

Keystone Elementary School/

STUDENT HANDBOOK

2011-2012

Excellent w/ Distinction



Proud To Be A Wildcat!

Secretaries: Mrs. Sheldon & Mrs. Johnson

Principal: Mr. David Kish

Counselor: Mrs. Chelsea Palubiak

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Keystone Elementary School

Principal – David Kish

Secretary – Kerri Johnson

Secretary - Patty Jo Sheldon

Counselor – Chelsea Palubiak

KINDERGARTEN

155 – Karen Duchoslav
153 - Anita Hunkley
151 – Heather McCourt
150- Cindy Meadows
154- Laura Devore
208-Jillian Hrdy

FIRST GRADE

152 – Jill Hetsler
156 - Kristin Burden
159 – Rebecca Reed
160 – Michelle Modock
135-Gail Falk

SECOND GRADE

303 - Cynthia Klinec
305 – Nancy Caithaml
307 - Allison Johnson
308 – Julie Sigmund
310 – Beth Branco

THIRD GRADE

400 - Tina McNulty
403 – Hannah Folley
404 - Beth Slone
405 - Melissa Doherty
407 - Donna Gray
309 – Deb Bousek

FOURTH GRADE

408 – Nancy Buehler
409 – Kim Tafa
410 – Jan Sorrell
411 - Jenna Walter
412 - Mark Sobel

SPECIAL ED

208 – Ben Bushong (4th gr.)
205 - Dawn Morris (K-2)
402 - Justine Cernich (3rd gr.)
304 - Abigail Whitney (K-4)

TITLE 1 READING

311 – Justin Nacarato
312 – Amy McVay

SPED PARAPRO'S

Char Eye
Deana Ziemba

PARAPRO'S

LouAnn Fox (gr. K)
Brenda Lang (gr.1)
Julie Billingham (gr.2)
Kim Stanic (gr. 3 & 4)

ART – Beth Wolosz (202)

MUSIC – Shelley Wyzynski (203)

PHYS. ED – Hank Austin

LIBRARIAN – Lynn Gagnon

LIBRARY PARA – Deb Albrecht

SPECIAL ED. SUPERVISOR – Taya Neuman

DISTRICT PSYCHOLOGIST – Barbara Morgan

SPEECH PATHOLOGISTS – Fran McConnell & Jill Vickerts

KEY CARE MONITOR – Vickie Friel, Diane Kline, & Denita Tuttle

NURSE – Shirley Burren (Not Friday)

HEAD COOK – Lana Wollenslegel

CAFETERIA/CASHIER – Jean Paris

COOK – Janice Given

HEAD CUSTODIAN – Charlie Burden

CUSTODIANS – Larry Hyland (3:00-11:30)

Cleaners—Elizabeth Mills & Wanda Ferjutz

Important Telephone Numbers

Keystone Elementary School

440-355-5134

Keystone High School

440-355-5132

Keystone Middle School

440-355-5133

Keystone High and Keystone Middle Schools attendance line

440-355-5822

Keystone Board of Education, Superintendent's Office

440-355-5131

Keystone Schools Transportation Office & Bus Garage

440-355-6243

Keystone Schools Food Service Office

440-355-5131

Keystone Local Schools Administrative Staff

Mr. Jay Arbaugh	Superintendent
Mrs. Susan Bement	Treasurer
Mr. Thomas Clary	Keystone High Principal
Mr. Darryl Graves	Keystone High Asst. Principal
Mr. Tim Jenkins	Keystone Middle School Principal
Miss Leeann Popovich	Keystone Middle School Assistant Principal
Mr. David Kish	Keystone Elementary Principal
Mrs. Margaret Miller	Transportation Supervisor
Mr. Mike Smith	Buildings and Grounds Supervisor
Mrs. Jody White	Food Service Supervisor
Ms. Taya Newman	Special Education Supervisor
Mr. Dan White	Curriculum and Instruction Supervisor

Keystone Local Schools Board of Education Members

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

Important Dates to Remember

Report Cards

November 4, 2011 January 27, 2012 March 30, 2012 June 11, 2012 (mailed)

Progress Reports

Grades can be checked online on Progress Book for third and fourth grade and paper copies of progress reports will be sent home to any student with lower than a C in any class or for any student the teacher feels is having difficulty academically or behaviorally.

