Keystone Central School District

Mid-Level Student Handbook
2026 - 2027

www.kcsd.us

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KEYSTONE CENTRAL SCHOOL DISTRICT
MID-LEVEL STUDENT HANDBOOK

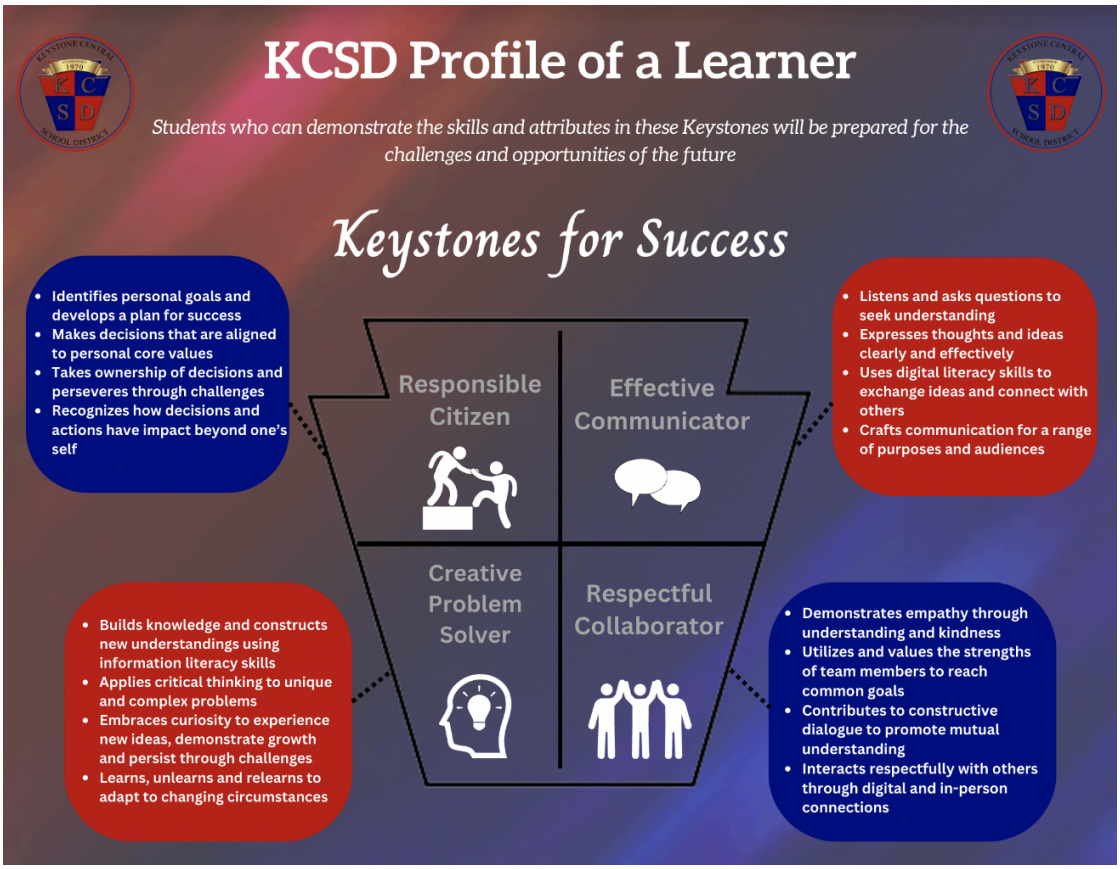
MISSION
We are committed to developing lifelong learners who are adaptable, resilient, productive, and of high moral character.

BELIEFS
We believe in a school that provides:

- Equitable access to rigorous curriculum and effective instruction to all students
- Critical thinking and solution-focused opportunities to all learners
- A safe, healthy, and inclusive culture
- High expectations and support for all
- Opportunities for an engaged and empowered community and families
- Policies and procedures that promote learning and leadership

VISION
Preparing citizens for the challenges and opportunities of the future.

PROFILE OF A LEARNER



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FOREWORD

Welcome to the new school year! It is great to have you with us if you are a new student. If you are returning, we are glad to have you back with us.

This handbook is for you. It contains the procedures you are responsible for during your years at one of the KCSD middle schools. **Policies established by the District are available online by clicking here and in each school throughout the Keystone Central School District.**

Your conduct, at all times, should reflect good citizenship. You are expected to show respect for the property, rights, and privileges of others. In return, you may expect this respect from others. Positive behavior can help make your school life a happy and rewarding one. Please pay careful attention to what is in your handbook, discuss it with your parents, and if you have any questions, we encourage you to talk to us. Together, we can make this school year successful.

HANDBOOK GUIDELINES

These guidelines may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to decide in some instances. As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and the results of an investigation pertaining to an incident.

VIDEO/AUDIO SURVEILLANCE NOTICE

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

ATTENDANCE REGULATIONS

There is a direct and positive correlation between regular school attendance and achievement. Students are, therefore, encouraged to avoid any unnecessary absences from school. Below are the attendance regulations adopted by the KCSD Board of Directors. Please refer to the district website for additional information about the Attendance Policy (Policy 204).

Excused absences may include: illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.
Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence

Unexcused absences may include: oversleeping, car issues, missing the bus, hunting, or shopping.

Returning to school: The student should turn the excuse in to the attendance office. If the student fails to submit their excuse **within three days** of the absence, the absence will be counted as unexcused or unlawful, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your child's school.

Request for leaving school: Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is recommended that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents are encouraged to schedule appointments with physicians and dentists after school hours, if possible. *Requests to be excused for hair appointments, shopping, etc. will be denied, and absences for these reasons will be unexcused.*

Following is a summary of key points from the KCSD Attendance Policy (204) and steps that will be followed if there is a concern with school attendance:

Absences will be marked as **unlawful/unexcused** if there is no excuse turned in to the attendance office by the **third (3rd) school day following the absences**. *If the absence extends five (5) days, communication (through email or physical note) must be provided to the school's attendance office. A doctor's excuse must be submitted for absences of five (5) or more consecutive days.	For example, if your student is absent on Monday, you MUST send in an excuse for that absence by Thursday of that week, or it will be marked as an unlawful/unexcused absence. If the student is absent Monday-Friday for one week, communication must be received by the attendance office by Friday (day 5) of the absence. Excuses may be submitted in writing or electronically by email. Please include a phone number in the email for the building secretary to confirm the excuse.
School attendance secretaries/ administration will notify you, by mail or phone call, when your student has accumulated **three (3) unlawful days.** This may be a combination of partial days or whole days.	This letter will also include the time and date for your child's School Attendance Improvement Conference (SAIC). Neither the student nor the parent/guardian will be required to participate. The SAIC will be held regardless of attendance by the student and/or parent/guardian on the date indicated on the letter. A two-week follow-up meeting will be scheduled to monitor ongoing attendance and compliance with the established plan. Educational trips will not be approved once students accrue three (3) unlawful absences.

If your student has accumulated **six (6) unlawful days** the school will refer your student to the children and youth school-based truancy worker.	The school may file a citation with the district magistrate against the person in parental relation who resides in the same household as the child. Under Pennsylvania law (Act 47 of 2025), students considered habitually truant—defined as having six or more unexcused absences—are prohibited from transferring to a cyber charter school during the school year. Exceptions require a judicial determination that the transfer is in the best interest of the student.
After your student is absent for **ten (10)** (this could be a combination of partial days and/or full days), you will receive a letter informing you that your student has reached ten (10) days of absences.	After this, a physician's note MUST be turned in for every absence for the remainder of the school year. Educational trips will not be approved once a student has accrued ten (10) absences.
At **eighteen (18) days of accumulated student absence** (this could be a combination of partial days and/or full days), excluding absences with physician's excuses or approved educational trips, a student will no longer be allowed to participate in non-compulsory activities which could include co-curricular activities, dances, field trips, graduation, etc.	Parents/guardians will get a letter upon the student's fourteenth (14th) absence informing them of the number of absences and the potential consequences if they reach 18 days.

Additional unlawful absences may be referred to the Keystone Central School District Attendance Officer for additional referrals, citations, or further legal action.

Please refer to the district website for additional information about the Attendance Policy (Policy 204).
If you have any questions, please contact the counselor and/or attendance secretary at your student's school.

