KEYSTONE ELEMENTARY HANDBOOK

2025-2026 School Year

KES
OFFICE

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CONTACT US

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School hours 8:00am - 4:00pm
Grades K-5

TABLE OF CONTENTS

Welcome Letter 1
District Statements 2
988 Suicide & Crisis Lifeline 3
The School Day Begins at Home 4
Student Information/ Emergency Cards 5
K-12 Attendance Policy For Keystone 5
Student Absences 6
Tardiness 7
Student Early Dismissals 7
Illness or Injury at School 7
Reasons Parents Will Be Called 8
Dropping off /Picking Up Students 8
Make-Up Work 9
Enrollment/ Withdraw from School 9
Keystone Cellphone Policy 9
Keystone Cellphone Policy (continued) 10
Student Dress Code 11
School Closings 12
Lost & Found Items 12
Lunch Program 12
Textbooks, Workbook, and Fees 13
Field Trips 13
Media Center/Library 13
Report Cards/ Progress Reports 14
Parent Teacher Conferences 14
Grading Practices Keystone Local Schools 15
Keystone Local School District Code of Conduct 16
Student Code of Conduct 16
Suspensions And/Or Expulsions 21
Emergency Removal 22
Expulsion 23
Transportation Information 25
Key Care (Before & After School Child Care Program) 25
Administration of Medication 26
Classroom Food Policy 27
Expectations of Routines and Procedures 28
What is PBIS? 30

WELCOME LETTER

Dear Parents and Students,

Welcome to Keystone Elementary School. We are an educational community that is dedicated to innovation and excellence. In this handbook we have developed procedures that stress student safety and educational excellence. Together, we will grow and provide our students with the very best educational opportunity possible.

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

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

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

Best wishes for a successful school year!

Jacob Alferio- Principal

VISION

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

MISSION

We are Keystone, where education for tomorrow starts today.

988 SUICIDE & CRISIS LIFELINE

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

What is 988?

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

When to Call or Text 988:

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

How to Access Help:

- **Call or Text:** 988
- **Chat Online:** 988Lifeline.org

THE SCHOOL DAY BEGINS AT HOME

STEPS TO START A GREAT SCHOOL DAY

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

1. Send your child to school on time: not late (9:01 is considered tardy) and not early (no earlier than 8:45).
2. Teach your child to respect and obey all teachers, secretaries, custodians, monitors, and aides. They are responsible for the general order of the building.
3. Talk to your child about treating other children in the same manner in which they wish to be treated.
4. Instruct your child to go directly to and from school using the same route each day.
5. Send your child to school properly washed and dressed, using the dress code and weather as your guide.
6. Discuss with your child all the information in this handbook so that he or she understands what is expected.
7. Become involved in your school community; join PTA, attend Board of Education meetings, and help with special school projects.
8. Above all else, let your child know when he or she is doing a good job in school. Praise him or her for good effort and behavior. We will do the same at school.

STUDENT INFORMATION/EMERGENCY CARDS

Student information must be updated each year by the parent/guardian for each student through FinalForms. All required forms, including the Emergency Medical Authorization form, must be completed no later than SEPTEMBER 8, 2025**.** This information helps us to quickly locate a parent or other authorized person in the event of an emergency. ***Please make sure all information is kept current throughout the school year.*** Make sure the individual you have listed to contact in the event of an emergency is aware of his or her responsibility.

K-12 ATTENDANCE POLICY FOR KEYSTONE LOCAL SCHOOLS

1. A "Warning Letter" will be sent home when a student has missed 38 hours in a calendar month or 65 hours in one school year. This includes both Excused and Unexcused absences.
2. "Triggering Absence" occurs when a student has missed either 30 consecutive hours or 42 hours in a calendar month or 72 hours in a school year. Unexcused absences only are counted. The Attendance Officer will become involved at this stage.
3. An "Intervention Plan" will go into place once a student has reached their Triggering absence. Parents will be invited in to meet with the Attendance Officer and Administration to discuss and intervention plan for their student.
4. There will be an "Evaluation" after 60 days of the intervention plan being in place. Court referrals may be made if satisfactory progress is not being made