Early Dismissal Days

September 20, 2011 October 20, 2011 December 6, 2011 February 15 & 23, 2012
March 6, 2012 April 19, 2012

- Students will be dismissed at 2:20 for teacher professional development on these dates.

No School

Waiver Day (Aug. 30), Labor Day (Sept. 5), NEOEA Day (Oct. 14), Thanksgiving Break (Nov. 23, 24, 25), Winter Break (Dec. 22 thru Jan. 2), MLK Day (Jan. 16), Teacher in-service (Jan. 20), No School (Feb. 17), Presidents' Day (Feb. 20), Good Friday (April 6,)Spring Break (April 9-13), Memorial Day (May 28)

Picture Day

October 5, November 30 (retakes) and March 7

Parent/Teacher Conference Dates and Times

November 17, 2011 from 5:00 to 8:00 p.m. and November 21, 2011 from 5:00 to 8:00 p.m.
February 15, 2012 from 2:30 to 9:00 p.m. - students will be dismissed one hour early on this day.



Dear Parents and Students,

Welcome to Keystone Elementary School. We are a very proud building with exceptional students and teachers. Our school is recognized from the state of Ohio as a building that is Excellent w/ Distinction in student achievement. This is the highest ranking the state department gives, and it shows the top-notch education taking place within our building. 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 child'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 middle school/elementary school lobby, check-in at the safety desk, 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 doors are your guarantee to a successful, positive experience at Keystone Elementary.

Educationally,

David Kish

David Kish
Principal

District Mission & Vision Statement

Mission Statement

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

Vision Statement

By 2011, Keystone will be recognized by the Ohio Department of Education as an “excellent” district and by 2014, we will be one of the top three districts in Lorain County.

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 8:40).
2. Teach your child to respect and obey all school adults, teachers, secretaries, custodian, 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. Tell 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 of them.
7. Become involved in your school community; join PTA, attend Board of Education meetings, and help with special school projects.
8. Above all else, tell your child when he or she is doing a good job in school. Praise them for good efforts and good behavior. We will do the same at school.

Student Information Cards

Student information cards are updated each school year. 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 individual you have listed to contact in the event of an emergency is aware of their responsibility.

K-12 Attendance Policy for Keystone Local Schools

1. Following the eighth day of absence per year from school, parents shall receive a warning letter from the school district. This letter should indicate that after the fifteenth (15) day of absence medical verification is necessary. A notification letter will be sent from the principal to parents warning them of irregular attendance, possible failure, and future court referral to the attendance officer for the Lorain County Juvenile Court. This letter will clearly define the district’s attendance policy.
2. Absences, which are a result of illness, truancy, vacation, family emergency, or other absences will be counted in this tally regardless whether the absences are excused or unexcused. Illness verified with a doctor’s note and documented court appearances will not count in this 15 day tally. External suspensions from school will not count in the fifteen-day limit per year. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests; in-school suspensions and mentorship programs will not count in this tally.

3. When a student accumulates more than fifteen (15) days of absence during the school per year, no additional absences will be excused, unless a physician's statement is submitted to justify the need for the absence. The Principal or his designee may waive this requirement as authorized by approval of the superintendent or his 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 student and parents realize and understand that the fifteen (15) 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 absence per year from school, referral to the attendance officer of Lorain County Juvenile Court may occur at the discretion of the County Attendance Officer and the school Principal or his designee.
6. A conference with the Attendance Officer of Lorain County, Building Principal and the parent shall be scheduled if excessive absences continue.
7. Further excessive absences shall result in a meeting with the Superintendent. Parents, students, the County Attendance Officer, and Building Principal may be present at the meeting.
8. Continued irregular attendance at this step may result in other actions as determined by the local Superintendent, i.e. parenting classes, intervention strategies, or other action as determined by the local code of student conduct.
9. A court referral will be the final step for action to be determined by the department of attendance of Lorain County Juvenile Court.

Summary of Administrative Procedures for Excessive Absences from School

1. Notification letter prior to absence limit
2. Referral to Lorain County Juvenile Court Attendance Officer
3. Conference with parent, student, Attendance Officer, and Principal
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 the above administrative procedures should include positive interventions strategies for children, early identification, of potential problems, examining the underlying reasons for irregular attendance in order to make appropriate referrals and appropriate use of guidance and support staff.

