

# Keystone Elementary School/

Grades K-5  
STUDENT HANDBOOK

2014-2015



**Proud To Be A Wildcat!**

Principal: Mrs. Maura Neville  
Assistant Principal: Jacob Alferio  
Secretaries: Mrs. Patty Jo Sheldon & Mrs. Kerri Johnson  
Counselor: Mrs. Chelsea Palubiak

## Keystone Elementary School

2014/2015

Principal: Maura Neville

Assistant Principal: Jacob Alferio

Secretary: Patty Jo Sheldon

Secretary: Kerri Johnson

Guidance Counselor: Chelsea Palubiak

### Kindergarten

154 Laura DeVore

155 Jillian Terranova

153 Anita Hunkley

151 Heather McCourt

150 Cindy Mahilo

### First Grade

156 Kristen Burden

152 Jill Hetsler

135 Gail Falk

160 Michelle Modock

159 Rebecca Reed

### Second Grade

310 Beth Branco

305 Nancy Caithaml

307 Allison Johnson

308 Julie Sigmund

309 Deb Bousek

### Third Grade

405 Justin Nacarato

402 Hannah Folley

407 Donna Gray

400 Tina McNulty

404 Beth Slone

### Fourth Grade

408 Kathie Dillen

412 Mark Sobel

410 Allison Smith

409 Kim Tafa

303 Amy Hoopingarner

### Fifth Grade

132 Nicole Cassell

133 Dawn Stopa

134 Jen Myers

130 Amanda Goran

131 Britney Terry

### Special Education

200 Ben Bushong (2-3)

402 Justine Costanzo (4-5)

205 Dawn Morris (K-1)

304 Abigail Whitney (K-2)

128 Heather Lahoski (3-5)

Art: Beth Wolosz 202

Music: Shelley Wyzinski 203

PE: Hank Austin

Librarian: Lynn Gagnon

Library Para: Deb Albrecht

### Title I

312 Missy Doherty

311 Jenna Walter

### Paraprofessionals

Julie Billingham (2, 3 & 4)

LouAnn Fox (K, 1, & 5)

Brenda Lang (K, 1, & 5)

Denita Tuttle (2, 3, & 4)

Special Education Supervisor: Taya Neuman

District Psychologist: Barbara Morgan

Speech Pathologists: Fran McConnell & Jill Vickerts

KeyCare Monitors: Vickie Fowler, Diane Kline, April Asbury

Nurse: Natalie Stanic

### Sp. Ed. Paraprofessionals

Char Eye

Head Cook: Lora Hostal

Cafeteria/Cashier: Jean Paris & Julie Fortune

Head Custodian: Charlie Burden

Night Custodian: Larry Hyland

Cleaner: Elizabeth Mills

## **Important Telephone Numbers**

Keystone Elementary School	440-355-5134
Keystone High School	440-355-5132
Keystone Middle School	440-355-5133
Keystone Board of Education, Superintendent's Office	440-355-5131
Keystone Schools Transportation Office & Bus Garage	440-355-6243
Keystone Schools Food Service Office	440-355-5132

## **Keystone Local Schools Administrative Staff**

Mr. Jay Arbaugh	Superintendent
Mrs. Susan Bement	Treasurer
Mr. Franco Gallo	Keystone High Principal
Mr. James Kohler	Keystone High Assistant Principal
Mrs. Toni Filut	Keystone Middle School Principal
Mr. Jacob Alferio	Keystone 4-8 Assistant Principal
Mrs. Maura Neville	Keystone Elementary Principal
Mrs. Margaret Miller	Transportation Supervisor
Mr. Mike Smith	Buildings and Grounds Supervisor
Mrs. Jody White	Food Service Supervisor
Ms. Taya Neuman	Special Education Supervisor
Mr. David Kish	Curriculum and Instruction Supervisor

## **Keystone Local Schools Board of Education Members**

Mr. Ronald Sheldon – President  
Mrs. Deborah Melda  
Mr. Ronald Sheldon  
Mrs. Renee Mezera  
Mr. Dennis Walter  
Mrs. Patricia Wakefield

Dear Parents and Students,

Welcome to Keystone Elementary School. We are a very proud building with exceptional students and teachers. In this handbook we have developed procedures that stress student safety and educational excellence. Together, we will grow and provide our students with the very best educational opportunity possible.