STUDENT ABSENCES

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

1. Parents must call the school on the day a student is absent. Parents should call the Keystone Elementary School Attendance line at 440-355-2301 by 9:15 AM to report an absence.
2. Parents planning on taking their student out of school to go on vacation must fill out a vacation request form, which is obtainable in the school office or on the elementary home page. This form must be completed and returned to the principal for his/her approval 5 days in advance of the vacation. Students will be required to make up missed assignments at the discretion of the teacher. Students are permitted to use only 5 days of absence for vacation during the school year. Any days beyond 5 will be unexcused vacation days. These 5 days are not part of the 10 days that families can call a student off for medical reasons without a doctor's note.
3. If a student is absent and the school has not been notified, the school will send an automated message to the parents informing them that their student is not in school.
4. Students are considered to be tardy to school if arriving after 9:00 AM and before 12:01 PM. They will be considered a partial day absence if arriving at 12:01 PM or later, and the arrival time will be calculated in hours and minutes missed.
5. A note or a phone call is required for all absences. Lack of a note or phone call will make the absence unexcused. An absence note or phone call should include the following: child's name, date(s) of absence(s), reason for the absence(s), parent/guardian name/signature. If your child has been seen by a doctor, please submit a doctor's note as these absences are coded differently. After the tenth (10) day of absence medical verification is necessary or the absence will be unexcused.

TARDINESS

All students arriving at school after 9:00 AM MUST be signed in by a parent at the school office. Please do not send your child in late (unaccompanied) as the office will not be aware that they have arrived. While tardiness is discouraged, we realize there are times when it is unavoidable. Students are encouraged to come to school late rather than remain at home for the entire day. The tardy bell rings at 9:00AM and any student signed in after that until 12:00 PM, will be considered tardy.This time missed will go towards attendance in hours and minutes based on arrival time. If a student arrives after 12:00 PM it will be considered a partial day absent and calculated in hours and minutes based on arrival time.

STUDENT EARLY DISMISSALS

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

ILLNESS OR INJURY AT SCHOOL

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

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

PARENTS WILL BE CALLED TO TAKE THEIR CHILD HOME FOR THE FOLLOWING

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

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

If you cannot pick up your child within 45 minutes of being called, we will begin contacting all listed emergency contacts from their emergency card.

DROPPING OFF/ PICKING UP STUDENTS

Parents are requested not to drop off their children until 8:45AM. Students should be dropped off by the east side of the school building. Walkers will be dismissed first, before buses and car riders. Parents who want their child to be an everyday car rider will be issued a name placard to display in the windshield of the car. When picking up students at the end of the school day, parents should create a pick-up car line along the sidewalk on the east side of the building. Please stay in your car at all times, to ensure safety. Students will be dismissed to cars from the side door. Anyone picking up a student should have an ID with them to prove their identity, if asked, and students will only be released to those 18 years of age or older. Parents must notify the school by 2:45 PM if their child is going to be following a different dismissal procedure, than the regular one written on the emergency card. Calling the school after 2:45 PM to change dismissal procedures, does not give the staff adequate time to inform all parties of the schedule change. Any student not picked up by 3:45pm, will be sent to Keycare. School buses load and unload in the front of the building and no vehicles are allowed in this area during arrival and dismissal times.

MAKE-UP WORK

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

ENROLLMENT/WITHDRAWAL FROM SCHOOL

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

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

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

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

CELLPHONE POLICY

In accordance with Ohio House Bill 250, Keystone Local School District is committed to fostering an educational environment that minimizes distractions and promotes student well-being. To this end, the use of cellphones by students during school hours is subject to the following guidelines: (Included on page 10)

GENERAL GUIDELINES (CELPHONE POLICY)

- Prohibited Use: Students are prohibited from using cell phones during school hours unless explicitly authorized by school personnel for educational purposes.
- Storage: Cell phones must be turned off and stored securely in the student's locker, a closed backpack, or a district-provided storage device during school hours.

Exceptions:

- Use of a cell phone is permitted if documented in the student's Individualized Education Program (IEP) or a Section 504 Plan.
- Students may use cell phones to monitor or address a health concern, as part of a Health Care Plan and approved by school administration.