EDUCATIONAL TRIPS: A student may legally make a trip of an educational nature with their parents or guardians. Students may be excused for family educational tours or trips for no more than seven (7) school days in any one (1) year. A parent note requesting an educational trip stating the specific dates and the reason must be sent to the school office at least five (5) days before the trip.

Students will then be given an Educational Trip Review form to take around to each of their teachers for their signature. Once the student has ALL teacher signatures, the Educational Trip Review form must be returned to the main office for the principal to review. **If approved, students will not be permitted to join classes remotely during the trip**. Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family.

- Trips shall be denied to students who:
  - Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
  - Have three (3) or more days of unexcused/illegal absences
  - Are considered in poor academic standing (quantifiable by meeting athletic eligibility requirement status)

- Request an Educational trip during the PSSA testing window during which the student should testing. (Refer to PDE for testing dates)

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

HOMEWORK COLLECTION FOR EXTENDED ABSENCES: If it is known that a student is going to be absent for an extended period of time (3 days or more), the counseling office will collect assignments, upon request from a parent/guardian. Upon the student's return to school, following the absence, the teacher and student will set a deadline for completing the make-up assignments. Parents are strongly encouraged to notify guidance **before** a known, extended absence. Contact can be made by calling the school guidance office at 570-893-4900 ext. 2952.

MAKE-UP WORK: In cooperation with the teacher, the student will be responsible for making arrangements to make up work. **Students are responsible for any, and all work missed while absent from school.**

NON-CUMULATIVE ABSENCES: The following absences will NOT appear on the student's permanent record:

- Absence for school-approved activities
- Physical disability of extended duration (after homebound instruction has begun)

POSITIVE ATTENDANCE: Students who attend regularly will be recognized through the School Wide Positive Behavior program. There will be an acknowledgment every month for positive school attendance.

REQUEST FOR LEAVING SCHOOL: Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is required that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. If possible, parents are encouraged to schedule appointments with doctors and dentists after school hours. *Requests to be excused for hair appointments, shopping, etc., will be denied, and absences for these reasons will be unexcused.*

RETURNING TO SCHOOL: The excuse is to be submitted to the office. If the student fails to submit their excuse **within three school days** of the absence, the absence will be counted as unexcused or illegal, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your student's school.

Attendance Secretary	EMAIL	PHONE	FAX
Bucktail Area Middle & High School	btattendance@kcsd.us	(570)-893-4900 ext.3501	570-923-2233

Central Mountain Middle School	cmmsattendance@kcsd.us	(570)-893-4900 ext.2938	570-726-7227

TARDY TO SCHOOL: If a student arrives at school after the designated start time established in each building, they should report to the office for an admittance slip. This is the only late pass the office will issue. **No late passes between classes will be issued from the office.** *If a student is late to class without a written excuse, the teacher will record the lateness* according to the tardy and absence procedure found in Appendix A.

- If a student is detained in the office or by a teacher, they should ask for an excuse from the person who detained them before going to class. Such a tardy will not be counted against the student. Students must enter their school building before the late bell and should plan their day accordingly.
- After the late bell, students must enter school at the front entrance and sign in at the main office.
- If a student arrives at school between 8:40 am and 8:50 am, they will be marked **tardy**. For every *four tardies* a student accumulates, they will accrue a quarter day unlawful absence.
- Please refer to Appendix A for expectations and responses to repeated tardy to school.

Below is a chart outlining how partial day attendance will be counted if students arrive after the tardy window:

Arrive late or leave school between the following times:	Percentage of absence either excused or unexcused for late arrival	Percentage of absence either excused or unexcused for early dismissal
8:30 am - 8:40 am	Tardy	4 TARDIES = .25 DAY
8:41 am - 10:13 am	.25	100
10:16 am - 11:59 am	.50	.75
12:02 pm - 1:45 pm	.75	.50
1:48 pm - 3:25 pm	100	.25

STUDENT SERVICES & SUPPORTS

A variety of student services are available to support students throughout their school career, examples of student services are listed alphabetically below:

DIVERSITY, EQUITY, AND INCLUSION: The Vision of the KCSD Diversity, Equity & Inclusion Committee is to foster a safe, healthy, and inclusive culture where students, faculty, staff, and families of

all backgrounds and identities can succeed and feel at home. Please contact Christina Manning, Director of Student Services (cmanning@kcsd.us or ext.3102) if you want to discuss inclusivity issues, including bullying and harassment.

HEALTH SCREENING AND PHYSICAL EXAMINATIONS: According to a Pennsylvania state mandate, all students will have health screening for height, weight, body mass index, and vision each year. Seventh and eleventh graders, all students with an IEP, and students new to the district must also have a hearing screening. In addition, students entering 7th grade must have a dental exam. Private physicals completed anytime from twelve months before the eleventh grade school year through the end of the eleventh grade school year will satisfy the examination requirement.

HOMEBOUND INSTRUCTION: If a student experiences a disability or an extended illness, a parent may request homebound instruction by calling the Director of Pupil Services, at 570-893-4900 ext 3102 or by emailing cmanning@kcsd.k12.pa.us. For the school district to obtain approval from the State for homebound instruction, certain information must be submitted relative to each case. If a student is an identified special education student, the IEP team will reconvene in order to determine FAPE for the student during the time of extended illness.

HOMELESS INFORMATION: School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act. Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

- **The term includes children and youths who are:**
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up");
  - living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations;
  - living in emergency or transitional shelters; or
  - abandoned in hospitals;
  - Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings;
  - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - Migratory children who qualify as homeless because they are living in the circumstances described above.
- If you are experiencing Homelessness or know someone who is, please call KCSD's Homeless Liaison Christina Manning at (570) 893-4900 ext. 3102 or cmanning@kcsd.us

MEDICATIONS: *The nurse will administer all medications. This includes both prescription and non-prescription (over-the-counter) medications. Medications to be administered by the nurse will be stored in the Nurse's office.* **A completed medication request form signed by the physician for the prescription is required.** The District **requires** a guardian or guardian designated adult to deliver all medication to the nurse. If a student shares, for free or payment, any medication (prescription or non-prescription), it will be dealt with on a case-by-case basis as a violation of the Keystone Central School District Drug and Alcohol Policy. The student will receive appropriate consequences as outlined in the **Code of Student Behavior.**

MULTI-TIERED SYSTEM OF SUPPORTS AND CHILD STUDY TEAMS: Teams are available in every building for a student who is experiencing academic or behavioral difficulty. Early intervention

services support students by identifying areas of concern through multiple data sources and providing targeted intervention to improve student achievement based on the implementation of evidence-based practices. Teachers, students, counselors, and parents may make a referral to the MTSS team at any time. Referrals should be made in conjunction with the school counselor and school psychologist.

NURSING SERVICES: Any student who is ill during the school day should report to the school nurse after first obtaining a pass from the teacher whose class the student will be missing. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff. Upon returning to school if absent due to injury please provide a doctor's note with any restrictions/limitations. If returning to school from illness, students must be fever free for 24 hours without use of fever reducing medication.

HEALTH SCREENINGS

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

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

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

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

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

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

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS

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

PARENT CONFERENCES: Parents/guardians are urged to contact the school about any questions regarding their student's academic and/or social-emotional needs. By calling the appropriate school's counseling office, appointments for conferences with teachers, counselors, and/or principals may be arranged. Parents/guardians may email their student's teacher or counselor to initiate conversation. All parents/guardians are encouraged to use the PowerSchool Parent Login.

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS: All students shall be immunized against specific diseases in accordance with state law and regulations unless specifically exempt for religious or medical reasons. The school nurse will contact families if a child's records are incomplete. Students can be prevented from attending school if the proper documentation is not

received. Please refer to the district website for additional information about Immunizations and Communicable Diseases (Policy 203).

