



Keystone Oaks Middle School

1002 Kelton Avenue, Pittsburgh, PA 15216

(412) 571-6000

www.kosd.org

2023 - 2024

Parent and Student Handbook/Code of Conduct

Mission Statement

Excellence in engaging, empowering, and enriching today for tomorrow's expectations

**KOMS
PARENT AND STUDENT
HANDBOOK
2023-2024**

**KEYSTONE OAKS MIDDLE SCHOOL
ADMINISTRATION/FACULTY/STAFF**

Dr. Jeffrey Kattan Principal
Mr. Scott Mizikar Assistant Principal

Ms. Alexa Dines..... Counselor
Mrs. Sharrisa Shatten Counselor
Ms. Carley Devine Mental Health Therapist

Mrs. Bonnie Lawrence Secretary

Ms. Gabby Martin Nurse

Ms. Allyson Hepler..... Librarian

FACULTY

6th Grade Team

Mrs. Lori DeMartino	Social Studies
Mr. Patrick Falsetti	Math
Mr. Adam Gavlak	English/LA
Ms. Kristen Leitch	Math
Mrs. Lisa McMahan	English/LA
Mrs. Carolyn Manko	Science
Ms. Lisa Plowman	English/LA
Mrs. Elizabeth Ruse	Math
Mrs. Lauren Smathers	ESL

Special Education Teachers

Mr. Adam Brown
Mrs. Candy Bush
Mrs. Hope Harris
Mr. Mark Iampietro
Ms. Emily Milbert
Mrs. Melissa Palmieri
Ms. Brooke Turnbull

7th Grade Team

Ms. Kelly Connolly	English/LA
Mrs. Debra Dietrich	Math
Mr. Adam Gavlak	English/LA
Ms. Gina Huss	English/LA
Mrs. Beth Papotnik	Science
Mrs. Elizabeth Ruse	Math
Mrs. Lauren Smathers	ESL
Mrs. Amy Torcaso	History
Mr. Ryan Warner	Math

Elective Teachers

Mr. Andrew Bell	BCIT
Mr. Bill Eibeck	Band/Music
Mrs. Jen Hallam	Art
Mr. Joe Klipa	PE/Health
Mrs. Michele Lowers	Spanish
Mr. Steve McCormick	PE/Health
Mrs. Julie O'Mara	French
Mr. Dennis Sarchet	Tech Ed
Mrs. Carol Smith	Chorus/Gen Music
Mr. Richard Smith	Orchestra

8th Grade Team

Mrs. Teresa Bailey	English/LA
Mr. Adam Gavlak	English/LA
Mrs. Kathy Geisler	English/LA
Mrs. Jennifer Jones	Math
Mr. Mark Kopper	History
Mr. Matt Passarello	Math
Mrs. Nadine Pisani	Science
Mrs. Elizabeth Ruse	Math
Mrs. Lauren Smathers	ESL

Paraprofessionals

Mrs. Diane Ferguson
Ms. Margie Regan

Refer to the District website for individual faculty phone numbers and email addresses.

This Code of Conduct was approved by the Keystone Oaks Board of School Directors on June 20, 2023.

- Policies for Anti-Discrimination
 - [Policy 103](#)
 - [Policy 104](#)
 - Title IX Coordinator – Ms. Suzanne Lochie lochie@kosd.org (412) 571-6013. Director of Pupil Services
 - Section 504 Coordinator – Ms. Suzann Lochie lochie@kosd.org (412) 571-6013.

- Student Records Notice
 - [Policy 216](#) and [Attachment 216 AR-1](#) and [216.1](#)
 - Dr. Jeffery Kattan or Mr. Scott Mizikar Building Level contact
 - Suzanne Lochie, Director of Pupil Services, District Level contact lochie@kosd.org 412-571-6000

- English as a Second Language Notice
 - [Policy 140](#)
 - Please contact Dr. Shannon Varley, Assistant to the Superintendent Academic Achievement. varley@kosd.org (412) 571- 6000

- Gifted Program
 - [Policy 114](#) – Gifted Education.
 - Please contact Dr. Shannon Varley, Assistant to the Superintendent Academic Achievement. varley@kosd.org (412) 571- 6000

- Special Education Programs and Services Notice
 - Policy [113](#), [113.1](#), [113.2](#), [113.3](#), and [113.4](#)
 - Annual Notice See page 32
 - Please contact Ms. Desiree Burns, Director of Special Education. burns@kosd.org. (412) 571-6000

- Student Wellness Notice
 - [Policy 246](#)
 - Please contact Mr. Kevin Lloyd, Director of Food Services. lloyd@kosd.org. (412) 571-6059

- Internet/Email Use by Students Notice.
 - [Policy 262](#)

- Homeless Students Notice
 - [Policy 240](#) See page 28
 - Please contact Suzanne Lochie, Director of Pupil Services, lochie@kosd.org 412-571-6000

- School Counseling Services. See page 31.
 - Please contact Suzanne Lochie, Director of Pupil Services, lochie@kosd.org 412-571-6000

KEYSTONE OAKS MIDDLE SCHOOL
2022-2023 BELL SCHEDULE
All Buses Arrive Between 7:20 A.M. - 7:35 A.M.

