

Student Information/Final Forms

Student final form screens need to be updated each school year. Please complete the final form screens 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 – Empathy

MISSION STATEMENT: We are Keystone, where education for tomorrow starts today.

VISION STATEMENT: We are Keystone, cultivating innovative learners and leaders for tomorrow's world.

Grading Scale

Grade	Percentage	GPA Equivalent
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0

Awards

HIGH HONOR, HONOR, MERIT ROLL REQUIREMENTS

HIGH HONOR ROLL: A student who earns a 4.0 cumulative GPA at the end of each grading period.

HONOR ROLL: A student who earns a cumulative GPA of 3.5-3.99 at the end of each grading period.

MERIT ROLL: A student who earns a cumulative GPA of 3.00-3.49 at the end of each grading period.

Grading Practices – Keystone Local School District

Keystone Local School District utilizes a **standards-based grading system** that prioritizes student mastery of academic content while providing consistent, equitable, and meaningful feedback to students and families.

Why Standards-Based Learning and Grading?

At Keystone, we believe that:

All students are capable of learning, but each student may progress at a different rate.

Clear expectations for learning, along with regular practice and timely feedback, build student hope, confidence, and academic achievement.

Grades should reflect what a student knows and is able to do in relation to specific learning standards.

The **purpose of a grade is to communicate progress toward mastery** to students, families, and educators.

Grade Calculation

In alignment with these beliefs, final grades are calculated based on the following district-wide weighting system:

- **90% – Assessments** (demonstrations of learning such as quizzes, tests, performance tasks, or projects)

- **10% – Practice, Homework and Classwork** (practice activities used to build understanding, not as evidence of mastery)

This structure ensures that the grade reflects **what the student has learned**, not just what the student has completed.

KEYSTONE MIDDLE SCHOOL BELL SCHEDULES 2025-2026

STUDENTS ENTER BUILDING 7:33 a.m.

Daily Schedule

1	**7:40 – 8:19**
2	**8:22 – 9:06**
3	**9:09 – 9:53**
4	**9:56 – 10:40**
5	**10:43 – 11:27**
6	**11:30 – 12:14**
7	**12:17 – 1:01**
8	**1:04 – 1:48**
9	**1:51 – 2:40**

STUDENT DISMISSAL

2:40pm

Student

Lunch/Recess

6th Grade	8th Grade	7th Grade
10:43 – 11:27	**11:30 – 12:14**	**12:17-1:01pm**

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 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

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:

1. Pupils must wait in a location clear of traffic and away from the bus stops.
2. 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.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat. e.) Pupils must remain seated, keeping aisles and exits clear.
5. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
6. Pupils must not use profane language.
7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
8. Pupils must not use tobacco or electronic cigarettes on the bus.
9. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. 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.)
12. 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.
13. Pupils must not put head or arms out of the bus windows.
14. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
15. 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.
16. 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 headsets and are not disturbing to others.
17. Pupils are not to use pencils, pens or markers in an inappropriate manner.
18. Animals or plants are not to be transported on the bus.
19. 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 a 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. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.
2. DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES (per House Bill 410) 1. 'Chronic truant' is removed from the law; 2. Definition of 'habitual truant' changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one school month without a legitimate excuse; or c. Absent 72 or more hours in one school year without a legitimate excuse. 3. Includes 'excessive absences': a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.
3. If students become habitually truant or have excessive absences, our district will send out notification letters. This 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.
4. 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 the habitually truant tally. External suspensions from school will not count in the habitually truant tally either, and absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests; in-school suspensions and mentorship programs will also not count in this tally.
5. When a student accumulates more than 65 hours 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.
6. It is extremely important that students and parents realize and understand that the 65 hours 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.
7. Students who are excessively absent or habitually truant from school may be referred 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.
8. The Attendance Officer of Lorain County shall schedule a conference with the parent and child if excessive absences continue.
9. 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.
10. 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.
11. 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 letters sent
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 ATTENDANCE PHONE 440-355-2201 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 available 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 of absences for vacation during one school year. Any days beyond 5 will be unexcused vacation days. These 5 days are not part of the ~~10 days~~ 65 hours that families can call a student off for medical reasons without a doctor's note.*
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.
4. Students are considered tardy to school if arriving after 7:40AM and before 11:00AM.
5. Students wanting to participate in **extracurricular** events must be signed in before 10:40AM with an approved medical excuse. Students without an excuse will not participate in extracurriculars.