SAFE 2 SAY SOMETHING: Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. To submit an anonymous tip, go to safe2saypa.org

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

- **CMMS Counselors & Staff**
  - Ms. Monica Graham - 5th Grade
  - Mr. Phil Williams - 6th Grade
  - Mrs. Karen Bossert - 7th & 8th Grade
  - Ms. Chelsea Miller - Student Services Secretary
- **Bucktail & Renovo Elementary Counselors & Staff**
  - Devin Everett - 5th-6th grade Renovo Elementary
  - Rhonda Balchun - Renovo Elementary secretary
  - Jamie Bressler - 7th-8th grade Bucktail
  - Dionne Werts - Bucktail secretary
- **District-wide Social Worker:** Hilaire Reese
- **District-wide Social Worker:** Kyle Galer

SPECIAL EDUCATION SERVICES: The District provides a continuum of special education services for all eligible students. The district's support teams will work with students who experience learning, social-emotional, and/or behavioral needs to ensure the delivery of research-based instructional methodology in the general education curriculum. If data indicates that the student is "thought to be exceptional", a multidisciplinary evaluation (MDE) will be conducted with written permission from the parent/guardian. The district will evaluate the student at no expense to the parent. The multidisciplinary team, including the parents, will determine if a need for special education services exists within the parameters of federal and state regulations. Please contact the Director of Special Education, Dr. Elizabeth Barnhart, with any questions (Ext. 2116 or ebarnhart@kcsd.us).

STUDENT ASSISTANCE PROGRAM (SAP): The Student Assistance Program (SAP) is made up of teachers, counselors, nurses, and principals who have special training in areas such as drug and alcohol, depression, family problems, suicide, and other adolescent concerns that are causing interference for the teen. The student assistance team accepts referrals from staff, students or parents. All information is kept confidential. SAP is an identification program, an intervention program, and a referral program.

- **When to make a SAP referral:** It may be time to refer yourself, a friend, or your student if you notice the following signals
  - Drop in grades
  - Cutting school
  - Change in personal appearance
  - Erratic behavior
  - Physical symptoms- runny nose, watery eyes, frequent illness, listlessness
  - Illegal activities- theft, selling/buying drugs, extorting money, etc.

- Family problems
- Visible signs or talk of harming oneself or others

- **How to make a SAP referral**
  - Talk to a teacher
  - Contact a guidance counselor
  - Contact a school nurse
  - Contact a principal

TECHNOLOGY MONITORING AND SUPPORT: Keystone Central School District is committed to supporting students as they navigate district-issued technology. All student devices and accounts will be monitored 24/7, with safety alerts sent to building administrators, counselors, and other child study team members. All school code of conduct expectations apply and will be enforced, and/or counseling services will be provided at any time the team identifies a concern.

ANNUAL PUBLIC NOTICE

POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for ***all students,*** *including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency*:

For Concerns Related to Students:	**For Concerns Related to Students with Disabilities:**	**For Staff Related Concerns:**
Christina Manning *35 King Street* *Lock Haven, PA 17745* *cmanning@kcsd.k12.pa.us* *570-893-4900 ext. 3102*	Dr. Elizabeth Barnhart *86 Administration Drive* *Mill Hall, PA 17751* *ebarnhart@kcsd.k12.pa.us* *570-893-4900 ext. 2116*	Justin Evey *86 Administration Drive* *Mill Hall, PA 17751* *jevey@kcsd.k12.pa.us* *570-893-4900 ext. 2320*

GIFTED EDUCATION

The Keystone Central School District gifted program reflects our vision and mission statements. The ongoing assessment ensures that our program provides for the needs of gifted students in all grade levels. Gifted support services ranging from enrichment to acceleration are coupled with the core curriculum to maximize the individual learning needs of identified students while providing an environment where students can maximize their exceptional ability and learning potential.

- KCSD has clearly defined guidelines for the screening and identification process of potentially gifted students.
    - **Level I - Universal Screening**
        - A universal screener is in place for grades K-8 that includes teacher and data team input. Data collected includes, but is not limited to, aimswebPlus Benchmark Math and Reading, MAP assessment, PSSA assessment, and in grades (5-8), report card grades are included. If a teacher/team suspect policy 114s a student is demonstrating giftedness based on the universal screening, the teacher/team completes the "Gifted Screening Referral Form" and submits it to the special education office.
    - **Level II - Individual Screening**
        - Permission to evaluate is issued to complete the Kaufman Brief Intelligence Test (KBIT-2). With a score of 125+, the student is referred for full gifted evaluation. Permission to evaluate is issued to the parents. If the student scores below 125, parents are informed in writing that a full gifted evaluation is not recommended. Parents still maintain the right to request a full gifted evaluation through the special education office.
    - **Level III - Full Gifted Evaluation**
        - If the student meets the criteria of the universal and individual screening, and upon receipt of the signed permission to evaluate, the Gifted Multidisciplinary Team completes the evaluation within 60 calendar days. Parents and teachers provide input by completing rating scales and input forms. A certified school psychologist administers comprehensive assessments of cognitive/intellectual functioning and academic achievement. Results are summarized in the Gifted Written Report. The Gifted Individual Education Program team convenes to determine if the student qualifies for gifted services and to develop a GIEP to provide gifted support services.
        - For students with dual exceptionalities, it is not necessary to conduct separate screenings and evaluations, develop separate IEPs, or use separate procedural safeguards processes to provide a student's needs as both gifted and eligible students.
        - Please refer to KCSD Policy 114

SCHOOL-WIDE ACTIVITIES & EVENTS

BEHAVIOR AT ALL SCHOOL SPONSORED EVENTS: There are a variety of popular activities for Keystone Central students to attend throughout the year. When you attend any athletic event or school-sponsored event, you represent your school and our district. Your actions are viewed by family, friends, opposing fans, the local community, the media, and those participating in the event. Please refer to the District Athletics Handbook for more information regarding student behavior at sporting events.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

"Co-curricular and/or extracurricular" shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. Such activities shall ordinarily be

- Conducted wholly or partly outside the regular school day
- Marked by student participation in the processes of initiation, planning, organizing, and execution
- Available to all students who voluntarily elect to participate
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all students regardless of individual differences, including students with disabilities. Through voluntary participation, the student is expected to give time, energy, and commitment to the activity in which they participate. They are also expected to abide by training rules, regulations, and responsibilities unique to the activity.

To ensure the consistent enforcement of the KCSD Code of Conduct, it applies to all students participating in co-curricular and/or extracurricular activities enrolled in grades seven through twelve. The terms of this policy apply throughout the year (24 hours a day, seven (7) days a week, and 365 days a year) to conduct occurring on or off school property. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations specific to their co-curricular and/or extracurricular activity. ISS and OSS may keep individuals from participating in practices/games/etc. for that day.

Co-curricular and extracurricular participants are often in the public eye, so their conduct must always be above reproach. They must always project a positive image of themselves and the Keystone Central community they represent. Failure to do so can lead to immediate dismissal from co-curricular and/or extracurricular activities. A coach/advisor can levy additional consequences within their program.

A detailed handbook for co-curricular and extracurricular activities can be obtained through the KCSD student activities handbook on the KCSD website

DANCES: Any student organization planning a dance must obtain permission from the faculty sponsor or advisor. The representative students and the advisor will meet with the principal and arrange for final approval after working out the details, including chaperones, police, etc. This must be accomplished at least two weeks before the anticipated date of the dance.

- There must be approved adult chaperones at each school-sponsored dance. **All adult chaperones must have the proper clearances registered with the KCSD Human Resource Department.** The activity sponsor/advisor will be in attendance, and/or other teachers to assist them. All KCSD students must present their student identification cards for admission.
- **Non-KCSD students are not permitted to attend school-sponsored dances.**
- **Only students enrolled in middle school may attend middle school dances**.
- Any student leaving before the end of the dance must sign out. Parents may also be contacted if students leave early. Once a student leaves the event, they may not return.
- Any student serving In School Suspension or Out of School Suspension on the day of the dance will not be permitted to attend. Students absent on the day of the dance will not be permitted to attend.

- Administration reserves the right to make final decisions regarding student participation/attendance at school-sponsored events.

