

KEYSTONE HIGH SCHOOL



2026-2027 STUDENT HANDBOOK

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that students and parents should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference. If there are questions that are not addressed in this handbook, students and parents are encouraged to talk to teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. Current copies of Board policies and administrative guidelines are available on the district website.

ANNUAL PUBLIC NOTICES

See the Keystone Local Schools website for details on the following annual public notices.

Disability Awareness 504 plans

Student Records/Directory Information Statement of Non-Discrimination

Civil Rights Officer Communicable Diseases

FERPA Bullying/Harassment Policy

Homeless Student Health Services

Title I Federal Funds Notice

Gifted Identification

Equal Education Opportunity

Civil Rights Compliance Officer – All students have the right to equal educational opportunities. Any person who believes that he/she has been discriminated against on the basis of race, color, disability, religion, gender, or national origin while at school or a school-sponsored activity should immediately contact the Director of Education at the

Keystone Board Office. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Keystone Board Office can provide additional information concerning equal access to educational opportunities.

Kara Griswold, Director of Pupil Services
531 Opportunity Way, LaGrange, OH 44050
440-355-2424- office 440-355-4465-fax

Notification of Rights
Family Educational Rights and Privacy Act (FERPA)
Protection of Pupil Rights Amendment (PPRA)

FERPA (*Board policy JO-R*)

Keystone Local Schools, under its Board of Education policies, gives parents the right to:

- Inspect and review their student's education records
- Procedure to amend incorrect student education records
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

PPRA (*Board policy JO-R*)

This governs the administration to students of a survey, analysis, or evaluation that concerns political affiliations, mental problems, illegal behavior, and other information in 8 protected areas that may be of a private nature. This also concerns marketing surveys, parental access to information, and the administration of certain types of physical exams to minors.

Board of Education Policies in the protected areas are available in the High School office Under File "JO" and "JO-W. Parents should feel free to ask the school administration for copies if more specific information is desired. Also, a section of the Emergency/Registration card deals with the release of directory information that is a part of parent's rights.

It should be noted that school officials have a right to information and disclosure of information if:

- There is a legitimate educational interest to review an education record in order to fulfill his/her professional responsibility.
- Upon request, the school is asked for records from officials of another school district in which the student seeks or intends to enroll.

A comprehensive collection of Keystone Local Schools Board of Education policy can be located on the district website at the following [LINK](#).

STUDENT EMERGENCY MEDICAL FORMS

Student information must be updated each year by the parent/guardian for each child through Final Forms. Please complete this process prior to the first day of school. This information helps us quickly locate a parent or other authorized person in the event of an emergency. Please make sure all information is kept current throughout the school year. Make sure the individuals you have listed to contact in the event of an emergency are aware of their responsibility.

If custody changes, please notify the school as soon as possible.



Keystone Local Schools

531 Opportunity Way

LaGrange, OH 44050

Phone - 440-355-2424

Fax - 440-355-4465

Keystone High School

580 Opportunity Way

LaGrange, OH 44050

Phone - 440-355-2400 (Main Office)

440-355-2401 (Attendance)

Principal

Assistant Principal

Athletic Director

School Counselor

School Counselor

Secretary

Secretary

DJ Shaw

Loren Allison

Jeffrey Holzhauer

Suzanne Atkinson

Patrick Gallion

Char Gregory

Kathy Pinto

MISSION STATEMENT

We are Keystone, where education for tomorrow starts today.

KEYSTONE ALMA MATER

Stand and sing for our dear high school,
For we love her so;
We are here to sing her praises
As years come and go.
Forward ever be our watchword,
Conquer and prevail,
Hail to thee our Alma Mater
Hail all Keystone Hail!

KEYSTONE FIGHT SONG

Fight you Wildcats! Fight right down the line!
Pass 'em right and pass 'em left until we raise the score.
We are with you! We are with you. Fight for Wildcat Fame.
Fight, Wildcats, fight and we will win this game!

Primary School Colors

Purple & White

Mascot

The Power Cat



Keystone High School General Information, Procedures, & Policies

STUDENT ACTIVITIES

As part of their high school experience, students are encouraged to become involved in activities outside of the classroom. Listed below are activities and sports which students may become involved in at KHS.

CLUBS AND STUDENT ACTIVITIES

Academic Challenge
BBQ Club
Big Brother/Big Sister
Comic Book club
Dance Team

Drama Club
FCCLA
Girl Talk
National Honor Society
Pep Band
Mock Trial

ROX
Rox Leadership Team
Spanish Club
Student Council
Youth 4 Youth

INTERSCHOLASTIC SPORTS

Baseball(Varsity, JV, Fr)
Boys Basketball(Varsity, JV, Fr)
Girls Basketball(Varsity, JV, Fr)
Bowling Club(Varsity & JV)
Cheerleading(Varsity, JV)
Cross Country(Boys and Girls)
Football((Varsity, JV, Fr)
Boys Golf (Varsity & JV)

Lacrosse Club(Varsity)
Boys Soccer(Varsity & JV)
Girls Soccer (Varsity & JV)
Softball (Varsity & JV)
Boys & Girls Track
Volleyball (Varsity, JV, Fr)
Wrestling (Varsity & JV)
Girls Golf (Varsity & JV)

STUDENT CONDUCT AND EXTRA CURRICULAR ACTIVITIES

To represent Keystone High School before the public in such activities such as athletics, band, clubs, and other student activities is a privilege extended only to those students demonstrating standards of conduct and character acceptable to the school and the school community. To permit students to represent the school in such activities that do not follow such acceptable standards would have a disrupting, degrading effect on the discipline and daily operation of the school as well as the school's image and respect for it in the eyes of parents and the community. Such privileges may all or partially be denied to students who have not demonstrated the above standards of conduct and character at school or out in the community. Such privileges may be denied on a semester or seasonal basis.