Progressive Discipline for Policy Violations

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

Possible disciplinary actions may include:

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

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

Parental Support

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

STUDENT DRESS CODE

Students, in general, are permitted to use their own personal taste in determining what clothing should be worn to school. We ask parents not to allow their children to wear clothing that could draw undue attention to the child and interfere with learning. It is our opinion that short shorts, bare midriffs, bare backs and halter-tops are not appropriate for school attire. If for some reason a student's clothes would be judged to be inappropriate, parents will be called to bring a change of clothes to school. For your child's safety and comfort we ask that you try to avoid stylish shoes with a heel that may lead to a foot/ankle injury or prohibit free, comfortable movement. Keep in mind that elementary students run and play on the playground equipment on a daily basis. Please note that flip-flops and opened heeled shoes are not permitted. Students must be hygienically clean and neat. Clothing should be clean, modest in style and in good repair so as not to interfere with the learning process. Shoes must be worn at all times. Clothing which is determined to be detrimental to health and safety or disruptive to the academic atmosphere of the school will not be permitted. Parents and students should be aware and understand that violations in the student dress code will result in the student being removed from class and/or sent home to change his/her attire. Class time that is missed will be considered unexcused.

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

1. Wearing of hats or head coverings of any kind will not be permitted unless medically necessary.
2. Articles of clothing that contain alcohol, drugs, violence or obscene, suggestive, or questionable printing will not be permitted.
3. Sunglasses are not to be worn unless prescribed by a physician.
4. Shorts and skirts must be longer than fingertip length.
5. If tights are worn under skirts or shorts, the shorts and skirt still have to be fingertip length or longer. If tights are worn, they cannot be worn just by themselves. Leggings are permissible but tops/shirts must be longer than fingertip length.
6. All dress must be school appropriate, based on the opinion of staff and/or administration.
7. Students are required to store book bags and coats in cubbies/lockers during the day.
8. No pajamas, sleepwear or slippers are permitted.
9. No pants should have holes above the knee.
10. Shoulders, Stomach and back should be covered. No tank tops.
11. All clothing must cover undergarments.

*First Offense-warning and student must correct violation before returning to class
*Second Offense-student must correct the violation before returning to class and will also be subject to consequences moving forward. Parents will be contacted.

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

SCHOOL CLOSINGS

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

LOST AND FOUND ITEMS

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

LUNCH PROGRAM

Keystone Local Schools offers a federally funded school lunch program of free or reduced price school lunches to children of qualifying families. Application forms are sent home with all students at the beginning of the school year. If at any time during the school year circumstances are such that you believe you may qualify for one of these programs, please contact the school and a form will be sent home. It is the Parent/Guardian's responsibility to complete and return the application for free or reduced price school lunches at the start of each school year. School fee waivers are also determined using this application. We do not send home low balance sheets for lunch accounts. You can check your child's balance online, or by calling the school at (440)355-2300. If a student forgets his/her lunch, parents may bring that lunch up to the school and the office will deliver it to the student. Please do not request to eat lunch with your child. The cafeteria is an extension of the learning environment at the school and these types of visits create an unnecessary disruption and can become unsafe as it has the potential to add many extra adults in the building.

TEXTBOOKS, WORKBOOKS AND FEES

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

There is a $50.00 charge per student grades K-5. Workbook/Consumables = $45 Classroom/Art Supplies = $5 Chromebook/Technology = $30 (Grades 1-5 only). Unpaid fees DO roll over and follow your student throughout his/her education. Students who qualify for free lunch and sign the release of information form will be eligible to have their school fees for the current year waived. NOTE: YOU MUST SIGN THIS FORM FOR THIS TO APPLY.

A payment schedule may be arranged. Additionally, failure to pay school fees or participate in a payment plan will result in non-participation of extra-curricular extracurricular or co-curricular activities and field trips. These students will be provided with curricular work to be completed at school on the day of the field trip.

FIELD TRIPS

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

MEDIA CENTER/ LIBRARY

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

REPORT CARDS/ PROGRESS REPORTS

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

Grades K-5 can be checked anytime online using PowerSchool and will be updated at least one time every three weeks. Paper copies of progress reports will be sent home to any student in grades K-5 with lower than a 69% (I) in any class or for any student if the teacher feels the student is having difficulty academically or behaviorally. Progress reports and report cards are only one method of communicating the academic progress of a student to the parent.

PARENT/TEACHER CONFERENCES

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

GRADING PRACTICES- KEYSTONE LOCAL SCHOOLS

Standards Grading Scale in grades K-5
100%-90%-Mastery (M)
89%-70%-Proficient (P)
69%-0%-Intervention Needed (I)

Overall Letter Grade in 3-5
A- 90-100%
B- 80-89%
C- 70-79%
D- 60-69%
F- 59% or lower

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

Why Standards-Based Learning and Grading?