SCHOOL SAFETY & SECURITY

BUILDING EVACUATION: In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations. CMMS, CMHS, Mill Hall, Robb, and Woodward Elementary will be moved to Lock Haven University - Zimmerli Gymnasium. Bucktail MS/HS and Renovo Elementary will be directed to go to the Chapman Township Fire Hall. Liberty Curtin Elementary School will be directed to go to the Blanchard Church of Christ. ***The parent reunification process will take place from those locations.***

EVACUATION DRILLS

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

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

- The teacher should lock the classroom door (if safe to do so).
- The teacher should instruct the students to remain in the classroom and move away from the door.
- The teacher should ask the students to remain quiet.
- The teacher should await further instructions from a building principal.
- **NOTE**: Students who are not in class must go to the nearest room. Students with other personnel should stay in that location.
- All procedures and plans follow KCSD School Board Policy - 805 – Emergency Preparedness.

SAFETY AND SECURITY: In the event of a threat inside or outside of the school, such as an armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, please remain quiet and calm and follow the described district protocol.

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

GENERAL BUILDING INFORMATION

General building information is listed alphabetically below.

ACADEMIC PROGRESS REPORTS: If a student is having difficulty in any subject and/or is in danger of failing, parents and/or guardians will receive a progress report. **Parents are encouraged to monitor academic progress through PowerSchool Parent Login (click here for the link) and maintain communication with the teachers and school counselor in order to support the student**.

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

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

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

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

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

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

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

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

- Locations throughout the building may be used to best accommodate students during lunches.

CARE OF SCHOOL PROPERTY: Students are responsible for properly caring for all books, calculators, supplies, equipment (including computer/software and other computer equipment), and furniture supplied by the school.

- Damage or unauthorized use of a KCSD-issued computer or software on the computer system could result in the student being asked to pay for the cost of correcting the system.
- Students shall not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument.
- Students who tamper with fire alarms, fire extinguishers, electrical systems, or damage/deface school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.
- Textbooks and school-issued equipment are the responsibility of the students to whom they are assigned. Students assume full responsibility for caring for the books and equipment assigned to them. Books, calculators, devices, etc., are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed the replacement cost. Loss due to theft or other circumstances will not be accepted as an excuse for nonpayment.
- If a student pays for a lost item and it is found and returned, the student will be refunded.
- If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued.

EMERGENCY SCHOOL CLOSINGS: When it is necessary to close or delay school due to inclement weather or any other emergency, an announcement will be made through our notification system on local radio/TV stations as well on our district website and app.

FUNDRAISING: Before a school-sponsored activity can sell any product in the school or community, it must secure approval from the building administration. No products are to be sold by individuals during school hours without prior administrative approval. Refer to district Policy 229 for additional information.

GRADING GUIDELINES: The school year is divided into two semesters, with report cards issued every nine weeks. Report cards also show the number of days the student has been absent. Grades are rounded to the nearest whole number. The grading system is as follows:

CONVERSION SCALE - BASED ON A 4.0 SCALE

100 -	90	=	A	=	4

89 -	80	=	B	=	3
79 -	70	=	C	=	2
69 -	60	=	D	=	1
59 -	0	=	F	=	0

Honor roll: 89.5% - 94.4%
High Honor Roll: 94.5% and above

INDIVIDUAL SEARCHES: The search and seizure of the person and/or personal property of any student shall be supported by reasonable suspicion and, in such circumstances, any student may be subject to search and seizure without notice or warning to the student and/or the student's parent(s) and/or guardian. Any contraband and/or unauthorized items or materials discovered pursuant to any search can be seized at the sole discretion of the Keystone Central School District and may be subject to disciplinary action and/or criminal charge(s). Students who refuse to comply with an attempted search by school personnel will face school disciplinary action, which may include the involvement of State Police.

LIBRARY: The school library will be open during school hours; however, at times, it may be closed due to classes being held in this location. Students can check out most books for three weeks at a time. Specific reference materials can be checked out on an overnight basis only.

- Students are responsible for any items that they check out. Students with outstanding books may lose the privilege to check out additional materials until overdue materials have been returned. Damaged or unreturned items will be assessed a replacement fee. Reminder notices of overdue materials and other library obligations will be sent home to students. If the student does not meet obligations, the parent or guardian will be contacted.
- "Overnight" circulation will be discontinued one week before the close of school. Exceptions will be granted on an overnight basis in special circumstances. Library materials are kept on reserve for student and faculty use. Students needing library resources for assignments have access to the library and its materials until the last day of the school year.

LOCKER USE & SEARCHES: All lockers on school premises are the sole and exclusive property of the Keystone Central School District and are under the supervision and regulation of the school at all times. Students should not consider a locker as private property. At any time, lockers are subject to being opened, examined, inspected, or searched under the proper supervision of school officials.

- The locker is provided to the student for storing school-related items. The school has an obligation to ensure that the locker is properly used and not used for the storage or keeping of any item which is illegal, against school rules, or which jeopardizes the health, safety, and welfare of the students, faculty, school property or the educational process. Students must use school-issued locks on their locker(s).
- It is recommended that students not bring large sums of money or valuables to school. The school is not responsible for lost or stolen articles from the individual or their school locker.
    - It is the practice of the Keystone Central School District to conduct, in certain circumstances, periodic searches of the lockers located in the school facilities. School authorities may search a student's locker and seize any illegal or unauthorized items or materials, including but not limited to weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products (including e-cig/electronic smoking devices), "look-a-likes" and paraphernalia; drugs or controlled substances, drug use

paraphernalia, or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item.

- Searches may include but are not limited to the utilization of a certified police drug detection dog or any other device deemed useful to protect the school population's health, safety, and welfare.
- In accordance with Policy 226, when there is a reasonable suspicion that a locker contains materials that threaten the school population's health, welfare, or safety, student lockers may be searched without prior notice to the student. Any and all lockers may be searched, and any contents therein can be seized. Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

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

PHYSICAL EDUCATION: Students must participate in and pass physical education classes as mandated by the Pennsylvania Department of Education. *A change of clothes is recommended when participating in physical education classes.* Appropriate dress for indoor and outdoor activities is necessary. Athletic shoes are required. Physical Education teachers reserve the right to determine safe attire before each unit, including but not limited to: hats/hoods that interfere with the safe participation in the activity. Jewelry is not permitted in any physical education class. Students should not bring valuables to the locker room or to class. **All electronic devices should be stored in a secure locker. The school district is not responsible for lost or stolen items.**
When a student cannot participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the Physical Education teacher. The excuse will give the nature of the injury or illness, the length of time to be excused from regular Physical Education classes, and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program different from the regular physical education program (Ex: Google classroom assignments, Sport-specific Google slides, Google forms, typed reports, projects, etc.).

POSTERS AND SIGNS: All posters and signs must be approved and signed by an administrator. Persons posting the signs and posters are responsible for removing and cleaning the area used. Information may be posted only on the cork strips, tile walls, or glass. Posters should not be taped, glued, or stapled to other surfaces in the display case or walls.

- Images viewed by the general public and student population should reflect our high standards and educational purpose. Images displayed in hallways and spaces of the school used by the general public must not depict content that could be viewed as advocating or promoting sex, drugs, nudity, violence, or hatred, nor be vulgar or obscene in nature.
- The display of such pictures or messages violates district Policy 220 and Policy 249, and those who post them are subject to disciplinary action according to the Code of Student Conduct below.

RESTROOM PRIVILEGES: If any emergency necessitates using the restroom during a class, the following procedures should be observed:

- Follow procedures established by the teacher.
- Use the restroom closest to their classroom and/or the restroom designated by their teacher.

- Have a teacher-issued hall pass when leaving the classroom.
- Students are expected to report any restroom damage or malfunction immediately to a staff member.

SCHEDULE OF CLASSES: Classes are scheduled during the spring of the year. Counselors, teachers, instructional coaches, and administration will collaborate and support the development of student schedules for the following school year. Every effort is made to honor course requests; however, this is not always possible. Schedule changes are extremely limited and will be done only under extenuating circumstances. If a student transfers from honors to a non-honors course, or vice versa, their percentage and grade will remain the same.

- At times, students may be assigned to elective courses based on identified needs for academic interventions and support. Assignments to these courses will be evaluated throughout the year.
- Students will be assigned to honors courses based on identified criteria (i.e., teacher recommendation, PSSA scores, MAP assessment data, etc.).