USE OF MEDICATIONS

(Board Policy JHCD)

- If possible, all medications should be given at home. However, students who must take prescribed and/or over the counter medication during the school day, must comply with the following guidelines:
- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours. Medication shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs.
- Parents/Guardians are responsible for informing the school of their child's illness, including any allergies or disabilities.
- The appropriate form must be filed with the building principal/clinic before the student will be allowed to take any medication during school hours or to use an inhaler to self-administer asthma medication or to self carry an epi-pen. These forms must be completed at the beginning of every school year and as necessary for any change in the medication.
- All medications (including over the counter) must be registered with the clinic/office and must be brought to school in the original containers dispensed by the prescribing physician or licensed pharmacist. The label on the medication container must match the form completed and signed by the physician and parent/guardian.
- Medication that is brought to the office/clinic will be properly secured. Except as noted below, medication must be delivered to the clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may carry emergency medications for allergies and/or reactions(epipens), or asthma inhalers during school hours once the proper form is completed by both the student physician and parent/guardian and then turned into the principal/clinic.
- Students are strictly prohibited from sharing emergency medication or inhalers with any other student for their use or possession.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents, or his/her designee, shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- A log will be maintained by the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release. Non-prescribed (Over-the-Counter) Medications (examples are Tylenol, Advil, Midol, Ibuprofen, Aleve, cough drops, etc)

Use of Medications continued

- If a student is found using or possessing a non-prescribed medication, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated until a parent or his/her designee can pick up the medication from the school.
- Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Inhalers/Epi-pens

Those students who use inhalers or epi-pens for a medical condition are permitted to carry them during school upon completion of the proper forms in the office/clinic. The proper forms require the student's physician signature and a parent/guardian signature. A student who is authorized to possess and use a metered dose inhaler or epi-pen may not transfer possession of any inhaler, epi-pen or other medication to any other student.

Keystone Medication Forms

A new, completed form signed by the student's physician and parent/guardian, must be submitted to the principal each time the medication or dose changes, and at the beginning of each school year and must include:

1. Student's name, address and grade.
2. Name of the medication, exact dosage required, and time of day to be given.
3. Purpose of medication
4. Possible side effects or reactions that should be reported to the physician.
5. Dates to begin and end the administration of this medication.
6. Name, address, and phone number of the prescribing physician.
7. Special storage instructions if needed.

The Keystone Local Schools' Administration of Medication Request form is available in the main office and must be filled out and approved prior to bringing in any medication.

GRADUATION POLICY

In order to participate in commencement exercises, students must meet all graduation criteria. Graduation criteria includes state testing mandates and credits earned per Keystone Board Policies. Students will not be given their diploma or final transcripts until all financial and disciplinary obligations are met. Financial obligations may refer to such topics as class dues, textbook fines or losses, credit recovery fees, workbook fees, lab fees, activity funds and damage to school property. All unpaid fines and fees accumulate with students from year to year.

Latin Honor System

Beginning with the Class of 2027, students will be recognized using the Latin Honor System. Depending on a cumulative grade point average (GPA) after the first semester of their graduating year, students will be recognized on the following basis:

Cum Laude ("With honors") - Students who have earned a cumulative GPA of 3.5 - 3.74

Magna Cum Laude ("With great honors") - Students who have earned a cumulative GPA of 3.75 - 3.99.

Summa Cum Laude ("With highest honors") - Students who have earned a cumulative GPA of 4.0 or higher.

LETTER GRADES AND EXAMINATIONS

Letter grades shall represent student work for grading period averages and examinations. Courses that meet throughout the year will be divided into two semesters. A mid-term exam will cover the contents of the first semester and the final exam will cover the contents of the second semester. Each quarter grade is 40% of the semester grade and the exam is 20% of the semester grade (40% 40% 20% per semester).

KEYSTONE HIGH SCHOOL GRADING SCALE

Students work will be evaluated on the following grading scale for most classes at KHS:

A=4.0, B=3.0, C=2.0, D=1.0, F=0

KEYSTONE HIGH SCHOOL WEIGHTED GRADES

Keystone High School has a weighted grading system for designated courses. The designated courses listed below) carry a weighted grade on the following scale:

A=5.0, B=4.0, C=3.0, D=2.0, F=0

Those courses designated for weighted grades include the following:

- A. KHS course designated as an "Honors" course
- B. CCP course taught by a KHS teacher at KHS for college credit
- C. Some off-site CCP courses (See course guide for more information)

Keystone High School Grading/Weighting

Grade	Percentage	Regular GPA	Weighted GPA	CCP Regular	CCP Weighted
A	90-100	4	5	4	5
B	80-89	3	4	3	4
C	70-79	2	3	2	3
D	60-69	1	2	1	2
F	Below 60	0	0	0	0

ANNOUNCEMENTS

Activities are announced, are available in the main office, and on the KLSD website. For our parents and our full time LCJVS students, the morning announcements will be typed and posted on the Keystone High School website every school day. Groups who would like an announcement made, should have their advisor fill out an announcement form.

BUILDING HOURS

The lobby will be open in the morning by 6:30 a.m. Upon arrival to school, students are to report to the cafetorium until the 8:00 a.m. bell sounds. At that time, students are to report to their first period classrooms. **Students should be in their classes when the 8:10 a.m. bell rings. Students are to leave the building by 3:00 p.m. unless supervised by a staff member at a team/club regular meeting, practice, or detention. Unsupervised students loitering in the building after 3:00 p.m. may receive disciplinary action.** Students who plan to attend athletic contests scheduled later in the day are to go home and return for the game. When attending games, students are to remain in the gymnasium and lobby areas.

CONNECTIONS

Connections is from 7:25 am - 8:00 am Monday, Tuesday, Thursday, and Friday. This is a period of time that is used by students and staff for intervention and enrichment. Students can be required to attend this time period. Failure to attend Connections when required will result in consequences. Progressive discipline will be followed. Students can also volunteer to attend during this time. This time is used to support and provide opportunities for all students to achieve at their highest level.

MENTORSHIP

The Keystone High School Mentorship Program is designed to support the academic, social, emotional, and future-readiness needs of all students. Mentorship lessons and activities may include academic planning, career exploration, social-emotional learning, study skills, school culture initiatives, and other topics designed to support student success. Students are expected to actively participate in mentorship activities and engage respectfully with their teachers and fellow students. The goal of the program is to ensure that every student has opportunities to grow in areas outside of the standard curriculum Keystone provides.

CAFETORIUM

The cafetorium, besides being a lunchroom is also a place where good human relations can be developed. Students are scheduled a thirty-minute lunch period. Families may prepay for breakfast or lunch through Payschool.net. Change will not be given back to students that pay with cash. The remaining funds will be credited to their account. The system will automatically keep track of your funds.

Cafetorium rules are as follows:

1. Do not sit/ stand on stage.

2. Leave table and area clean.
3. Seniors will be allowed outside at the discretion of the supervisor.
4. Food and drink must be consumed in the cafetorium not in the lobby or halls.
5. General school rules are to be followed during the lunch periods.
6. Passes will be available from the adults supervising for the use of restrooms.
7. Students are not permitted to use delivery services to have food brought to the building.

Hot lunches and breakfast are provided under the Type A lunch program. Beverages will be available for sale for those who bring their lunch.

COMPUTER USE AND INTERNET CONNECTION

Proper use of the computers and Internet connections is expected. Misuse of any technology during the school day or school provided internet may result in disciplinary action and/or loss of computer access. Examples include, but are not limited to: unauthorized downloads of any type, working around the school firewall or sites blocked by the school. The determination of misuse is at the direction of the administrators.