At Keystone, we believe that:

- **All students are capable of learning**, but each student may progress at a different rate.
- **Clear expectations** for learning, along with regular practice and timely feedback, build student hope, confidence, and academic achievement.
- **Grades should reflect what a student knows and is able to do** in relation to specific learning standards.
- The **purpose of a grade is to communicate progress toward mastery** to students, families, and educators.

Grade Calculation

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

- **90% – Assessments** (demonstrations of learning such as quizzes, tests, performance tasks, or projects)
- **10% – Practice, Homework and Classwork** (practice activities used to build understanding, not as evidence of mastery)

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

KEYSTONE LOCAL SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline. Therefore, the Keystone Board of Education shall:

1. Recognize the teacher and/or administrator as the person in authority to maintain the decorum of the classroom and the building.
2. Delegate to the school official and teacher the authority to enforce regulations regarding conduct of students.
3. Not participate in disciplinary problems until they have been fully investigated by the school administration.
4. Support teachers and administrators to the fullest in their efforts to maintain proper decorum among students.
5. Authorize principals to use such discipline or punitive measures within the limits of the law necessary to ensure a properly functioning school organization. Violations of the following rules may result in punishment, up to and including expulsion, depending upon past behavioral history and severity of the violation.

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

STUDENT CODE OF CONDUCT:

1.Disruption of School - A student shall not cause any disruption of any classroom activity or the operation of the school or educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student, other students, or staff. This shall also include the incitement of others toward acts of disruption.

2. Insubordination/Defiance of Authority - A student shall not refuse to comply with reasonable requests, orders, directions, or directives of teachers, substitute teachers, administrators, volunteers, staff members, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

a. Disobedience or disrespect toward any staff member
b. Not serving assigned detentions/Saturday Schools
c. Not following school rules or proper procedures
d. Not following assigned schedule/being in an unauthorized area
e. Chronically tardy to class
f. Repeated misbehavior after warning

3. - A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such a manner that the faculty or staff member interprets it as disrespect and confirmed as such by administration. This includes verbal and non-verbal actions.

4. Tobacco/Nicotine/Electronic Cigarettes/Vaping - A student shall not possess, smoke, or otherwise use tobacco/nicotine in any form(including but not limited to cigarettes, chewing tobacco, snuff, alternative to nicotine products, and electronic cigarettes/vapes in the school building, on school buses, at school-sponsored events, or on school property at any time.

5. Fighting - A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

6. Assault/Assault & Battery - A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to to cause physical harm to another. Acts of harassment and hazing may be considered assault as well.

7. Profane, Obscene or Vulgar Language/Gestures - A student shall not use profane, obscene or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event or activity.

8. Narcotics, Alcoholic Beverages, Drugs, and/or Paraphernalia - A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.

9. Punctuality and Tardiness - All students are expected to be on time for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored. Disciplinary consequences may be issued for excessive tardiness.

10. Dress or Appearance - A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, or causes disruption of or directly interferes with the educational process.

11. Improper Cell Phone Usage - Cell phones can be an integral part of a child's education but the proper use of cell phones as an educational tool changes as students mature. Keystone Local Schools will not be responsible for the damage or loss of a student's cell phone. While students may possess cell phones on school property, phones must be turned off or silenced and only taken out with the permission of Keystone Local Schools staff. Failure to comply with these guidelines may result in a student's phone being confiscated up to and including suspension from school.

12. Academic Dishonesty - A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records. Plagiarism is defined as "to steal and/or use the writings or ideas of another as one's own." To plagiarize is also to give the impression that one has thought or written something that has been taken from another author. Simply changing the order of another's words is not enough to avoid plagiarism. For a complete description of what constitutes plagiarism please refer to www.plagiarism.org.

13. Misuse of Computer/Mobile Device/Chromebook - Students shall not use a computer/mobile device/Chromebook to obtain access to lewd, obscene, inappropriate, scandalous, or other unauthorized information or otherwise misuse a computer or computer program. Misuse of a computer/mobile device/Chromebook includes: sending or displaying offensive messages or pictures, using obscene language, harassing, insulting or attacking others, damaging computers/mobile devices/Chromebooks, damaging computer systems or networks, violating copyright laws, using another's password, trespassing in another's folders or files, intentionally

14. Prohibited Articles - Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling related items, mobile devices, laser pointers, and other communication devices.

15. Complicity - A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. This includes the intentional recording, dissemination of this recording, and/or planning of an event or behavior that violates the Code of Conduct.

16. Damage to Property - A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property through improper use or otherwise.