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. Excuses for absences must be received within three days of the absence.

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 or "F." A day's absence does not excuse a student from any test or quiz..

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 the 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.

Attendance Procedure

When a student is absent/late from/to school, parents should telephone their student's building to state the reason for the absence/tardy (if a student is going to be late please state if the child will be eating a school lunch or packing). Calls should be made as soon as possible so proper attendance can be taken and notification sent to parents. If such a call is not received, the school will attempt to verify absences by our automated phone system the day the absence occurs. UPON RETURNING TO SCHOOL the student should turn their absence note to the main office. The written statement should include the student's first and last name, teacher name, date of absence, reason for absence and a parent's/legal guardian's signature. Absence notes will only be accepted up to three (3) days after the child has missed school. After three days, the reason for the absence will stand and not be changed. Absence notes and phone calls must be made by the legal custodial parent/legal custodial guardian only. 1. If a parental call was not made on the day of absence, it is the parent/guardian's responsibility to send in a note explaining the absence. 2. A parental call or note does not automatically make the absence excused. The reason for the absence will be determined by the school if it is excused or unexcused. 3. If a student is absent from school an entire day, he/she may not attend any school function after school. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician

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.

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), or other actions at the discretion of the administrator.

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, Writing, Math, Social Studies, and Science. Reading, Writing, Math, Social Studies, and Science students may be placed in courses by ability levels for grades six through eight. All other classes are formed by random selection.

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. 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 extracurricular 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 or provided through their school fees.

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. 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.

SAFETY DRILLS (ALICE)

When an ALICE drill is conducted, students should follow teacher and staff instruction and move to isolate themselves from the threat or emergency.

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 for their Physical Education locker. 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 extracurricular 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 your locker during the day 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. Students are not to use personal computers in lieu of district-issued Chromebook.

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 and/or fees assessed for damages. 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 FUNDRAISING

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.

EXTRACURRICULAR 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 extracurricular activities. Students who are absent from school may not attend extracurricular events that same day, unless the absence has been excused in advance by school administration

~~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 Lorain County Conference and the Ohio Athletic Association (OHSAA). We subscribe to all their regulations and rules. Our athletes will also be required to follow the 7-12 athletic code of conduct.

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. Students who are absent from school may not attend extracurricular events as spectators that same day, unless the absence has been excused in advance by school administration. 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 and 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 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 – Be inclusive, Respecting and accepting classmates' differences, Expressing kindness, Standing up for others

DRESS CODE

Students must be hygienically clean and neat. Clothing should be clean, modest in style and in good repair so as 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, hoods, or bandanas 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 – no spandex shorts.
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. All dress must be school appropriately-monitored by staff and/or administration.
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. Students are required to store coats in lockers during the day.
9. No Pajamas, sleep wear or slippers are permitted.
10. No pants should have holes above mid-thigh.
11. All shirts and blouses must have straps that are 3 finger width across. Midriffs, backs and chests should be covered and not visible.
12. All clothing must cover undergarments.

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

Cell Phone Use Policy

In accordance with Ohio House Bill 250, Keystone Local School District is committed to fostering an educational environment that minimizes distractions and promotes student well-being. To this end, the use of cell phones by students during school hours is subject to the following guidelines:

General Guidelines

• Prohibited Use: Students are prohibited from using cell phones during school hours unless explicitly authorized by school personnel for educational purposes.

• Storage: Cell phones must be turned off and stored securely in the student's locker, a closed backpack, or a district-provided storage device during school hours.

• Exceptions:

- Use of a cell phone is permitted if documented in the student's Individualized Education Program (IEP) or a Section 504 Plan.

- Students may use cell phones to monitor or address a health concern, as part of a Health Care Plan and approved by school administration.

Progressive Discipline for Policy Violations

To support a productive and respectful learning environment, the district has established expectations regarding appropriate cell phone use during the school day. Each school will implement progressive disciplinary measures in response to unauthorized use. While the following steps outline possible responses, final decisions regarding consequences will be at the discretion of the building administration, based on the context of each incident and in alignment with the district's Code of Conduct.