HALL PASSES

1. Requirement of a Pass
 - Students must have a valid hall pass when leaving the classroom.
 - The pass may be a physical paper pass, a lanyard, or a digital sign-out system.
2. Teacher Permission
 - Students must ask for and receive permission before leaving.
 - Teachers may limit the number of passes per class period.
3. Time Limits
 - Passes are typically valid for 5-10 minutes.
 - Extended time may require special permission (e.g., nurse visits).
4. One Student at a Time
 - Only one student per class should be out at a time, unless there is an emergency.
5. Restricted Areas
 - Students may only go to approved locations (restroom, office, nurse, locker, etc.).
 - Wandering or loitering in hallways is not allowed.
6. Pass Limits Per Day/Week
 - Teachers/Administration may set a limit on how often students can use hall passes per class.
7. Disciplinary Consequences
 - Misuse of hall passes (e.g., skipping class, meeting friends) can lead to restrictions, detention, or other disciplinary actions.

HEALTH SERVICES

The district employs a full time nurse who will be in the high school every day. She will be available upon student request. Periodic exams may include checking vision and hearing, and working with students who may have a health related problem. Inspections of immunization records will be monitored by the school nurse.

LOCKERS

Each student has the ability to be assigned a locker with its own lock combination. If a student chooses to have a locker, they will need to request a locker from the office secretary. The student is responsible for the locker and its contents. Students must use the locker assigned and are not to permit others to have the combination. Since Keystone High School provides lockers for students, periodic inspection of the lockers by school officials may be made. Disciplinary action may result if lockers are damaged or defaced. Any articles found in lockers that are in breach of school regulations or state and/or municipal codes may be confiscated and possible disciplinary action taken. Student lockers are the property of the Keystone Local Schools. Lockers and their contents are subject to random search at any time the building principal or a designee believes necessary. (ORC 3313.20)

LOST AND FOUND

All lost and found articles are to be turned in to the office as soon as possible. Students may check the lost and found area and notify the main office if they lost an item.

SCHOOL FEES AND MATERIALS

Fees are charged to cover the cost of materials and supplies throughout the school year. Additional fees for projects and materials may be charged. Failure to pay school fees may result in students being excluded from extracurricular field trips, dances and events.

ELEVATOR USAGE

Throughout the year, students may encounter issues that prevent them from using the stairs to access the second floor classrooms. Students must have permission from administration to use the elevator. All questions related to using the elevator can be answered by the high school secretary. Unauthorized use of the elevator will result in disciplinary consequences.

STUDENT PARKING

Students who will be driving to school, including LCJVS students who park and bus to JVS, will be required to obtain a parking pass at the start of the school year. These students will be required to join the Keystone Drug Testing Program. Students must also maintain safe driving practices. These tags must be displayed in the vehicle they have driven to school. If at any time, a student changes the vehicle they drive to school, they must communicate the change to the office. Vehicles are subject to search. Students who do not purchase a parking permit will be subject to consequence if found to be parking on Keystone School's property. Driving is a privilege at Keystone High School and parking passes can be revoked.

SHORT TERM PARKING

During the school day parents and visitors involved with early dismissals, bringing materials to students, emergencies, etc., will use the parking spaces in front of the circular drive at the front of the building.

WITHDRAWAL FROM SCHOOL PROCEDURES

Children between the ages of six and 18 are of compulsory school age. State law requires every person of compulsory school age to attend a school. Withdrawal forms can be found online or in the main office. Transcripts may be withheld if a student has an outstanding financial obligation.

WORK PERMITS

To obtain a work permit, students should navigate to the KLSD website:

- www.keystoneschools.org, KHS forms, High School Forms, read Work Permit Steps & Instructions, print the work permit application from the website.
- Student completes the top part and has parent/guardian sign it. No other signature is required at this time.
- Employer completes the bottom part.
- Page two must be completed and signed by a physician. **IF** the student has a current(within one year) physical on file, the athletic director or band director can sign off on it and the student will not need to take it to a doctor.

STUDY HALLS

All students are to attend study halls indicated on their schedules. Students are expected to be quiet, stay busy and remain in their assigned seat during study hall until the teacher dismisses students at the end of the period. Study hall attendance will be taken immediately following the tardy bell. Study Hall rules will be posted throughout the room

TELEPHONE

Students will not be called from class to the phone except in case of an emergency. During school hours the student must first obtain permission from his/her teacher. However, the telephone should be used only in emergencies during school hours.

VISITORS

All visitors must sign in at the KHS main office. Enter through the lobby doors by the circle.

STUDENT AIDES

Many teachers at KHS will take students during their study hall to act as aides in their classrooms. Students who would like to aid for a teacher must fill out the paperwork EACH SEMESTER, following the procedures communicated to students. All student aid requests must be approved by KHS administration. Students must be in good academic standing. The privilege of aiding for a teacher may be removed at any time if a student is struggling academically or has disciplinary issues.

COLLEGE VISITS

Visiting colleges to make an informed decision is always a good idea and KHS supports students and their families visiting prospective colleges, universities, and schools. We ask that students taking a day to visit a school fill out the vacation form and submit it to the main office prior to making any visits.

Seniors can take up to three visits which will count as an excused absence. Any visit beyond three will need to get special permission from the high school administrators to be excused.

Juniors should limit their visits to two(2) during their junior year. Any visit beyond two(2) will require special permission from the KHS administrators.

COLLEGE CREDIT PLUS(CCP) PRIVILEGE

(Board Policy LEC-R, IGCH, and LEC)

CCP provides students with an opportunity to earn college credits while attending Keystone High. In some instances, the university/college schedule will not align with Keystone High School's bell schedule. Moreover, many students have opted to earn college credit via online courses. We will allow students to be released for one period for each online course and will provide reasonable time release for on campus classes. In those instances, the Board of Education, in an effort to cooperate with parents, will permit release time for students to leave KHS grounds during regular school hours. More specific information regarding CCP is included on the counseling website.

To qualify for CCP Privilege, the following requirements must be met:

1. Students must be in good academic standing. Students must have earned all A's and B's in prior semester course work.
2. Students must have reliable transportation to and from school.
3. Students must follow arrival/dismissal procedures as provided by KHS administration.
4. A completed and signed permission form must be on file.
5. If a student leaves school and is unable to return to classes at KHS, **a parent must inform the school. Failure to notify the school may result in the loss of CCP Privilege status.**
6. Students must return to school on time.
7. Failing to sign in/out for CCP privilege may result in the loss of CCP privilege time.

Transportation of students to and from released time is the complete responsibility of the parent, guardian, and/or student.

