# Keystone Central School District
# Elementary Student Handbook
# 2025 - 2026

www.kcsd.us

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Brett Umbenhouer Principal

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# KEYSTONE CENTRAL SCHOOL DISTRICT
# 2025-2026 ELEMENTARY STUDENT HANDBOOK

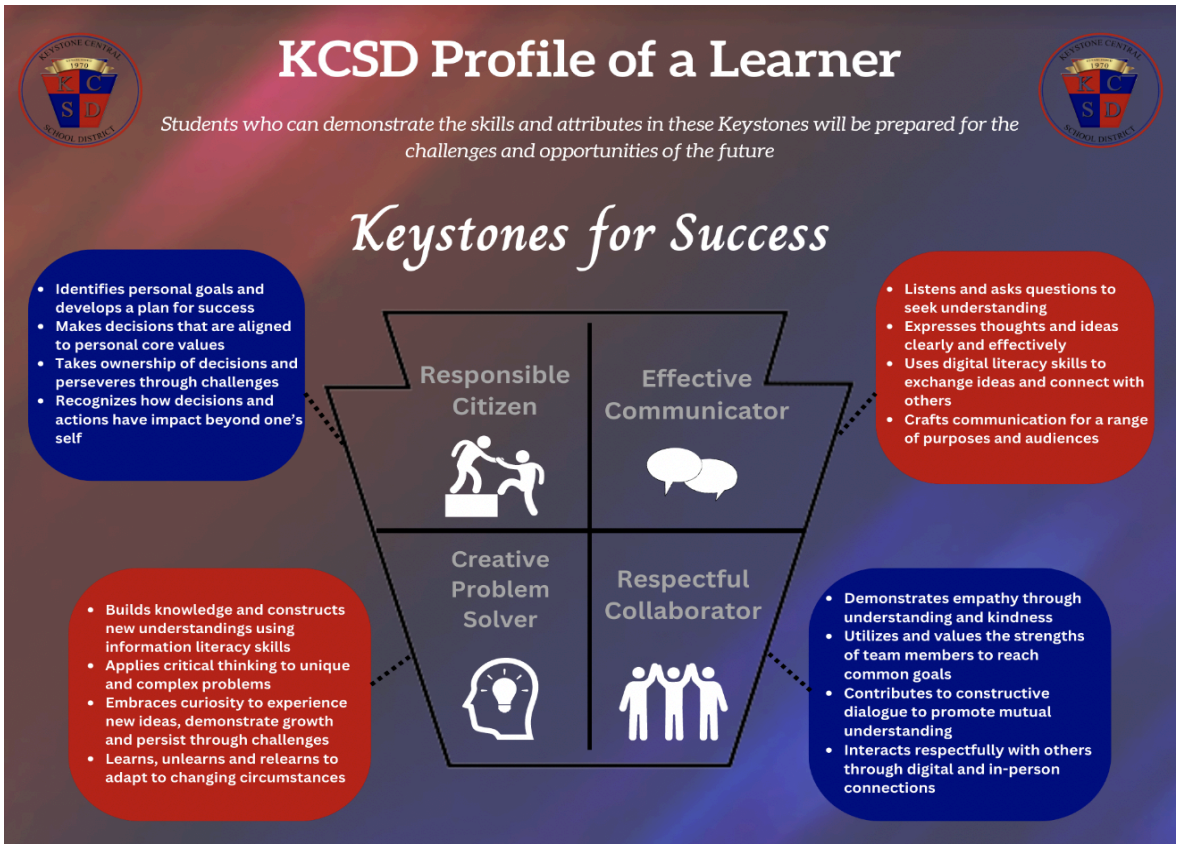
**DISTRICT VISION:**
*Preparing citizens for the challenges and opportunities of the future.*

**DISTRICT MISSION STATEMENT:**
*We are committed to developing lifelong learners who are adaptable, resilient, productive, and of high moral character.*

**SHARED VALUES:**
*We will provide:*

- *Equitable Access to Rigorous Curriculum and Effective Instruction*
- *Critical Thinking and Solution-Focused Learners*
- *A Safe, Healthy, and Inclusive Culture*
- *High Expectations and Support for All*
- *Engaged and Empowered Community and Families*
- *Policies and Procedures that Promote Learning and Leadership*

**PROFILE OF A LEARNER:**



## WELCOME LETTER August 2025

Welcome to the Keystone Central School District, which includes the Liberty Curtin, Mill Hall, Renovo, Robb, and Woodward Elementary Schools. Whether you are a new student to the district or are a returning student, we are delighted to have you as a member of our extended school family as we learn together during the 2025-2026 school year.

This handbook is for you! If you believe something you read in the Student Handbook is inconsistent with a Keystone Central School District Policy, you should ask your principal to help resolve the inconsistency. If there is an inconsistency, the School District's Policy is followed. This handbook contains important information about the rules and district policies you are responsible to follow during your school year. It was written so that all students, members of the school community, and school staff know what is expected of an elementary student attending KCSD. Our intention is to create a stimulating environment in which all children grow academically, socially, emotionally and physically. In order to do that, students need to demonstrate good behavior, be respectful of others, make safe decisions, and talk with adults so that we can help guide behavior and decisions.

Parents and guardians, please review the contents of this handbook with your child and keep it in a special location for easy access throughout the school year. After reading the handbook with your child, **sign the annual notice document, and return it to your child's teacher by the second Friday in September.**

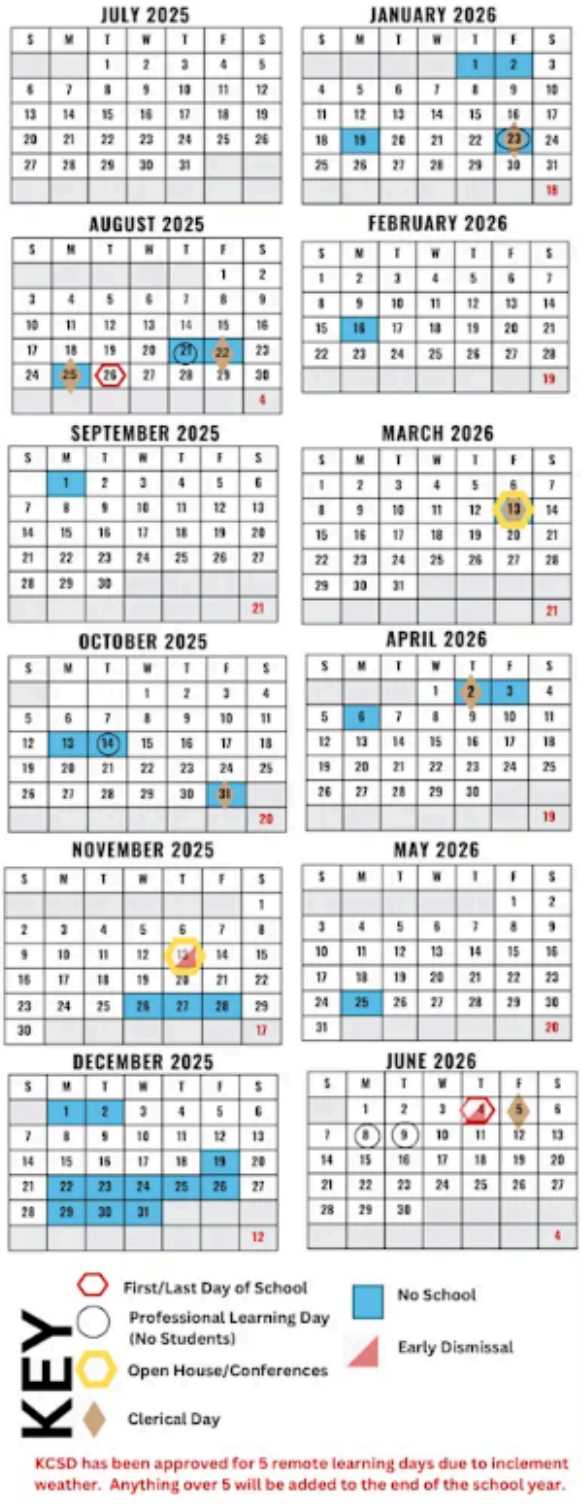
Parents are children's first teachers. They have the strongest and most permanent influence on their children's lives. We invite all parents and guardians to be members of our school family and form positive partnerships with us to ensure success for all children. We look forward to working with our families as we begin this school year and strive for success.

Sincerely,

| | |
|---|---|
| Brett Umbenhouer | Liberty-Curtin Elementary Principal |
| Rebecca Michaels | Mill Hall Elementary Principal |
| James Poleto | Renovo Elementary Principal |
| Tyler Barth | Robb Elementary Principal |
| Christina Manning | Woodward Elementary Principal |
| David Peters | KCSD Virtual Academy Principal |

The calendar is subject to change due to weather and other emergency conditions. A current calendar is always available on the website. [Printable 25-26 School Calendar]

# 2025 – 2026 School Calendar




KCSD has been approved for 5 remote learning days due to inclement weather. Anything over 5 will be added to the end of the school year.

