Keystone Central School District

High School Student Handbook
2026-2027

www.kcsd.us

Acting Superintendent
86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2325

Dr. Alan Lonoconus — Acting Superintendent

Central Mountain High School
64 Keystone Central Drive Mill Hall, PA 17751
Telephone: (570)-893-4900 ext.4501 Fax: (570) 893- 4640

Nick Verrelli — Principal
Deb Kline — Assistant Principal
Jeff Williams — Assistant Principal
Dave Peters — OLL Principal/Athletic Director
Kurt Lynch — Director of Career & Technical Education

Bucktail Middle / High School
1300 Bucktail Avenue Renovo, PA 17764
Telephone: (570)-893-4900 ext.3501 Fax: (570) 923-2233

James Poleto — Principal
Mike Poorman — Assistant Principal

KCSD Virtual Academy
64 Keystone Central Drive Mill Hall, PA 17751
Telephone: (570) 893- 4900 ext.4506

Dave Peters — Principal

Special Education Department
86 Administration Dr. Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2330 Fax: (570) 748-3497
Dr. Elizabeth Barnhart — Director of Special Education
Hayley Orndorf — Supervisor of Special Education

Pupil Services
86 Administration Dr. Mill Hall, PA 17751
Telephone: (570) 893-4900 ext.3102 Fax: (570) 748-3597

Christina Manning — Director of Pupil Services

Curriculum and Innovation
86 Administration Dr. Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2115

TBD — Director of Curriculum and Innovation

KEYSTONE CENTRAL SCHOOL DISTRICT
SECONDARY STUDENT HANDBOOK

MISSION

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

BELIEFS

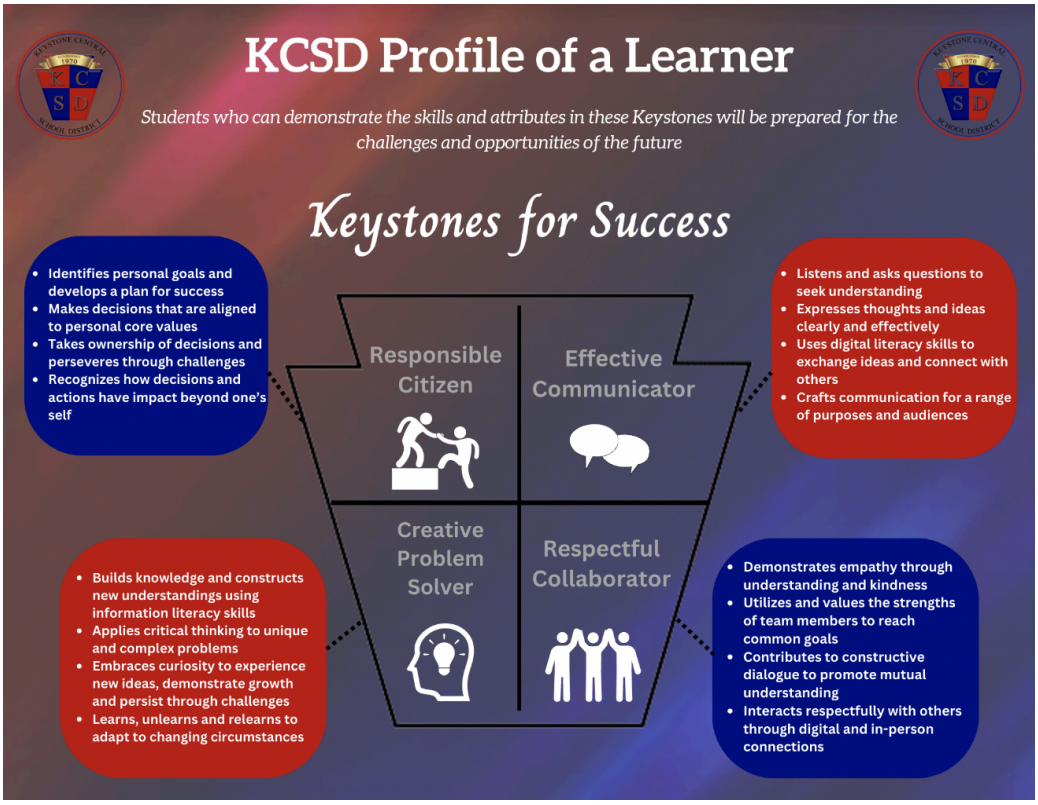
We will provide:

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

VISION

Preparing citizens for the challenges and opportunities of the future.

PROFILE OF A LEARNER



INDEX

Academic Integrity	41-43
Academic Progress Reports	22
Attendance Regulations	6-10
Behavior at School Sponsored Events	18
Bullying and Cyberbullying	20-21
Bus Information	33-35
Cafeteria	26-27
Cell Phones/Electronic/Multifunctional Devices	38
Cheating	41-43
Code of Student Behavior	39-40
Co-Curricular and Extra-Curricular Activities	18
Consequences	43-47
Counseling Programs	12
Dances	18-19
Drugs and Alcohol	51-54
Educational Trips	10
Enrichment and Gifted Services	17
Extra Help	15
Fire Drills	37
Foreword	5
Fundraising	22
General Building Information	21
General Education Development (GED)	26
Grading Guidelines	25
Graduation Requirements	22-25
Handbook Guidelines	5
Harassment and Bullying	19-21
Health Screening	14
Homebound Instruction	14
Homeless Information	14
Homework During Extended Absences	8
Individual Searches	28
Laboratory Safety	22
Leaving School Grounds	9
Lock Down Drill	37
Lockers	28
Locker Searches	28
Lost and Found	30
Make-up Work	8
Medications	13
Multi-Tiered System of Supports and Child Study Teams	15-16
Network Guidelines	30-31
Nursing Services	13
Personal Appearance	31-32
Physical Education	26
Posters and Display Cases	21-22
Request for Leaving School	6
Restroom Privileges	29
Returning to School	6
Schedule of Classes	22
School Calendar	57
School Property	28-29

School Wellness 27
School-Wide Positive Behavior 54-55
Smoking and Tobacco Use 50-51
Special Education Services 16
Sporting Events 18
Student Assistance Program 15
Student Parking 35-36
Student Services 12
Tardies 8-9
Theft 43-,44
Textbooks and School-Issued Equipment 29
Video Surveillance 27-28
Visitors 29
Weapons 48-49
Withdrawal Procedures 26

FOREWORD

Welcome to the new school year! If you are a new student, it is great to have you with us. 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 Keystone Central School District. It was prepared with your needs and the needs of all members of the school community in mind. Policies established by the District are available online 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 classmates; and if you have any questions, we encourage you to talk to us. Together, we can make this school year successful.