KOMS - Regular Bell Schedule 2022-2023

Period	Time	Period	Time	Period	Time
HR	7:45-7:50	HR	7:45-7:50	HR	7:45-7:50
1	7:53 - 8:33	1	7:53 - 8:33	1	7:53-9:16
2	8:36-9:16	2	8:36-9:16		
3	9:19-9:59	3	9:19-9:59	2	9:19-10:42
4	10:02-10:42	4	10:02-10:42		
Access	10:44-11:14	Access	10:44-11:14	Access	10:44-11:14
Lunch	11:16-11:46	5A	11:16-11:56	3	11:16-12:38
5b	11:48-12:28	Lunch	11:58-12:28		
6b	12:30-1:10	6b	12:30-1:10	Lunch	12:40-1:10
7	1:13-1:53	7	1:13-1:53	7	1:13-1:53
8	1:56-2:36	8	1:56-2:36	8	1:56-2:36
6th Grade		7th Grade		8th Grade	

KOMS - Two-Hour Delay Bell Schedule 2022-2023

Period	Time	Period	Time	Period	Time
HR	9:45-9:50	HR	9:45-9:50	HR	9:45-9:50
1	9:53-10:20	1	9:53-10:20	1	9:53-10:50
2	10:23-10:50	2	10:23-10:50		
3	10:53-11:20	3	10:53-11:20	2	10:53-11:50
Lunch	11:23-11:53	4	11:23-11:58		
4	11:55-12:30	Lunch	12:00-12:30	3A	11:53-12:35
5b	12:32-1:07	5A	12:32-1:07	Lunch	12:37-1:07
6b	1:10-1:37	6b	1:10-1:37	3B	1:09-1:37
7	1:40-2:07	7	1:40-2:07	7	1:42-2:07
8	2:10-2:36	8	2:10-2:36	8	2:11-2:36
6th Grade		7th Grade		8th Grade	

When the district has an early dismissal for students, the school day will still begin at 7:35 and will end at 11:00.

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All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.

ACCESS TIME

Access periods are available to all middle school students. The time is provided for students to complete class assignments, make-up tests, and see specific teachers for extra tutoring. Students are expected to use this time productively and to abide by the following rules while in Access:

1. Students must bring academic material to work on to every Access period.
2. Students are expected to work quietly.
3. Students must request permission and acquire a pass from the teacher to leave Access for any reason. 4. Access teachers may issue passes for students to work in the library, but admittance is at the librarian's discretion.
5. Students who wish to leave Access to work with a teacher must make arrangements with that teacher and confirm that the Access teacher will be notified (handwritten note, email, etc.).
6. Students are expected to follow all rules and policies defined by the Access teacher.

ACTIVITY BUSES

After school activity buses are provided as follows: Monday through Thursday, the activity bus departs from the high school cafeteria at 5:15 P.M. unless otherwise announced. Beginning shortly after the school year begins, there is an additional activity bus scheduled to depart from the high school cafeteria on Tuesday and Thursday at 4:00 p.m. The announcement will be made via school messenger as well as during homeroom announcements regarding the starting date for this bus.

There will be separate buses for the Castle Shannon and Green Tree areas. Please note that these buses do not let students off at their normal A.M. and P.M. stops, but rather at selected sites along the major roadways in each community. All students are reminded that the activity buses are a service provided for the benefit of students and the privilege may be revoked for misconduct - all regular bus regulations apply. Students participating in events which return them to the middle school after 5:30 P.M. will have to arrange for their own transportation home.

ANTI-BULLYING ([Board Policy 256](#))

The Keystone Oaks School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The School District seeks to avoid these adverse effects, maintain the safety of the school environment and provide opportunities to rehabilitate a student who has engaged in bullying.

Bullying shall be defined as an intentional and unwelcome electronic (cyber), written, verbal, or physical act, or series of acts that has these characteristics:

1. It is directed at another student or group of students.
2. It is severe, persistent or pervasive.
3. It has the effect of:
 - a. Substantially interfering with a student's education.
 - b. Substantially disrupting the orderly operation of the school.
 - c. Creating a threatening environment
4. Occurs in a "school setting:" "School setting" shall mean in the school, on school grounds, in school

5. vehicles, on contracted school vehicles, at a designated bus stop, or during any activity sponsored, supervised, or sanctioned by the school and/or District.

The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the requirements of number 3 (above).

Examples of bullying include, but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student's property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student's education opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, and/or dehumanize a student.

Cyber harassment of a child is a form of bullying. A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:

1. Seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition.
2. Threat to inflict harm.

The law makes cyber harassment of a child a third-degree misdemeanor, punishable by a maximum of \$2,500 fine and/or one year in prison. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile's record being expunged.