## 2025-2026 School Calendar

August 20 - Teacher Induction Day
August 21, 22, & 25 - Professional Learning Days (2 which are Clerical)
August 26 - First Day of Classes

September 1 - Labor Day - No School
September - Open Houses
- Liberty-Curtin: 9/10 - 5:00-8:00 PM
- Woodward: 9/3 - 5:00-8:00 PM
- Robb: 9/3 - 5:00-8:00 PM
- Mill Hall: 9/9 - 5:00-8:00 PM
- Renovo: 9/3 - 5:00-8:00 PM
- CMMS: 9/17 - 5:00-8:00 PM
- CMHS:
  - 9th Grade- 8/13 6:00-8:00 PM
  - 10th-12th- 9/4 5:00-8:00 PM
- Bucktail: 9/10 - 5-8:00 PM

October 13 - Columbus Day - No School
October 14 - Professional Learning Day
October 31 - No School for Students & 1/2 Clerical Day

November 13 - Conference Day - Early Dismissal For Students- Conferences afternoon through evening
November 26 thru December 2 - Thanksgiving Break - No School

December 19 - King of the Mountain - No School
December 22 thru January 2 - Winter Break - No School

January 19 - Martin Luther King Day - No School
January 23 - Professional Learning Day - No School Clerical Day

February 16 - President's Day - No School

March 13 - Professional Learning Day - AM-Senior Projects Conferences PM & Clerical Day

April 2 - No School for Students & 1/2 Clerical Day
April 3 thru 6 - Spring Break - No School

May 25 - Memorial Day - No School

June 4 - Last Day of Classes - 3 hr. Early Dismissal & PM Building Professional Learning Day
June 5 - Clerical Day
June 8 & 9 - Professional Learning Day (PPL Days)

**End of Marking Period**

| (Qtr. 1) | (Qtr.2) | (Qtr.3) | (Qtr.4) |
|---|---|---|---|
| Oct. 31 | Jan 23 | April 2 | June 4 |

**PSSA Testing Window (subject to change from PDE) Grades 3-8**

| | |
|---|---|
| English/Language Arts | April 20 through April 24 |
| Mathematics/Science/Make-ups | April 27 through May 1 |

**Keystone Exams (subject to change from PDE)**

| | |
|---|---|
| Winter Testing Window (Wave 1) | Dec. 3 through Dec. 17 |
| Winter Testing Window (Wave 2) | Jan. 5 through Jan. 16 |
| Spring Testing Window | May 11 through May 22 |
| Summer Testing Window | July 27 through Aug. 31 |

**Pre-NOCTI Window**
October 14, 2025 - November 7, 2025

**NOCTI Window**
April 13, 2026 - April 24, 2026

Approved: 6/12/2025

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## SAFETY is our first priority!

## VISITORS

Adult visitors to the school from the community are always welcome. All visitors should schedule appointments, and they must check in to the Main Office of the building and present identification to sign in and obtain a Visitor's Pass. Non-resident students may visit the school only if they are participating in a school-sponsored program. Passes are only issued to those who are visiting specifically to contribute to the academic program or extracurricular program. For reasons of safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.

All school guests MUST register/sign in at the school office before proceeding throughout the building. Visitors will present a valid state ID to be scanned and must also wear a "visitor badge/pass" when they are in the building. **All visits to the classrooms must be pre-arranged with the teacher or building principal.** All visitors must sign out in the office when leaving the building. Visitors' access to the elementary buildings will be limited to one entrance, which will be through the main office doors. **Please remember that our primary focus is to safely educate the children in our care. Unplanned interruptions during the school day take time away from the children.** Please reference Policy #907 School Visitors for other questions or information regarding what is permitted during a visit to the school.

- If your child forgot his/her lunch or another item, please drop it off at the office with the child's name and homeroom teacher's name.
- Students will not be permitted to bring siblings, relatives, or friends to school for the purpose of visiting.

## VOLUNTEERS

The Board and District recognizes that community involvement can make valuable contributions to the educational program. Please reference the Keystone Central School District Policy #916 for detailed information related to community volunteers. Please reference the Keystone Central School District website for appropriate clearances and applications required for all volunteers.

## PARKING

All visitors should check in at the elementary school office and ask about parking. **Please Note: Do not park in any location other than designated parking areas (i.e., NO parking along curbing unless otherwise marked). Never block busing lanes as this can cause unsafe conditions for children. Additionally, all pedestrians must cross roadways at designated crosswalks only. Drive slowly through the school parking lots as sometimes children dart away from parents and through gaps between parked vehicles.**

Thank you, in advance, for treating the safety of all children as if they were your own.

## VIDEO / AUDIO SURVEILLANCE NOTICE

The Keystone Central School District utilizes video surveillance and recordings in its effort to keep students, staff, and property safe. All District facilities and property have video recorders in use and all buses used by the District utilize both video and audio recordings. All those entering district buildings and property should be aware that their activities may be video recorded and those using buses may have their activities recorded, by both video and audio at any time.

## SCHOOL-WIDE EXPECTATIONS FOR THE ELEMENTARY SCHOOLS

The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12 This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade, and individual level, depending on the needs of the students. The district has been recognized by PDE for the implementation of SWPB in its schools. Through the use of K-12 consistent expectations students are taught the 4 B's:

**1. Be Safe.**

**2. Be Responsible.**

**3. Be Respectful.**

**4. Be Kind.**

**5. Be Present**

***Be the best you can be, everywhere, every time.***

## PBIS Matrix

| School-Wide Positive Behavior Support Matrix | | | | | |
|---|---|---|---|---|---|
| | ***Be Safe*** | ***Be Responsible*** | ***Be Respectful*** | ***Be Kind*** | ***Be Present*** |
| **Classroom/ School Events** | • Keep all hands, feet, and objects to yourself<br>• Maintain a safe environment<br>• Use materials appropriately<br>• Follow all emergency/safety procedures | • Be on time and prepared<br>• Keep electronic devices charged, off, and away as instructed<br>• Complete all work as assigned<br>• Be honest<br>• Participate<br>• See something, say something | • Use appropriate language, tone, and volume<br>• Always treat others as you would want to be treated<br>• Include others<br>• Be mindful of the property and materials of others | • Include others in seating and conversations<br>• Offer help | • Come to school every day<br>• Be attentive<br>• Be on task and actively participate<br>• Use time wisely<br>• Grow your sense of curiosity and resiliency |
| **Cafeteria/ Lunch Locations** | • Keep all hands, feet, and objects to yourself<br>• Stay in your own space<br>• Follow all cafeteria routines and rules | • Follow the directions given the first time<br>• Only take what you pay for<br>• Eat and stay in the assigned location<br>• See something, say something | • Use appropriate language, tone, and volume<br>• Use table manners<br>• Clean up your physical space<br>• Be patient and wait for your turn | • Offer help<br>• Include others | • Be on time<br>• Remain in the designated area<br>• Be aware of your surroundings<br>• Be aware of the space your body and voice are taking up<br>• Enter and exit the cafeteria quietly. |
| **Restroom** | • Keep all hands, feet, and objects to yourself<br>• Wash your hands with warm water and soap<br>• See something, say something<br>• One person per stall | • Flush the toilet and clean up after yourself<br>• Use the assigned/closest restroom<br>• Get in, get out<br>• See something, say something | • Use appropriate language, tone, and volume<br>• Respect the privacy of others | • Be respectful of others' personal space | • Use the restroom only when necessary<br>• Use the closest restroom<br>• Return to class promptly |
| **Hallways/ Common Areas/ Gymnasium** | • Keep all hands, feet, and objects to yourself<br>• Walk at all times on the right side of the hallway<br>• See something, say something<br>• Keep doors closed and only allow school staff to admit visitors into the building | • Be mindful of classes that are in session<br>• Use school-appropriate language, tone, and volume<br>• Go directly to your assigned area or classroom<br>• See something, say something | • Use appropriate language, tone, and volume<br>• Be considerate of the personal property and space of others<br>• Respect hallway decorations/signs<br>• Respond to others appropriately and honestly | • Help others when needed<br>• Be aware of hallway traffic<br>• Be friendly<br>• Use polite conversation | • Move quickly and quietly to your destination<br>• Be aware of your surroundings<br>• Be aware of the space your body and voice are taking up<br>• Right side of the hallway<br>• Use time wisely |
| **Bus** | • Keep all hands, feet, and objects to yourself<br>• Stay Seated<br>• Face Forward<br>• Keep aisles clear<br>• Use appropriate language, tone, and volume | • Clean up after yourself<br>• Get bus notes approved before riding a different bus<br>• Be on time<br>• See something, say something | • Listen to the bus driver and follow directions the first time given<br>• Be considerate of the personal property and space of others | • Be polite to others<br>• Greet the bus driver/ others appropriately | • Be on time<br>• Be on the assigned bus<br>• Be at the designated area on time<br>• Be aware of the space your body and voice are taking up |

## GENERAL EXPECTATIONS (RULES)

- Gum or substances containing gum are not allowed on buses or on school property. Exceptions might be granted by individual building principals for special circumstances.
- Skateboards, roller skates, and shoes with wheels are not allowed on buses or school property.
- Hats are not permitted in school.
- Teacher permission is required before leaving your assigned area.
- No electronic devices or toys in school except by approval of the principal. In the event such permission is granted, the school assumes no responsibility for loss, damage, or theft.
- No possession or use of drugs, e-products, or tobacco. Possession or use will result in disciplinary action as outlined in district policy and can lead to an arrest and/or fine.
- Possession of a firearm and/or other weapons and objects which are designed or used to inflict bodily harm or place a person in fear of his/her safety or well-being are strictly prohibited.
    - This includes pocket knives. Possession will result in disciplinary action and could result in suspension and / or recommendation for expulsion.
- Animals cannot be brought on school property without the permission of the building principal.

## RECESS FOR GRADES KINDERGARTEN THROUGH 4TH GRADES

Recess play periods are vital parts of the school day. Children need the physical activity and the change in tempo that these breaks in the school day provide. On the playground, the children learn to abide by the rules and to practice good sportsmanship. Children develop a feeling of group responsibility as they play during recesses.

## RECESS EXPECTATIONS (RULES)

| Be Safe | Be Responsible | Be Respectful | Be Kind | Be Present |
|---|---|---|---|---|
| **Keep hands, feet and other objects to self**<br><br>**Use equipment correctly and safely**<br><br>**Wait your turn**<br><br>**Report any problem to an adult on duty** | **Clean up after yourself**<br><br>**Ask for help when needed**<br><br>**Line up quickly and quietly**<br><br>**Be a problem-solver**<br><br>**Follow all of the rules of the games**<br><br>**Use equipment appropriately** | **Use appropriate language, tone, and volume**<br><br>**Take turns and share equipment**<br><br>**Practice teamwork and good sportsmanship.**<br><br>**Follow directions of all staff** | **Use Kind words**<br><br>**Use your manners**<br><br>**Reach out and include others**<br><br>**Be friendly and use your manner**<br><br>**Offer help** | **Stay in designated areas**<br><br>**Be aware of the space your body and voice are taking up**<br><br>**Be aware of your surroundings** |

- Wrestling, karate, tackling, and horseplay are not allowed during recess periods.
- Use playground equipment as it is intended to be used (ex. Jump ropes are to be used for jumping only.)
- Food, candy, gum and cell phones or other non-school issued electronic devices may not be taken to recess areas.
- Caution for other students on the playground must be observed while playing all group games.
- NO tag or running on the equipment.
- Hats must be removed upon entering the building.
- Recess will be outside unless weather conditions are inappropriate. Please dress warmly during cold weather.
- Our criteria for determining outside recess will be: “When forecast temperature/wind chill are above 25 degrees Fahrenheit, the forecast temperature/heat index is less than 90 degrees Fahrenheit, there is no precipitation falling, and there is no current air quality alert” (Pennsylvania Early Learning Keys to Quality).