17. False Reports/Forgery - Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.

18. Gambling - A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes; or possess items that may be used for gambling such as dice.
19. Intimidation/Harassment/Menacing - A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex, or disability.
20. Sexual Harassment - A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:

a. Sexual flirtation, touching, advances, or propositions
b. Verbal or physical abuse of a sexual nature
c. Graphic or suggestive comments about an individual's dress, appearance, or body
d. The use of sexually degrading words to describe an individual
e. Displaying sexually aggressive objects or photographs
f. Sexually explicit or obscene jokes

21. Trespassing/Leaving School Property - A student shall not trespass on district property or leave school property or assigned area prior to dismissal time or without proper official permission.
22. Throwing of Objects - A student shall not throw any object without authorization, including but not limited to snowballs.
23. Displays of Affection - Students shall not engage in public displays of affection on school property. A student shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.
24. Loitering - A student shall not loiter or be in an area where they are not officially permitted to be either during school or after school.
25. Arson/Attempted Arson - A student shall not attempt to act in the burning or attempted burning of any item on school property.
26. False Alarms/Bomb Threats - A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's alarm system in any manner. Any infraction may result in a police report as well as school disciplinary consequences.
27. Hazing - A student shall not participate in hazing or other degrading or disgraceful acts.
28. Strong Arm/Extortion - A student shall not force another to give him/her money or articles of value.

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

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

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

Special Notes:

1. *T*emporary removals may be necessary and are regulated by Board Policy.
2. Students suspended from school may not attend or participate in extracurricular activities.
3. All above rules and regulations which normally would apply are in effect at all school functions.

SUSPENSIONS AND/OR EXPULSIONS

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

Whenever an incident occurs that may lead to a suspension:

1. The student may be removed from the premises, curricular or extracurricular activity.
2. The Superintendent, principal, or designee shall give to the student written notice of the intention to suspend which shall include the reasons for which the student may be suspended.
3. The student shall have an opportunity to appear at an informal hearing before the Superintendent, Principal, or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately. Such hearing, which is informal, and is not a judicial proceeding, shall:

A. Provide statements in support of the charge(s) against the student upon which the hearing is conducted.
B. Provide statements by the student and others in defense of the charge(s) or explanations of the student's conduct.
C. Make no provision for the presence of legal counsel or any prescribed judicial rules in the form of the hearing.
D. Serve as the basis for any recommendation for expulsion.

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

This notice of suspension shall include:

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

An appeal:

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

The decision of the Superintendent:

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

The decision of the Board of Education:

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

EMERGENCY REMOVALS OF STUDENTS

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

1. The Superintendent, Principal or Assistant Principal may remove the student from the premises during a curricular or extracurricular activity.
2. A teacher may remove the student from curricular or extracurricular activities under his supervision, but not from the premises. A teacher making an emergency removal must submit to the principal in writing the reason for such removal as soon as practical. A due process hearing must be held within seventy-two hours after a removal is ordered if such removal order is to exceed twenty-four hours, and:

A. Written notice of the hearing and reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
B. The person who ordered or requested the removal must be at the hearing.
C. The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the intended disciplinary action.

D. The informal hearing shall be in accordance with guidelines for a suspension hearing unless it is probable that the student may be subject to expulsion whereby the guidelines for an expulsion hearing shall be followed except that the hearing shall be held within seventy-two (72) hours of such removal as provided by this section.
E. Within twenty-four hours of the hearing, the matter of misconduct shall be disposed of by reinstatement, suspension or expulsion, and written notice of the decision shall be sent to the parent, guardian or custodian of the student and the Treasurer of the Board of Education. If the Superintendent or Principal reinstates a pupil prior to the hearing for removal, the teacher shall, upon request, receive in writing the reasons for the reinstatement. The teacher cannot refuse to reinstate such a pupil even though reasons for such refusal are given. Students may be removed from the premises, a curricular, or an extracurricular activity for violations for the Code of Student Conduct listed in:

1. Gross Misconduct
2. Secondary Misconduct
3. Minor Misconduct

EXPULSION

In order to maintain effective learning conditions, it may be necessary to deny certain students participation in the educational program for extended periods of time. A student may be expelled from school:
1. By the Superintendent upon the recommendation of the Principal.
2. For a period of time not to extend beyond the current law.
3. For violations of the Code of Student Conduct :
Students expelled from school:
1. May not attend any school function during the period of expulsion.
2. Will not receive assignments and will receive no credit for any assignments or tests given during the period of expulsion.
3. Shall remain under parental supervision during school hours for the period of expulsion.
Whenever an incident occurs that may lead to an expulsion:
1. The principal shall proceed with a suspension and recommend to the Superintendent that the student be expelled citing reasons for such expulsion.
2. The Superintendent shall give the student written notice of the intent to expel.