SCHOOL BUSES: School bus transportation is provided for students' safety. **Transportation is provided as a privilege**; *it is not a mandate and, therefore, can be revoked at any time for misconduct.* Students are expected to help maintain the condition of the bus they ride. **Please refer to APPENDIX E (policy 810) for more information regarding expectations and procedures related to bus violations.**

SCHOOL WELLNESS

- Keystone Central School District recognizes student wellness and proper nutrition are related to student's physical well-being, growth, development, and readiness to learn. The School Board of Directors are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive nutrition and lifestyle practices that can improve student achievement.
- Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board Policy 246 and administrative regulations.
- For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under Our District - Policy Manual section or District Offices - Food Service - Student Wellness Committee.

SCHOOL-WIDE RULES FOR THE MIDDLE SCHOOLS: The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-8. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade, and individual level, depending on the needs of the students. The PDE has recognized the district for the implementation of SWPB in its schools. Through the use of K-8 consistent expectations, students are taught the 5 B's:

1. Be Safe **2. Be Responsible** **3. Be Respectful** **4. Be Kind** **5. Be Present**

The basic expectations are listed on the matrix below. The ultimate goal is that students understand there is a level of expectation for behavior and demonstrate their ability to regulate their own behaviors. Every student has the right to an education free from disruption.

Throughout the year, Central Mountain Middle School will hold events during and after school that tie in as rewards and incentives for Positive School Wide Behavior. Access to these events will be based on parameters set by the PBIS team in regards to points earned and past disciplinary action.

School Wide Positive Behavior Support Matrix					
	Be Safe	***Be Responsible***	***Be Respectful***	***Be Kind***	***Be Present***
Classroom/ School Events	• Keep all hands, feet, and objects to yourself • Maintain a safe environment • Use materials appropriately • Follow all emergency/safety procedures	• Be on time and prepared • Keep electronic devices charged, off and away as instructed • Complete all work as assigned • Be honest • See something, say something	• Use appropriate language, tone, and volume • Always treat others as you would want to be treated • Be mindful of the property and materials of others	• Include others in seating and conversations • Offer help	• Come to school every day • Be attentive • Be on task and actively participate • Use time wisely • Grow your sense of curiosity and resiliency
Cafeteria/ Lunch Locations	• Keep all hands, feet, and objects to yourself • Stay in your own space • Follow all cafeteria routines and rules	• Follow directions the first time given • Only take what you pay for • Eat and stay in assigned location • See something, say something	• Use appropriate language, tone, and volume • Use table manners • Clean up your physical space • Be patient and wait your turn	• Offer help • Include others	• Be on time • Remain in designated area • Be aware of your surroundings • Be aware of the space your body and voice is taking up • Enter and exit the cafeteria quietly using designated hallways
Bathroom	• Keep all hands, feet, and objects to yourself • Wash your hands with warm water and soap • See something, say something • One person per stall	• Flush the toilet and clean up after yourself • Use assigned/closest restroom • Get in, get out • See something, say something	• Use appropriate language, tone, and volume • Respect the privacy of others	• Be respectful of others personal space	• Use only when necessary • Use closest facility • Return to class promptly
Hallways/ Common Areas/ Gymnasium	• Keep all hands, feet, and objects to yourself • Walk at all times on the right side of the hallway • Keep doors closed and only allow school staff to admit visitors into building	• Be mindful of classes that are in session • Use school appropriate language, tone, and volume • Go directly to your assigned area or classroom • See something, say something	• Use appropriate language, tone, and volume • Be considerate of the personal property and space of others • Respect hallway decorations/signs • Respond to others appropriately and honestly	• Help others when needed • Be aware of hallway traffic • Be friendly • Use polite conversation	• Move quickly and quietly to your destination • Be aware of your surroundings • Be aware of the space your body and voice is taking up • Use time wisely
Bus	• Keep all hands, feet, and objects to yourself • Stay Seated • Face Forward • Keep aisles clear • Use appropriate language, tone, and volume	• Clean up after yourself • Get bus notes approved prior to riding a different bus • Be on time • See something, say something	• Listen to the bus driver and follow directions the first time given • Be considerate of the personal property and space of others	• Be polite to others • Greet bus driver/ others appropriately	• Be on time • Be on assigned bus • Be at designated area on time • Be aware of the space your body and voice is taking up
Chromebook	• Access appropriate content • Protect Information • Report unsafe activity	• Keep charged • Bring daily • Use for learning • Report damage	• Use quietly • Respect digital property • No unauthorized access	• Not purposefully damaging • No cyberbullying • Respecting privacy	• Focus on learning • Avoid distractions • Know when you put away

VIDEO SURVEILLANCE CAMERAS: Surveillance cameras are located throughout the school district, in school buses, and in school vehicles to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by school district policy, the School Code, and related laws. Students observed by video surveillance in acts that violate school district policy, procedures, or guidelines (for example, disciplinary guidelines) will be subject to the consequences, or

sanctions, imposed for violating those policies, procedures, or guidelines. **Access to the School District's video surveillance footage may not be disclosed unless the law permits.**

VISITORS: All visitors must enter and sign in to the Main Office of the building to obtain a Visitor's Pass. Appointments should be scheduled in advance to have the appropriate staff available. Non-resident students may visit the school only if they are participating in a school-sponsored program. Passes are only issued to those visiting specifically to contribute to the academic or extracurricular program.

- For reasons of school safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.
- For the safety and security of our students, appropriate clearances will be requested from outside agency service providers, university students, and **volunteers** (according to school policy). Please contact the Human Resource Department for the appropriate clearances to serve as a volunteer in a KCSD school.

WITHDRAWAL PROCEDURES: Any student who needs to withdraw from school should begin the withdrawal procedure by contacting a school counselor or principal, preferably two weeks in advance of leaving. The student can receive a withdrawal form from the guidance office.

CODE OF STUDENT BEHAVIOR

The Keystone Central School District believes that appropriate conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow school rules and regulations governing student conduct. These expectations are for the school day, after-school extra-curricular events, and during the time spent traveling to and from school. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, identity, and property of others.
- Preserve the degree of order necessary to the educational program they are engaged in.
- Respond positively and promptly to those adults responsible for monitoring student behavior.
- Refrain from public displays of affection (PDA) throughout the school environment.

To ensure a safe learning environment, students must have appropriate behavior and attendance. Detentions, suspensions, and possible expulsion from school could result when students are guilty of infractions. Participation in any school function or activity, including athletics, is prohibited for the duration of a suspension and could result in exclusion from extracurricular activities for part or all of the school year. The student will receive appropriate discipline based on the infraction.

Specific information related to the consequences and responses can be found in APPENDIX A.

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

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

CELL PHONES AND ELECTRONIC / MULTIFUNCTIONAL DEVICES

- Devices may not be disruptive to the education process.

- **Devices must be turned off** and in communal device storage or backpack upon entering **instructional areas unless the instructor has permission.**
- Students should have no expectation of privacy when using district-owned electronic devices and when using the district's WiFi or other service(s). In addition, students should have no expectation of privacy when they use personal electronic devices connected to the district's computer network, WiFi or other service(s). The district is not responsible for any device theft, loss, or damage.
- If technology is needed, the student will have the use of their KCSD-issued device.

DISCIPLINARY RESPONSES FOR CELL PHONE/DEVICE INFRACTIONS

First Offense	Reteaching of device expectations. The phone/device will be turned over to the teacher and will be given back at the end of the block. Teacher contacts the parents/guardians.
Second Offense	Reteaching of device expectations. One detention assigned, the phone/device will be turned over to the teacher and will be given back at the end of the day (phone/device will be in the main office). Teacher contacts the parents/guardians.
Third Offense	Reteaching of device expectations. Two detentions are assigned, parent/guardian must pick up the phone/device from the main office. An Administrator or facilitator contacts the parents/guardians.
Fourth Offense	Reteaching of device expectations. One day of in-school suspension assigned, the parent/guardian must pick up the phone/device from the main office, loss of phone/device privileges. An Administrator or facilitator contacts the parents/guardians.

- If a student loses cell phone privilege but needs to bring their phone for after-school activities, the phone must be checked in at the office daily.
- Ear pods/headphones of any type are **not** permitted in hallways or instructional spaces. Plug-in headphones may ONLY be used in the classroom with the explicit permission of the instructor.