## ACCESS TO KCSD POLICIES AND APPEAL PROCESS

District policies applicable to elementary students are **available online by clicking here**, or in the Administration Building located at 86 Administration Drive in the City of Mill Hall and at individual Elementary School main offices. The KCSD Board of Education holds the right to amend school policies. Every attempt will be made to publicize policy changes.

The appeal process should first go to the building principal before a referral is made to central office administration.

## ACTIVITIES

All students can participate in various activities such as band, chorus, and intramural sports when available. Students must be in attendance during the day of the activity. Students who come to school late, must have a note from a parent, guardian, or from a doctor excusing the absence. Students who are absent for the entire school day are unable to participate in the activity unless a doctor's note is provided.

## ATTENDANCE REGULATIONS

There is a direct and positive correlation between regular school attendance and achievement. Students and families are encouraged to avoid any unnecessary absence from school.

- **Examples of excused absences include**: illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.
- Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence
- **Examples of unexcused absences include** oversleeping, car issues, missing bus, hunting, shopping.

- **Excuses can be emailed to:**
    - Renovo Elementary rvattendance@kcsd.us
    - Liberty-Curtin Elementary lcattendance@kcsd.us
    - Robb Elementary robbattendance@kcsd.us
    - Woodward Elementary wwattendance@kcsd.us
    - Mill Hall Elementary mhattendance@kcsd.us

- If a student arrives at school between 7:40 am and 7:50 am, they will be marked tardy. For every four tardies a student accumulates, they will accrue a quarter day unlawful absence.

- When a student is late to school, they must be signed in by an adult. Their late absences will be marked as unlawful/unexcused if there is no excuse turned in to the attendance office by the third (3rd) day following the absences.

- When a student is absent from school, an excuse must be turned in to the school or emailed to the school's attendance email within three days. For example, if your student is absent on Monday, you MUST send in an excuse for that absence by Thursday of that week or it will be marked as an unlawful/unexcused absence. Excuses may be questioned or refused if not signed by the parent, legal guardian, or physician, and/or do not provide enough information.

- You will receive a letter when your child has **3 unlawful days.** You will be contacted by the school counselor to set up a **School Attendance Improvement Conference (SAIC)** to set up a meeting

to assist with regular school attendance. The school counselor will contact Children and Youth's truancy outreach worker and the KCSD attendance officer will be notified.

- When your child has **6 unlawful** days, a Truancy Referral will be completed and shared with Children and Youth.

- After your child is absent for **10 days** (combination parental excuse and unlawful days) you will receive a letter informing you that your child has reached 10 days. After this, you MUST turn in a physician's excuse for every absence for the rest of the school year.

**Below is a chart outlining how partial day attendance will be counted.**

| Arrive late or leave school between the following times: | Percentage of absence either excused or unexcused for late arrival | Percentage of absence either excused or unexcused for early dismissal |
|---|---|---|
| **7:40 am - 7:50 am** | **4 TARDY** | **4 TARDIES = .25 DAY** |
| **7:51 am - 9:22 am** | **.25** | **100** |
| **9:22 am - 11:04 am** | **.50** | **.75** |
| **11:04 am - 12:46 pm** | **.75** | **.50** |
| **12:46 pm - 2:30 pm** | **100** | **.25** |

## FAMILY EDUCATIONAL TRIPS

A student may legally take a trip of an educational nature with his/her parents or guardians. Students may be excused for family educational trips for no more than seven (7) school days in any one (1) school year. **A parent must complete the educational trip form with the specific dates and the reason must be sent into the school office at least five (5) days prior to the trip. The Principal will review the form in order to approve or deny the trip. Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family**.

Trips shall be denied to students who:

- Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
- Have three (3) or more days of unexcused/illegal absences
- Are considered in not good academic standing (quantifiable by meeting athletic eligibility requirement status)

**Educational Trip Requests During Testing Windows**
Educational trip requests submitted during state or district testing windows will generally not be approved, as student participation in testing is critical. However, exceptions may be made for extenuating circumstances at the discretion of school administration. Families are encouraged to consult with the school prior to making any travel arrangements during these periods.

**If you have any questions, please contact the principal at your child's school.**

## MAKE-UP WORK (DUE TO ABSENCES)

The primary responsibility for making arrangements for make-up work rests on the student. Students are responsible for any and all work missed while absent from school. Credit for makeup work will be limited to those days when the student was legally absent. Credit may be permitted for certain illegal or unlawful absences on an individual basis if approved by the Principal.

## HOMEWORK COLLECTION (SHORT TERM ILLNESS)

If a student is absent due to illness, a parent needs to call the school office no later than 10:30 A.M. to request homework. The teacher will make every attempt to compile assignments. Work can be sent home with a sibling or another student. If the parent chooses to come into school to get the work, it may be picked up in the office prior to 3:00PM.

## HOMEWORK COLLECTION (EXTENDED ABSENCE)

If it is known that a student is going to be absent for an extended period of time (a minimum of three school days), parent/guardian should call the office to request that assignments be collected from teachers. A 24-hour notice should be provided in order to receive the most accurate materials. Upon the student's return to school following an excused absence, the teacher and student will set a deadline for completion of the make-up assignments. If any examination was scheduled and announced to the students prior to the absence, and the teacher is sure that the student was instructed in all facets of the material covered by the test, it is reasonable to have the student take the exam on the day of his/her return to school.

## LEAVING SCHOOL GROUNDS

Students are not to leave the building or school area once they have arrived at school. Any student leaving school grounds without following proper sign out procedures, will be considered truant and receive discipline as assigned by the principal. If a student is unable to be located by staff on school grounds, local authorities will be contacted.

## DISMISSAL - REQUEST FOR LEAVING SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal is to be presented to the school secretary in the morning. For safety reasons, it is required that the student's parent/guardian sign the student out in the main office when leaving the building for an early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents/guardians are encouraged to schedule appointments with doctors and dentists after school hours, if possible.

•Students will not be called by the office or dismissed by a classroom teacher until the parent or guardian has arrived in the office and signed out the student **(this includes showing a valid state ID).**

**•No students will be called prior to 2:30 P.M. unless a note has been sent in to the classroom teacher/office.**

**Any change in dismissal procedures for a child must come through the school office. Please try to contact the school office with any changes in transportation prior to 12:00 p.m. Otherwise, the child will always be sent home based on what is on our transportation list as the regular dismissal procedure.**

## DISMISSAL: RELEASE OF CHILDREN TO A THIRD PARTY

The school will release a child to a third party only if that person is named in writing by the child's custodial parent or guardian. The designated person must be named specifically as a person responsible in an emergency **on the Emergency Card**, or we must have a dated note from the parent asking us to release the child to this person. **The individual must show a valid state ID to verify his/her identity.**

## STUDENTS MAY NOT BE RELEASED FROM THE CLASSROOM.

All release requests must come from the office. The classroom teacher will not release a student if they received a note for an early dismissal.

## EARLY DISMISSALS, UNEXPECTED

When the school district is forced to have an unplanned early dismissal, notification will always be given over the television, radio, KCSD website and Power Announcements. In the event of an early dismissal, all children will be expected to go home in accordance with the information provided by guardians on their early dismissal form.

## CENTRAL REGISTRATION

The central registration office for Keystone Central School District is in the Administration office located at 86 Administration Drive in Mill Hall (570-893-4900, ext. 2106) or (570-748-1825). All necessary forms can be completed and transportation arranged at the time of registration. See KCSD website for registration forms and on- line registration link.

**REQUIRED DOCUMENTS FOR TRANSFER within DISTRICT**

1. Photo I.D. of Parent/Guardian
2. Proof of Residency – two (2) of the acceptable documentation examples that follow:
   a. A deed
   b. A lease
   c. A current utility bill**
   d. Current credit card bill
   e. Property tax bill
   f. Vehicle registration
   g. Driver's license – with current address
   h. DOT identification card
   i. Homeless student/family situations are unique and will be addressed at the time of registration

Revision Below:

***If your child will be withdrawing, please notify the school at least one week in advance so we can prepare the necessary records. A withdrawal form must be completed and signed by a parent or guardian of record. On your child's last day, please ensure all personal items are taken home and all library books, teaching materials, and district-issued devices are returned. Records will be sent after we receive an official request from the new school. Until then, your child is expected to attend their KCSD school.***

## CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION

All students will be given an informational page at the beginning of the school year. These must be **updated** yearly, signed by the parent/guardian, and returned as soon as possible. All students must have an Emergency **Contact Person** on file in the main office and with the school nurse. For the safety of the child, **please inform the office immediately of a change of guardianship, address, phone number, or other information** required on the form. It is the responsibility of the parent to update current information / change in a timely manner. Please be aware that emergency contacts are ONLY used when the primary caregiver cannot be reached.

## BIRTHDAY CELEBRATIONS

Often parents/guardians like to recognize a child's birthday by sending in treats. Please follow the Food and Nutrition Service department's suggested list for healthy snacks. Parents/guardians may be interested in purchasing a class birthday basket from the cafeteria for a modest fee. Please contact the school office or the cafeteria manager to find out more about this special offer. Birthday Basket Forms are available on line under the Food and Nutrition Services Department section on the district website. **In an effort to prevent accidental allergy complications, all treats must be store bought with the ingredients listed.** Please be considerate of any food allergies that may persist in your child's classroom and please make all ingredients available to the school nurse, or consider non-food treats such as pencils, erasers, etc.

## HARASSMENT, BULLYING, AND CYBERBULLYING

### Harassment, Bullying, and Cyberbullying

The Keystone Central School District has policies prohibiting the harassment, bullying, and cyberbullying of students, employees, volunteers, third parties, and others in the school district.