The staff at Keystone Elementary would like to encourage parent involvement in the schools. Our hope is that you will continue to be part of our collaborative effort to provide a safe, positive environment for your children to learn and grow. Please look for ways to be involved in your children's education through volunteering in the classrooms and joining our Parent-Teacher Association. Research shows that parents and teachers working together present children with the strongest chance for success in school.

When visiting Keystone Elementary, please enter through the old middle school/elementary school lobby, check-in at the safety desk, and proceed directly to the office, where you will be given a visitor's badge if you are staying for an extended period of time.

The content of this handbook is for your use and should be a great help to you in being familiar with our school procedures. Please take time to review this handbook and share the information with your child. If you have any questions or need further information, please do not hesitate to call or stop by the office. Our open door policy is our guarantee to a successful, positive experience at Keystone Elementary.

It is a pleasure to have you as a member of the Keystone family. I am looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence, and provide a positive learning experience.

Best wishes for a successful school year!

Maura Neville  
Principal

## **District Mission Statement**

### **Mission Statement**

Our community educates students for success in an ever-changing world.

## **The School Day Begins at Home**

### **Steps to start a Great School Day**

We want every child to experience success at school, and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him or her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time: not late (9:00 is considered tardy) and not early (no earlier than 8:45).
2. Teach your child to respect and obey all teachers, secretaries, custodians, monitors, and aides. They are responsible for the general order of the building.
3. Talk to your child about treating other children in the same manner in which they wish to be treated.

4. Direct your child to go directly to and from school using the same route each day.
5. Send your child to school properly washed and dressed, using the dress code and weather as your guide.
6. Discuss with your child all the information in this handbook so that he or she understands what is expected.
7. Become involved in your school community; join PTA, attend Board of Education meetings, and help with special school projects.
8. Above all else, let your child know when he or she is doing a good job in school. Praise him or her for good effort and behavior. We will do the same at school.

### **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 to 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 individual you have listed to contact in the event of an emergency is aware of his or her responsibility.

### **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 reason 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 10 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 be counted in this tally.
3. When a student accumulates more than ten (10) days of absence during the school year, no additional absences will be excused unless a physician's statement is submitted to justify the need for the absence. The principal or his/her designee may waive this requirement as authorized by approval of the superintendent or his/her designee. A review of this requirement must be submitted in writing by the parent or guardian to the principal.
4. It is extremely important that students and parents realize and understand that the ten (10) days of absence per year built into this policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.
5. After five (5) days of unexcused absences per year from school, referral to the attendance officer of Lorain County Juvenile Court may occur at the discretion of the County Attendance Officer and the school Principal or his/her designee.
6. A conference with the Attendance Officer of Lorain County and the parent shall be scheduled if excessive absences continue.
7. Further excessive absences shall result in a meeting with the Superintendent. Parents, students, the County Attendance Officer, and the 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. Parenting classes, intervention strategies, or other actions, as determined by the local code of student conduct may be implemented.
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. In order to make appropriate referrals, all of the above administrative procedures should include early identification of potential problems and the examination of the underlying reasons for irregular attendance.