Possible disciplinary actions may include:

1. **First Offense:**
    - Cell phone may be confiscated and held in the main office until the end of the school day.
    - Student may retrieve the phone at dismissal.

2. **Second Offense:**
    - Cell phone may be confiscated and held in the main office until the end of the school day.
    - A parent or guardian may be required to pick up the phone.
    - A conference or warning may be issued.
3. **Subsequent Offenses:**
    - Additional consequences may include detention, loss of privileges, Saturday school, or other interventions deemed appropriate.
    - Continued violations may result in further disciplinary actions in accordance with the district's Code of Conduct.

Note: Building administrators retain the authority to adjust disciplinary responses as needed based on the frequency or severity of the behavior.

Parental Support

We encourage parents and guardians to support this policy by discussing appropriate cell phone use with their children and reinforcing the importance of minimizing distractions during school hours.

Student Code of Conduct:

1. **Disruption of School** - A student shall not cause any disruption of any classroom activity or the operation of the school or educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student, other students, or staff. This shall also include the incitement of others toward acts of disruption.
2. **Insubordination/Defiance of Authority** - A student shall not refuse to comply with reasonable requests, orders, directions, or directives of teachers, substitute teachers, administrators, volunteers, staff members, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
    i. Disobedience or disrespect toward any staff member
    ii. Not serving assigned detentions/Saturday Schools
    iii. Not following school rules or proper procedures
    iv. Not following assigned schedule/being in an unauthorized area
    v. Chronically tardy to class
    vi. Repeated misbehavior after warning
3. **Disrespect of Faculty & Staff** - A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such a manner that the faculty or staff member interprets it as disrespect and confirmed as such by administration. This includes verbal and non-verbal actions.
4. **Tobacco/Nicotine/Electronic Cigarettes/Vaping** - A student shall not possess, smoke, or otherwise use tobacco/nicotine in any form(including but not limited to cigarettes, chewing tobacco, snuff, alternative to nicotine products, and electronic cigarettes/vapes in the school building, on school buses, at school-sponsored events, or on school property at any time.

5. **Fighting** - A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is also punishable under this code.
6. **Assault/Assault & Battery** - A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to to cause physical harm to another. May include, but not limited to encroaching on physical space, spitting, pushing, bumping. Acts of harassment and hazing may be considered assault as well.
7. **Unauthorized Physical Contact** – Students will keep all hands, feet and objects to themselves and will not engage in any contact with another person in the form of hitting, tapping, touching, jumping on, etc.
8. **Profane, Obscene or Vulgar Language/Gestures** - A student shall not use profane, obscene or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event or activity.
9. **Narcotics, Alcoholic Beverages, Drugs, and/or Paraphernalia** - A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
10. **Punctuality and Tardiness** - All students are expected to be on time for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored. Disciplinary consequences may be issued for excessive tardiness.

11. **Dress or Appearance** - A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, or causes disruption of or directly interferes with the educational process.
12. **Improper Cell Phone Usage** - Cell phones can be an integral part of a child's education but the proper use of cell phones as an educational tool changes as students mature. Keystone Local Schools will not be responsible for the damage or loss of a student's cell phone. While students may possess cell phones on school property, phones must be turned off or silenced and only taken out with the permission of Keystone Local Schools staff. Failure to comply with these guidelines may result in a student's phone being confiscated up to and including suspension from school.
13. **Academic Dishonesty** - A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or any other means. Plagiarism is defined as "to steal and/or use the writings or ideas of another as one's own." To plagiarize is also to give the impression that one has thought or written something that has been taken from another author. Simply changing the order of another's words is not enough to avoid plagiarism. For a complete description of what constitutes plagiarism please refer to www.plagiarism.org.
14. **Misuse of Computer/Mobile Device/Chromebook** - Students shall not use a computer/mobile device/Chromebook to obtain access to lewd, obscene, inappropriate, scandalous, or other unauthorized information or otherwise misuse a computer or computer program. Misuse of a computer/mobile device/Chromebook includes: sending or displaying offensive messages or pictures, using obscene language, harassing, insulting or attacking others, damaging computers/mobile devices/Chromebooks, damaging computer systems or

networks, violating copyright laws, using a device or password that hasn't been assigned to you, trespassing in another's folders or files, intentionally wasting limited resources, employing the network for commercial purposes, and using the network and internet access to engage in hacking or other unlawful activities.