The Unlawful Harassment Policies 248, 248.1, 348, 448, 548, and attached forms set the guidelines for reporting, investigations, reports, and school district actions dealing with situations involving possible verbal, written, graphic, or physical conduct that relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion. Unlawful harassment takes place when the conduct is sufficiently severe, persistent, or pervasive so that it has the effect of substantially or unreasonably interfering with one's academic performance, or creating an intimidation, threatening, hostile, abusive, or offensive educational or work environment.

The Bullying and Cyberbullying Policy 249 prohibits bullying and cyberbullying because it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for teaching and learning, and may lead to more serious violence. The policy provides that bullying and cyberbullying of students involves the intentional electronic, written, verbal or physical act, or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of interfering with a student's education; creating a threatening atmosphere, or creates a substantial disruption to the orderly operation of the school.

The Keystone Central School District sets up expectations to provide safe schools. Below are examples from the bullying and cyberbullying materials that are used to teach students the expectations.

## BULLYING AND CYBERBULLYING

As a part of safe schools we are committed to providing an environment where students feel safe and secure. Therefore, bullying behavior is not tolerated within Keystone Central Elementary Schools. Below are definitions of what constitutes bullying.

BULLYING: A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury, or discomfort upon another.

DIRECT BULLYING: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact repeatedly and over time. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names repeatedly and over time.

INDIRECT BULLYING: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes repeatedly and over time.

CYBER-BULLYING: Using electronic device mediums such as but not limited to computers, cell phones, social media to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Relational aggression—such as excluding others, spreading rumors, teasing, or using friendships to hurt or control someone—is not allowed. Students are expected to treat everyone with kindness and respect. Any form of relational aggression will be addressed according to our school's behavior policies.

Comments: Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication repeatedly and over time. For example, the term 'cyber-bullying' is being used to describe behavior which occurs on the Internet.

**The term bullying should not be used when there is a mutual confrontation between two students or groups of students.**

**Behavior is clearly bullying when:**

1.There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.

2.There is intensity and duration. The taunting continues over a period of time, and is not welcomed by the target.

3.The events are happening to a person with less power repeatedly and over time.

**Students and/or parents should report bullying and cyberbullying to school personnel immediately.**

All reported bullying and cyberbullying incidents will be fully investigated by school administrators and discipline will be decided on a case-by-case basis. In certain circumstances, information may be turned over to a school district resource officer, or law enforcement, and may result in citations(s).

## CAFETERIA

Keystone Central School District offers both breakfast and lunch daily. All schools operate on a CLOSED LUNCH PERIOD. All students are to remain on the building property for lunch. No outside deliveries of food are permitted.

Breakfast selections vary and all schools offer FREE BREAKFAST AND FREE LUNCH TO EVERY STUDENT. For breakfast, students may choose an entree, fruit and/or juice, and milk. For lunch, students may choose an entree, a fruit and/or a vegetable serving, and milk. A choice of fat free flavored milk and 1% white milk is available. A variety of a la carte snack choices are available for purchase. Students must have money in their cafeteria account to purchase a la carte foods/beverages. Check with your school's cafeteria to find out what a la carte foods are available.

The Food and Nutrition Service Department uses a declining balance computer system for the purchase of a la carte foods at school cafeterias. Students may make free of charge cash or check deposits into their accounts before homeroom or at the cashier station during breakfast or lunch. Deposits may also be made on line 24/7 by using EZ School Pay with a $2.00 per transaction fee. Directions for using EZ School Pay are found on the Food and Nutrition Service website.

Cafeteria account checks made payable to the Keystone Central School District will be deposited in their entire amount. Cafeteria staff will not give students change for a check.

Any money a student brings in will be placed toward any lunch account debt, and students will not be permitted to purchase a la carte items until debt is paid in full. Letters are sent to households informing them of unpaid meal charge debt. Food and Nutrition Services Unpaid Meal Charge Procedure may be found on line under District Offices - Food Services at
https://www.kcsd.us/district-offices/food-nutrition-services

Students' accounts are accessed when they come into the cafeteria at the cashier station. The amount of purchase is deducted from the student's account. Students may also pay cash for transactions. Students must have cash or enough money in their account to pay for all a la carte purchases.

Current a la carte milk prices for the KCSD School Cafeterias are available on the Food and Nutrition Service website.

Student behavior in the cafeteria shall follow the rules of courtesy and respect. Theft of food/beverages from the cafeteria will result in disciplinary consequences. Additional information concerning the Food and Nutrition Service program can be found on the district web site at
https://www.kcsd.us/district-offices/food-nutrition-services. Students and parents are also encouraged to call the Food and Nutrition Services Department at 570-893-4900 ext. 2301, with any questions.

## SCHOOL WELLNESS

Keystone Central School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board of Directors are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive nutrition and lifestyle practices that can improve student achievement.

Any foods and beverages marketed or promoted to students on the school campus during the school day

shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board policy and administrative regulations.

For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under District Offices - Food & Nutrition Services - Student Wellness Policy. *For a complete copy of the School Wellness Policy, see Policy 246.*

## CELL PHONES AND ELECTRONIC/MULTIFUNCTIONAL DEVICES

The possession of electronic communication devices is permitted in school when they are in compliance with the School District Electronic Devices Policy. Please read Policy 237 Electronic Devices and accompanying Form 237 Student Electronic Communication Devices Permission Form for the complete requirements. Parents must provide written consent on a form provided by the school district registering their child's device, prior to use.

Devices may not be disruptive to the education process. **All cell phone devices and smart watches must be turned off and placed in backpacks before students enter the classroom.** Any staff member who sees a student using a cell phone or multifunctional device containing a cell phone while school is in session is directed to remind the student of the school rules and to turn the phone off and to put it away. A teacher may take the phone/device if the student continues to use the device without permission.

## CODE OF STUDENT BEHAVIOR: CONSEQUENCES IN THE ELEMENTARY SCHOOL

If a student misbehaves, the school will follow the school's PBIS (Positive Behavioral Interventions and Support) Plan. Each classroom teacher will develop a classroom plan using the school wide rules and consequences. The elementary school staff will support all of the rules in place throughout the school (halls, cafeteria, playground, lavatory, assemblies, field trips, etc.)

If a student misbehaves, the following consequences will be enforced:

***Elementary Code of Conduct***

### Level 1 - Classroom Managed

| Minor Behavior | Definition |
|---|---|
| Disrespect | Student delivers low-intensity, socially rude or dismissive messages to adults or students. |
| Defiance | Student engages in brief or low-intensity failure to follow directions or talks back. |
| Disruption | Student engages in low-intensity, but inappropriate disruption. |
| Physical Contact/ Physical Aggression | Student engages in non-serious, but inappropriate physical contact. |
| Tardy | Student arrives at the expected location unreasonably late without an acceptable excuse. |
| Inappropriate Language | Student engages in low-intensity instances of inappropriate language. |
| Property Misuse | Student engages in low-intensity misuse of property or damage that can be corrected by erasing/cleaning/etc. |
| Technology Violation | Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or Chromebook. |

| Infraction | Action Steps |
|---|---|
| **1st** | ● Verbal redirection |
| **2nd** | ● Teacher or staff member reviews and reteaches expected behaviors with student |
| **3rd** | ● Teacher or staff member reviews and reteaches expected behaviors with student |
| **4th and Subsequent**<br><br>**A reasonable length of time between infractions resets to first infraction** | ● Teacher or staff member reviews and reteaches expected behaviors with student<br>● Teacher or staff member contacts the student's family via phone or email<br>● Teacher or staff member submits a referral in SWIS<br>● Administrator or designee meets with student and determines next steps<br>○ Restorative meeting with student AND POSSIBLY<br>○ Time out OR<br>○ Loss of privilege OR<br>○ Time in office OR<br>○ Restitution/community service OR<br>○ Other by administrative discretion<br>● Administrator finalizes SWIS documentation and follows up with the student's family and teacher/staff member |
| **Notes** | ● Administrator may be brought into an issue with a student prior to the 4th infraction<br>● Priority is placed upon teaching appropriate behaviors and restoring relationships<br>● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record<br><br>Students with chronic Level I infractions could be referred for IST/MTSS Tier II/III behavioral support |

## Level 2 - Office Managed

| Major Behavior | Definition |
|---|---|
| Disrespect | Student delivers socially rude or dismissive messages to adults or students. |
| Forgery/Plagiarism | Student has signed a person's name without that person's permission or claims someone else's work as their own. |
| Lying/Cheating | Student delivers message that is untrue and/or deliberately violates expected behaviors. |
| Skip Class | Student leaves or misses class without permission. |
| Technology Violation | Student engages in inappropriate (as defined by school) use of cell phone, music/video player, camera, and/or Chromebook. |
| Abusive Language/ Inappropriate Language/Profanity | Student demonstrates inappropriate actions or delivers verbal messages that include swearing, name calling, or use of words in a derogatory way. |
| Bullying | The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling. |
| Defiance/ Insubordination/ Non-Compliance | Student engages in refusal to follow directions or talks back. |
| Disruption | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay; and/or sustained out-of-seat behavior. |
| Fighting | Student is involved in mutual participation in an incident involving physical violence. |
| Harassment | The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. |

| | |
|---|---|
| Inappropriate Display of Affection | Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. |
| Inappropriate Location | Student is in an area that is outside of school boundaries (as defined by school). |
| Physical Aggression | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Property Damage/Vandalism | Student participates in an activity that results in destruction or disfigurement of property. Vandalism is a violation of state law. |
| Theft | Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property. |

## Level 2 - Office Managed

| **Infraction** | **Action Steps** |
|---|---|
| **Each Offense** | ● Teacher or staff member completes a SWIS referral and contacts parent/guardian<br>● Administrator or designee meets with student and determines next steps<br>○ Restorative meeting with student AND POSSIBLY<br>○ Time out/detention OR<br>○ Loss of privilege OR<br>○ Time in office OR<br>○ Restitution/community service OR<br>○ In-school suspension OR<br>○ Out-of-school suspension OR<br>○ Other by administrative discretion<br>● Administrator finalizes SWIS documentation and follows up with the student's parent/guardian and teacher/staff member |
| **Notes** | ● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record |