HANDBOOK GUIDELINES

This handbook may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination 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.

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 but are not limited to: oversleeping, car issues, missing the bus, hunting, or shopping.

Returning to school: The student should turn an excuse in **within three days** of the absence. If an excuse is not turned in within 3 days, 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.*

Attendance	EMAIL	PHONE	FAX
Bucktail Area Middle & High School	btattendance@kcsd.us	(570)-893-4900 ext.3501	570-923-5005
Central Mountain High School	cmhsattendance@kcsd.us	(570)-893-4900 ext.4508	570-893-4640

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

Compulsory Age Students:

Absences will be marked as **unlawful/unexcused** if there is no excuse turned in to the attendance office by the **third (3rd) day following the absences**.	For example, if your son or daughter 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 the Friday that is day 5 of the absence. **Excuses may be submitted in writing or electronically by email, to the attendance secretary at your student's school. Please include a phone number in the email for the building secretary to confirm the excuse.**
School attendance secretaries will send a letter when your student has accumulated a total of **3 unlawful days** (this may be a combination of partial days or whole days). After receipt of the 3 day letter, a SAIC (Student Attendance Improvement Conference) will be scheduled.	Every attempt will be made to reach the family to schedule the SAIC. If the school is unable to reach the parent/guardian, a letter will be delivered that includes the time and date for your student's 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 a student has accrued 3 unlawful absences.***
If your student has accumulated **6 unlawful days,** the school will refer your child to a school-based or community-based attendance improvement program.	The school may file a citation with the district magistrate against the person in parental relation who resides in the same household as the student.
If your student has accumulated **3 unlawful/unexcused days** parking privileges on school property will be revoked.	The student will turn in their issued parking permit. The student will be issued a warning on the first offense after privileges have been revoked, then a citation by KCSD police on the next and any subsequent offenses.
After your student is absent for **10 days (parental excuse days and)** you will receive a letter informing you that your student has reached 10 days.	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 10 excused absences.
Act 47 Restrictions on Attendance/Cyber Charter	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.

Additional regulations regarding non-compulsory Age students **(18 years of age or older)**:

School attendance secretary will notify you, by mail or phone call, when your student has accumulated a total of **3 unlawful days.** This may be a combination of partial days or whole days.	Educational trips will not be approved once a student has accrued 3 unlawful absences.
A letter from the building principal or designee will notify non-compulsory students who have accumulated **10 consecutive days of absence** from school that the student will be removed from the school roles and reported as a dropout.	Upon receipt of the letter, the parents/guardian have 5 days to request a hearing with the building principal or designee.

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

Make-Up Work: Students are responsible for any and all work missed while absent from school. If a student has an EXC or DE absence, the student will have the same number of days as the number of days missed to make up any missed assignments.

Homework Collection for Extended Absences: Upon the student's return to school, following an excused extended absence, the teacher and student will set a deadline for completion of the make-up assignments. Parents are strongly encouraged to notify the school **prior** to a known, extended absence. Please contact your school's attendance secretary to make this notification.

Late to school: 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 is late to school, they will need to turn in a parent note to have the lateness be considered excused. If a note is not provided, the lateness will remain unlawful/unexcused. **A student is considered tardy if they arrive after 8:25 am.**

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

Arrive late or leave school between the following times:	Percentage of absence either excused or unexcused for late arrival	Percentage of absence either excused or unexcused for early dismissal
8:25 - 8:35	Tardy to school (4 = .25 absence)	100
8:35 - 10:00	.25	100
10:00 - 12:00 PM	.50	.75
12:00 pm - 2:00 pm	.75	.50
2:00 pm - 3:31 pm	100	.25

Tardies To Class

If a student is late to class without a written excuse, the teacher will record the lateness according to the tardy procedure found below. If a student is detained, in the office or by a teacher, they should ask for a pass from the person who detained them before going to class. Such a tardy will not be counted against the student.

UNEXCUSED TARDIES TO CLASS
Tardy #1: Warning
Tardy #2: Warning
Tardy #3: Warning
Tardy #4: 1 Detention
Tardy #5: 2 lunch detention

Positive Attendance: Students who attend on a regular basis will be recognized through the School Wide Positive Behavior program.

Leaving School Grounds: Students are not to leave the building or school area once they have arrived at school. *Any student leaving school grounds without following proper sign-out procedures, will be considered truant and receive a day in the Learning Center. Students may be subject to a search when they leave school property without permission – including those going to the parking lot without permission.*

Class Cut: Students who cut a class will be assigned a full day in the Learning Center. Students will not be permitted to participate in extracurricular activities on the day of the class cut or the day assigned to the Learning Center.

Educational Trips: A student may legally take a trip of an educational nature with their parents or guardians. Students may be excused for family educational 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 into the school office at least five (5) days prior to the trip. Students will then be given an Educational Trip Review form to take around to each of their teachers for their signatures. Once the student has ALL teacher signatures, the Educational Trip Review form needs to be turned back into the main office for the principal to review. 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. **Students will not be permitted to join classes remotely during the duration of the trip if approved.**

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/unlawful absences
- Are considered in poor academic standing (quantifiable by meeting athletic eligibility requirement status)

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.

Support Strategies for Planned Absences

Please refer to the tips below as a regular practice when missing instruction.

Student Strategy / Communication Guide		
Before	**During**	**After**
Before my absence I… ❏ Bookmark each of my teacher's online resources for quick reference ❏ Inform my teacher via email, or in person, in advance, regarding my absence ❏ Make a "to-do" list of work that will be missed during absence from teacher's online resource or from direct communication ❏ Ask my teacher if I could sit in during another class to compensate for the one I will be missing ❏ Email and/or meet with my teacher to offer several times (before/after school, study hall, or over lunch, etc.) to make up the assignment in person ❏ May **ask for an extension in advance** rather than waiting until it is due or past due if I know I can't meet the deadline	**While I am absent I…** ❏ Use the district wifi (when available) to complete my work ❏ Email my teacher if I have questions ❏ Get in touch with a reliable classmate while I am away ❏ Take and use reading or other materials with me on the bus/van that I will need to study or prepare for class ❏ Touch base with students/teammates who share similar classes and/or teachers to clarify work and discuss questions	**When I return back to school I…** ❏ Turn in work that was due while I was out ❏ Check Schoology for any missing work or indicators that I missed something ❏ Check in with a reliable peer and my teacher regarding missed work ❏ Review notes or other class materials that may help me understand missed instruction