### **Student Absences**

In accordance with Ohio's "Missing Child Law," the following attendance procedures will be followed:

1. **Parents must call the school on the day a student is absent.** Parents should call the Keystone Elementary School at 355-5134 by 9:15AM to report absences. If a child has an extended illness (flu, etc.) parents need to call the school only on the first day of 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 must **fill out a Vacation Request Form**, which is obtainable in the school office or on the elementary home page. This form must be completed and returned to the principal for his/her 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 only 5 days absence for a vacation during the school year.** Parents need not call if a child is on vacation, provided the principal approves dates of absences.
3. **If a student is absent and the school has not been notified**, the school will attempt to call the parents at home to confirm the student's absence.
4. Students are considered tardy to school if arriving after 9:00AM and before 10:30AM. They will be considered one-half day absent if arriving after 10:30AM. In the afternoon, students leaving before 2:00PM will be considered one-half day absent. Students who leave during the day and are gone for more than 2 ½ hours will be considered one-half day absent.

**Notes for all absences are required when a child returns to school.** Lack of a note will make the absence unexcused. An absence note should include the following: child's name, dates(s) of absence(s), reason for the absence(s), and parent/guardian signature. If your child has been seen by a doctor, please submit a doctor's note as these absences are coded differently.

### **Tardiness**

All students arriving at school after 9:00AM MUST be signed in by a parent at the security monitor's desk, located in the front school lobby, **AND** the school office. Please do not send your child in late (unaccompanied) as the office will not be aware that they have arrived. While tardiness is discouraged, we realize there are times when it is unavoidable. Students are encouraged to come to school late rather than remain at home for the entire day. The tardy bell rings at 9:00AM.

### **Illness or Injury at School**

At the beginning of each school year parents are asked to complete Emergency Medical Authorization Cards, which tell the school who to contact should your child become ill or injured. **Please keep the school informed if you change your telephone number, employment, emergency contacts, doctor or emergency numbers.**

School personnel in the office clinic will care for minor cuts, nosebleeds, and bumps. Serious injuries such as broken bones, large bumps, serve wounds, or eye and head injuries will be given emergency care and the parents or friends on the Emergency Medical Card will be contacted immediately. If deemed necessary an ambulance shall be called and the child will be taken to the nearest hospital.

### **Parents will be called to Take Their Child Home for the Following**

1. Serious injury
2. Abnormal temperature
3. Nausea or diarrhea
4. Unidentified rash
5. Suspected contagious disease
6. Other signs or symptoms of illness
7. Indication of head lice

If a child is ill, it is better to keep him or her home for a day rather than come to school and risk a more serious illness or expose classmates to a contagious illness. If your child has a temperature in the morning, please do not mask it with medicine; keep your child at home if he/she has fever.

### **Make-Up Work**

Assignments missed during the period of absence must be made up. Parents may request work missed for their child while he/she is absent at home **after 3 consecutive days of absence**. Students will be given one day per day of absence to complete make up work. **When students are absent due to vacation, make-up work will be provided by the teacher when the student returns to school.**

### **Student Early Dismissals**

If at all possible, parents should try to schedule doctor and dental appointments outside of school hours. When it is necessary to have the child be dismissed early for a portion of the school day, the parent should send a note to the teacher explaining the reason and the time that the child will need to be picked up from school. Parents must come into the school office and sign out their child. **Office personnel will call down to the child's classroom for the child once the parent has arrived.** Parents are not to go to the classroom and pick up their child.

## Dropping Off/ Picking Up Students

Parents are requested not to drop off their children until 8:40AM. At 8:50AM, students are permitted to report to their classrooms. Students should be dropped off by the front of the school building. **Walkers will be dismissed at 3:15PM out of the side entrance of the school between KES and the church. Parents who want their child to be every day car riders will be issued a name placard to display in the windshield of the car. When picking up students at the end of the school day, parents should go down to the turnaround by the bus garage and circle back to the front of the elementary school, stopping at the flag pole. Students will be dismissed to the car from this door. Anyone picking up a student should have an ID with them to prove their identity, and students will only be released to those 18 years of age or older. Parents must notify the school if the child is going to be following a different dismissal procedure than the regular one written on the emergency card.** School buses load and unload in the rear of the building and no vehicles are allowed in this area during dismissal and pickup time.