## Level 3 - Office Managed

| **Major Behavior** | **Definition** |
|---|---|
| Arson | Student plans and/or participates in malicious burning of property. |
| Bomb Threat/False Alarm | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |
| Use/Possession of Combustibles | Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). |
| Violation of KCSD Weapons Policy | Student is/was in possession of any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; pneumatic guns, including, but not limited to, pellet, BB, airsoft and paintball guns; knives; blades; clubs; metal knuckles; nunchucks; throwing stars; and explosive, incendiary or poisonous gas; any combustible or flammable liquid; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others. |
| Violation of KCSD Drug/Alcohol Policy | Student is/was in possession of or under the influence of drugs, alcohol and/or behavior-altering substances in school, on school property, on school conveyances and/or at school-sponsored events/activities. |
| Violation of KCSD Tobacco Policy | Student is/was in possession of or using any smoking, vaping, and/or tobacco products, including all related products, on school property or at school activities, including in all vehicles used in connection with school activities. |

### Level 3 - Office Managed (continued)

| Infraction | Action Steps |
|---|---|
| **Each Offense** | ● Teacher or staff member immediately alerts administrator and/or SRO and either supervises or designates another employee to supervise student<br>● Administrator conferences with student and parent/guardian<br>● Administrator determines next steps<br>○ Restorative meeting with student AND POSSIBLY<br>○ Restitution/community service OR<br>○ In-school suspension OR<br>○ Out-of-school suspension OR<br>○ Referral to alternative educational placement OR<br>○ Other by administrative discretion<br>● Administrator finalizes SWIS documentation and follows up with the student's parent/guardian and teacher/staff member |
| **Notes** | ● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record<br>● Consequences will continue to increase as major problem behaviors continue to occur<br>● Administrator will notify Superintendent, Assistant Superintendent, and/or SRO of any incident<br>● All ten day out-of-school suspensions are subject to a Board hearing for possible expulsion<br>● Level Three violations could result in an alternative educational placement |

| ***<u>Severe Clause:</u> | In the event a child physically and/or verbally harms/threatens another child, teacher, staff member, or any other person, the teacher **must** contact the principal **<u>immediately</u>, complete a SWIS referral, and contact the family.** The principal or designee will conduct a formal investigation. This includes any verbal threats such as "I will kill, shoot, stab," etc. **(See Discipline Structure chart for details.) Principal or designee will follow threat assessment and response protocol.** |
|---|---|

Policy 218- Code of Student Conduct

*The District Administration reserves the right to, and in its sole discretion may, modify disciplinary action based on individual circumstances and investigation.

*During the course of any investigation regarding student discipline, District Administration reserves the right to, and may in its sole discretion, investigate students without notification to or in the presence of a parent.

## ACADEMIC DISHONESTY

Academic dishonesty encompasses, but is not limited to:

- **Cheating**: includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit is as his/her own; unauthorized use or communication with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.
- **Plagiarism**: a student intentionally or negligently using someone else's ideas, words, or artistic creations without crediting the source.

- **Fabrication**: a student using invented information in assignments.
- **Forgery**: a student using imitations or copies of images, documents, signatures, etc. in assignments.
- **Obstruction**: a student preventing other students from getting their work done or limiting their access to educational resources.
- **Multiple Submissions**: a student submitting the same work in two or more courses without permission from the teachers.

**Please note: These procedures may be modified according to the circumstances.**

## BEHAVIOR AT AFTER SCHOOL EVENTS

After school events are provided for the students and at times for the community as a whole. Conformity to the accepted school standards is expected of all in attendance. Any deviation from this will result in the removal of the individual from the event. If the individual involved is a student at Keystone Central School District, they will also be subject to the provisions of the Discipline Code.

Students are expected to observe the rules and regulations of the school at all extra-curricular activities. Students who leave a school activity early must leave the school grounds and be in the accompaniment of a guardian or designee. Students will not be permitted to leave the school building and re-enter.

Failure to comply with school rules will result in the student being exempt from the next after school event.

## BEHAVIOR AT ATHLETIC EVENTS

Athletic events are among the most popular activities for Keystone Central students. When you attend an athletic contest, you assume the role of a spokesperson for our school. Your actions are viewed and your comments are heard by family, friends, opposing fans, the local community, and the media and the athletes. A display of good sportsmanship will always show you and our school in the most positive light.

The following rules of sportsmanship serve as a behavior guide for spectators at Keystone Central School District athletic events. We hope that they offer you direction and guidance that help to make the contests enjoyable and educational for all in attendance.

- Learn the rules of the sport so that you may understand and appreciate the action that takes place.
- Show respect for the opposing players, coaches, spectators and cheerleaders. Treat them as you would treat a guest in your own home.
- Encourage our athletes to perform their best by applauding good performances and accepting that mistakes are sometimes made. Remember that athletics are a learning experience and praise your classmates for assuming the risk of testing themselves in the open field, court, or pool of play.
- Exhibit respect for the integrity and judgment of contest officials. Understand that they are doing their best to help and promote the student athletes and admire their willingness to participate in full view of the public.
- Use only those cheers/chants, signs, and gestures that support and uplift the teams involved. Discourage any that would redirect that focus by antagonizing the teams or drawing attention away from the game.
- Demonstrate concern for an injured player regardless of the team.
- Sit in appropriate sections of the arena, stadium, or gym that may be designated for student fans.
- Use of any controlled substances is prohibited at athletic events. Any student/spectator thought to be under the influence will be removed. Students will be referred for disciplinary action based upon KCSD policy.

We expect that you will use good judgment in fulfilling your responsibility as a school representative, hereby, displaying sincere pride in yourself, your school, and your community. Your words and your actions will identify you as a leader in genuine sportsmanship. If your behavior does not meet these expectations, you may be requested to leave the event by the game management/security.

## POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Board declares it to be the policy of the Keystone Central School District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools, including in admission and employment, without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The Board's policies are publicly available and located on the Keystone Central School District's website, including how to submit reports and/or complaints of sex discrimination and the pertinent grievance procedures concerning same.

The Board also declares it to be the policy of the Keystone Central School District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the Keystone Central School District may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The Keystone Central School District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the Keystone Central School District and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

For information regarding non-discrimination policies, civil rights, or grievance procedures, contact the District's Title IX Coordinator:

Justin Evey
*86 Administration Drive*
*Mill Hall, PA 17751*
*jevey@kcsd.k12.pa.us*
*570-893-4900 ext. 2320*

**Diversity, Equity, and Inclusion:** The Vision of the KCSD **Diversity, Equity, and Inclusion Committee** is to foster a safe, healthy, and inclusive culture where students, faculty, staff, and families of all backgrounds and identities can succeed and feel at home. Please contact Christina Manning, Director of Pupil Services (cmanning@kcsd.us or ext. 3102), if you would like to discuss issues of inclusivity including bullying and harassment due to inclusivity.

## EMERGENCY DRILLS

**FIRE DRILLS:** Fire drills are practiced in order to ensure that safe procedures are understood and followed in the event of an emergency.

- When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing, to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from a class remain together.
- During a drill, an exit may be closed to simulate a condition, which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
- The exit procedure will be posted near the door of each room.
- An "all clear" signal will be made at which time students may return to class.

**LOCK DOWN DRILLS:** In the event of a threat outside the school, such as a bomb threat, a threatening person, and/or severe weather conditions, the following procedure should be followed:

- The teacher should lock the classroom door (if safe to do so).
- The teacher should instruct the students to remain in the classroom and move away from the door.
- The teacher should ask the students to remain quiet.
- The teacher should await further instructions from a building principal.

**NOTE**: Students who are not in class need to go to the nearest room. Students with other personnel should stay in that location.

All procedures and plans follow KCSD School Board Policy - 805 – Emergency Preparedness.

**BUILDING EVACUATION:** In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations, where reunification will take place.

**SAFETY AND SECURITY:** In the event of a threat inside or outside of the school such as an armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, students should pay immediate attention to the staffulty, and the directions being given. You may be asked to perform an A.L.I.C.E. response (Alert, Lockdown, Inform, Counter, Evacuate.)

**TRAUMATIC EVENTS:** An event in which a crisis exists which requires an immediate response:

**Declaration of a Traumatic Event**:
May be determined by any member of the administration, staff, faculty, or student body when evidence concludes such to be the case.

**Declaration of the END of a Traumatic Event**: A building or central office team member will declare the end of a Traumatic Event when the team concludes such to be the case.

## FIELD TRIPS

Parents will be required to sign a Field Trip Permission Form when students are involved in special activities that are off the school grounds. These forms must be returned to school prior to the trip. **Parent chaperones may not bring siblings.** Anyone interested in being a chaperone, please see policy #916 regarding volunteers.

## FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show respect for their country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

## FUNDRAISING

Before a school-sponsored activity, no one can sell any product in the school or community. They must secure approval from the building administration. No products are to be sold by individuals during school hours without prior administrative approval.

## HOMEWORK

Homework is used to reinforce concepts and skills acquired in school. Home study assignments should accomplish one or more of these purposes:

A. Provide review of class activities.
B. Provide reinforcement or enrichment of the learning experience.
C. Provide systematic practice.
D. Provide students with an opportunity for original or creative work.
E. Provide appropriate research for exploration of special interests.
F. Homework will not be used to exercise discipline.
G. Homework normally will not be assigned for weekends.
H. Homework should not be a struggle. If your child is experiencing difficulty, please contact your child's teacher.
I. General Guidelines
    a. Kindergarten: Read to and with adults daily
    b. Grades 1 & 2: Short assignments are usually given. These range from 15-20 minutes.
    c. Grade 3: Preparation time will usually not exceed 30 minutes for any student.
    d. Grades 4: Preparation time will normally not exceed 45 minutes for any student.
    e. We strongly encourage teachers to use homework packets with the purpose of having students practice a variety of skills over time. Please do not try to complete the entire packet in one sitting.

## LIBRARY

STUDENT RESPONSIBILITY FOR LIBRARY MATERIALS

Students can check out most books for an instructional cycle. Reference books, magazines and reserve materials can be checked out on an overnight basis only, unless otherwise stated by the school library staff.

Students are responsible for any items checked out.

- Grades K-2 students typically check out 1 book per cycle.
- Grades 3-8 students typically check out 2-3 books per cycle, and with permission can check out more than 3.

The following is the procedure of notification of overdue materials:

- One cycle overdue – The student will be verbally reminded of their overdue books.
- Two-Three cycles overdue – A written notice will be issued to the student stating the title, author and the date the book was due and the librarian will make a contact home.
- Four or more cycles overdue – The librarian will mail a written notice to the family. The notice will list the title(s) of the book(s) overdue, date due and cost of replacement if the book is not returned. The librarian will give a copy of the letter to the principal.