Students will be notified yearly about the CCP opportunity and it is the student's responsibility to obtain and complete the necessary requirements for the college and to be granted CCP privilege.

CCP privilege will be considered only for students taking classes online or at the college. Onsite CCP students will not be considered for CCP privilege.

CCP Privilege forms will be available via Final Forms and will be required to be turned in by a deadline that will be communicated to students and parents prior.

Minimum Course Requirements	
College Credit Courses	High School Courses
Students not enrolled in CCP	Must take at least 6 courses at KHS
Students taking 1 CCP course/semester	Must take at least 4 courses at KHS
Students taking 2 CCP course/semester	Must take at least 3 courses at KHS
Students taking 3 CCP course/semester	Must take at least 1 courses at KHS
Students taking 4 CCP course/semester	Not required to take any courses at KHS
Each CCP course must be a minimum of 3 college credit hours	

If, for any reason, a student drops a CCP class, they are required to inform their KHS counselor and administration.

Keystone High School Senior Privilege Program

Keystone High School's Senior Privilege program is a privilege given to seniors to help them develop responsibility for their study hall period and to allow them to leave the school for this designated period. Students who are scheduled for more than one study hall will be permitted to designate which study hall they elect to take as their Senior Privilege period each semester. This privilege must be earned in the last grading period of a student's junior year and may be revoked if the student fails to follow school rules and/or Senior Privilege guidelines.

General Procedures/Guidelines

- Seniors who have not earned 16.5 credits AND earned their Competency & Readiness graduation requirements are not eligible for Senior Release.
- Senior Privilege will not be granted unless the parent/guardian and the student complete the Senior Privilege Program form, sign it, and submit it by the deadline.
- Seniors must be taking a minimum of FIVE courses each quarter to qualify.
- Seniors must have earned a 2.5 grade point average in the preceding quarter.
 - Grade checks will be completed throughout the quarter and Senior Release privileges may be revoked at any time throughout the quarter.
- Seniors must be a good citizen of the school community.
- Seniors may only leave during the period designated on their contract and students are expected to leave school grounds.

Students who are found to be leaving school at any other time without permission from the administration may face disciplinary consequences and may have their senior privileges taken away for the remainder of the year.

Cell Phone Use Policy

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

General Guidelines

- **Prohibited Use:** Students are prohibited from using cell phones during school hours unless explicitly authorized by school personnel for educational purposes.
- **Storage:** Cell phones must be turned off and stored securely, a closed backpack, or a district-provided storage device during school hours.
- **Exceptions:**
 - 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:**
 - a. Cell phone may be confiscated and held in the main office until the end of the school day.
 - b. Student may retrieve the phone at dismissal.
2. **Second Offense:**
 - a. Cell phone may be confiscated and held in the main office until the end of the school day.
 - b. A parent or guardian may be required to pick up the phone.
 - c. A conference or warning may be issued.
3. **Subsequent Offenses:**
 - a. Additional consequences may include detention, loss of privileges, Saturday school, or other interventions deemed appropriate.
 - b. Continued violations may result in further disciplinary actions in accordance with the district's Code of Conduct.
 - c. Student may have to submit their phone to the office at the start of the day

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.

Keystone High School General Information, Procedures, & Policies

Board Policy IGDJA Revised July 2024

Keystone Local Schools Random Drug Testing Policy

BOE Policy IGDJA (Revised July 2024)

The Keystone Local School District Board of Education (“Board of Education” or “Board”) desires to implement a Random Drug Testing policy to promote the health, safety and welfare of students within the District. This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol-free school environment.

This policy applies to all of the following students in grades 9-12:

1. student athletes
2. students participating in extracurricular/co-curricular activities
3. student drivers requesting a parking permit
4. Parents that opt their child into the program

The program does not affect the current policies, practices, or rights of the Board regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug and/or alcohol testing through this policy. Although students risk the loss of the above-named privileges, no student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this policy. The results of random drug tests will not be documented in any student’s academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

Purposes of this Policy:

1. To provide a healthy and safe environment to all students to which this policy applies.
2. To discourage all students from using drugs and alcohol.
3. To provide students with the opportunity to become leaders in the student body for a drug and alcohol-free school.
4. To provide solutions for the students that have tested positive for drugs and/or alcohol.
5. To encourage students to remain drug and alcohol free.

All students and parents/guardians/custodians must sign an “Informed Consent Agreement” for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

Definitions

Student Athlete - Any student in grades 9-12 participating in a District athletic program and/or contests under the control and jurisdiction of the Board and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and other club sports that are approved by the Board.

Extracurricular/Co-curricular Activities - Any student in grades 9-12 participating in a club, group, student organization and/or activity that is Board-approved that does not involve a grade.

Drug Testing Effectivity Periods

Student Athletes

In-season start dates will begin as published by the OHSAA or sanctioning organization and continue until the completion of the awards program for that sport for the District. There are three athletic seasons: fall, winter, spring. A participant whose activity is not in-season at the time of the participant's violation of this code shall be considered an off-season participant.

Students may be tested during the off-season. A student is not considered an "offseason" athlete until they have been a member of an interscholastic sport.

Extracurricular/Co-curricular Activities

In-season extracurricular/co-curricular activities for an elected or appointed position begins with election/appointment through the expiration of the term of the office/season/activity. In-season extracurricular/co-curricular activities for all other clubs, groups, student organizations and/or activities begins with the first meeting through the end of the school year, including all activities scheduled during summer.

Random Selection

A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

Illegal/Illicit Drugs

Nicotine (tobacco), marijuana, LSD, amphetamines, methamphetamines, methadone, anabolic steroids, methaqualone, barbiturates, benzodiazepines (Valium), opiates, cocaine, propoxyphene (Darvon), MD/MA (ecstasy), phencyclidine, tricyclic, buprenorphine, oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

Alcohol

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the-counter medicine.

Types of Testing

1. Team/Group Testing - At the beginning of each season, all students will submit to drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on Board property or at a Board-approved testing facility. The head coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. The principal/designee is responsible for ensuring that all other eligible students and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team and/or club, group, student organization and/or activity.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

2. **Random Testing** - Random testing shall be done throughout the drug testing effectivity periods. Each group of eligible students may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per drug testing effectivity period. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified medical review officer will determine the results.

A. Random selection of eligible students:

The principal/designee will use a system to ensure that students are selected in a random fashion. This system may include computer-generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

B. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the building administrators. Random testing may be done weekly.