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

School Counseling Program & Services:

Students may make an appointment to see their school counselor, preferably during WIN or lunch. When school counselors are not in their offices, students are encouraged to make an appointment by using the online meeting request form. The Counseling Department encourages all students to think seriously about their future vocations when selecting courses for their schedules. The primary role of the Counseling program is to address all students' academic, career, and social/emotional development needs by offering comprehensive school counseling services that promote and enhance student success. The counseling offices offer the following services (among many others):

1. Individual counseling
2. Small group counseling
3. Classroom guidance lessons
4. Crisis intervention
5. Consulting with parents/guardians and teachers
6. Coordination with outside agencies & therapists referrals for communication services

Counselors are assigned by grade level at CMHS:

Class of 2027:	Christine Koch
Class of 2028:	Holly Carey Moore
Class of 2029:	Madison Yunker
Class of 2030:	Molly Leitch

Counselor at BHS: Jamie Bressler

District-wide Social Worker:	Hilaire Reese
District-wide Social Worker:	Kyle Galer

Parent Communication: Students and parents are encouraged to make appointments via: phone, email, or by stopping by the office to make one. All parents/guardians are encouraged to use the PowerSchool Parent Portal and the DoJo communication app.

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

PA FAFSA Requirement: Pennsylvania law requires all high school seniors to take one of the following actions before graduation:

- Complete and submit the **Free Application for Federal Student Aid (FAFSA)**, or
- Submit an official **FAFSA Opt-Out Form**.

The FAFSA is the application used by colleges, universities, technical schools, and many scholarship programs to determine eligibility for financial aid, including grants, scholarships, work-study opportunities, and student loans. Completing the FAFSA does not obligate a student to attend college or accept financial aid.

Students and families who choose not to complete the FAFSA may submit an official opt-out form. Students who are 18 years of age or older may sign their own opt-out form. For students under 18, a parent or legal guardian may complete the form.

Central Mountain High School will provide information about the FAFSA, make opt-out forms available, and communicate with families who have not submitted either a FAFSA or an opt-out form.

Important: A student will not be denied a diploma, prevented from graduating, or otherwise penalized if they choose to opt out or do not complete the FAFSA. The purpose of this requirement is to ensure that all students and families are informed about financial aid opportunities available after high school.

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. When the nurse is not available, students should report to the Main Office. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff.

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*. **The medication must be provided in the original pharmacy bottle or product labeled container, and a completed medication request form signed by the physician for prescription or the parent for over-the-counter medication.** The District **requires** parents to deliver all medication to the nurse or building administrator.

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

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 to the health screenings, eleventh grade students are required to have a physical examination. The examination may be completed by your family physician at your own expense, or by the school physician (scheduled during school hours, without charge. Private physicals completed anytime from twelve months prior to the eleventh grade school year through the end of the eleventh grade school year will satisfy the examination requirement.

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 if a child's records are incomplete. Students can be prevented from attending school if the proper documentation is not received.

HOMEBOUND INSTRUCTION: If a student experiences a disability or an extended illness, a parent may request homebound instruction by calling Elizabeth Barnhart, Director of Special Education (570-893-4900 ext.2116 or by email, ebarnhart@kcsd.us). In order for the school district to obtain approval from the State for homebound instruction, a form completed by the parent and a physician must be submitted relative to each individual case.

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

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

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

If you are experiencing homelessness or know someone who is, please call KCSD's Homeless Liaison at: Christina Manning cmanning@kcsd.us (570) 893-4900 ext. 3102.

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

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 child 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 school counselor
- Contact a school nurse
- Contact a principal
- To make a referral at CMHS, please use this SAP Referral Form

Extra Help: Students may always seek extra help from teachers if they are having problems or if they have been absent. Students may arrange a conference with a teacher before or after school or at a time convenient to both during the day. Students may contact the school counselor for more information about the potential for after-school tutoring programs.

Multi-Tiered System of Supports: Teams are available in every building for a student who is experiencing academic or behavioral difficulty. Early intervening services work to support students by identifying areas of concern, through multiple sources of data, and providing targeted intervention to improve student achievement, based upon 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.

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)

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. 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 suspects that a student is demonstrating giftedness based on the universal screening, the teacher/team completes the "Gifted Screening Referral Form" and submits it to the special education office.

Level II - Individual Screening

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

Level III - Full Gifted Evaluation

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

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

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 he/she participates. He/she is 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, 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, which are specific to their co-curricular and/or extracurricular activity.

Co-curricular and extracurricular participants are often in the public eye, hence their personal conduct must always be above reproach. They have an obligation to project at all times, 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 has the authority to levy additional consequences within his/her program.

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

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 an athletic contest, a play, a competition, a field trip etc., you assume the role of spokesperson for our school. Your actions are viewed by family, friends, opposing fans, the local community, and the media as well as those participating in the event.
Please refer to the District Athletics Handbook for more information regarding student behavior at sporting events.

Dances: Any student organization planning a dance must obtain permission from the faculty sponsor or advisor. The representative students, together with 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 prior to 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.

KCSD students requesting to bring a non-KCSD student to the dance must first obtain a form from the main office and submit it to the administration for approval. **Not all dances will allow non-KCSD guests.** No guests over 20 years of age will be approved to attend dances. All guests to a dance MUST receive permission from KCSD administration BEFORE attending a school-sponsored dance. KCSD administration reserves the right to deny entrance of any non-KCSD enrolled individual into a school dance.

Any extraordinary situations must come before the administration two weeks in advance of the event for approval. The guest permission form must be completed and returned one week prior to the dance. 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. Furthermore, all KCSD students must be in good standing to attend school-sponsored dances. Any student serving ISS or OSS on the day of a school dance is not eligible to attend. Students absent from school on the day of the dance are not eligible to attend. KCSD rules and policies apply at on and off-campus events.

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 248, 348 and attached Forms set 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.

To anonymously report bullying, please visit the PA Attorney General's Safe 2 Say Something website at: safe2saypa.org where you can submit a tip that will be immediately reported to school authorities.

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 students' 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 or students' 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. Creates a threatening atmosphere, or creates a substantial disruption to the orderly operation of the school.

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

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

<u>DIRECT BULLYING:</u> 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), by threatening, taunting, teasing, and calling names.

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

<u>CYBER-BULLYING:</u> Using electronic device mediums such as but not limited to computers, cell phones, or others methods such as posting/sharing comments or pictures on blogs or websites,

text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

RELATIONAL AGGRESSION: 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.