  Note: The student will be able to check out one book during each selection period while they possess an overdue book. Our ultimate goal is to have children have a book at all times. The school staff will continue to communicate with family members until the materials have been returned or paid for as per School Board Policy 224 Care of School Property.

**LIBRARY PROCEDURES FOR THE FINAL DAYS OF SCHOOL**

Library materials are collected the last two full cycles of the school year. Circulation stops during the last two cycles.

- Exceptions are granted on an overnight basis for special requests;
- Library materials are kept on reserve for student and faculty use;
- Students needing library resources for assignments have access to the library until the last day of school.

## STUDENT STORAGE AREAS ON SCHOOL PROPERTY

ALL STORAGE AREAS ON SCHOOL PREMISES ARE THE SOLE AND EXCLUSIVE PROPERTY OF THE KEYSTONE CENTRAL SCHOOL DISTRICT AND ARE UNDER THE SUPERVISION AND REGULATION OF THE SCHOOL AT ALL TIMES.

- The storage area is provided to the student for storing school-related items. The school has an obligation to ensure that the storage area is properly used and not used for the storage or keeping of any item which is illegal, against school rules, or which jeopardizes the health, safety and welfare of the students, faculty, school property, or the educational process.
- It is recommended that the students do not bring large sums of money or valuables to school.
- The school is not responsible for articles that are lost or stolen from the individual.
- STUDENTS SHOULD NOT CONSIDER A STORAGE AREA AS PRIVATE PROPERTY. STORAGE AREAS ARE SUBJECT TO BEING OPENED, EXAMINED, INSPECTED, OR SEARCHED AT ANY TIME UNDER PROPER SUPERVISION OF SCHOOL OFFICIALS. SCHOOL OFFICIALS MAY ACCESS STUDENT STORAGE AREAS AT ANY TIME FOR UPKEEP AND TO MAKE GENERAL REPAIRS AS NEEDED WITHOUT NOTICE TO THE STUDENTS.
- Students have a very limited right to privacy with regard to items kept and/or maintained in storage areas on school property.

## STORAGE AREA SEARCHES

## GENERAL SEARCHES

- All generalized searches of storage areas on school property shall be consistent with Pennsylvania law and may be conducted in the sole discretion of the Keystone Central School District. It is the policy of the Keystone Central School District to conduct, in certain circumstances, periodic searches of the lockers/storage areas located in the school facilities. School authorities may search a student's locker /storage area and seize any illegal or unauthorized items or materials, including but not limited to weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products, "look-a-likes" in any form and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-alikes" in any form; alcohol or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, or any other device deemed useful in protection of the health, safety, and welfare of the school population. School District personnel, in their sole discretion, may notify a student and allow the student an opportunity to be present prior to searching any student storage area. However, said student shall not be able to stop, or in any way interfere with, in any manner whatsoever, any storage area search.

## INDIVIDUALIZED SEARCHES

Where school authorities have a reasonable suspicion that a student possesses materials which pose a threat to the health, welfare, and safety of students, faculty, administration, visitors and/or school property, **any student and any student's belongings may be searched without proper warning and/or notice** in the case of a student's belongings, without the presence of the student with reasonable suspicion, as it relates to school officials, including school police officers, or probable cause, as it relates to outside law enforcement officials: Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

## LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. If you lose something, report it immediately to the main office.

## NURSES OFFICE

Any student who is ill during the school day should report to the school nurse after first obtaining permission from the teacher whose class the student will be missing. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification or the student needs to go home. When the nurse is not available, students should report to the Main Office. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff.

## DISMISSAL DUE TO ILLNESS/INJURY

A child who becomes ill while attending classes will be sent to the nurse's office. The severity of illness and need to leave school will be assessed by the school nurse. Efforts to contact parents will be made through the use of telephone numbers provided on the emergency card. Students will be released only to the individuals named on the emergency card. Please keep home and work telephone numbers current on the Emergency Card or parent designated adult. Please update emergency contact information with the office building secretary immediately should any change occur. (In the absence of the nurse, the principal or designee will be responsible for the release of the student.) Upon returning to school if absent due to injury please provide a doctor's note with any restrictions/limitations. If returning to school from illness, students must be fever free for 24 hours without use of fever reducing medication.

## MEDICATIONS

The nurse will administer all medications. Medications must be delivered by a parent/guardian to the nurse's office. This includes both prescription and non-prescription (over the counter) medications. Medications to be administered by the nurse will be stored in the Nurse's Office. The medication must be provided in the original pharmacy or product labeled container, and a completed medication request form signed by your medical provider.

If a student shares for free or for payment any of his/her medication (over the counter or prescription) it will be dealt with on a case-by-case basis as a potential violation of the Keystone Central School District Drug and Alcohol Policy. The student will receive appropriate consequences.

## HEALTH SCREENINGS

In compliance with Pennsylvania state mandates, all students will receive annual health screenings for height, weight, body mass index (BMI), and vision.

Hearing screenings are required for students in **Kindergarten, 1st, 2nd, 3rd**, 7th, and 11th grade, **as well as for students with an Individualized Education Program (IEP)** regardless of grade level.

Physical examinations are required for all students in **Kindergarten,** 6th and 11th grade.

Scoliosis screenings are mandated for students in 6th and 7th grade.

Dental examinations are required for students in **Kindergarten, 3rd** and 7th grade.

These examinations may be completed by a family physician at the family's expense or by the school physician during school hours at no cost. Private exams can be completed up to one year in advance.

## PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS

Under regulation of the Pennsylvania Department of Health, ALL children entering school are required to provide written proof of having received immunizations. The school nurse will contact families whose children's records are incomplete. Students can be prevented from attending school if the proper documentation is not received. **There is a five (5) day provisional period to complete immunizations. The provisional period will end on the students 5th day of school.**

## PERSONAL APPEARANCE

The Keystone Central School District, out of concern for the safety, health, and welfare of students as well as the prevention of disruption to the education program, has adopted a Personal Appearance Guide.
Students shall not wear clothing or jewelry that is immodest, suggestive, obscene, vulgar, disruptive, distracting, or constitutes a safety hazard. Examples of such dress include but are not limited to the following:

- Clothing, masks, or jewelry depicting gang colors or symbols.
- Clothing, masks, or jewelry advertising, promoting, displaying, or implying the use of alcohol, drugs, or tobacco.
- Clothing, masks, or jewelry displaying racial, violent, derogatory/negative messages, or sexual innuendo.
- Shirts or blouses that expose the back, chest area, or mid-section.
- Shorts, skirts, or dresses less than mid-thigh length.
- When standing and with arms down, a student's upper garment must at least meet the lower garment.
- No undergarments should be exposed.
- Jewelry with sharp points or edges, chain belts, chains hanging from jackets, pants, or collars, and any other jewelry or ornament that could be used as a weapon.

Students may be required to wear certain types of clothing while participating in physical education classes, labs, extracurricular activities, graduation/promotion, or other situations where special attire may be required to assure the health or safety of the student. For safety reasons, certain types of jewelry are prohibited. Failure to comply will result in disciplinary action.

The administration reserves the right to make the final determination as to whether clothing or jewelry is inappropriate for school and/or a disruption to the educational process.

Images, symbols or language that create a hostile or intimidating environment based on any protected class are prohibited. These include, but are not limited to, Swastikas, Confederate Flags, or anything that symbolizes oppression toward a group of people.

**First Violation:** The student will be required to exchange inappropriate clothing for more suitable attire.
**Second Violation:** The student will be required to exchange inappropriate clothing for more suitable attire **AND** a conference with parents will be scheduled.
**Third Violation:** The student will be required to exchange inappropriate clothing for more suitable attire **AND** a consequence will be assigned by the principal.

## PHYSICAL EDUCATION

When a student is unable to participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the PE teacher. The excuse will give the nature of the injury or illness, length of time to be excused from regular physical education classes, and a description of the activities in which the student can participate (including exercises that can help in rehabilitation).
When a doctor's excuse is submitted, the student may be offered an alternative program, different from the regular physical education program.

## SCHOOL PROPERTY AND PRIVILEGES

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, calculators, supplies, equipment (including computer/software and other computer equipment), and furniture supplied by the school.

Damage to or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system.

Students shall not mark school furniture, walls, ceilings, floors or equipment with a pen, pencil, paint or any other instrument. Students shall not climb onto the school roof or ride skateboards on school property. Students shall not tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.

## BOOKS AND SCHOOL ISSUED EQUIPMENT

Books and school issued equipment are furnished by the School District and all students must assume full responsibility for the care of the books and equipment assigned to them. Books, calculators, etc, are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed the replacement cost for their replacement. Loss due to theft or other circumstances will not be accepted as an excuse for nonpayment.

If a student pays for a lost item and it is found and returned, a refund will be made to the student. If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued. If a book is misused, a fine will be imposed. If a book is lost, the student will pay the current cost of replacing the same book.

## RESTROOM PRIVILEGES

To maximize instructional time it is recommended that students use the restroom at the time specified by the homeroom teacher. If an emergency necessitates using the restroom during instructional time, the following procedures should be observed:

1. Follow procedures established by the teacher.
2. Use the designated restroom closest to the classroom.
3. Sign out in the classroom.

Students should report any restroom damage or malfunction that they see immediately to any staff member.

## SIX-DAY CYCLE (SPECIAL SUBJECTS/ITINERANT CLASSES)

Our special subjects (art, music, physical education, STEM and library) are scheduled on a six-day rotation. Days are lettered (A, B, C, D, E, F) instead of named (Monday, Tuesday, etc.) When a scheduled subject is missed due to a school holiday and/or closing, the rotation will continue in alphabetical order, i.e.:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Day A | Day B | SNOW DAY | Day C | Day D |

## STANDARDIZED TESTS

The PSSA for ELA and mathematics will be given to students in grades 3 and 4. The testing schedule is available on the school calendar. Please make every effort to have your students in school during the assessment window.

Educational/family trips should be scheduled around the standardized testing windows whenever possible. Parents/guardians will receive more specific information in a separate communication closer to the testing window.