3. **“Opt In” Student Drug Testing Program** - Parents/Guardians/Custodians that have students who are not involved in extracurricular/co-curricular activities or athletics may have their students participate in the drug testing program at the expense of the Board. Interested parents/guardians/custodians should contact the principal/designee for additional information.
4. **Reasonable Suspicion Testing** - School officials will have the right to have a student tested for use of drugs and/or alcohol when there is the “reasonable suspicion.” This applies to all student-athletes, all students participating in extracurricular/co-curricular activities and all student drivers and/or those with parking privileges.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

Refusal to Test

Refusal to submit to a random or reasonable suspicion test will constitute a violation of this policy and will be treated as a positive test result.

Collection Process (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

1. All students must have a picture ID or be identified by the principal/designee. No exceptions will be allowed.
2. Drug testing area must be secured during the testing.
3. Only lab technicians, designated District administrators and students will be present in the drug testing area
4. Privacy must be kept for all students.
5. The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
6. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice.
7. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and tshirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
8. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test and this will be considered a "refusal to test."
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

10. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
11. The lab checks every sample for adulterations, such as additives that the student drinks or adds to his/her urine to change the sample. Any and all adulterations of the specimen will be detected and subject to second violation consequences. A retest will be required within 24 hours.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering. If tampering is confirmed, the student will be subject to second violation consequences. A retest will be required within 24 hours.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet, he/she will be required to give a new sample immediately or the sample will be invalid.
15. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A certified medical review officer will verify the positive test.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

Results of a Positive Test

Any positive urine alcohol and/or drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

If a Positive Test Occurs

The First Violation

For the first positive result or refusal to test, the student will be required to submit to eight follow-up drug tests within twelve months at the student and/or parent/custodian/guardian's expense. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. During and after this period, the student will also be subject to random drug testing/reasonable suspicion testing in accordance with this policy. Should the student complete the twelve month period without an additional positive test or refusal to test, no sanction will be imposed against that student. Should the student have another positive test or a refusal to test at any point during his/her secondary school career (Grades 9-12), said positive test or refusal to test will be treated as a second violation and subject to the sanctions below.

The Second Violation

For the second positive test result or refusal to test, the student will be given the option of either (A) or (B) below:

Option A

- The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.
- The student will be denied participation for a minimum of 20% of the **remaining** season. The student's driving and/or parking privileges will be immediately revoked.
- A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

- A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student may be required, at the student and/or parent/guardian/custodian's expense, to submit to weekly or random testing for the remainder of the drug testing effectiveness period. The student shall forfeit all leadership roles.

For Example:

- **Student Athletes:** The student athlete will be denied participation in 20% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. Note: The student may continue to practice with the team and sit with the team during home and away contests. The student may not wear a team uniform during this denial of participation.
- **Extracurricular/Co-curricular Activities:** The student will be denied participation in 20% or 36 school days of all extracurricular/co-curricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. Note: The student may not attend club meetings and/or participate in off-campus trips or special events. The student may not wear a uniform during this denial of participation.
- **Driving and Parking:** The student will be denied 20% or 36 days of driving/parking privileges.

Option B

Denial of all privileged activities for that school year.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

The Third Violation

The student is denied participation for 50% of the remaining season. A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement. A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student will be required, at the student and/or parent/guardian/ custodian's expense, to submit to weekly or random testing for the remainder of the current season. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

Failure to complete these requirements may result in permanent denial of participation in privileged activities during the student's career at Keystone High School.

The Fourth Violation

The student may be permanently denied participation in athletics, extracurricular activities and District driving and/or parking privileges immediately. Violations are cumulative throughout the student's secondary school career.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised July 2024)

Self-Referrals

A student may give a self-referral, which may be done only once in four years. Self referrals can only happen before a test is done.

A self-referral occurs when a student asks a coach, adviser, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and/or agency must be certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services. The student and/or parents/guardians/custodians must pay for this expense.

2. The student agrees to submit to five follow-up drug tests within six months at the student and/or parent/custodian/guardian's expense. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, or has a refusal to test, the student will be subject to second violation consequences.

Keystone High School

Student Services

The Keystone High School Counseling Department

The Keystone Local School District

Comprehensive School Counseling Program:

- Is an integral part of the total educational process of the Keystone Local Schools.
- Is planned, coordinated, managed, and evaluated by the school counselors.
- Is available to all students to assist them with academic, career, and personal/social needs.
- Promotes student learning.
- Encourages supportive, positive parental involvement in the schools.
- Helps build a positive school culture by encouraging collaboration among school counselors, teachers, administrators, parents, and the community to further student achievement.
- Is continuously refined and improved through systematic review and evaluation of student performance data.

All school counselors in the Keystone School District:

- Are guided by the Ethical Standards of ASCA.
- Engage in scholarly professional development activities.

School Counseling Beliefs

The Comprehensive School Counseling Program is based on the American School Counselor Association (ASCA) National Model. The program aims to be preventative, proactive, and collaborative in addressing the diverse needs of the school community.

The school counselors at Keystone Local School District believe:

- All students can achieve success.
- Every student is valuable and should be treated with dignity and respect.
- All students will have access to high quality school counseling services provided by full-time licensed, professional school counselors.
- Student diversity is considered in the design and delivery of school counseling services.
- All students can expect that school is a safe and nurturing environment.

Reasonable Expectation of Confidentiality

School counselors and social workers are mandated reporters per Ohio State law. They are bound to confidentiality with the exception of when a student discloses information regarding harm to self, harm to others, or when someone may harm them.

Accessing Counseling Department Staff

Need to see someone in the counseling office?

Ask yourself... Is it an emergency?

Yes

- Tell your teacher that you need to come to the counseling office.
- Your teacher will call ahead to ensure that someone is available.
- If no one is available, they will send you to the main office until someone is available.

No

- Email the person you want to talk to.
- They will call you down as soon as they can.

John's Safe Place

Through the generous funding and support of Rick and Beth Haney, Keystone High School is proud to offer a calming room called John's Safe Place in the counseling hallway. This area has been established to help students have a safe place to cope with social and emotional issues in an inviting calm safe space. For information regarding the history and creation of John's Safe Places and the JCH Foundation follow this [LINK](#).

Keystone High School's John's Safe Place Guidelines

- Students must sign in as they enter and out as they exit.
- JSP is an area to calm yourself and recharge for the day. This is not a space to hang out with your friends.
- Leave JSP in the same condition as when you entered. Please dispose of trash and don't leave a mess.
- If after a brief time in JSP, you are not ready/capable of returning to class, please ask to speak with someone from the counseling staff.
- Please report to an adult if others are abusing this space.
- Absolutely **NO USE OF CELL PHONES** while in JSP.
- Students that misuse or violate the rules and expectations stated above will be barred from using it as a resource.

Course Guide + Schedule Change Policy

You may access a current KHS Course Selection guide by visiting the high school counseling department on the school website.

Course selection **should be carefully considered** at the time of scheduling with your counselor. A schedule reflects a commitment from both the student and the school.