COMMENTS: Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. 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.

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).

GENERAL BUILDING INFORMATION:

School Delays/Closings/Early Dismissals Due to Weather: When it is necessary to close or delay school due to inclement weather or any other emergency an announcement will be made through our Rapid Notification system, on local radio/TV stations, as well our district website and app. In the case of an early dismissal, students are expected to report to all classes prior to the early dismissal.

POSTERS AND SIGNS: All posters and signs must be approved and signed by an administrator. Persons posting the signs and posters are responsible for their removal and for clean up of 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 that are 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 is in violation of district policy 220 and those who post them are subject to disciplinary action according to the Code of Student Conduct below.

LABORATORY SAFETY: Laboratory activities are essential components of many of our classes. Following safe procedures is crucial. Safety in the laboratories is essential for the wellbeing of students and staff. Thus, students must practice safe use of chemicals, materials, and equipment in the lab. Spills or accidents must be reported to the teacher immediately. General safety instructions, presented by the teacher, must be followed at all times. Disciplinary consequences may also be applied.

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.

SCHEDULE OF CLASSES: Classes are selected by students, with parent permission, during the winter / spring of the year, in collaboration with school counselors, in order to plan for the following school year. Every effort is made to honor those requests, however, due to conflicts within the schedule or graduation requirements this is not always possible. Schedule changes are extremely limited and will be done only under extenuating circumstances (example: missing a graduation requirement). No changes will be made after one week into the course. Students may only enter and exit the Virtual Academy at quarter and/or semester changes.

If a student transfers from an advanced to non-advanced course, or vice versa, his/her percentage and grade will remain the same.

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 the** PowerSchool Parent Login **(available on KCSD homepage) and maintain communication with the teachers and school counselor in order to support the student**.

GRADUATION REQUIREMENTS: To graduate from the Keystone Central School District, students must successfully complete the academic credits distributed across a variety of content areas, outlined in Chapter 4 state regulations. Current graduation requirements are located on the District website under curriculum. School counselors will work with students to monitor completion of mandated coursework.

Course	Class of 2027	Class of 2028	Class of 2029	Class of 2030
English	4	4	4	4
Math	3	3	3	3
Science	3	3	3	3
Social Studies	3 (2 for CTE completers)	3 (2 for CTE completers)	3 (2 for CTE completers)	3 (2 for CTE completers)
Health	.5	.5	.5	.5
Physical Education	1	1	1	1
Elective Courses (Fine Arts, Business/Technology, FCS, World Language, etc.)	.5 Personal Finance (required in 11th) **Additional 13.5 electives**	.5 Personal Finance (required in 11th) **Additional 12.5 electives**	.5 Exploring Your Future (required in 9th for non-CTE students) .5 Personal Finance (required in 11th) **Additional 9.5 electives**	.5 Exploring Your Future (required in 9th for non-CTE students) .5 Personal Finance (required in 11th) **Additional 8.5 electives**
Total Credits	**28**	**27**	**25**	**24**

Elective credits can be earned by taking any course in the course guide once the credit requirement for that content area has been fulfilled. For example, once three social studies credits have been fulfilled, students can take additional social studies courses that will count towards the elective credit requirements. Regardless of a student's chosen pathway, they can take any elective within the course guide.

To Progress to the next grade, you must meet the following credit requirements:

10th grade - minimum of 5 credits
11th grade - minimum of 12 (class of 2028), 11 (class of 2029), 10 (class of 2030) credits
12th grade - minimum of 19 (class of 2027), 18 (class of 2028), 17 (class of 2029), 16 (class of 2030) credits

Note: Students who carry at least 5 full credit hours (not including lunch) will be considered full-time

Graduation Pathways (PA Act 158): Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). The following options exist to meet the statewide graduation requirements:

Pathway 1: Keystone Proficiency	**Pathway 2: Keystone Composite Score = 4452 or greater**
☐ Proficient or Advanced in Algebra 1, Biology and Literature	☐ Proficient or Advanced on at least 1 exam ☐ No score is below basic
Pathway 3: CTE (Career and Technical Education) Concentrator	**Pathway 4: Alternative Assessment**
☐ Pass Keystone content course in which student scored less than Proficient **AND** meet 1 of the following: ☐ Earn an industry-based competency certification (NOCTI or NIMS) ☐ Demonstration of high likelihood of industry-based competency assessment success ☐ Demonstration of readiness for continued engagement in a CTE Concentrator Program of Study	☐ Pass Keystone content course in which student scored less than Proficient **AND** meet 1 of the following: ☐ ASVAB AFQT score of 31 or better ☐ PSAT score of 970 or better ☐ SAT score of 1010 or better **or** ACT score of 21 or better ☐ AP score of 3 or higher in each Keystone content area in which less than Proficient ☐ Successful completion of dual enrollment course related to each Keystone content area in which less than Proficient ☐ Successful completion of a Pre-Apprenticeship Program (Precision Machining) ☐ Acceptance into 4-year Institution of Higher Learning for college-level coursework

Pathway 5: Evidence-Based Pathway	Pathway 6: IEP Goals
☐ Pass Keystone content course in which student scored less than Proficient **AND** meet **THREE** of the following with **ONE or more** from the first five and **no more than TWO** from the last five: ☐ Score of 3 or better on any AP exam ☐ Successful completion of any dual enrollment or post-secondary course ☐ Industry-recognized credential ☐ Acceptance into any other-than-4 year Institution of Higher Learning for college-level coursework ☐ Attainment of Proficient or Advanced on any Keystone Exam ☐ Successful completion of a service-learning project ☐ Letter guaranteeing full-time employment or military enlistment ☐ Completion of an internship, diversified occupations or cooperative education placement ☐ Meet NCAA Division II academic requirements for college-bound athletes	☐ Satisfactory completion of a special education program developed by an IEP team

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 marking 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
Below 60	=	F	=	0

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.

GENERAL EDUCATION DEVELOPMENT (GED): The GED test is an alternative way to obtain a high school equivalency diploma. Students are eligible for GED classes after the age of 18 or after their cohort has graduated from high school. Students who withdraw from high school are NOT eligible to participate in graduation ceremonies.

PHYSICAL EDUCATION: Students are required to participate and pass physical education classes as mandated by the Pennsylvania Department of Education. Clothing should include appropriate dress for indoor and outdoor activities. Clean athletic shoes are required. Physical education teachers reserve the right to determine appropriate attire prior to each unit (i.e. loose fitting shorts, sweat pants, T-shirts and warm clothing for outdoor activities). 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 is unable to participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the PE teacher. The excuse will give the nature of the injury or illness, length of time to be excused from regular physical education classes and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program, different from the regular physical education program.