## Enrollment/Withdrawal from School

If parents are considering moving to another school district, it is important that the parent(s) come and formally withdraw their child from school. The new Missing Child Law requires parents to present the new school with a birth certificate, immunization records, and custody papers if applicable. If parents do not present proper documentation, the new school has the right to notify law enforcement officials, as this could be a missing child case. This law seems drastic, but it is effective.

Therefore, when you are moving, please take the following steps:

1. Notify the current school at least 24 hours in advance that you are moving.
2. Return all school-owned textbooks, materials, and equipment.
3. Resolve all outstanding fees and fines with the school.
4. Come to the school and sign a formal withdrawal paper.

All school records will be mailed or faxed directly to the new school when a signed release form is received.

## Student Use of Telephones

The school telephone will be available to students for emergency calls and for communication with parents when other unavoidable circumstances arise. Students will be discouraged from using the phone to ask parents to bring a forgotten article to school, as students need to develop responsibility for coming to school prepared.

## School Closings

In case of severe weather or calamity requiring school to be closed, the official announcement will be made over local radio and television stations and a recorded message will also take place via phone. Please do not call the school, tune to one of the following media stations.

WGAR FM

WEOL 1390 AM

WOBL 930 AM

WTAM 1100 AM

Television Channel

## Student Dress Code

Students, in general, are permitted to use their own personal taste in determining what clothing should be worn to school. We ask parents not to allow their children to wear clothing that could draw undue attention to the child and interfere with learning. It is our opinion that short shorts, bare midriffs, bare backs and halter-tops are not appropriate for school attire. If for some reason a student's clothes would be judged to be inappropriate, parents will be called to bring a change of clothes to school. For your child's safety and comfort we ask that you try to avoid stylish shoes with a heel that may lead to a foot/ankle injury or prohibit free, comfortable movement. Keep in mind that elementary students run and play on the playground equipment on a daily basis. **Please note that flip-flops and opened heeled shoes are not permitted.** 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. 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 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 or head coverings of any kind will not be permitted unless medically necessary.
2. Articles of clothing that contain alcoholic, drugs, violence or obscene, suggestive, or questionable printing will not be permitted.
3. Sunglasses are not to be worn unless prescribed by a physician.
4. Shorts and skirts must be longer than fingertip length.

5. If tights are worn under skirts or shorts, the shorts and skirt still have to be to fingertip length or longer. If tights are worn, they cannot be worn just by themselves. Leggings are permissible but tops/shirts must be longer than fingertip length.
6. All dress must be school appropriate, based on the opinion of staff and/or administration.
8. Students are required to store book bags and coats in cubbies/lockers during the day.
9. No pajamas, sleep wear or slippers are permitted.
10. No pants should have holes above the knee.
11. All shirts and blouses must cover the entire shoulder. Midriffs, backs and chests should be covered and not visible.
12. All clothing must cover undergarments. Mesh shirts are permitted if a shirt is worn underneath.

- \*First Offense-warning and student must correct violation before returning to class
- \*Second Offense-detention and student must correct violation before returning to class
- \*Third Offense-ISA and student must correct violation
- \*Any further offenses will be at administrative discretion

Also, parents are asked to see that their children are dressed properly for the prevailing weather conditions. Outdoor activities and recess are a part of every school day unless weather conditions are poor, so warm clothing will be needed during the winter weather. Students will go outside for recess every day, as long as the temperature, with wind chill, is above twenty degrees. **Notes requesting students stay in from recess due to sickness will only be honored if it is from a doctor, as supervision of these students is extremely difficult.**

Lastly, no spray painted hair is permitted in school unless the school allows it on a specific occasion. If a student does come with spray-painted hair, parents will be called to wash out the spray paint.

### Lost and Found Items

Any items found in or around the school are placed on our lost and found table in the gym/library lobby. Parents are encouraged to label lunch boxes, hats, coats, tennis shoes, gloves, and other personal items. Any items left after a period of time will be donated to charity.