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 Attendance Line at 355-5822 by 9:15 to report absences. If a child has an extended illness (chicken pox, 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. Parents need not call if a child is on vacation, provided the principal approves dates of absences.
2. **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.
3. Students are considered tardy to school if arriving after 9:00AM and before 10:30 AM. They will be considered one-half day absent if arriving after 10:30AM. In the afternoon, student 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.

Tardiness

Tardy students must report to the office prior to going to his /her classroom. Students should have a note from their parent explaining the reason for the tardiness. **Parents are to sign their students in when they arrive tardy to school.** 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 9:00 a.m.

Illness or Injury at School

At the beginning of each school year parents are asked to complete Emergency Medical Authorization Cards, which tells 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, severe wounds, 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 to risk a more serious illness or to expose classmates to a contagious illness.

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, one day's notice is requested when possible. 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. The Principal or Secretary will call down to the child's classroom over the P.A. system asking the student to report to the office, the parent is 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 8:50 a.m. At this time, students are permitted to report to their classroom. Students should be dropped off by the front of the school building. **New this year, walkers will be dismissed at 3:20 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 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 and **all those people 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 a car rider unless they are a car rider each day. If you need to pick your child up prior to dismissal, please park in the front parking lots and come into the office to sign them out. The school bus loading and unloading occurs in the rear of the building and no vehicles are allowed in this area during dismissal and pickup time. **Please respect the safety rules of the school and do not tell your child they are a walker and walk into the parking lot or around the corner to be picked up by a waiting car.**

Vacations Requests

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 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.**

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 parent permitted on the field trip is the ones identified by the teacher as a chaperone. Parents will not be permitted to meet students at field trips.

Enrollment/Withdrawal from School

If you 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 those parents present the new school with a birth certificate, immunization records, social security card, and custody papers. 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 formal withdrawal papers including the release of records form.

All school records will be mailed directly to the new school when a signed release form is received provided all financial obligations have been met with the Keystone Local Schools.

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.**

Also, parents are asked to see that their children are dressed properly for the prevailing weather conditions. Outdoor activities, 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 or weather will be difficult to honor, as there is no supervision available for these students. Shorts are permitted to be worn, but short-shorts, bike shorts, athletic shorts, swim trunks, tank tops and mini-skirts are not appropriate. The school will make final determination of the appropriateness of the length.

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, the spray paint will be washed out in the clinic.

Lost and Found Items

Any items found in or around the school are to be brought to the office. These items will be placed in a lost and found box in the hallway. 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.**

If a student forgets their 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. **Please refrain from bringing fast food to your child at lunch. Bottled or canned soda/pop is not permitted in a student's lunch.**

Textbooks, Workbooks and Fees (Pay on-line through PaySchools – 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, this includes library books.

There is a charge for workbooks that are issued to students. A grade level fee list will be sent home early in the school year. The charges will vary depending on the grade level and the number of workbooks required. We ask that these fees be paid as early as possible. Please contact the principal if there is a problem paying these fees so that arrangements can be worked out.

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. Report Cards are issued to students in grades K-4 at the end of each nine-week grading period.

Grades for third and fourth graders can be checked anytime online using ProgressBook 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 1-4 with lower than a C in any class or for any student the 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 the fall and one in the spring. 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 parent.**

Academic Honors for Students in Grades 3 and 4

High Honor Roll for students whom maintain a grade point average of 4.0 during a nine-week grading period. *Honor Roll* for students whom maintain a grade point average of 3.5 to 3.99 during a nine-week grading period. With no grade lower than a B, for the nine-week grading period. *Merit Roll* for students whom maintain a grade point average of 3.0 to 3.5 during a nine-week grading period. With no grade lower than a C, for the nine-week grading period. Final grades will be calculated in numerical form determined from the point of values equivalents of letter grades:

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

The final yearly grade is determined by adding the point value of each nine weeks grade and dividing the sum by four. 3rd and 4th grades will have awards assemblies at the end of the year to highlight the students' accomplishments. 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. Student should strive to:

1. Attend school each day it is in session.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property 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 an including expulsion depending upon past behavioral history and severity of the violation.