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

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

The Food and Nutrition Service Department uses a declining balance computer system for the purchase of a la carte foods at school cafeterias. Students may make deposits into their accounts before at the cashier station during breakfast or lunch. Deposits may-also be made on line 24/7 by using EZ School Pay. 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 the 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 online under District Offices - Food Services at https://www.kcsd.us/district-offices/food-nutrition-services

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

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

Student behavior in the cafeteria shall follow the rules of courtesy and respect. Theft of food/beverages from the cafeteria will result in disciplinary consequences. Additional information concerning the Food and Nutrition Service program can be found on the district website 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.

Students at the secondary level may be eating in areas outside of the cafeteria. Cafeteria procedures apply no matter where a student eats (field trip, homeroom, outside, etc.)

School Wellness

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

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board policy and administrative regulations. For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under District Offices - Food & Nutrition Services - Student Wellness Policy.

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

Lockers: 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. Policy 226

Students should not consider a locker as private property. Lockers are subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. School officials may access student lockers at any time for upkeep and to make general repairs as needed without notice to the students.

Locker Searches: 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 in protection of the health, safety, and welfare of the school population. Before School District personnel open a locker, a student shall be notified and given the opportunity to be present, but not to stop the search. 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.

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.

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

- Damage 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.
- 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.

- 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 the care of 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, a refund will be made to the student.
- If an item is damaged the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued.

Restroom Privileges: To maximize instructional time it is recommended that students use the restroom between periods. If any emergency necessitates using the restroom during a class, the following procedures should be observed:

- Follow eHallPass procedures established by administration.
- Use the restroom closest to their classroom.
- Have an eHallPass when leaving the classroom.

Please report any restroom damage or malfunction that you see immediately to any staff member.

Visitors: All visitors must sign into the Main Office of the building to obtain a Visitor's Pass. Appointments should be scheduled in advance in order to have 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 who are visiting specifically to contribute to the academic program 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 permissions, 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.*

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.

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, the 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 making a commitment to adhere to those policies and to conduct themselves according to the highest standards. Students must be aware of the prohibitions and what constitute violations of the Acceptable Use Policy because there are consequences for inappropriate, unauthorized, and/or illegal use that vary depending on the violation, which are determined on a case-by-case basis.

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

Use

Access to inappropriate material and other prohibitions (as defined in the policy) are prohibited. Generation and/or transmission of any material in violation of any federal, state, or local law, website, service provider, and app terms, and school district policies, regulations, rules, and procedures also are prohibited. Examples include using 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 and news, access to databases and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

Security

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

Liability

The School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or 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.

Vandalism

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

Privacy

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

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.
• Ear pods/headphones of any type are not permitted in hallways or instructional spaces. They may ONLY be used in the classroom with the explicit permission of the instructor.

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 consequences will be assigned. Parent/Guardian notified.
Third Violation	The student will be asked to exchange inappropriate clothing for more suitable attire AND an additional consequence (detention/learning center, etc) will be assigned.

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

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 lunch. Students may pick up their notes after 1:30 pm 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 driving 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. **Discipline regarding violations of transportation safety will be addressed following Policy 810.**

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.

Minor Violations			
Categories	**Examples**	**Procedures**	**Disciplinary Options & Responses**
Disrespect/disruption Failure to comply with	Insubordination to the driver or monitor	a. There is immediate intervention by the bus driver/staff member	Reteaching of Expectations Restorative Circle

bus safety expectations	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 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	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 Notification of the incident. d. Repeated misbehavior requires a conference with appropriate school personnel.	Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention **First Offense** Transportation Discipline 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	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	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention Alternative programs Alternative Education Placement (AEDY)

	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 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	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.	Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention KCSD Police intervention **First Offense** Suspension from daily transportation for up to three (3) days <u>and</u> 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 five (5) days <u>and</u> 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 <u>and</u> 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.

Student Parking: Driving to school and parking on school property is a privilege.
Students who possess a valid driver's license, a current registration, a current inspection sticker,

proof of insurance, and a building-specific parking permit may be permitted to drive to and from school.

Permits will be issued/sold ($10.00) on the first two days of the new school year, during faculty & staff in-service days, and Tuesdays and Thursdays during the first two weeks of school during lunch. Times and dates will be posted in the school office.

- After-school jobs are not considered to be school related therefore permits would not be granted specifically for such situations.
- Hardship cases will be considered on an individual basis.
- Students with outstanding financial obligations shall not be eligible for a permit.
- Permit must be hung from the rearview mirror and if no mirror is presently displayed on the dash of the vehicle at all times while parked on school property.
- Students must park in the assigned numbered spot corresponding with their Parking Permit Number.
- Sharing/trading of permits with other students is prohibited.
- Students must proceed immediately to their assigned school once parked on school property.
- 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.
- Students must operate their vehicle in a safe manner on school property as well as to and from school or any school-related activities.
- Students who commit a violation of PA Vehicle Code (Title 75) either on school property or while driving to or from school or any school-related activity may face suspension of parking privileges.
- Drugs, alcohol, tobacco, weapons, or any other contraband is forbidden in the student's possession or in the student's vehicle.
- All vehicles parked on KCSD property are subject to search at any time.
- Violation of any school district rule or policy may result in the suspension of parking privileges.
- If a student driver gets caught with a vape, the driver will lose their parking pass as follows: First offense - 1 week, second offense - 45 school days, third offense - permanently.
- Students who are habitually late to school (5 times) will face suspension of parking privileges for the remainder of the semester. Students will have to reapply for a new parking pass upon the change of the semester.
- Driving or parking on grass or other areas not intended for motor vehicle traffic is not permitted.
- A student is NOT PERMITTED to go to their vehicle during the school day. Emergency situations will need Administration approval.
- Students who park illegally on campus will be subject to ticketing, booting, and/or towing.
    - There will be a ($25.00) fee to remove the boot. After 4 days (96 hours) if the boot has not been removed the vehicle will be towed, and the driver/owner will be responsible for towing and boot fees. Removing or tampering with a vehicle or boot may result in prosecution for the vehicle owner or driver.

Students will receive driving rules and regulations when they make an application for a parking permit.

The administration may revoke parking privileges as a disciplinary action for incidents other than parking violations. Depending on the severity of the infraction parking privileges could be lost for the entire school year.