### Lunch Program

Keystone Local Schools offers a federally funded school lunch program of free or reduced price school lunches to children of qualifying families. Application forms are sent home with all students at the beginning of the school year. **If at any time during the school year circumstances are such that you believe you may qualify for one of these programs, please contact the school and a form will be sent home.** We do not send home low balance sheets for lunch accounts. You can check your child's balance online, or by calling the school at (440)355-5134. If a student forgets his/her lunch, parents may bring that lunch up to the school and the office will deliver it to the student. **Please do not request to eat lunch with your child.** The cafeteria is an extension of the learning environment at the school and these types of visits create an unnecessary disruption and can become unsafe as it has the potential to add many extra adults in the building.

### Textbooks, Workbooks and Fees

(Pay on-line through PayForIt.Net – See district web page) **Textbooks and workbooks are issued to each student at the beginning of the school year. Students are responsible for keeping textbooks in good condition. Parents will be asked to pay for any damaged or lost books, including library books.**

There is a \$60.00 charge per student for workbooks and consumable supplies. A fee list will be sent home with the students at the beginning of the school year. We ask that these fees be paid as early as possible. Fees not paid in previous years DO roll over and follow your student throughout his/her education. Students who qualify for free lunch and sign the release of information form will be eligible to have their school fees for the current year waived. **NOTE: YOU MUST SIGN THIS FORM FOR THIS TO APPLY. Failure to pay school fees will result in students being excluded from curricular field trips.** These students will be provided with curricular work to be completed at school on the day of the field trip.

### Field Trips

Field Trips at Keystone Elementary are extensions of the classroom. These trips are scheduled with the grade level curricular standards in mind. They are intended to be instructional in nature, not a break from school. Students must either attend the field trip or attend school. Meaningful work will be provided for them at school if the parents choose not to have the child attend the field trip. The only parents permitted on the field trip are the ones identified by the teacher as chaperones. All chaperones need to be BCI checked through the state of Ohio, and have those credentials on file with the Keystone Local Schools Board of Education office. Parents will not be permitted to meet students at field trips.



## **Media Center/ Library**

The elementary school media center is available to all students during their weekly scheduled library time. Students are encouraged to borrow books for research, class assignments, and independent reading. Most grade levels require books to be read as part of the Accelerated Reader program. Students are asked to remember that the books are their responsibility. Library books should be kept clean, neat, and in good condition. Students will be assessed a fine for overdue library books. Students will not be permitted to take out additional books until all library fines are paid.

## **Report Cards/ Progress Reports**

Report cards will be issued to all students at the end of each grading period.

Grades for third, fourth, and fifth graders can be checked anytime online using PowerTeacher and will be updated at least one time every three weeks. Paper copies of progress reports will be sent home to any student in grades 1-5 with lower than a 70% (I) in any class or for any student the a teacher feels is having difficulty academically or behaviorally. Progress reports and report cards are only one method of communicating the academic progress of a student to the parent.

## **Parent/Teacher Conferences**

Parent/teacher conferences can be held throughout the school year. If you have a concern relative to your child's academic progress, contact Keystone Elementary School to set up a conference with your child's teacher. Additionally, two sets of evening conferences are scheduled during the school year, one in November and one in February. Consult the school calendar or newsletter for dates of scheduled evening conferences. **Generally speaking, teachers are unavailable for unscheduled conferences before or after school unless it is set up at least 24-hours in advance of the meeting and agreed upon by both the teacher and the parent.**

## **Academic Honors for Students in Grades 3, 4 and 5**

High Honor Roll = students who achieve 92%+ in all content areas and no "N's" in other areas.

Honor Roll= students who achieve 85%+ in all content areas and no "N's" in other areas.

There will be miscellaneous awards assemblies at the end of the year for 3<sup>rd</sup> – 5<sup>th</sup> grades. Family members are encouraged to attend.