Specific rules and regulation 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 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 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 of 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 students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks.
14. **Fighting**, a student shall not be involved in any hostile act resulting in a fight in or on school property or while in attendance at any school activity or at a bus pickup point.
15. **Forgery**, a student shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
16. **Sex Related Offenses**, a student shall not impose improper physical contact upon the body or clothing of another student or staff member. A student shall not make sexually harassing or suggestive statements or gestures to another student or staff member.
17. **Frightening, Degrading, Disgraceful acts**, a student shall not, while on school premises under school authority, including busses, or while at any school sponsored activity, function, or event engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, degrade, or disgrace the person toward whom the act or conduct is directed. A student shall not, while on school premises under school authority, including buses, 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 communicates 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. Such devices will be confiscated and held for a parent to pick up. A second offense may result in an out-of-school suspension not to exceed ten (10) days and possible recommendation to expel.
22. **Firearms**, a student shall not possess, handle, transmit, use, or have access to any form of firearms, explosive materials or incendiary devices/materials while in school or attending a school-sponsored activity. In accordance with state and federal law, students in violation of this rule shall be expelled from school for a period not less than one (1) year. (Gun Free Schools Act of 1994.)
23. **Computer use**, a student using computers in school shall not attempt to change, alter, transmit or download computer files or programs, without first seeking permission from the supervising teacher. **Computer usage must be related to an education objective or goal.** Personal software is not to be used in school owned computers. Students causing temporary or permanent changes to software or hardware may be denied future use of the computers, held financially responsible for temporary or permanent changes/damages and may be disciplined for the misuse or abuse of the technology made available to them. 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 accusation 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 the students or a disruption to the educational process.
8. **Unauthorized sale or distribution**, a student shall not sell or distribute or attempt to sell or distribute any item which has not 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, hats, jackets, tank-tops dark glasses etc. are prohibited. Students will not be permitted to wear clothing or any articles with pictures, wording, or references to sex, drugs, alcohol, or anything else inappropriate for school as judged by the building administrator.
10. **Driving violations**, a student shall not violate any rules or regulations of the student driving policy.
11. **Bus transportation**, a student shall not violate any regulations of the Bus Transportation policy listed in this handbook.

Disciplinary or punitive action may include, but are not limited to, detention, suspensions, expulsions, etc.

** 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.

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. Student 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 in grades 2-4 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 in on a regular basis to allow students to debit the account without creating a negative balance. Parents will be notified by the cashier when funds are low.

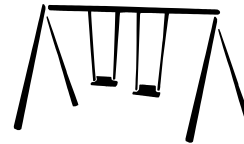
Playground Rules

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 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 student's garments, (hats, gloves, scarves etc.) is not permitted.
- 9 Super-balls, golf balls, 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.
- 15 Specific playground rules will be sent home at the beginning of the school year.

A. Swings

- One child per swing
- Sit on the swing, do not stand or lay on your stomach
- Do not twist the chains, 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

- 16 Do not pull on students who are hanging or climbing

KEY-CARE

A BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

We are pleased to announce that Key-Care, our before and after school child care program, will begin on the first day of school. Child care will be available for Keystone Elementary students from 6:30 - 8:50 A.M. and 3:30 - 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 child care two mornings or afternoons per week, or perhaps your work schedule changes each week. Key-Care hopefully has the flexibility to meet your needs.

Since Key-Care must be self-supporting, the cost of this child care is \$2.00 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, although we do need 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 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
 - j. The name, address, and phone number 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 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.

KEYSTONE LOCAL SCHOOLS
301 LIBERTY ST.
LAGRANGE, OHIO 44050
440-355-5131

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

Student Name	Grade
School Attending	Current School Year

PARENT/GUARDIAN SECTION:

Please review the following steps required for permission of school personnel to administer any medication to your child and sign the section:

1. Both the parent and the physician must complete this form.
2. Medication must be provided in the student's labeled prescription bottle. The prescription label must match the instructions from the prescriber. If it is a non-prescription medication, it must be in the original container.
3. New forms must be submitted each school year and for each new medication. New forms must be submitted when any changes in the original form occur (for example, changes in the dose, time, etc.)

I request that medication be administered to my son/daughter according to the directions of the physician in the following section. I also authorize the exchange of information between the health care provider and the school regarding this medication order when deemed necessary by school personnel.