SAFETY AND SECURITY:

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

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

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

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

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

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

Building Evacuation: In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations. CMHS will be moved to Lock Haven University - Zimmerli Gymnasium. Bucktail MS/HS 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.

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: School Board Policy 805 An event in which a crisis exists which requires an immediate response.

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

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

Student Expectations:

CELL PHONES AND ELECTRONIC/MULTIFUNCTIONAL DEVICES:
The possession of electronic communication devices is permitted in school when they are in compliance with the School District Electronic Devices Policy. Please read Policy 237 Electronic Devices.

Devices may not be disruptive to the education process. **Devices must be turned off prior to entering instructional areas unless the instructor has granted specific permission**. Elementary, middle and high school students have differentiated use plans, which are communicated to students by the building administrator. Students should have no expectation of privacy in their use of devices. The District is not responsible for any theft, loss or damage of devices.

Disciplinary consequences are decided on a case-by-case basis:

First Offense	Warning, phone/device will be given back at the end of that class period by the classroom teacher
Second Offense	One lunch detention assigned, phone/device will be given back at end of day (phone/device will be in the main office)
Third Offense	Two lunch detentions assigned, parent/guardian must pick up the phone/device from the main office
Fourth Offense	1 day of the learning center assigned, the parent/guardian must pick up the phone/device from the main office. Student will no longer be allowed to have the phone in school.

If a student loses cell phone privileges but needs to bring their phone for after school activities, the phone must be checked in at the office daily.

Code of Student Behavior: The Keystone Central School District believes that good conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow rules and regulations governing student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

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

To ensure a safe learning environment, students are expected to 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 the 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.
*The District Administration reserves the right to, **and in its sole discretion may**, modify disciplinary action based on individual circumstances and investigation.

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

Level	Behavior	May look like/sound like	Consequences
I	Inappropriate behavior that is disruptive or hinders others' learning Wearing of items to conceal identity eyes or face Parking Violations Public Displays of affection Misuse of a hall pass	Yelling/screaming Disruptive/distracting to others Non-adherence to classroom rules or norms Use of a cell phone or device when prohibited by the teacher Parking in restricted or non-student areas Inappropriate or intimate behaviors on campus or at school-related events Prolonged hugging or kissing Groping	Discuss the behavior with the student Issue a verbal warning

		Going to a location not noted on the hall pass given Altering a hall pass	
I	Repeated level I offense	See above	Revisit any previous discussion with the student Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor and facilitator, if available
II	Accessing areas that are off-limits Gambling (the wagering of money or something of value on an event with an uncertain outcome with the primary intent of winning additional money)	Accessing staff offices, desks, or belongings Accessing restricted areas or rooms Gambling activity	Discuss behavior with student, document notes, and discuss a solution strategy Submit a referral: Issue and assign 1 day of Learning Center Notify the parent/guardian as well as the guidance counselor and facilitator, if available
II	Participating in or initiating a school disturbance	Malevolent school disturbance Any act that places others in unwanted fear or disorder Creating a disturbance that severely interrupts the school day	Discuss behavior with student, document notes, and discuss a solution strategy Notify the parent/guardian as well as the guidance counselor and facilitator, if available Submit a referral: Issue and assign 3 days of OSS Conference with the parent/ guardian Notify the counselor and facilitator (if available) as well as appropriate administration and

			support staff

Academic Integrity

Definitions 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:

1) purchasing or copying work produced by others (homework, reports, take-home exams, tests, research papers, music, art, images, etc.)
2) direct copying ("cutting and pasting") of selected sections (words, phrases, sentences, paragraphs) from another source without quotation marks and/or documentation.
3) paraphrasing, summarizing, or otherwise rewording another's original work that is not common knowledge without documentation.
4) failing to document the use of charts, graphs, diagrams, statistics, or other materials not created or compiled by the student.
5) working together on an independent assignment and then submitting individual copies of the assignment as one's own individual work.
6) 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 or 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:

Behavior	May Look Like/Sound Like	Consequences
Level I cheating or plagiarism	Unauthorized collaboration on assignments Copying small or ungraded classroom assignments Inaccurate or uncited	**Grading consequences:** "Zero" on the work and a requirement to re-submit it or do an alternative assignment for 70% of the highest grade possible.

	paraphrasing or borrowing of another's words Using a cheat sheet or any other	**Disciplinary Consequences:** Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
Level II cheating or plagiarism Repeated small-scale cheating or plagiarism within an assignment	Inaccurate paraphrasing, or direct borrowing of others' words (without 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) A second Level 1 offense	**Grading consequences:** "Zero" on the work and a requirement to re-submit it or do 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 a detention Notify the parent/guardian Notify the counselor and facilitator
Level II cheating or plagiarism Repeated offense	Direct borrowing of others' words (without the use of quotation marks) which 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,	**Grading Consequences:** "Zero" on the work and a requirement to re-submit it or do an alternative assignment for 70% of the highest grade possible. **Disciplinary Consequences:** student/parent/administrator conference Office assigns 4 hours of detention or office assigns one day of Learning Center

	borrowed, found, stolen, etc. Repeated Level II offense	No competition or participation in extracurricular activities for one week. Attendance/practice are permitted.

Consequences of Defacing School Property / Vandalism / Theft

We expect our students to understand what defacing school property/vandalism/theft are and to know how to avoid it. As a result, consequences will vary based on the extent of the property damage/vandalism/theft and the degree of intentionality/number of incidents.

Behavior	May Look Like/Sound Like	Consequences
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property ($50 or below) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost ($50 or below)	● Theft of property ● Theft of property lost or mislaid ● Writing on walls, desks, floors, or property ● Altering of property ● Negligent damage to property or devices ● Malevolent destroying or defacing of property ● Reckless disregard for property	Lunch Detention and/or 1 day of Learning Center
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property ($51-$150) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost ($51-$150)	● Theft of property ● Theft of property lost or mislaid ● Writing on walls, desks, floors, or property ● Altering of property ● Negligent damage to property or devices ● Malevolent destroying or defacing of property ● Reckless disregard for property	1-3 days of Learning Center KCSD Police involvement
Theft, attempt of theft, or receiving stolen	● Theft of property ● Theft of property lost or	2-3 days of Learning Center

property or selling or buying stolen property ($151 - 500) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired ($151 - 500)	mislaid ● Writing on walls, desks, floors, or property ● Altering of property ● Negligent damage to property or devices ● Malevolent destroying or defacing of property ● Reckless disregard for property	KCSD Police involvement
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property ($501 and above) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired ($501 and above)	● Theft of property ● Theft of property lost or mislaid ● Writing on walls, desks, floors, or property ● Altering of property ● Negligent damage to property or devices ● Malevolent destroying or defacing of property ● Reckless disregard for property	3 days of OSS Involvement of local law enforcement