## SUPPORT SERVICES

## ACADEMIC PROGRESS REPORTS

If a student is having difficulty in any subject or assessment area, parents and/or guardians will receive a progress report. These reports are sent out throughout the school year between report cards. Parents are encouraged to monitor academic progress and contact the child's teacher if they have questions or concerns. **Parent-teacher conferences can be scheduled at any time throughout the school year**. Please contact your child's teacher should you wish to meet with them.

## ELLs (ENGLISH LANGUAGE LEARNERS)

In accordance with ESSA as well as Pennsylvania Core Standards, all students with limited English proficiency are provided the opportunity to meet the Pennsylvania Academic Standards and have meaningful access to the full curriculum.

## COUNSELING SUPPORTS

In cooperation with parents, staff, administration, and the community; the counselors of the District will provide developmental, educational, preventative, and responsive services with the intent of encouraging and supporting the lifelong development of the personal/social, academic, and career growth of each student.

## K-4 REPORT CARDS

One important aspect of communication between school and home is the information provided to parents about their children's progress. The report card is one tool for informing parents about how their child is progressing in meeting the PA Core Standards and the specific grade level expectations.

Report cards are distributed four times a year.
Itinerant (Art, Library, Music, Physical Education, & STEM) grades will be reported in Marking Periods 2 & 4.
**See school calendar for specific dates for marking periods and report card delivery.**

## PARENT/TEACHER COMMUNICATION

Communication between parents and teachers is an integral part of a child's education. A strong, positive connection between home and school emphasizes the importance of education to the child. This communication can take the form of calendars, newsletters, phone calls, emails, DOJO messages, visits to school, report cards, and conferences. It is advised to read the opening letters from the teachers to find out how to best communicate with each individual teacher.

## PARENT CONFERENCES

A Parent-Teacher Conference can be scheduled in the Fall to discuss student progress. A Spring conference can be scheduled as well, and **parents may request a conference at any time during the school year**. Parents/guardians are urged to contact the school about any questions regarding their child's school work. Appointments for conferences with teachers, counselors, or principals may be made by calling the appropriate school's office or counselor.

School initiated parent conferences may be attended by members of the Multi-Tiered System of Supports Team (MTSS) and may include counselors, administrators, teachers, school psychologists, or other intervention professionals. Outside agencies that offer support to parents and students may also be invited, if appropriate.

## PTO (PARENT TEACHER ORGANIZATIONS)

The Elementary Parent Teacher Organization (PTO) is an active service organization involving many parents who provide support at school and at home. The purpose of the organization is to support/provide curriculum-related programs that enrich the student's educational experiences. PTO information will be distributed to families during the school year. Officers and committee chairperson information is available in each school office and webpage.

## MULTI-TIERED SYSTEM OF SUPPORTS PROCESS (MTSS)

When an elementary student demonstrates academic, behavioral and/or social emotional issues in the classroom, the Intervention Team may contact parents for a team meeting. The team is composed of the building principal, an intervention specialist, the student's classroom teacher, the grade level guidance counselor, additional school personnel, and the parents.

Other staff members attending might include the school psychologist, interventionist(s), instructional coach, the school nurse, a clinician, and/or an occupational therapist.

All team members provide input into determining the student's instructional needs and developing strategies to address those needs and closely monitor the success of those strategies. The process is a systematic search for what works for the student and serves as a mechanism for screening students who may be eligible for special education based upon severity and degree of need of the student.

The goal as an Intervention Team is to help ALL students achieve success.

## FEDERAL PROGRAMS - TITLE I FUNDS

Title I is designed to support state and local school reform efforts tied to challenging Pennsylvania Academic Standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting the PA standards. Title I funds are used to provide additional academic support and learning opportunities to help children master challenging curricula and meet state standards in reading. All students are eligible for Title I support and will receive additional reading and math support during the school day as determined by daily performance. Parents will be invited to attend special parent programs sponsored by Title I funds throughout the school year and participate in surveys and meetings to express their ideas for use of federal funds. Parents are an integral component in the effective instruction of children, and we look forward to working together to best serve all students. Each building has at least one Interventionist to help students reach the challenging and rigorous academic goals set by the state and district.

## HOMELESS INFORMATION

School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call KCSD’s Homeless Liaison at: (570) 893-4900 ext. 3102.

## SPECIAL EDUCATION SERVICES

### ANNUAL PUBLIC NOTICE

The Keystone Central School District provides a variety of opportunities for the screening and evaluation of students thought to be exceptional. In Kindergarten all students receive screenings on readiness as well as standardized indicators of early literacy. All elementary schools in the district have an identified and trained Child Study Team. The Child Study Team works with school staff to provide screening in various areas (cognitive, emotional, social, motor, vision, hearing, and speech/language). Parents may request a Child Study Team consideration through the building principal. The CST process can recommend interventions, further screening, and/or a referral for multidisciplinary evaluation (MDE) for special education services. Pre-referral intervention services are also available at the secondary level.

MDE can be requested at any level by school teams and/or parents. Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request. The evaluation shall be completed, and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term. Requests for screening and/or evaluation of students in non-public schools should be directed to the Nonpublic School Director/Principal, who, in turn, will contact the district Special Education Office. Policy 103.1 Nondiscrimination of Qualified Students with Disabilities, Policy 113 Special Education, Policy 113.3 Screening and Evaluations for Students with Disabilities, and Policy 113.4 Confidentiality of Special Education Student Information.

Special education services are provided to exceptional students under IDEA Federal Regulations Part 300 and Chapter 14 of the Pennsylvania Special Education Regulations. Special education is defined as specially designed instruction to meet the needs of an exceptional student including specially designed instruction that is the following:

(1) Conducted in the classroom, in the home, in community settings, in hospitals, in institutions, and in other settings. (2) Provided in an instructional or skill area, including physical education, speech, and vocational education.

A specially designed program of instruction is available for a student who meets one of the categorical exceptionalities: autism deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness <u>and</u> who needs a specially designed program of instruction.

Parents or teachers may refer students for a multidisciplinary evaluation if a student is thought to need special education services. The district conducts screening to identify students who may need special education through health screenings, group intelligence tests, and achievement tests. Regularly scheduled Child and Pupil Study Teams as well as Student Assistance Teams, review student records and teacher reports for relevant information. These activities are ongoing during the school year.

Related services such as occupational therapy, physical therapy orientation and mobility training, and specialized transportation are available as deemed appropriate by the Multidisciplinary Evaluation Team and Individual Education Plan Team. Transition Services, Extended School Year Services, and Assistive Technology Services are provided according to the Pennsylvania Special Education Standards and Regulations.

Behavior Intervention Plans include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, staffing, and program concerns shall be reviewed and addressed prior to the development of a behavior intervention plan. For each eligible student or young child who exhibits behavior problems which interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management. Positive rather than negative measures shall form the basis of behavior intervention plans. Aversive techniques, restraints, or discipline procedures may not be used as a substitute for a behavior intervention plan.

The Keystone Central School District does not discriminate against Protected Handicapped Students. Such students are assured equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate. It is the policy of the school district to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Federal Individuals with Disabilities Education Act (IDEA) and the corresponding Pennsylvania Special Education Regulations. Written service agreements may be developed annually in order to detail necessary services for students with disabilities under section 504.

Confidential rights of students and parents are protected by the Keystone Central School District Policy on Confidentiality of Student Records and the Pennsylvania Special Education Regulations section addressing confidentiality.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the, Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials: PSSA, Keystone Exam, test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets. Keystone Exam answer booklets will be destroyed three years after completion of the assessment.

Questions concerning any matters relative to Special Education Evaluation, Identification, Programs, Services, Due Process rights of students and parents or the Surrogate Parents Program, should be directed to the Special Education Office at (570) 893-4900 ext. 2116. For further information about child identification, screenings, referral for evaluation, or public awareness, please contact the Special Education Office in writing or by phone at (570) 893-4900 ext. 2330. Questions about written service agreements for Protected Handicapped Students should be directed to the Director of Special Education at (570) 893-4900 ext. 2116.

## GIFTED EDUCATION

**Gifted Education:** The Keystone Central School District gifted program reflects our vision and mission statements. Ongoing assessment ensures that our program provides for the needs of gifted students in all grade levels. Gifted support services ranging from enrichment to acceleration are coupled with the core curriculum to maximize the individual learning needs of identified students while providing an environment where students can maximize their exceptional ability and learning potential. KCSD has clearly defined guidelines for the screening and identification process of potentially gifted students.

- **Level I - Universal Screening**
  A universal screener is in place for grades K-8 that includes teacher and data team input. Data collection includes, but is not limited to, Acadience Benchmark Math and Reading, MAP assessment, PSSA assessment, and in grades (5-8) report card grades are included. If a teacher/team suspects that a student is demonstrating giftedness based on the universal screening, the teacher/team completes the "Gifted Screening Referral Form" and submits it to the special education office.

- **Level II - Individual Screening**
  Permission to evaluate is issued in order to complete the Kaufman Brief Intelligence Test (KBIT-2). With a score of 125+ the student is referred for full gifted evaluation. Permission to evaluate is issued to the parents. If the student scores below 125, parents are informed in writing that a full gifted evaluation is not recommended. Parents still maintain the right to request a full gifted evaluation through the special education office.

- **Level III - Full Gifted Evaluation**
  If the student meets criteria of the universal and individual screening, and upon receipt of the signed permission to evaluate, the Gifted Multidisciplinary Team completes the evaluation within 60 calendar days. Parents and teachers provide input through the completion of rating scales and input forms. A certified school psychologist administers the comprehensive assessments of cognitive/intellectual functioning and academic achievement. Results are summarized in the Gifted Written Report. The Gifted Individual Education Program team convenes to determine if the student qualifies for gifted services; and to develop a GIEP to provide gifted support services.

- For students who have dual exceptionalities, it is not necessary to conduct separate screenings, and evaluations, develop separate IEP's, or use separate procedural safeguards processes to provide a student's needs as both gifted and eligible students.

## SPEECH AND LANGUAGE SUPPORT

The Speech/Language therapist assesses speech/language problems and provides therapy when indicated. Parent conferences are scheduled by the speech therapist at the start of therapy and during the school year. The goal of the Speech and Language Program is to teach students to communicate more effectively.