PLAN FOR NO CHANGES

The master schedule is based on student course requests, changes to these requests damage our ability to match courses with requests. Students registering for a yearlong course are obligated to remain in that course for the entire school year, regardless of grades received the first semester. Once schedule requests have been submitted, students will only be able to change their schedule at the beginning of the upcoming school year if it falls under one of the categories listed below.

As a reminder, students are not guaranteed their requested courses. Counselors reserve the right to place students in required classes in order to ensure the student is meeting the necessary graduation requirements on time.

THERE WILL BE NO SCHEDULE CHANGES UNLESS:

- A required course is missing.
- An obvious computer error or omission.
- Substituting for courses dropped from the schedule because of a lack of demand.
- Study halls need to be balanced (one per semester).
- Accommodating injury, illness or other medical emergencies.

Keystone Counseling Department

Our Counseling Department focuses on meeting the needs of our students across all three major areas: academic performance and success, college and career exploration, and mental/emotional/personal development. We believe in looking holistically at each student and individualizing our approach to each individual we encounter. We value strong relationships with our students and spend the majority of our time each day interacting with them face-to-face. In addition, we advocate for the needs of our students with other stakeholders at the district, local, and state level.

The Keystone counseling department (school counselors, social workers, college access advisor, etc.) will meet with students on an as-needed basis to address social emotional, academic, and college/career needs as well as linkage to additional resources.

Parents who would like to meet with any of the KHS Student Services Staff must contact the main office to schedule an appointment or email the staff member directly to schedule a meeting. Because of the confidentiality of this department, we cannot accept walk-in appointments.

Counseling Office Staff

Ms. Atkinson

Counselor for the Classes of 2027 & 2029

Mr. Gallion

Counselor for the Classes of 2028 & 2030

Ms. Zenk

District Social Worker

Mrs. Foster

College & Career Access Advisor

CollegeNow Greater Cleveland

Keystone High School Attendance

K-12 ATTENDANCE POLICY FOR KEYSTONE LOCAL SCHOOLS

Regular attendance is essential to student success. Every day a student is in school provides valuable opportunities for learning, engagement, relationship building, and participation in school activities. Keystone Local Schools encourages students and families to make school attendance a priority and to schedule appointments, vacations, and other activities outside of the school day whenever possible.

Excused Absences

Students may be excused from school for reasons permitted by Ohio law and Board policy, including but not limited to:

- Personal illness or medical appointments
- Illness in the family requiring the student's presence
- Quarantine for a contagious disease
- Death in the family
- Religious expression days as permitted by Ohio law
- College visitation opportunities
- Military-related absences permitted by law
- Foster care or court-related proceedings
- Homelessness-related circumstances
- Driver education instruction as permitted by law
- Other circumstances approved by the Superintendent or designee

Parents or guardians should notify the school as soon as possible when a student will be absent and provide appropriate documentation when requested.

Reporting Absences

Parents/guardians are responsible for notifying the school when a student is absent. Students may be required to submit written documentation or other verification of an absence in accordance with district procedures.

The district will attempt to notify a parent, guardian, or other person having care of a student when a student is absent from school without notification from the parent or guardian.

Attendance Monitoring and Supports

Keystone Local Schools regularly monitors student attendance and works proactively with students and families when attendance concerns arise.

A student is considered chronically absent when they miss 10% or more of the instructional hours in a school year, regardless of whether the absences are excused or unexcused.

To support student success, the district utilizes a tiered approach to attendance intervention:

Tier 1 – Universal Supports

Attendance expectations and the importance of regular school attendance are communicated to all students and families.

Tier 2 – Targeted Supports

When attendance patterns begin to indicate a concern, school staff may contact families to discuss barriers to attendance and provide supports designed to improve attendance.

Parent Notification

The district will notify a parent, guardian, or custodian when a student has been absent for 5% of the instructional hours required for the school year.

Tier 3 – Intensive Supports

Students with significant attendance concerns may be referred to an Absence Intervention Team. The team may include school personnel, the student, parents or guardians, and other individuals who can help address barriers to attendance and develop an attendance improvement plan.

Attendance Intervention

When required by Ohio law, the district will establish an Absence Intervention Team to develop strategies and supports designed to improve a student's attendance.

The district's goal is to work collaboratively with students and families to identify barriers to attendance and connect families with available resources before more significant interventions become necessary.

Vacations and Non-Emergency Absences

The Board of Education discourages vacations and other discretionary trips during the school year. Parents who choose to remove their child from school for such purposes assume responsibility for missed instruction and assignments. Teachers may provide assignments when practical; however, missed instruction may not be able to be replicated upon the student's return.

Make-Up Work

Students who are absent are expected to make up missed assignments and assessments within timelines established by their teachers and school administrators. Opportunities for make-up work will be provided in accordance with district procedures and applicable Board policies.

ATTENDANCE, ABSENCE REPORTING, AND SIGN-IN/SIGN-OUT PROCEDURES

Parents/guardians are responsible for notifying the school whenever a student is absent, tardy, or requires an early dismissal. Absences should be reported to the school office as soon as possible on the day of the absence. If a student will be arriving late, parents should indicate whether the student will be purchasing or bringing a lunch. If the school has not been notified of an absence, the district's automated attendance system will attempt to contact the parent/guardian to verify the student's absence.

A parent/guardian call or written note does not automatically make an absence excused. The school will determine whether an absence is excused or unexcused in accordance with state law and district policy.

Upon returning to school, students must submit a written absence note to the main office within three (3) school days. The note must include the student's name, date(s) of absence, reason for the absence, and the signature of the parent/legal guardian. Absence notes submitted after three (3) school days will not result in a change to the attendance record. Attendance communications and absence notes must be provided by the student's legal custodial parent or guardian.

For extended illnesses, parents need only notify the school on the first day of the absence and provide an estimated duration. Students with chronic health conditions that result in repeated absences may be required to provide documentation from a licensed physician.

Students who are absent for an entire school day may not participate in or attend any school-sponsored activity or event occurring that day unless approved by the administration.

Planned Absences

Parents/guardians requesting a planned absence for vacations, college visits, or other personal reasons must complete a Planned Absence Request Form and submit it to the principal at least five (5) school days in advance for approval. Forms are available in the main office and on the district website. Students are responsible for completing all missed assignments, and make-up work will be assigned at the discretion of the teacher. Students may use up to five (5) days of planned absences for vacation purposes during a school year.

Tardies and Partial-Day Absences

Students arriving after the start of the school day and before 11:00 a.m. will be considered tardy. Students arriving after 11:00 a.m. will be charged with a one-half day absence.