The notice of the intent to expel shall:

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

The expulsion hearing:

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

A notice of expulsion:

1. Shall be sent to the student with copies to the parent, guardian of the student, custodian of the student, Treasurer of the Board of Education, and Principal.
2. Shall be sent within twenty-four hours of the expulsion hearing.
3. Shall inform the student, parent, guardian, or custodian of the student the right to appeal the decision to the Board of Education.
4. Shall state the conditions of the expulsion.

An appeal hearing:

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

The decision of the Board of Education:

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

TRANSPORTATION INFORMATION

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

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

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

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

Key-Care, our before and after school childcare program, will begin on the first day of school. Childcare will be available for Keystone Elementary students from 6:30 - 8:45 A.M. and 3:30 - 6:00 P.M. The purpose of Key-Care is to provide a safe and enjoyable child care environment. Free choice activities will be available for your child, such as games, homework assistance, computers, and group activities. You may arrange care for your children during part or all of the above-mentioned times. Perhaps you only need childcare two mornings or afternoons per week, or perhaps your work schedule changes each week. Hopefully, Key-Care has the flexibility to meet your needs. Since Key-Care must be self-supporting, the cost of this childcare is $5.00 per child, per visit. Parents are asked to pay in advance. Our Key-Care worker will keep records of your payments and will notify you when another block of time needs to be purchased.

You may enroll your child in Key-Care at any time; we do require notice. Our Key-Care worker must know in advance which children will be attending the program on a given day - it is not a drop-in program!
Any student/s remaining after 6:00 pm will be charged a late fee. The fee will be $10.00 for every 15 minutes late. This late fee must be paid in full before the next visit to Key Care, or admission will not be granted and the police will be called. If an acquired balance of $50 or more, students will not be able to attend until all fees are paid.

ADMINISTRATION OF MEDICATION

The school shall urge parents to give primary consideration to the importance of the administration of all types of medication by family members at home. Certainly, in cases of extreme or unusual illness, the physical condition and well-being of the student should warrant that he/she be confined at home.
Students are NOT permitted to carry over-the-counter or prescription medications on their person during the school day or during school activities unless authorized in writing by a physician.

Oral Medications in Schools
If, under exceptional circumstances, a child is required to take medication (prescription or over-the-counter) during school hours and the parent cannot be at school to administer the medication (which is the preferred practice), only the school nurse, building principal, or building secretary shall administer the medication in compliance with the regulations that follow:

1. Prior to administering medication, the principal shall receive a Keystone Local Schools Medication form, found in the school office or KLSD website, completed and signed from the parent or guardian of the student, and a written set of instructions signed by the physician that specifically identifies:
   a. The student's name, address and grade level
   b. The name of the medication
   c. The purpose of the medication
   d. The exact dosage required
   e. The exact times of the day to be administered
   f. Possible side effects or reactions which should be reported to the physician
   g. Special instructions including storage and sterile requirements
   h. The dates when the medication is to begin and is no longer needed
   i. The date when the request is signed by the physician
   j. The name, address, and phone number of the physician

2. Prior to administering the medication, the principal shall receive a Keystone Local Schools Medication form, found in the school office or KLSD website, completed and signed by the parent or guardian of the student

a. Authorizing the school personnel to administer the medication as instructed by the physician
b. Agreeing to deliver (this is highly recommended and preferred) or to send the medication to the school in its original container packaged by the physician or pharmacist, and to receive the medication at the end of the school year
c. Agreeing to notify the school if the student's physician changes, the student's health condition changes, and/or if the medication or dosage is changed or is to be eliminated prior to the original termination date.

3. In addition, if your student requires any sort of health plan for a medical condition, please provide a copy to the office and nurse.
4. Please note that aspirin, cough medicine, throat lozenges, and other types of remedies ARE considered over-the-counter medication and are regulated by these guidelines.