## **Keystone Local School District Code of Student Conduct**

Good order and discipline will be achieved best through self-discipline. Students 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 with respect and care as well as the personal property of others.
6. Maintain high standards of thought, speech, and actions.
7. Use only those facilities and areas designated for student use under teacher supervision.
8. Engage only in activities permitted on school property.

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 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. Violations of the following rules on pages 10-14 may result in punishment, up to and including expulsion, depending upon past behavioral history and severity of the violation.

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

## **Gross Misconduct Rules:**

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 disruption 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 to, 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** - a student shall not possess, use, sell, transmit or be under the influence of any form of narcotics, alcohol, illegal drugs, or look-a-like drugs. Look-a-like drugs are those substances which look like controlled or illegal drugs that are really another substance. Any apparatus or instrument used in the process of making, or distributing of, any controlled or illegal substance is also considered to be illegal. These rules apply while on school premises, under school authority, including busses, or while at any school-sponsored event or function.
10. **Tobacco** - a student shall not possess, use, sell, purchase, transmit, or be under the influence of any form of tobacco or tobacco products.
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 student 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 act resulting in a fight in or on school property or while in attendance at any school activity or at a bus pick-up point.
15. **Forgery** - a student shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
16. **Sex Related Offenses** - a student shall not impose improper physical contact upon the body or clothing of another student or staff member. A student shall not make sexually harassing or suggestive statements or gestures to another student or staff member.
17. **Frightening, Degrading, Disgraceful Acts** - a student shall not, while on school premises under school authority, including busses, or while at any school sponsored activity, function, or event engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, degrade, or disgrace the person toward whom the act or conduct is directed. A student shall not, while on school premises under school authority, including busses, or while at any school sponsored activity, function, or event, knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such a student will cause physical harm to the person or property of such a person.

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

### **Secondary Misconduct**

1. **Plagiarism or Cheating** - a student shall not pass off, as one's own, ideas or work of another, cheat, or assist another student in doing so.
2. **Gambling** - a student shall not bet or participate in lotteries or other games of chance for money or valuables while on school property or while participating in school activities.
3. **Tardiness** - a student shall not be late in arriving at his or her assigned area.
4. **Class Disruption** - a student shall not be involved in action which disrupts the education process of the other students in a classroom, activity, or other organized function of the school.
5. **False Reports** - a student shall not falsely report incidents or make false accusations or testimony to school personnel, which would 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 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 be 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 Violation** - a student shall not violate any rules or regulations of the student driving policy.
11. **Bus Transportation** - a student shall not violate any regulations of the Bus Transportation policy listed in this handbook.
12. **Obscene Language** must not be used during school, while riding the bus, or while attending any school activity. This includes verbal or written.

### **MINOR MISCONDUCT**

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

\*\* 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 busses 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 extra-curricular activities.**
- 3. All above rules and regulations which normally would apply are in effect at all school functions.**

### **SUSPENSIONS AND/OR EXPULSIONS**

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

#### **Whenever an incident occurs that may lead to a suspension:**

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

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

#### **This notice of suspension shall include:**

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

4. The conditions, if any, of the suspension.

**An appeal:**

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

**The decision of the Superintendent:**

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

**An appeal to the Board of Education:**

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

**The decision of the Board of Education:**

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

## **EMERGENCY REMOVALS OF STUDENTS**

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

1. The Superintendent, Principal or Assistant Principal may remove the student from the premises during a curricular or extra-curricular activity.
2. A teacher may remove the student from curricular or extra-curricular activities under his supervision, but not from the premises. A teacher making an emergency removal must submit to the principal in writing the reason for such removal as soon as practical. A due process hearing must be held within seventy-two hours after a removal is ordered if such removal order is to exceed twenty-four hours, and:
  - A. 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.
  - B. The person who ordered or requested the removal must be at the hearing.
  - C. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.
  - D. 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.
  - E. 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 an extra-curricular activity for violations for the *Code of Student Conduct* listed in:
    1. Gross Misconduct
    2. Secondary Misconduct
    3. Minor Misconduct