PERSONAL APPEARANCE

The Keystone Central School District, out of concern for the safety, health, and welfare of students as well as the prevention of disruption to the education program, has adopted a Personal Appearance guideline, as listed below and found in Policy 221:

With this in mind, the following guidelines have been established:

• Shoes must be worn at all times. Footwear or other attire that constitutes a safety hazard is not allowed.
• The wearing of clothing that exposes the buttocks or breasts is not permitted.
• Hoods are to be removed when students enter the building.
• Undergarments (i.e. sports bras, bralettes, bandeaus, boxers, muscle tanks, or briefs) must be covered.

• Clothing, buttons, jewelry, or other attire/items displaying messages either explicitly or implied relating to drugs, alcohol, sex, gangs, profanity, or violence are prohibited. Also prohibited are items with sexually suggestive, degrading, gender bias, or messages supporting death/suicide.
• Chains or spikes are not to be worn during school.
• Face paint, or costumes that could disrupt or distract from the educational environment are not to be worn in the school.

This is not intended to be an exhaustive list. The administration reserves the right to have any student change clothing or other items that reasonably present a danger to others, distract from the learning environment, or are prohibited by other school policies. Violations of the student attire guidelines will be dealt with on an individual basis. Students will be required to correct their appearance and may be subject to disciplinary measures.

It may be necessary for students to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, graduation, or other situations where special attire may be required to assure the health or safety of the student. Career Technical Education students must wear trade-appropriate clothing to enhance safety and a positive working environment. Each specialized course will specify in the course syllabus the required clothing. For safety reasons, certain types of jewelry are prohibited. Failure to comply will result in disciplinary action.

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

First Violation	The student will be asked to exchange inappropriate clothing for more suitable attire. Parent/Guardian notified.
Second Violation	The student will be asked to exchange inappropriate clothing for more suitable attire, AND detention will be assigned. Parent/Guardian notified.
Third Violation	The student will be asked to exchange inappropriate clothing for more suitable attire, AND an additional detention and/or suspension will be assigned.

DISCIPLINARY RESPONSES FOR SUBSTITUTE BEHAVIOR

To ensure a productive and respectful learning environment for everyone, our school maintains consistent expectations for student behavior, even when a substitute teacher is leading the classroom. Substitute teachers play a vital role in the education of our CMMS students, and we expect the same courtesy, cooperation, and respect shown to regular teachers.

When a substitute teacher is present, all classroom and school-wide rules remain in effect. Students are expected to follow the substitute's instructions promptly and respectfully, which have been left by the classroom teacher for daily instruction. Any disciplinary issues that arise during a substitute's class will be

reported to the school administration and will be handled according to the substitute behavior policy outlined below. This includes, but is not limited to, infractions such as defiance, disruption, disrespect, or failure to complete assigned work as outlined in the student expectations section of the student handbook.

First Offense	Reteaching of substitute expectations. Two lunch detentions. Teacher contacts the parents/guardians.
Second Offense	Reteaching of substitute expectations. One day in the Learning Center. Facilitator or Administrator contacts the parents/guardians.
Third Offense	Reteaching of substitute expectations. One day of out of school suspension (OSS), followed by a parent-teacher conference upon the student's return. Administrator or facilitator contacts the parents/guardians.
Fourth and subsequent Offenses	Reteaching of substitute expectations. One day of out of school suspension (OSS). Disorderly conduct charge. Administrator or facilitator contacts the parents/guardians.

WEAPONS

It is the guiding principle of the Keystone Central School District that all students will attend schools that are safe, secure, and free from the threat of harm. Possession of weapons in any of the aforementioned locations threatens the safety of students and staff and is prohibited by law.

The Keystone Central School District prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any public conveyance providing transportation to or from school or a school-sponsored activity. If weapons are found in any of the aforementioned locations, the District will take all appropriate steps to remove the weapons and carry out the relevant provisions of Act 26 of 1995, which is referenced in school policy. Please refer to KCSD Policy 218-1

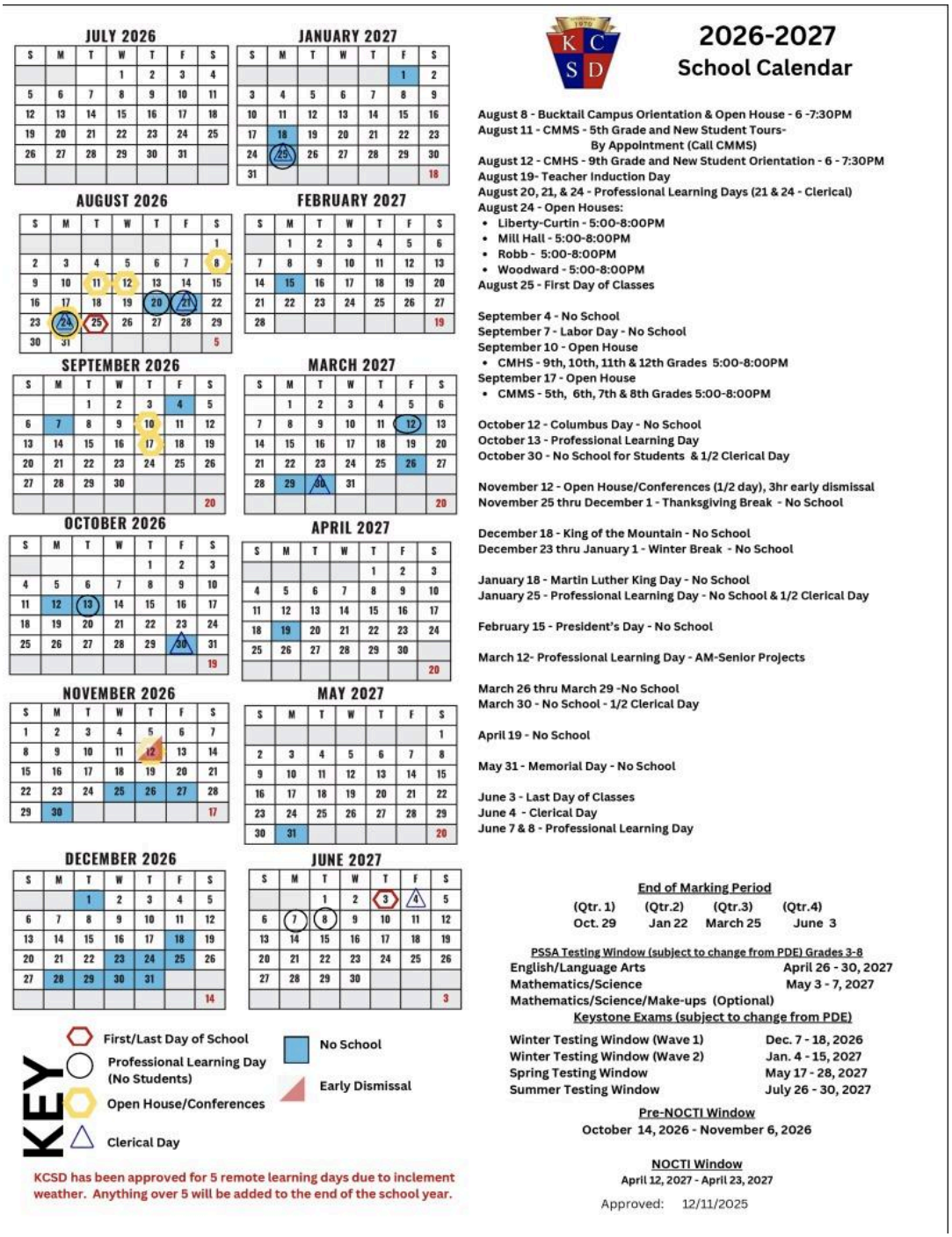
Parental and Employee Notification

In accordance with Pennsylvania Act 44 of 2025, the District is required to notify parents/guardians and school employees of qualifying incidents involving the possession of a weapon on school property or at school-sponsored activities, as required by state law. Notifications will be made in accordance with applicable legal requirements while protecting student privacy under federal and state law.

INFORMAL HEARING

When an out-of-school suspension is of more than three school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours (or by the end of the next day school is in session) of discussion of such consequences with the student. Informal hearings may occur over the phone at the request of a parent/guardian.