## HOMEBOUND INSTRUCTION

If a student experiences a short-term disability or an extended illness, a parent may request homebound instruction through the Special Education Office, by calling Christina Manning (570-893-4900 ext. 3102. In order for the school district to obtain approval from the state for homebound instruction, a form completed by the parent and a physician must be submitted relative to each individual case.

## TECHNOLOGY

### Acceptable Use Policy/Network Guidelines

The Keystone Central School District strives to provide up-to-date computers, electronic devices, hardware, software, networks, and systems to access the internet and information. Access is restricted to school district related purposes that include instructional, curricular, and co-curricular support to enhance teaching and learning. Use of these resources as well as the accounts and information/data are subject to the school district's Acceptable Use Policy 815 and other Policies referred to in the Acceptable Use Policy. Students must become familiar with the Policy.

Parents and guardians are urged to discuss the Acceptable Use Policy, and related Policies (on the school district's website) and procedures as well as the proper and ethical use of the resources before approving their child's use. Teachers and other employees of the school district are available to answer questions of students and parents. Students applying for and accepting a USER ID are making a commitment to adhere to those policies and to conduct themselves according to the highest standards.
Students must be aware of the prohibitions and what constitute violations of the Acceptable Use Policy because there are consequences for inappropriate, unauthorized, and/or illegal use that vary depending on the violation, which are determined on a case-by-case basis.

This informational summary should not be interpreted as a replacement or conflict to the Acceptable Use Policy 815; the Acceptable Use Policy is fully incorporated into this Handbook as if it was fully stated here in its entirety.

## ACCEPTABLE USE

Access to inappropriate material and other prohibitions (as defined in the policy) are prohibited. Generation and/or transmission of any material in violation of any federal, state, or local law, website, service provider, and app terms, and school district policies, regulations, rules, and procedures also are prohibited. Examples include using owner's copyright protected materials without the owner's permission, or a permitted exclusion such as fair use, using threatening, obscene or racist language, or material violating the privacy or security of other students, employees', and school districts' data/ information/resources; and bypassing or disabling and filtered or blocking.

## USER IDs

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information and news, access to databases, and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

## SECURITY

Users will be responsible for keeping individual accounts secure. Keeping passwords secret, using the software provided by the school district, and keeping up to date about how to not fall for malicious hacking attempts are only a few of the ways that help. The school district has installed security measures to ensure appropriate usage. Any user(s) who has a history of computer misuse may be denied access to an account. Only school district approved and issued encryption technology may be used and only with prior approval

by the network administrator. Users who believe they have identified a security problem must notify a teacher or administrator with the details of the problem as soon as possible.

## LIABILITY

The School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify the School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

## VANDALISM

Vandalism includes any attempt to harm any hardware or software, or the data of another user of the network. This includes, but is not limited to the uploading or creation of viruses, worms, or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account and could be referred to law enforcement and other appropriate legal authorities.

## PRIVACY

E-mail is not guaranteed to be secure. The user should assume that electronic communications sent through a network are not private but can be read. In addition, the school district may access e-mail and/or files stored in user accounts of the School District for various reasons.

## EDUCATIONAL NETWORK GUIDELINES

The Keystone Central School District (KCSD) strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. Parents are encouraged to review and discuss with their child(ren) the current school policies (located on our website) regarding technology and social media before approving their use by a child. All uses of the school district network facilities are intended to support and advance the school district's educational mission. Users of the KCSD network and computer systems are expected to follow accepted network etiquette procedures at all times.

## TRANSPORTATION SERVICES

School bus transportation is provided for the student's safety and convenience. Transportation is provided as a privilege; it is not a mandate, and therefore can be revoked at any time for misconduct. Students are expected to help maintain the condition of the bus on which they ride.

## SCHOOL BUS REGULATIONS

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are to get on and off the bus at their assigned stop. Students wishing to ride a bus other than the one assigned must present a note written by a parent or guardian to the main office to receive a bus pass signed by an administrator. The pass must be presented to the bus driver on the day listed. This request can only be granted if there is seating available on the bus. A student getting off the bus at any stop other than his/her own without a permission slip signed by the school administrator is in violation of school policy. Students should be at the bus stop five minutes prior to the scheduled arrival of the bus. When a school bus does not arrive at the bus stop on time due to mechanical failure or weather conditions, students are expected to wait a reasonable length of time, depending on weather conditions. After that time, the student should return home and contact the school to determine the reason for the delay. The following rules are designed for the safety of those riding a school bus. It is the student's responsibility to obey the rules established and approved by the Board of School Directors.

## A. BUS STOP REGULATIONS

1. Arrive at the bus stop on time-five minutes prior to the time the bus is scheduled to arrive.
2. Wait for your bus in a safe place - well off the roadway. Bus riders must conduct themselves in a safe orderly manner while waiting (this means no foolishness or horseplay).
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus - check to make sure all traffic has stopped.

## B. BUS RIDING REGULATIONS

PBIS expectations continue on all school buses. We expect that all our students will:

**Be Safe**

- Keep all hands, feet and objects to self and inside the bus
- Stay seated
- Face Forward
- Keep the isles clear
- Use appropriate language, tone, and volume

**Be Responsible**

- Clean up after yourself
- Get bus notes approved prior to riding a different bus
- Be on time
- See something, say something

**Be Respectful**

- Listen to the bus driver and follow directions the first time given
- Be considerate of the personal property and space of others

**Be Kind**

- Be polite to others
- Greet the bus driver and others appropriately

**Be Present**

- Arrive to the bus stop 5 minutes before the bus is scheduled to pick you up

## C. BUS UNLOADING PROCEDURES

1. Students should exit the bus in a quiet, orderly manner, and proceed directly to their assigned area at school or to their home.
2. Students who must cross the road should cross ten feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch the driver for signals to cross.

## D. EXTRA-CURRICULAR ACTIVITIES/FIELD TRIPS

1. The above regulations apply to any trips under school sponsorship.
2. Students should respect and obey the chaperones assigned to the trip

## E. EMERGENCY PROCEDURES

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

## F. DISCIPLINE PROCEDURES

A student who cannot maintain self-discipline while using transportation endangers the health and safety of other passengers, therefore forfeits this privilege,and must rely on other means of transportation. **A school administrator may suspend riding privileges. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely.** Drivers will report all incidents to the Administrator on a "**Transportation Discipline Form**". Students who do not follow transportation policies may receive detention, riding suspension, or other appropriate disciplinary action in accordance with the infraction. **Vehicles will be monitored using video and audio surveillance to maintain a secure environment so that our drivers can focus their attention on providing safe transport to and from school.**

**Violations and procedures affecting safety are listed in the following table.**

| **Minor Violations** | | | |
|---|---|---|---|
| **Categories** | **Examples** | **Procedures** | **Disciplinary Options & Responses** |
| Disrespect/disruption<br><br>Failure to comply with bus safety expectations | Insubordination to the driver or monitor<br><br>Bullying other passengers, driver or monitor | a. There is immediate intervention by the bus driver/staff member who is supervising the student or who observes the misbehavior.<br>b. A proper and accurate record of the offenses | Reteaching of Expectations<br>Restorative Circle<br>Plan to Repair Harm<br>Counseling<br>Withdrawal of privileges<br>Detention<br>Parental Intervention |

| | | | |
|---|---|---|---|
| | Refusing to sit in assigned seat<br><br>Standing or changing seats while the vehicle is in motion<br><br>Riding a vehicle that the student is not assigned to ride without approval<br><br>Getting on/off at an unassigned stop<br>Crowding the door or isle before the vehicle stops<br><br>Pushing or inappropriate contact when getting on/off<br><br>Eating/drinking on the vehicle and placing litter inside the vehicle<br><br>Other offenses are defined in building level policy | and disciplinary action is maintained by the staff member using the Transportation Discipline Form<br>c. Repeated misbehavior requires a conference with appropriate school personnel. | **First Offense**<br>Transportation Discipline Form, written by driver/monitor, submitted to building administrator, and disciplinary action by category.<br><br>**Second Offense**<br>Suspension from daily transportation for three (3) days and disciplinary action by category.<br><br>**Third Offense**<br>Suspension from daily transportation for five (5) days and disciplinary action by category. |
| **Major Violations** | | | |
| **Categories** | **Examples** | **Procedures** | **Disciplinary Options & Responses** |
| **Any action that creates an unsafe environment for the bus driver and/or other passengers.** | Fighting or rough horseplay<br><br>Damaging, destroying or altering the vehicle or video/audio equipment in any way<br><br>Throwing any objects inside the vehicle or out the window or door<br><br>Loud or offensive language and/or obscene gestures<br><br>Placing hands, feet or any part of the body outside of the vehicle | a. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form<br>b.The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.<br>c. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary | Reteaching of Expectations<br>Restorative Conference<br>Plan to Repair Harm<br>Counseling<br>Withdrawal of privileges<br>Detention<br>Parental Intervention<br>Alternative programs<br>Out-of-school suspension<br>Revocation of busing privileges due to violation of regulations<br>Parental intervention<br>KCSD Police intervention<br><br>**First Offense**<br>Suspension from daily transportation for three (3) |

| | | | |
|---|---|---|---|
| | Striking matches or lighters; lighting fireworks or other incendiary devices<br><br>Smoking, vaping or using/possessing tobacco in any form Controlled substance possession or use<br><br>Any conduct that endangers the lives of the passengers or distracts the driver<br><br>Other offenses as defined in the building level policy | action.<br>d. There is restitution of property and damages. | days and disciplinary action by category.<br><br>**Second Offense**<br>Suspension from daily transportation for five (5) days and disciplinary action by category.<br><br>**Third Offense**<br>Suspension from daily transportation for ten (10) days and disciplinary action by category. |

The Keystone Central School District has taken proactive measures to improve passenger safety on our vehicles. A student that continues to violate district transportation policy may lose riding privileges for the entire school year. Families are responsible for the transportation of pupils suspended from riding. The compulsory school attendance laws remain in effect while the student is suspended from riding.

## G. BUS SURVEILLANCE

**School Vehicle Surveillance:** The Keystone Central School District School Board has adopted policy 810.2, permitting the use of video/audio recording equipment on all school vehicles as a means to monitor and help maintain a safe environment for students, drivers and monitors. The video/audio recording equipment may be used on school vehicles for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.