## **EXPULSION**

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

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

**Students expelled from school:**

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

**Whenever an incident occurs that may lead to an expulsion:**

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

**The notice of the intent to expel shall:**

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

**The expulsion hearing:**

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

**A notice of expulsion:**

1. Shall be sent to the student with copies to the parent, guardian of the student, custodian of the student, Treasurer of the Board of Education, and Principal.
2. Shall be sent within twenty-four 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 school days of the request of an appeal by the student, parent, guardian or custodian of the student.
3. Shall provide for all information regarding the incident and subsequent hearings being presented to the Board of Education, including the right of the student to explain his actions or challenge the reasons for the expulsion.
4. Shall be held in public meeting unless the student, parent, guardian or custodian request the hearing be held in executive session with the knowledge that any action by the Board is required to be in a public meeting.

**The decision of the Board of Education:**

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

## **Transportation Information**

Since many of our students travel to and from school by bus, our ultimate concern is the safety of all children. The bus driver is in complete charge of the students and will report serious difficulties or disciplinary problems to the building principal. Parents will receive a Bus Misconduct Report when a serious problem is reported to the building principal. Continued disruptive behavior may result in a suspension of bus riding privileges for a period of time.

Keystone Elementary School busses tend to be filled to state maximum capacity; therefore we cannot accommodate students wishing to ride a different bus to a friend's house. Any request for a child to ride a different bus or be dropped at a location not the child's home must be approved by the **transportation supervisor** in advance.

Students are requested to be at their designated bus stop five (5) minutes prior to the scheduled arrival of their bus. Occasionally busses are delayed due to inclement weather or bus difficulties. Students should remain at their bus stop for a reasonable period of time for their bus.

Specific bus Transportation Rules are listed below:

## **Transportation Operation and Safety Rules**

1. The school bus driver shall have both the responsibility and authority to maintain control and safety of pupils assigned to his/her bus through the enforcement of the following rules:
  - A. Students must wait in a location clear of traffic and at the bus stop.
  - B. Students shall arrive at the bus stop **5 minutes before** the bus is scheduled to arrive.
  - C. Behavior at the school bus stops must not threaten life, limb, or property of any individual.
  - D. Students must go directly to an available or assigned seat.
  - E. Students must remain seated, keeping aisles and exits clear
  - F. Students must observe classroom conduct and obey the driver promptly and respectfully.
  - G. Students must not use profane language
  - H. Students must refrain from eating and drinking on the bus except as required for medical reasons.
  - I. Students must not use tobacco on the bus.

- J. Students must not have alcohol or drugs on the bus.
  - K. Students must not throw or pass objects on, from or into the bus.
  - L. Students must carry on the bus only objects that can be held on their laps.
  - M. Students must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise
  - N. Students must not put their head or arms out of the bus windows.
  - O. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
  - P. Proper steps will be taken to collect, store, and use medical information related to student.
  - Q. Students may not bring balloons, skateboards, or radios on the school bus.
  - R. Students are not permitted to use pens or pencils on the school bus.
  - S. Students are not permitted to transport animals or plants on the school bus.
  - T. Students must be silent at railroad tracks.
2. Students facing possible suspension of bus riding privileges for rule violations have the right to due process as provided in Board Policy.

## **Keystone Elementary School Cafeteria and Playground Rules**

### **Cafeteria Rules**

In order to provide a pleasant and orderly lunchroom experience, the following rules will be in effect.

1. Students shall walk in the cafeteria at all times
2. Students are expected to use good manners at all times.
3. Students are allowed to talk in a normal voice during their lunch period. Loud talking and shouting are not permitted.
4. Students are not permitted to throw food, straws, or paper. Students are to pick up all paper and food from their table and floor area prior to leaving the cafeteria.
5. Students are to remain seated, except to return trays and dispose of trash.
6. Students are expected to follow all directions given by lunchroom monitors or teachers on duty.
7. Students should be prepared to receive direction from the lunchroom monitor/teacher.
8. Students will be dismissed from the cafeteria one table at a time. There should be no talking in the halls. Students should stay on the right side of the hall when leaving the cafeteria.
9. Students are required to learn their six digit code to access the lunch database, and use this code to properly debit their account when buying lunch. Students must stay in order for the cashier to access the correct account.
10. Parents should plan on sending money or depositing money online on a regular basis to allow students to debit the account without creating a negative balance.