➢ Value will be determined based on replacement and/or repair value of item

Consequences of Disorderly / Disrespectful / Insubordinate Language or Conduct
We expect our students to understand what the disorderly/ disrespectful/ insubordinate language or conduct rules are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the conduct and the degree of intentionality/ number of incidents: (For repeat offenses, see Appendix A)

Level	Behavior	May look like/sound like	Consequences
I	Negative attitudes or actions	Ignoring, arguing, failing to follow directions	Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
II	Negative attitudes or actions intended to defy a request by an adult or to undermine the authority of an adult	Refusing to follow directions Talking back ● Use of profane	Revisit previous discussion with the student and the solution strategy

	Unacceptable language, gestures, or actions	language ● Using or demonstrating vulgar, perverse, and/or offensive language or gestures ● Leaving the classroom without the teacher's permission	Submit a referral: issue and assign a detention Notify the parent/ guardian Notify the counselor and facilitator (if available)
III	Repeated Level II offense Recurring offensives after repeated unsuccessful interventions Forgery/ Counterfeiting Verbal assault of a student or staff member	● Accessing staff offices, ● Repeated backtalk, ● Refusal to comply with reasonable requests ● Refusal to state name when asked ● Failure to report to the office upon command ● Open defiance of school rules ● Providing false information, documentation, or forgery (lying, forged notes) ● Words meant to demean or hurt another ● Abusive language, verbal OR written ● Using or demonstrating vulgar, perverse and/or offensive language or gestures directed at faculty or staff ● Insubordination in the Learning Center room (1-2 days OSS)	Discuss behavior with student, document notes, and discuss a solution strategy Submit a referral: Issue and assign 1 day of Learning Center Notify the parent/guardian as well as the counselor and facilitator, if available
IV	Repeated level III offense		Discuss behavior with the student, document notes, and discuss solution strategy Submit a referral: issue

			and assign a minimum of 3 days OSS Notify the parent/guardian Notify the counselor and facilitator as well as appropriate administration, support staff Possible referral to alternative education placement (AEDY)

- ➢ Police notification may be possible depending on the severity of the infraction.
- ➢ Refusal to comply with a search request by authority will result in parent/guardian notification. The student will be kept with an adult until a parent/guardian authorizes the search.

Consequences of Student Fighting / Safety / Assault

We expect our students to understand what the student fighting / safety / assault rules are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the incident and the degree of intentionality / number of incidents. We expect that if you see something, you need to say something. Any video/audio recording of a fight will result in consequences. (For repeat offenses, please refer to Appendix A)

Level	Behavior	May look like/sound like	Consequences
I	Horseplay or throwing objects	Throwing snowballs, paper Reckless play that can lead to injury Unwanted play or behavior	Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
II	Disregard for safe driving practices or procedures (handled by office)	Reckless driving and / or excessive revving of a vehicle engine	Discussion with the student and the solution strategy Submit a referral: issue a 2 hour detention Notify the parent/ guardian Notify the counselor and

			facilitator Possibility of having parking permit revoked
III	Student fighting Flagrant inappropriate use of electronic devices	Fighting/physical retaliation Any action in a confrontation other than retreating or guarding Taking of unsolicited pictures or videos, including that of student misconduct	Discuss behavior with the student, document notes, and discuss solution strategy Notify the parent/ guardian as well as the counselor and facilitator Parties in a fight will serve a 3 day OSS based on an investigation
IV	Using electronic devices to view, pass, or transmit disturbing content of any sort (this includes audio or video of fighting)	Distribution of audio or video of a fight	Discuss behavior with the student, disturbing content of any sort (this includes audio or video of fighting) document notes, and discuss solution strategy Notify the parent/ guardian as well as the counselor and facilitator Submit a referral: issue and assign a minimum of 3 days OSS
IV	Physical assault Reckless endangerment	An unlawful attack by one person on another Intentionally, knowingly, or recklessly causing bodily injury Deliberately disregarding safety rules including the use of fireworks Reckless driving that results in bodily injury or endangerment	

➢ Police notification may be possible depending on the severity of the infraction

Consequences of Serious Infraction:

We expect our students to understand what serious infractions are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the incident and the degree of intentionality/ number of incidents.

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 is a threat to 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.

Behavior	May look like/sound like	Consequences
Tobacco / Vaping	Possession, use, sale, or distribution of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement and issue a citation. Should the student be found guilty, the magistrate can assign a vaping cessation class either after school or during Saturday School. Upon completion of the assigned class, the magistrate may dismiss the citation. If the student is unsuccessful in completing the assigned class or refuses to attend, the citation will stand. Assign 2 days in school suspension Issue a SAP referral

Arson Causing or risking a catastrophe	Unlawful, intentional damage or attempt to damage any real or personal property by fire or incendiary device Setting a fire by match, lighter, fireworks, or other Providing aid, counsel, or pay toward arson Activating a fire alarm or armed intruder whistle Tampering with a fire extinguisher, whistle, surveillance or safety device	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Submit a referral: issue and assign a 3 day OSS Possible referral to alternative education program
Possession of and/ or use of weapons or look-alikes Flagrant inappropriate use of electronic devices	Possession of and/or use of weapons or look-alikes on school property or at a school sponsored event "Weapons" shall include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle, as well as any other tool, instrument, implement, or replica of a weapon used in a threatening manner and/or capable of inflicting serious bodily harm	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Possible referral to alternative education program Submit a referral: issue and assign an automatic minimum 5-10 day OSS with informal hearing for the possibility of expulsion in accordance with Policy 218.1
Sexual Misconduct Lewd/ Indecent exposure of the body or body parts	Sexual contact or other unlawful sexual behavior or conduct Any touching of sexual or other intimate parts Sexual intercourse Compulsion by use of physical, intellectual, moral, emotional, or psychological force, either expressed or implied	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Submit a referral: issue and assign an automatic minimum 5 day OSS

Terroristic Threats	Declaration of intent to commit a crime of violence against another with the intent of threatening a person, building, facility, or public or private habitat Place any person or public in fear of imminent serious bodily injury Threats to commit any offense involving violence	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Submit a referral: issue and assign an automatic minimum 10 day OSS Possible referral to alternative education program

➢ Police notification may be possible depending on the severity of the infraction.
➢ All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.