CLASSROOM FOOD POLICY

Each year we have more and more students with severe food allergies. As a school, we work with staff, parents, and physicians to come up with an individual health plan for each student with allergies. You will notice many classrooms around our school that have signs listing types of food restricted from that classroom. The teachers are diligent about following this plan and most students understand their allergies and are careful about what they eat. Even with these precautions, students sometimes are exposed to allergens. There are some children within our school who could have a serious allergic reaction from contact with even a microscopic amount of the offending foods. In order to make our school safer for our students, please adhere to the following food policy.

1.) All classroom food events adhere to the following rules:
A.) All food must be in its original packaging, labeled with ingredients
C.) Fresh fruit and vegetables are allowed if served whole
D.) Prepackaged food labels for donations, birthday treats, and classroom parties must be provided to the teacher **two days** in advance so that the teacher has time to check ingredients.

2.) In cases of birthday treats, food labels must be provided to the teacher **two days** in advance so that the teacher has time to check ingredients. Parents are encouraged to provide non-food 'treats' such as pencils, erasers, party favors etc... to celebrate birthdays.

3.) It is ultimately the responsibility of teachers to make sure that all food in the classroom is safe for the students. The teacher can ask the nurse or office staff for assistance.

EXPECTATIONS OF ROUTINES/PROCEDURES

Hallway

Student Expectations:

1. Walking feet, mouth is quiet, hands to side, maintain personal space
2. Walking to the right side of the hallway (not through the middle of the pod)
3. Look both ways
4. Wait for teacher approval to enter the next area
5. Keep hands and feet to yourself
6. Use an inside voice

Recess

Student Expectations:

1. Use walking feet
2. Use an inside voice
3. One person per stall at a time
4. If waiting for a stall, wait outside of the stall area until it opens up
5. Clean up after yourself, in the stall and sink area
6. Maintain privacy (stalls and sinks)
7. Keep your hands and feet to yourself
8. 1 pump soap, scrub hands, dry, throw away and go
9. When one leaves, one enters
10. Return to line or classroom (depending on grade level expectations)

Restroom

Student Expectations:

1. Use walking feet
2. Use an inside voice
3. One person per stall at a time
4. If waiting for a stall, wait outside of the stall area until it opens up
5. Clean up after yourself, in the stall and sink area
6. Maintain privacy (stalls and sinks)
7. Keep your hands and feet to yourself
8. 1 pump soap, scrub hands, dry, throw away and go
9. When one leaves, one enters
10. Return to line or classroom (depending on grade level expectations)

Bus

Student Expectations:

1. Greet bus driver
2. Use kind words and keep hands to self
3. Stay seated at all times
4. Wait until bus is completely stopped to stand and line up
5. Use walking feet when exiting and entering the bus
6. Keep hands and feet out of the aisle
7. No eating or drinking on the bus
8. Use inside voice

Playground

Student Expectations:

During recess:

1. Hands to self at all times
2. Use playground equipment safely
3. Put away equipment when finished
4. Stay within recess boundaries
5. Use kind words
6. Alert a teacher of any issues

End of Recess:

1. Stop your body
2. Makes sure all equipment is put away
3. Line up with your class; facing forward, hands to self, quiet mouth, calm body, walking feet

Classroom

Student Expectations:

1. Arrive at the class with all needed materials
2. Use walking feet in and around classroom
3. Use inside voice and kind words
4. Stay in your seat or assigned area
5. Be ready to learn
6. Sign out of the classroom for restroom
7. Mouth is quiet while teacher or classmate is talking
8. Keep hands and feet to yourself
9. Participate activity in class
10. Follow directions and rules of the classroom

WHAT IS PBIS?

If a child doesn't know how to read, we teach.
If a child doesn't know how to swim, we teach.
If a child doesn't know how to multiply, we teach.
If a child doesn't know how to drive, we teach.
If a child doesn't know how to behave, we... teach? ...punish?
Why can't we finish the last sentence as automatically as we do the others?
— Tom Herner (NASDE President, 1998)

PBIS (Positive Behavioral Interventions and Supports) is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning. PBIS seeks to reduce or eliminate unexpected behavior school-wide through the encouragement of positive behaviors.

The goal of PBIS is to create a positive school climate, in which students learn and grow. Using the most current best practices, strategic teams are trained to positively impact behavior at three behavioral tiers.

An important part of PBIS is the clear and consistent expectations developed by the school's PBIS team. It will be our job to teach the meaning of these expectations as they apply to each area or activity in our classrooms and school. At the district meeting, it was decided that P.R.I.D.E. would be an ideal representation of Keystone's mission and core values.