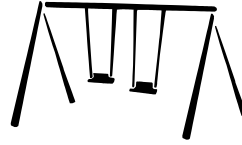
### **Playground Rules**

It is our goal that all children have an enjoyable and safe play period each day and these rules have been established to insure the safety of all children. Failure to follow these rules may result in the loss of playground privileges.

1. Rough and dangerous play is not permitted, including fighting, wrestling, and playing tackle football.
2. Stone and rock throwing is not permitted at any time.
3. Tag is not to be played since it is considered unnecessary physical contact that can escalate.
4. Snowball throwing is not permitted.
5. Students are to avoid ice, mud puddles, and other wet areas.
6. Students should dress appropriately for the weather- boots, hats, gloves, snow pants, etc.
7. Students are not to enter the building without the permission of the teacher or playground monitor.
8. Taking other students' garments (hats, gloves, scarves etc.) is not permitted.
9. Super-balls, golf balls, and skateboards are considered dangerous and are not permitted on the playground.
10. Pushing or shoving is not permitted at any time.
11. Any student wishing to participate in any game may do so.
12. Ball throwing near equipment or over the fence is not permitted.
13. When recess is finished, students are to line up in an orderly manner by classroom.
14. All injuries should be reported to the playground teacher on duty.

- A. **Swings**  
One child per swing

Sit on the swing, do not stand or lay on your stomach  
Do not twist the chain; no spinning  
Do not jump off the swings  
Only push a student seated on the swing from behind  
Do not climb the support poles



**B. Slides**

Climb up carefully using both hands  
Sit down while sliding, and slide feet first  
No walking up the slide



**C. Playground Equipment**

Climb up carefully using both hands  
Look before dropping down, be careful not to land on another student

15 Do not pull on students who are hanging or climbing

## **KEY-CARE (A BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM)**

Key-Care, our before and after school childcare program, will begin on the first day of school. Childcare will be available for Keystone Elementary students from 6:30 - 8:50 A.M. and 3:15 - 6:00 P.M. The purpose of Key-Care is to provide a safe and enjoyable child care environment. Free choice activities will be available for your child, such as games, homework assistance, computers, and group activities. You may arrange care for your children during part or all of the above-mentioned times. Perhaps you only need childcare two mornings or afternoons per week, or perhaps your work schedule changes each week. Hopefully, Key-Care has the flexibility to meet your needs. Since Key-Care must be self-supporting, the cost of this childcare is \$2.50 per child, per hour. Parents are asked to pay in advance. Our Key-Care worker will keep records of your payments and will notify you when another block of time needs to be purchased. You may enroll your child in Key-Care at any time; we do require notice. Our Key-Care worker must know in advance which children will be attending the program on a given day - **it is not a drop-in program!**

## **Administration of Medication**

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 Medications in Schools**

If, under exceptional circumstances, a child is required to take medication (**prescription or over-the-counter**) during school hours and the parent cannot be at school to administer the medication (which is the preferred practice), only the school nurse, 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 a Keystone Local Schools Medication form, found in the school office or KLSD website, completed and signed from the parent or guardian of the student, and 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
  - j. The name, address, and phone number of the physician
2. Prior to administering the medication, the principal shall receive a Keystone Local Schools Medication form, found in the school office or KLSLSD website, completed and signed by the parent or guardian of the student
  - 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 pharmacist, and to receive the medication at the end of the school year
  - c. 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. **Please note that aspirin, cough medicine, throat lozenges, and other types of remedies ARE considered over-the-counter medication and are regulated by these guidelines.**