*If you have a concern in regards to any threat to the safety of our students, faculty or school, it is best to contact the school immediately. Another option for reporting any safety concerns would be through the Safe2Say Something program sponsored by the PA Attorney General's Office. Visit https://www.safe2saypa.org/ for more information or to submit a tip.

TOBACCO / VAPING CONSEQUENCES CHART:

Behavior	May look like/sound like	Consequences
Tobacco/Vaping Possession of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) Policy 222	**Possession, use, sale, or distribution** of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event 1st offense and **cooperative**	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement and issue a citation. Should the student be found guilty, the magistrate can assign a vaping cessation class either after school or during Saturday School. Upon completion of the assigned class, the magistrate may dismiss the citation. If the student is unsuccessful in completing the assigned class or refuses to attend, the citation will stand.

		Assign 2 days in school suspension Issue a SAP referral
Repeated offense	**Possession, use, sale, or distribution** of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event 2nd offense or **uncooperative**	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement issue a citation Assign 3 days in school suspension Additional offenses will result in a meeting with parent/guardian and increased consequences Issue a SAP referral
Student fighting Flagrant inappropriate use of electronic devices	Fighting/physical retaliation Any action in a confrontation other than retreating or guarding Taking of unsolicited pictures or videos, including that of student misconduct	Discuss behavior with the student, document notes, and discuss solution strategy Notify the parent/ guardian as well as the counselor and facilitator Parties in a fight will serve a 3 day OSS based on an investigation

Note: All tobacco contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

Drug and Alcohol Consequence Chart KCSD
Drug and Alcohol Policy 227

LEVEL 1

Situation	Disciplinary Action	Law Enforcement Contact
Student behavior suggests drug involvement without clear evidence, or a student seeks drug-related help.	None unless referred to other levels	None unless referred to other levels

LEVEL 2

Situation	Disciplinary Action	Law Enforcement Contact
Suspicion of non-student selling or dispensing drugs on school property	Contacted and fully informed	Contacted and fully informed

LEVEL 3

Situation	Disciplinary Action	Law Enforcement Contact
1st Offense Student is suspected to be under the influence of a drug with physical symptoms present, or student admits, or evidence confirms, use during school hours or activities (OR) Student is caught with or admits to possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance	Contacted and fully informed	Informal hearing. Up to 10 days in- or out-of-school suspension. Mandated referral for SAP and drug and alcohol assessment. Students must follow treatment recommendations. Placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place **Students involved in extra -curricular activities:** The student with a first offense will be suspended from participation and attendance to all before and after school extracurricular events including school-sponsored events for a period of fifteen (15) days.
Subsequent Offense Student is suspected to be under the influence of a drug with physical symptoms present, or student admits, or evidence confirms, use during	Contacted and fully informed	Placement in alternative education. Possible formal hearing for expulsion from school. If expelled, the Board will attach a

school hours or activities (OR) Student is caught with or admits to possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance		condition to the expulsion which will align with the recommendation of the D & A assessment as well as additional recommendations by the Superintendent.
1st Offense A Student is caught or admitted to the sale/distribution of drugs/alcohol, paraphernalia, look-alike drugs or a controlled substance.	Contacted and fully informed	Informal hearing. Up to 10 days in- or out-of-school suspension. Mandated referral for SAP and drug and alcohol assessment. Students must follow treatment recommendations. Possible placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place **Students involved in extracurricular activities:** minimum of 30 school days of suspension from all activities.
2nd Offense A Student is caught or admitted to the sale/distribution of drugs/alcohol, paraphernalia, look-alike drugs or a controlled substance.	Contacted and fully informed	Up to 10 days in- or out-of-school suspension. Placement in alternative education. Formal hearing for expulsion from school. If expelled, the Board will attach a condition to the expulsion which will align with the recommendation of the D & A assessment as well as additional recommendations by the Superintendent. **Students involved in extracurricular activities:**

		Suspended from activities for one calendar year from date of suspension

➢ Note: All D&A contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

➢ All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.

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.

School-Wide Positive Behavior Interventions and Supports:

The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade and individual level, depending on the needs of the students. Through the use of consistent expectations, students are taught the 5 B's:

1. Be Safe. 2. Be Responsible. 3. Be Respectful. 4. Be Kind. 5. Be Professional

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.

Corrective Action Options are:

- Student Conference
- Restorative Conference
- Demerits
- Lunch Detention

- Learning Center
- After School Detention
- In School Suspension
- Loss of School Privileges
- Out of School Suspension (w/Conference prior to returning)
- Law Enforcement
- Alternate Placement
- Expulsion

KEYSTONE CENTRAL SCHOOL DISTRICT

School Wide Positive Behavior Support Matrix					
	Be Safe	***Be Responsible***	***Be Respectful***	***Be Kind***	***Be Professional***
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 • Participate • See something, say something	• Use appropriate language, tone, and volume • Always treat others as you would want to be treated • Include others • Be mindful of the property and materials of others	• Include others in seating and conversations • Offer help	• Take ownership for your actions • Maintain academic honesty • Use appropriate language when speaking/writing • Dress appropriately • Set and work toward academic goals
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	• Use appropriate language, tone, and volume • Follow directions • Cleanup after yourself • Use proper table manners
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	• Get in, get out • Wash your hands • Use materials appropriately • Maintain personal space • Use the bathroom only when necessary
Hallways/ Common Areas/ Gymnasium	• Keep all hands, feet, and objects to yourself • Walk at all times on the right side of the hallway • See something, say something • 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	• Use positive body language • Limit public displays of affection
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	• Use appropriate language, tone, and volume • Take ownership for your own actions • Keep personal belongings to yourself

The KCSD administration believes extra-curricular student-sponsored events and driving to school are considered to be a privilege and not a student right at our school. It is our goal to inform the students of this statement during our opening meetings during the first week of school. If a student earns a minimum of 4 demerits in a quarter or 8 demerits in any semester, they will have their privilege to attend or participate in student-based extra-curricular events and driving privileges suspended for the remainder of the semester. Demerits will reset at the start of each semester.

Demerits will be gained as follows:
1 lunch detention = 1 demerit
1 after school detention (not as a result of time served in the learning center) =
1 day of Learning Center/In-School Suspension (ISS) = 2 demerits
1 day of Out-of-School Suspension (OSS) = 3 demerits

The calendar is subject to change due to weather and other emergency conditions. A current calendar is always available on the website.

2026-2027
School Calendar

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					5

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						20

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						19

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					17

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						19

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						20

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						3

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.

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