15. **Prohibited Articles -** Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling related items, mobile devices, laser pointers, airhorns, scented body sprays, aerosols and other communication devices.
16. **Complicity** - A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. This includes the intentional recording, dissemination of this recording, and/or planning of an event or behavior that violates the Code of Conduct.
17. **Damage to Property** - A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property through improper use or otherwise.
18. **False Reports/Forgery** - Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.
19. **Gambling -** A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes; or possess items that may be used for gambling such as dice.
20. **Intimidation/Harassment/Name-calling/Retaliation** - A student shall not intimidate, insult, threaten, or in any manner abuse, degrade, or harass, verbally, electronic, or in writing, any student or staff member with any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This includes harassment based upon race, religion, national origin, sex, or disability.

21. **Sexual Harassment** - A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:
    a. Sexual flirtation, touching, advances, or propositions
    b. Verbal or physical abuse of a sexual nature
    c. Graphic or suggestive comments about an individual's dress, appearance, or body
    d. The use of sexually degrading words to describe an individual
    e. Displaying sexually aggressive objects or photographs
    f. Sexually explicit or obscene jokes
22. **Trespassing/Leaving School Property** - A student shall not trespass on district property or leave school property or assigned area prior to dismissal time or without proper official permission.
23. **Throwing of Objects** - A student shall not throw any object without authorization, including but not limited to snowballs.
24. **Displays of Affection** - Students shall not engage in public displays of affection on school property. A student shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.
25. **Loitering** - A student shall not loiter or be in an area where they are not officially permitted to be either during school or after school.
26. **Arson/Attempted Arson** - A student shall not attempt to act in the burning or attempted burning of any item on school property.
27. **False Alarms/Bomb Threats** - A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's alarm system in any manner. Any infraction may result in a police report as well as school disciplinary consequences.
28. **Hazing** - A student shall not participate in hazing or other degrading or disgraceful acts.
29. **Strong Arm/Extortion** - A student shall not force another to give him/her money or articles of value.

30. **Vandalism** - A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
31. **Weapons/Look-Alike Weapons and Dangerous Instruments** - A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring themselves or others. This includes, but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances including firearms, incendiary devices, knives and objects made, constructed, or altered so that a reasonable person, the object appears to be a weapon.
32. **Physical Abuse Directed Towards Staff** - A student shall not cause or attempt to cause physical injury to a school/district employee or school visitor.
33. **Theft** - A student shall not take or attempt to take the property of others without their consent.
34. **School Buses** - A student shall not violate any of the rules stated in the Student Code of Conduct while riding or boarding a Keystone Local School owned bus.
35. **Repeated Acts of Misconduct/Chronic Misconduct** - A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, staff, or other authorized school personnel. Students that repeatedly fail to follow school rules may be recommended to the Superintendent for expulsion.
36. **Behavior Not Previously Listed** - The school reserves the right to discipline students for behavior which is subversive to the good order of the school even though such behavior is not specified in the Student Code of Conduct.

** Please do not permit your child to bring non-educational items to school. For example items such as cards/trinkets, baseball cards, yo-yo's, jewelry and balls are not essential to learning and from time to time have caused disputes between students and disruptions on the buses and playground, as well as the cafeteria and classrooms. Thank you in advance for your cooperation.

Disciplinary or punitive action may include, but is not limited to: detentions, suspensions, expulsions, etc.

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 extracurricular 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 extracurricular 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:

Shall be requested within ten (10) calendar days of the notice of the suspension in written form stating the grounds for such appeal.

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.

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 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.
3. 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 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.
4. The person who ordered or requested the removal must be at the hearing.
5. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.
6. 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.
7. 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.*

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*

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 fourteen calendar 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.

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 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.

Food Allergies

Each year we have students with severe food allergies. As a school, we work with staff, parents, and physicians to come up with an individual health plan, as needed, for each student with allergies. You may notice classrooms around the building that have signs listing types of food restricted from that classroom. The teachers do their best to restrict foods in the classroom and most students understand their allergies and are careful about what they eat. Even with these precautions, students may be exposed to allergens.