Students leaving before 11:00 a.m., missing more than three (3) hours of the school day, or signing in after 11:00 a.m. will be considered one-half day absent.

Sign-In and Sign-Out Procedures

Students arriving after the start of the school day must report to the main office and sign in before attending class. Students leaving school before the end of the school day must sign out through the main office.

All students, including those who are 18 years of age or older, must have parent/guardian authorization before leaving school grounds during the school day. Requests for early dismissal should be submitted to the main office before the school day begins and must include the date, time, reason for dismissal, and parent/guardian signature.

Students dismissed for medical, dental, or other professional appointments may be required to provide documentation verifying that the appointment was kept. Failure to provide such documentation may result in the absence being recorded as unexcused.

Students who become ill during the school day must report to the office. Office personnel will contact a parent/guardian to obtain permission for dismissal. Students may not use personal cell phones to arrange dismissal without office verification.

Students are not permitted to leave school during the day for errands or personal business that can reasonably be completed outside of school hours. Failure to properly sign in or sign out may result in disciplinary action and may be considered truancy.

CREDIT RECOVERY

We understand that families have obligations and plans during the summer months but Keystone High School feels very strongly that keeping on track to graduation is something that should be made top priority for a family. If your child is not on track to graduate with their graduating class, credit recovery is an option to make up for the credits that have not been earned.

Students that remain credit deficient will have a plan created for them in order to help them get back on track with graduation requirements.

Keystone High School Student Code of Conduct

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school.

Positive Behavior Interventions and Supports (Board Policy JP)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. PBIS is a framework of Positive Behavioral Interventions and Supports. District-wide, Keystone High School works to create an environment that supports respect for self and others.

Expectations for behavior are clearly defined and taught in all areas of the school, and students are recognized and rewarded for meeting those expectations. Within the PBIS framework, students discover that this respectful behavior helps them improve social interactions, succeed academically, and accomplish their goals.

STUDENT CODE OF CONDUCT; VIOLATIONS AND DISCIPLINE PROCEDURES:

STUDENT CONDUCT

The purpose and intent of the student code of conduct is to maintain an appropriate educational climate. Good order and discipline will be achieved best through self discipline.

Students should strive to:

1. Attend school each day it is in session.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property, as well as the personal property of others, with respect and care.
6. Maintain high standards of thought, speech, and actions.
7. Use only those facilities and areas designated for student use or with staff supervision.
8. Engage only in activities permitted on school property.
9. Maintain an appropriate educational climate

When The Student Code Of Conduct Applies:

- On school grounds before, during and after school hours
- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event, including athletics
- Whenever a Keystone student represents his or her school
- On a school bus, a school-sponsored vehicle, or at a Keystone bus stop and as it relates to all school/district property and vehicles
- At all times whenever a student's conduct is related to school or school activities including interacting virtually on the internet or through other communication mediums.

DISCIPLINE

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to but are not limited to:

- Detentions - morning, lunch, 30 min, 1 hour, long detention (administrator determination)
- deprivation of privileges
- parental contact
- referral to legal authorities
- suspension of driving privileges
- emergency removal
- in-school assignment
- out of school suspension, expulsion (or in lieu of expulsion agreement), and/or permanent exclusion.

DETENTION PROCEDURES

Students' assigned detentions must report to the designated area and will serve their detention after school or during lunch periods. Transportation is the student's responsibility for after school detentions. Students must report to detention and work quietly on study materials for the entirety of the detention. Cutting a detention or being asked to leave may result in progressive discipline from an administrator. Serving detentions is the student's responsibility.

WEDNESDAY/SATURDAY LONG DETENTIONS

Wednesday evening detentions are from 2:35 p.m. - 5:35 p.m. on the scheduled date. Saturday morning detentions are from 8:00 a.m. to 11:00 a.m.. All students must leave the building immediately after serving their detention. Students are to study material or supplemental readings for classes, paper, writing utensils and other equipment necessary to complete work. No one will be allowed to go to their locker for materials. Failure to attend, being late and/or being removed from long detentions for violations of guidelines or rules may result in a referral to an administrator for additional discipline. Students are not to communicate with other students in any way while in detention. Sleeping is not permitted. Students are expected to work on school-related assignments and/or read appropriate materials approved by the supervisor. Students are to remain busy on school related work for the entire 3 hours. Only excused absences from school on the assigned detention will be accepted as a valid reason for missing. Assignments that have been rescheduled must be served on the next available date.

IN SCHOOL ASSIGNMENT

This step in the Progressive Discipline Program is issued at the discretion of the administration, upon infractions of the Code of Conduct, behavior referral from a teacher or continual violation of school rules. The ISA (InSchool Assignment) philosophy centers around student isolation as a consequence for inappropriate behavior, while permitting the student to complete schoolwork within a controlled, separated environment from the school population. The ISA schedule is the same as the normal school day, beginning at 8:10 a.m. and ending at 2:28 p.m. with students receiving periodic restroom breaks and lunch (held in the ISA room). A student who is assigned ISA is required to attend Connections prior to the start of ISA. The purpose of this program is to offer an alternative to being suspended from school. However, failure to follow ISA procedures and the student code of conduct rules may result in an out-of-school suspension.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

SUSPENSION (Board PolicyJGB)

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Out-of-school suspensions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.

2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - A. Superintendent and
 - B. student's school record (not for inclusion in the permanent record).
6. **Permanent Exclusion** — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

EXPULSION (Board Policy JGE)

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 school days, but not more than one year, unless otherwise permitted by law. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a

community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within one school day of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The

Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

**MISCONDUCT FOR WHICH SUSPENSION OR FOR WHICH EXPULSION MAY BE IMPOSED
INCLUDES BUT IS NOT LIMITED TO:**

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. **Disrespect of Faculty & Staff** - A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such a manner that the faculty or staff member interprets it as disrespect and confirmed as such by administration. This includes verbal and non-verbal actions.
4. **Tobacco/Nicotine/Electronic Cigarettes/Vaping** - A student shall not possess, smoke, or otherwise use tobacco/nicotine in any form(including but not limited to cigarettes, chewing tobacco, snuff, alternative to nicotine products, and electronic cigarettes/vapes in the school building, on school buses, at school-sponsored events, or on school property at any time.
5. **Fighting** - A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
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 lookalike 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. This rule includes "class cutting" and/or leaving the school building without permission.
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, falsification, unauthorized use of technology, artificial intelligence (AI), or other forms of academic dishonesty, including but not limited to the removal, alteration, or misrepresentation of any school records. Plagiarism is defined as the use of another person's words, ideas, work, or intellectual property without proper acknowledgment and presenting it as one's own. Plagiarism includes, but is not limited to, copying text, paraphrasing without proper citation, submitting another person's work, or presenting information obtained from any source as original work. The unauthorized use of AI tools, applications, or technologies to generate, complete, modify, or substantially assist with assignments, assessments, projects, written work, or other academic tasks is considered academic dishonesty unless specifically permitted by the teacher or assignment guidelines. When AI tools are authorized, students must follow all teacher directions regarding their use and properly acknowledge such assistance when required. Students are expected to submit work that accurately reflects their own knowledge, understanding, and effort. Any attempt to gain an unfair academic advantage through cheating, plagiarism, unauthorized AI use, falsification, or other deceptive practices may result in disciplinary and/or academic consequences.
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 wasting limited resources, employing the network for commercial purposes, and using the network

and internet access to engage in hacking or other unlawful activities. Students and parents/guardians must sign the Keystone Acceptable Use Policy before a student can use a district computer. Students are not permitted to use their own device at KHS. Students must use their District-issued Chromebook.