Signature of parent/guardian	Date
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PHYSICIAN'S SECTION:

Student's Name	Name of Medication
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Strength	Dose
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Time Medication to be taken	Start date	Expiration date
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Condition for Which Medication is Requested

Possible Side Effects

Physician's Signature	Phone Number	Physician's Printed Name
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If medication (ex. Inhalers, bee sting kits) is to be carried by the student, the back of this form must be completed by the physician and parent.

AUTHORIZATION FOR SELF-CARRY / ADMINISTRATION OF MEDICINE AT SCHOOL AND AFTER-SCHOOL ACTIVITIES

PHYSICIAN'S SECTION:

Student Name: _____ Grade: _____
Name of School _____ Current School Year _____
Name of Medication _____
Dose _____ Method Administered _____
Condition for which medication is administered _____
Time or indication for administration _____
Side effects to be noted/reported _____
Other recommendations _____
Duration (dates) of administration: From _____ To _____ (Limit of one school year)

IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTRER THE ABOVE MEDICATION.

Physician Signature Print Name Telephone Date

PARENT /GUARDIAN AUTHORIZATION

I request that my child, named above, be permitted to: ___carry ___self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with the name of student, prescribing health care provider, and medication; date of original prescription; strength and dose of medication; and directions for use.

Parent/ Guardian Signature Date

Parent Telephone Number

We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

School Nurse Signature Date Principal Signature Date

Elementary School Calendar

New Student Kindergarten Screening	Friday, August 26
Open House	Monday, August 29 (4:00-5:30)
No School – Teacher Waiver Day	Tuesday, August 30
First Day of School (Grades 1-4).....	Wednesday, August 31
Kindergarten Orientation Day	Wednesday, August 31
First Day of School for Kindergarteners	Thursday, September 1
Labor Day – No School.....	Monday, September 5
Early Dismissal for Students (2:20 p.m.).....	Tuesday, September 20
3 rd Grade Reading Achievement Testing.....	Tuesday, October 4
Fall Picture Day (November 30)	Wednesday, October 5
N.E.O.E.A. Day – No School.....	Friday, October 14
Early Dismissal for Students (2:20 p.m.)	Thursday, October 20
Fall Harvest Parties (2:30).....	Monday, October 31
End of 1 st Nine Weeks	Friday, October 28
Election Day.....	Tuesday, November 1
Parent/Teacher Conference Nights.....	November 17 and 21
Thanksgiving Break – No School.....	November 23, 24, & 25
Fall Picture Retakes.....	Wednesday, November 30
Early Dismissal for Students (2:20 p.m.).....	Tuesday, December 6
Winter Parties (2:30).....	Tuesday, December 21
Winter Break Begins – No School.....	Thursday, December 22
Pupils Return from Winter Break.....	Tuesday, January 3
Martin Luther King Day – No School	Monday, January 16
End of 2 nd Nine Weeks	Thursday, January 19
No School – Teacher Inservice	Friday, January 20
Father-Daughter Dance.....	Friday, February 10
Valentine’s Parties.....	Monday, February 14
Early Dismissal for Students (2:20 p.m.).....	Wednesday, February 15
Parent/Teacher Conferences (2:30-9:00)	Wednesday, February 15
No School (K-8 only)	Friday, February 17
Presidents’ Day – No School.....	Monday, February 20
Early Dismissal for Students (2:20 p.m.).....	Thursday, February 23
Early Dismissal for Students (2:20 p.m.).....	Tuesday, March 6
Spring Pictures.....	Wednesday, March 7
End of 3 rd Nine Weeks	Friday, March 23
Spring Break Begins – No School.....	Friday, April 6
Pupils Return from Spring Break.....	Monday, April 16
Early Dismissal for Students (2:20 p.m.).....	Thursday, April 19
3 rd and 4 th Grade Achievement Testing – Reading.....	Tuesday, May 1
3 rd and 4 th Grade Achievement Testing – Math.....	Thursday, May 3
Memorial Day – No School.....	Monday, May 28
Last Pupil Day (End of 4 th Nine Weeks).....	Wednesday, June 6

Calendar available on the Keystone web page: www.keystonelocalschools.org
 This calendar is continually updated. Please refer to our web page for additions.

I am signing that I have received and reviewed a copy of the student handbook for the 2011-2012 school year and have pointed out specific things concerning school rules and policy from the handbook to my child.

Parent Signature _____

Parent Printed Name _____

Student Printed Name _____