ACADEMIC CALENDAR



2026-2027
School Calendar

August 8 - Bucktail Campus Orientation & Open House - 6 -7:30PM
August 11 - CMMS - 5th Grade and New Student Tours-
By Appointment (Call CMMS)
August 12 - CMHS - 9th Grade and New Student Orientation - 6 - 7:30PM
August 19- Teacher Induction Day
August 20, 21, & 24 - Professional Learning Days (21 & 24 - Clerical)
August 24 - Open Houses:
- Liberty-Curtin - 5:00-8:00PM
- Mill Hall - 5:00-8:00PM
- Robb - 5:00-8:00PM
- Woodward - 5:00-8:00PM

August 25 - First Day of Classes

September 4 - No School
September 7 - Labor Day - No School
September 10 - Open House
- CMHS - 9th, 10th, 11th & 12th Grades 5:00-8:00PM

September 17 - Open House
- CMMS - 5th, 6th, 7th & 8th Grades 5:00-8:00PM

October 12 - Columbus Day - No School
October 13 - Professional Learning Day
October 30 - No School for Students & 1/2 Clerical Day

November 12 - Open House/Conferences (1/2 day), 3hr early dismissal
November 25 thru December 1 - Thanksgiving Break - No School

December 18 - King of the Mountain - No School
December 23 thru January 1 - Winter Break - No School

January 18 - Martin Luther King Day - No School
January 25 - Professional Learning Day - No School & 1/2 Clerical Day

February 15 - President's Day - No School

March 12- Professional Learning Day - AM-Senior Projects

March 26 thru March 29 -No School
March 30 - No School - 1/2 Clerical Day

April 19 - No School

May 31 - Memorial Day - No School

June 3 - Last Day of Classes
June 4 - Clerical Day
June 7 & 8 - Professional Learning Day

End of Marking Period

(Qtr. 1)	(Qtr.2)	(Qtr.3)	(Qtr.4)
Oct. 29	Jan 22	March 25	June 3

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

English/Language Arts	April 26 - 30, 2027
Mathematics/Science	May 3 - 7, 2027
Mathematics/Science/Make-ups (Optional)	

Keystone Exams (subject to change from PDE)

Winter Testing Window (Wave 1)	Dec. 7 - 18, 2026
Winter Testing Window (Wave 2)	Jan. 4 - 15, 2027
Spring Testing Window	May 17 - 28, 2027
Summer Testing Window	July 26 - 30, 2027

Pre-NOCTI Window
October 14, 2026 - November 6, 2026

NOCTI Window
April 12, 2027 - April 23, 2027

Approved: 12/11/2025

KEY
- First/Last Day of School
- Professional Learning Day (No Students)
- Open House/Conferences
- Clerical Day
- No School
- Early Dismissal

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

APPENDIX A

STUDENT BEHAVIOR EXPECTATIONS/PROCEDURES/RESPONSES

Minor Violations			
Categories	**Examples**	**Procedures**	**Disciplinary Options & Responses**
Level I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Bus disturbance Classroom disruption Dress Code Violation Classroom tardiness Abusive/ Inappropriate language Non-defiant failure to complete assignments or carry out directions Technology Violation	a. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. b. Repeated misbehavior requires a conference with appropriate school personnel. c. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.	Reteaching of Expectations Restorative Circle Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention
Level II. Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors, require the interventions of personnel on the administrative level because the execution of disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.	Cheating & lying Repeated misbehavior School tardiness Truancy Smoking/Vaping Using forged notes or excuses Continued disruptive classroom behavior Cutting class Misbehavior for a substitute teacher	a. The student is referred to the administrator for appropriate disciplinary action. b. The facilitator/administrator meets with the student and/or teacher and affects the most appropriate response. c. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. e. A parental conference may be held.	Reteaching of Expectations Restorative Circle and/or Conference Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention Referral to outside agency Suspension of busing privileges Out-of-School Suspension

Major Violations			
Categories	**Examples**	**Procedures**	**Disciplinary Options & Responses**
Level III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but the most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.	Repeated Misbehavior Flagrant inappropriate use of electronic devices Student fighting Harassment: sexual, racial, ethnic, and/or gender - verbal OR written Verbal assault of a student or staff member Possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance Insubordination in detention or Learning Center Failure to report to the office on command	a. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. b. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. c. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. d. There is restitution of property and damages.	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention Alternative Educational Placement Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention KCSD Police intervention
Level IV. Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from	Repeated Misbehavior Extortion Bomb threat Possession / use / transfer of A dangerous weapon	a. The administrator verifies the offense, confers with the staff involved and meets with the student. b. The student is immediately removed from the school environment. Parents are notified.	Expulsion Alternative Educational Placement Police intervention

school, the intervention of law enforcement authorities and action by the board of school directors.	Assault/battery Vandalism Possession/sale of stolen property Arson Furnishing/selling/ possession of unauthorized substances	c. Law enforcement officials are contacted. d. A complete and accurate report is submitted to the superintendent for board action. e. The student is given a full due process hearing before the board	

- Building administration will determine the appropriate consequence per situation based on evidence.
- Any major violation (level 3 or 4) has the potential to be designated as Disorderly Conduct which will result in a citation by the school district police.

APPENDIX B

ACADEMIC INTEGRITY

- **DEFINITION OF PLAGIARISM:** Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Intentional plagiarism occurs when a student knowingly submits someone else's words or ideas as if they were their own. Unintentional plagiarism occurs when writers and researchers use the words or ideas of others but fail to quote or give credit (perhaps because they don't know how). When in doubt, students must check with a teacher or librarian.
- Examples of plagiarism may include but are not limited to:
    - purchasing or copying work produced by others (homework, reports, take-home exams, tests, research papers, music, art, images, etc.)
    - direct copying ("cutting and pasting") of selected sections (words, phrases, sentences, paragraphs) from another source without quotation marks and/or documentation.
    - paraphrasing, summarizing, or otherwise rewording another's original work that is not common knowledge without documentation.
    - failing to document the use of charts, graphs, diagrams, statistics, or other materials not created or compiled by the student.
    - working together on an independent assignment and then submitting individual copies of the assignment as one's own individual work.
    - fabricating data or in any way falsifying the results of an experiment or inquiry process
- **DEFINITION OF CHEATING**: Cheating includes, but is not limited to, a student copying an assignment or test and submitting it as their own; allowing someone to copy an assignment or test and submit it as their own; unauthorized use of or communicating with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.
- **CONSEQUENCES OF PLAGIARISM AND CHEATING:** We expect our students to understand what plagiarism/cheating are and to know how to avoid it. As a result, consequences will vary based on the extent of the plagiarism/the degree of intentionality/number of incidents.

Level	Behavior	May look like/sound like	5th & 6th Grade Consequences	7th & 8th Grade Consequences
I	Cheating and/or plagiarism	Unauthorized collaboration on assignments Copying small or ungraded classroom assignments Inaccurate or uncited paraphrasing, or borrowing of another's words Using a cheat sheet or any other means of getting information	**Disciplinary Consequences:** Discuss behavior with the student Discuss and find a solution strategy Notify the parent/guardian Issue a verbal warning and document **Grading Consequences** "Zero" on the work and a requirement to re-submit it or to do an alternative	**Disciplinary Consequences:** Discuss behavior with the student Discuss and find a solution strategy Notify the parent/guardian, Issue a verbal warning, and document **Grading Consequences** "Zero" on the work and a requirement to re-submit it or to do an alternative assignment for full credit.