14. **Prohibited Articles** - Any object that, in the judgement 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/Instigation** - A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. A student shall not act in a way that provokes or encourages another student to engage in fights, arguments, bullying, or other disruptive behaviors. This may include spreading rumors, egging others on to fight, verbal taunts, social media posts that escalate conflicts, or encouraging retaliation, 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.

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 the 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

SUSPENSION APPEAL PROCEDURES: (Board Policy JGD)

Should a student who is 18 years of age or older or a student who has declared independent status by Board Policy or a student's parent(s), guardian(s) or custodial parent(s) choose to appeal the suspension, he/she must do so, in writing to the Superintendent or his designee, within ten (10) calendar days of the notice of suspension. If the Superintendent or his designee affirms the suspension, the pupil or his/her parent(s), guardian(s) or custodial parent(s) may appeal the suspension to the Board of Education, or its designee, in writing to the Treasurer's office.

EXPULSION APPEAL PROCEDURE: (Board Policy JGE)

A student who is 18 years of age or a student's parent(s), guardian(s) or custodial parent(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee in writing to the Treasurer's Office within 14 days of receiving the Superintendent's Expulsion Notice. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent(s), guardian(s) or custodial parent(s).

APPEAL TO THE COURT:

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

RESTRAINT:

Restraint, which is considered the act of physically controlling the actions of pupils when such action may inflict harm to themselves or others, is not considered physical punishment.

Teachers, administrators, or other supervisory personnel must use whatever reasonable means are appropriate if it is necessary to prevent pupils from harming themselves or others.

PERMANENT EXCLUSION: (Board Policy JEGA)

The Board of Education may seek permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;
3. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

QUESTIONING AND SEARCHES: (Board Policy JFG)

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT:

The following rules apply to the search of school property assigned to a student (locker, desk, automobile, etc.) and the seizure of items in the student's possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Except as provided in number 5 below, search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student's knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Random searches of automobiles on school premises may be conducted where, pursuant to Keystone Board Policy concerning student parking permits.

Building administrators are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following results apply in such cases:

- There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.

- Searches will be conducted by a school administrator.
- Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
- Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
- When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
- A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

SEARCHES OF UNATTENDED BAGS BY SCHOOL PERSONNEL:

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion. The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs (Board Policy JFG). The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or other container, it shall create reasonable suspicion to search the vehicle, locker, or container in accordance with this policy.

DANGEROUS WEAPONS IN THE SCHOOL: (Board Policy JFCJ)

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year in which the incident occurred.

The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law. Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to metal knuckles, straight razors, explosive, noxious irritants or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm threaten or harass students, staff members, parents or community members, may be subject to expulsion. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above, may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of conduct and Ohio law.

DISCIPLINE OF A STUDENT WITH A DISABILITY:

SUSPENSION:

Upon the tenth (10th) day of suspension, and any suspension thereafter of a student identified with a disability (learning disabled, severe behaviorally disabled, developmentally handicapped and students on Section 504 Plan), the following action will be initiated by the administrator processing the suspension of the student. A placement team meeting shall be called by the administrator to review and make recommendations, if needed, as follows:

- Determine whether there is a causal relationship between the misconduct and the student’s identified handicap;
- Determine that the handicapped student is being served appropriately, i.e., that his educational placement is appropriate to his/her needs; and
- Develop strategies to improve the student’s behavior and to avoid further school disciplinary action.

Suspension in excess of ten (10) consecutive school days is regarded as a change in placement and disrupts the education of the handicapped student. In the case of recommendation of suspension in excess of ten school days, the Evaluation Placement Team must immediately convene to review the placement and offer recommendation for alternatives. Instruction in the areas outlined on the student Individualized Education Plan must be maintained.

If a student has a Section 504 Plan, the placement team must convene to determine whether or not the behavior is a manifestation of the student’s impairment. If the behavior is not, then the student may be suspended in excess of ten school days without providing instruction. If the behavior is determined to be a manifestation of the student’s impairment, then the student must be returned to the classroom.

EXPULSION:

Expulsion is also regarded as a change in placement and disrupts the education of a handicapped student. If expulsion is used the Evaluation Placement Team must immediately convene to review the placement and offer recommendations for alternatives. Instruction, as outlined on the Individualized Education Plan, must be maintained.

Instruction, as outlined on the Section 504 Plan, must be maintained ONLY if the behavior is a manifestation of the student's impairment.

STUDENT DRESS

Students must be hygienically clean and neat. Clothing should be clean, modest in style, and in good repair so as not to interfere with the learning process. Shoes must be worn at all times. *Clothing which is determined to be detrimental to health and safety or disruptive to the academic atmosphere of the school will not be permitted.* Students in Physical Education may be required by the instructor to temporarily alter such clothing as it might restrict the student from full participation or may be dangerous to the student's safety.

Parents and students should be aware and understand that violations in student dress will result in the student being removed from class and/or sent home to change their attire. Class time that is missed will be considered unexcused. Consequences for dress code violations include, but are not limited to, verbal warning, changing clothes, detentions and suspension.

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

- The wearing of hats, hoods, or head coverings of any kind will not be permitted in the classrooms or hallways during school hours unless medically necessary or relevant to one's religious practices. Head covering will be stored in lockers during school hours.
- Articles of clothing that advertise alcoholic beverages, drugs or with obscene, suggestive, or questionable printing will not be permitted.
- Sunglasses are not to be worn unless prescribed by a physician.
- Shorts and skirts must be of modest length and undergarments must not be visible.
- Midriffs must be covered.
- No pajamas, sleepwear or slippers are to be worn to school.
- All tops MUST have sleeves.

HARASSMENT, HAZING, INTIMIDATION, AND BULLYING

BOE Policy JFCF-R

Harassment, intimidation, and bullying of students in the school environment (which includes school property, sponsored events, and all other related activities) can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property of student conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.