P - POSITIVE
R - RESPONSIBLE
I - INTEGRITY
D - DRIVEN
E - ENGAGED

Areas of focus for behavior:

- Restrooms
- Classrooms (and Keycare)
- Hallways (and Pods)
- Playground
- Cafeteria
- Bus

Core principles of PBIS:

1. We can effectively teach appropriate behavior to all children.
2. Intervene early
3. Use of multi-tier model of service delivery
4. Use research-based, scientifically validated interventions to the extent available
5. Monitor student progress to inform interventions
6. Use data to make decisions
7. Use assessment for three different purposes
    a. Screening of data comparison per day per month for total office discipline referrals
    b. Diagnostic determination of data by the time of day, problem behaviors, and location
    c. Progress monitoring to determine if the behavioral interventions are producing the desired effects

Tier 1: Most Students
The bulk of PBIS support falls within Tier one. Approximately 80% of students never need to move beyond Tier 1 in interventions and support.

Characteristics of Tier 1: Universal or Primary Prevention

- School wide
- For all students, staff members and all settings
- Designed to reduce problem behaviors
- Increases instructional time

Tier 2: Some Students
For that subset of students (about 15%) who struggle with Tier 1 interventions and supports, Tier 2 addresses at-risk behavior. The specialized interventions and supports at the Tier 2 level help to prevent the worsening of problem behaviors.

Characteristics of Tier 2: Secondary Prevention

- Group supports for some students
- Specialized interventions for students demonstrating at-risk behavior
- Prevents worsening of problem behaviors

Tier 3: Few Students

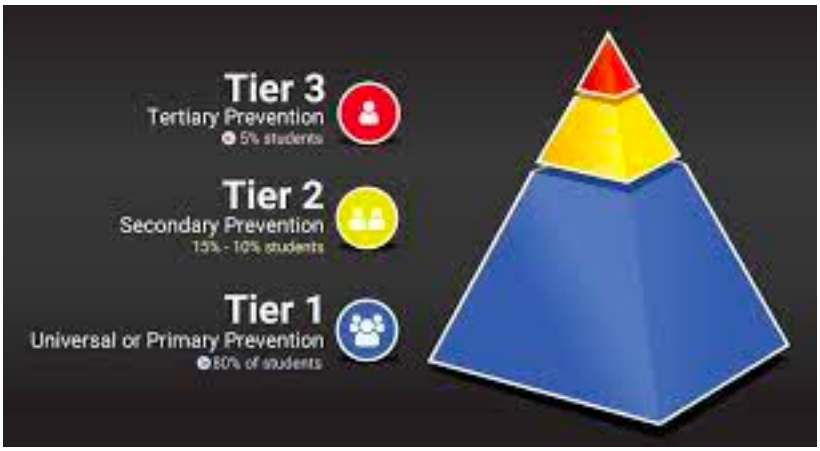
Students who do not respond to the interventions and support in Tier 2 receive further individualized supports in Tier 3. The individualized plan for each student at this level may include efforts by special education teachers or school psychologists. Typically, less than 5% of students require Tier 3 interventions.

Characteristics of Tier 3: Tertiary Prevention

- Individual support for a few students
- Specialized interventions for students with high-risk behavior
- Designed to reduce severity of ongoing problem behaviors

Overall benefits of School-wide PBIS:

- Improves school culture
- Builds social skills
- Reduces office discipline referrals
- Reduces suspensions
- Increases instructional time
- Improves social and emotional development
- Improves school safety
- Increases student engagement
- Improves academic performance
- Increases family involvement
- Improves classroom management



CLASS DOJO INFORMATION

At KES we use ClassDojo to communicate with our parents/guardians. While this is not the only form of communication, ClassDojo is the primary source of communication with your student's classroom teacher. This app will also provide you access to the school Dojo where important dates and newsletters will be shared. Below describes the steps to get yourself signed up for a teacher's Dojo Class:

1. Download the ClassDojo app or go online.
2. Click "I'm a parent"
3. Select "Get Started"
4. Enter your personal information and click "Create free account"
5. Select the "Kids" tab.
6. If you have been given an invitation code, click "Add code" to enter the code and connect to your child's teacher.

PBIS QUARTERLY REWARDS

As a part of our Tiered PBIS program, students will earn Dojo points daily from their teachers. At the end of each quarter, students who have met the quarterly goal percentage will be invited to the schoolwide quarterly reward event. Information regarding your student's progress or percentage will be communicated by the homeroom teacher.