			assignment for full credit.	
Level	**Behavior**	**May look like/sound like**	**5th & 6th Grade Consequences**	**7th & 8th Grade Consequences**
II	Cheating or plagiarism Repeated small-scale cheating or plagiarism within an assignment	Inaccurate paraphrasing or direct borrowing of others' words (without the use of quotation marks and direct reference of individual) Inventing or falsely attributing the sources used in a paper or other work. Submitting one assignment for two courses without permission of both instructors (The work will count for one course only) OR: A second Level 1 offense	**Disciplinary Consequences:** Discuss behavior with the student and develop a solution strategy Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor/facilitator who will support with restorative practices as appropriate **Grading Consequences:** "Zero" on the work with the possibility of re-submitting it or doing an alternative assignment for 70% of the highest grade possible	**Disciplinary Consequences:** Discuss behavior with the student and develop a solution strategy Submit a referral: issue and assign 1-3 detentions Notify the parent/guardian Notify the counselor/facilitator who will support with restorative practices as appropriate **Grading Consequences:** "Zero" on the work with the expectation that an alternative assignment will be given and the student may earn a 70% as the highest grade possible
Level	**Behavior**	**May look like/sound like**	**5th & 6th Grade Consequences**	**7th & 8th Grade Consequences**
III	Cheating or plagiarism Repeated Level II offense	Direct borrowing of others' words (without the use of quotation marks) affects a large portion of the paper, and the source is not cited in the bibliography or in the body of the paper. Little or none of the paper is the student's original work. Submitting a paper as one's own that has been wholly or mostly written by someone else, whether that paper has been wholly or mostly written by someone else, whether that paper has been purchased, borrowed, found, stolen, etc. OR: Repeated Level II offense	**Disciplinary Consequences:** Student/parent/ administrator conference Office assigns ½ day of in-school suspension No competition or participation in extracurricular activities for one week. Attendance/practice are permitted. Notify the counselor/facilitator who will support with restorative practices as appropriate **Grading Consequences**: "Zero" on the work and a requirement to re-submitting it or doing an alternative assignment for 70% of the highest grade possible	**Disciplinary Consequences:** Student/parent/ administrator conference Office assigns one (1) day of in-school suspension No competition or participation in extracurricular activities for one week. Attendance/practice are permitted. Notify the counselor/facilitator who will support with restorative practices as appropriate **Grading Consequences**: "Zero" on the work with the expectation that an alternative assignment will be given and the student may earn a 70% as the highest grade possible

APPENDIX C

ANTI-HARASSMENT/ANTI-BULLYING POLICY

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

The Unlawful Harassment Policy 249, Policy 103, and attached forms sets guidelines for reporting, investigations, reports, and school district actions dealing with situations involving possible verbal, written, graphic, or physical conduct that relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Unlawful harassment takes place when the conduct is sufficiently severe, persistent, or pervasive so that it has the effect of substantially or unreasonably interfering with one's academic performance, or creating an intimidating, threatening, hostile, abusive, or offensive educational or work environment.

Definitions A. Harassment: The term "harassment" as used in this Policy means verbal, written, electronic, graphic, physical conduct, or instigation of such acts, which does or is reasonably believed under the totality of the circumstances to

1. substantially or materially interfere with a student's or student's educational performance;

and/or

2. deny any student or students the benefits or opportunities offered by the School District;

and/or

3. substantially disrupt school operations or activities;

and/or

4. create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed.

The term "harassment" for purposes of the Policy does not mean merely offensive expression, rudeness, or discourtesy, nor does the term "harassment" mean the legitimate exercise of constitutional rights within the school setting. The School District recognizes there is a right to express opinions, ideas, and beliefs so long as such expression is not lewd or profane, or materially disruptive of school operations or the rights of others.

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

The Keystone Central School District uses many ways to provide safe schools. Below are examples of some of the bullying and cyberbullying materials used.

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

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

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

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

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

- **RELATIONAL AGGRESSION:** Describes behavior that can undermine and destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.
    - Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature, utilizing various methods of communication. For example, the term 'cyber-bullying' is being used to describe behavior that occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students.

BEHAVIOR IS CLEARLY BULLYING WHEN

1. There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.
2. There is intensity and duration. The taunting continues over a period of time and is not welcomed by the target.
3. The events are happening to a person with less power.

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

- **Safe 2 Say Something**: Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. To submit an anonymous tip, go to safe2saypa.org

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

APPENDIX D

EDUCATIONAL NETWORK GUIDELINES/ACCEPTABLE USE

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

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

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

ACCEPTABLE USE

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

USER IDs

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

SECURITY

Users will be responsible for keeping individual accounts secure. Keeping passwords secret, using the software provided by the school district, and keeping up-to-date about not falling for malicious hacking attempts are only a few of the ways to help. The school district has installed network security filters to ensure appropriate usage. Any user(s) with a history of computer misuse may be denied access to an account. The only school district-approved and issued encryption technology may be used with prior approval by the network administrator. Users who believe they have identified a security problem must notify a teacher or administrator with the details of the problem as soon as possible.

LIABILITY

The School District does not guarantee service, nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The

school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardians(s) shall indemnify the School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

ACCIDENTAL / INTENTIONAL DAMAGE

The user is responsible for damages to computers or other technology devices resulting from accidental, negligent, deliberate, and willful acts as outlined in the Acceptable Use Policy 815. Investigations will be conducted by the administrator of the building to determine the cause and extent of damage to school district property, and invoices for repair or replacement of the damaged device will be issued through the technology department. A replacement device will be issued in the case of accidental damages if there are no outstanding balances on the student account for previously damaged devices. If the damages are a result of intentional acts, a replacement device will be issued after the outstanding balance has been paid in full.

VANDALISM

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

PRIVACY

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

APPENDIX E

TRANSPORTATION

TRANSPORTATION AND SAFETY: District transportation is provided for the purpose of facilitating student participation in education and co-curricular programs. Transportation is provided as a privilege; it is not a mandate, and therefore, can be revoked at any time for misconduct. Students are expected to help maintain the condition of the vehicle on which they ride. Refer to district Policy 224 for additional information.

STUDENT TRANSPORTATION: Students wishing to ride in a vehicle other than the one assigned must present a written request from a parent or guardian to ride, board or depart a vehicle other than the one assigned. An Administrator or designee must approve the request. Requests should be turned into the main office before the student reports to homeroom. Students may pick up their notes after 1:30pm in the main office. The approved note must be presented to the driver on the day listed. This request can only be granted if there is seating available.. A student exiting the vehicle at any stop other than his/her own without an approved note signed by the school administrator is in violation of school policy.

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

Violations and procedures affecting safety are listed in the following table. See Policy 810

Minor Violations			
Categories	**Examples**	**Procedures**	**Disciplinary Options & Responses**
Disrespect/disruption Failure to comply with bus safety expectations	Insubordination to the driver or monitor Bullying other passengers, driver or monitor Refusing to sit in assigned seat Standing or changing seats while the vehicle is in motion Riding a vehicle that the student is not assigned to ride without approval	a. There is immediate intervention by the bus driver/staff member who is supervising the student or who observes the misbehavior. b. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form c. Parent/Guardian	Reteaching of Expectations Restorative Circle Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention **First Offense** Transportation Discipline

	Getting on/off at an unassigned stop Crowding the door or isle before the vehicle stops Pushing or inappropriate contact when getting on/off Eating/drinking on the vehicle and placing litter inside the vehicle Other offenses are defined in building level policy	Notification of the incident. d. Repeated misbehavior requires a conference with appropriate school personnel.	Form, written by driver/monitor, submitted to building administrator, <u>and</u> disciplinary action by category. **Second Offense** Suspension from daily transportation for up to three (3) days <u>and</u> disciplinary action by category. **Third Offense** Suspension from daily transportation for up to five (5) days <u>and</u> disciplinary action by category.
Major Violations			
Categories	**Examples**	**Procedures**	**Disciplinary Options & Responses**
Any action that creates an unsafe environment for the bus driver and/or other passengers.	Fighting or rough horseplay Damaging, destroying or altering the vehicle or video/audio equipment in any way Throwing any objects inside the vehicle or out the window or door Loud or offensive language and/or obscene gestures Placing hands, feet or any part of the body outside of the vehicle Striking matches or lighters; lighting fireworks or other incendiary devices Smoking, vaping or using/possessing tobacco in any form	a. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form b.The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. c. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. d. There is restitution of property and damages.	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention Alternative Educational Placement Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention

	Controlled substance possession or use Any conduct that endangers the lives of the passengers or distracts the driver Other offenses as defined in the building level policy		KCSD Police intervention **First Offense** Suspension from daily transportation for up to three (3) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to five (5) days. **Second Offense** Suspension from daily transportation for up to five (5) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to an additional five (5) days. **Third Offense** Suspension from daily transportation for ten (10) days and disciplinary action by category.

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