Course of Conduct – A pattern of action composed of more than one act over a period of time, however short evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawing, caricatures or actions, either in person or anonymously.

Emotional distress – A temporary or permanent state of mental anguish.

Seriously disparaging statement or opinion – A statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim's age and which produces some physical manifestation of the distress.

Every student and employee shall take the responsibility of respecting the rights of others and creating a safe, caring, positive climate throughout the District.

It shall be a violation of District Policy for any student or adult to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation. In addition, cyber harassment is a criminal offense under PA Act 26 of 2015 and may be deemed to have been committed at the place where the child who is the subject of the communication resides.

Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith

initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The Principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his designee shall investigate the complaint.

ARRIVAL/DISMISSAL PROCEDURES

Students arriving before the official beginning of the school day at 7:35 A.M. are to report to an area designated for early arrivals. Students will not be permitted to go to classrooms, the library, or other areas of the building without permission slips. An area in the cafeteria will be set aside for those students desiring to purchase breakfast. It is understood that early bus students will be entering the building as soon as their buses arrive, but walkers should not normally plan to arrive before the 7:35 A.M. entry time. Students are not permitted to loiter outside the building.

Walkers: Students who walk to and from school are expected to respect the rights and property of residents. Inappropriate behavior on the way to or from school may be handled as a school problem. Students should avoid walking or loitering in the alleys. Additionally, students are expected to obey all traffic signals and use crosswalks. If any serious problems occur, the local police may be notified.

Middle school students should go directly home immediately after dismissal unless taking part in a scheduled activity. No student is permitted inside of the building without a supervising adult. Any student found in the building after dismissal, without supervision, will be asked to leave immediately.

Bus Riders: Bus regulations are listed in another section of this handbook. These rules are to be reviewed and followed by all bus riders. Violations can result in the loss of riding privileges. Middle school students should report directly to the bus stop in the morning and directly home from the bus stop in the afternoon, and must be considerate of the rights of other students. For a temporary, one day bus pass, a written note must be submitted to the office. Requests for temporary bus changes during the year are honored for emergency situations only.

ALERT SYSTEM

The Keystone Oaks School District utilizes ParentSquare for all emergency and non-emergency notification, which will notify you of school delays or cancellations due to inclement weather or contact you regarding other important notifications. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by telephone, txt, or email. Please be certain that the District has your most current information, ensuring that we have up to three telephone numbers and, if available, an email address on record. If your information changes, please contact the school office immediately.

ASSEMBLIES

At various times during the year, assemblies will be held for the appreciation and enjoyment of the student body. Students are expected to respond to the assembly presenters in a polite and respectful manner. It is important that visitors leave with a positive feeling about our school and our accomplishments. REMEMBER, the privilege to attend assemblies is not guaranteed; it is earned by the demonstration of appropriate and acceptable behavior.

- Sit only in designated seats when assigned.
- Become silent when any person steps to the microphone during any presentation.
- Do not whistle or make inappropriate noises. Polite applause is expected when appropriate.

ATTENDANCE ([Board Policy 204](#))

The School District recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence. The School District shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.

A student shall be considered to be in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

The School District shall excuse the following students from the requirements of attendance at the schools of this District:

1. On certification by a physician, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
6. Students fifteen (15) years of age or fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work, or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written parental/guardian request.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The District may limit the number and duration of non-school sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at District schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension may not be considered an unexcused absence.

Parental Notification

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation.
2. Include a description of the consequences if the student becomes habitually truant.
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The District may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Student is Habitually Truant

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School

Attendance Improvement Conference.

Filing a Citation

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Supervisor of Special Education shall be notified and shall act to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. Discipline the District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

BUS CONDUCT ([Board Policy 810](#))

Proper behavior on a school bus is essential for the safety of all passengers.

School buses and vehicles may be equipped with audio and/or video recording equipment. The Board authorizes use of such equipment for school discipline and security purposes. Each school year, the Superintendent or designee shall notify students and their parents or guardians of this policy by letter mailed to the students' home addresses. Notice that students may be audio recorded must be posted clearly visible on each school bus or school vehicle that is furnished with audio-recording equipment.

It shall be the responsibility of the building principal and/or designee, to ensure that students are appropriately supervised when riding District buses.

To assure the safety of all passengers, the Board has adopted the following Rules of Conduct:

- a. Each student shall be seated immediately upon entering the bus.
- b. No student shall stand or move from place to place during the trip. Students must keep their feet out of the aisle once seated.
- c. Loud, boisterous, profane language, or indecent conduct, shall not be tolerated.
- d. Smoking/vaping is prohibited on the bus.
- e. No items of any kind shall be thrown in or from the bus.
- f. The bus driver has the same authority over a student as does a teacher in the classroom.
- g. Students must board and leave the bus only at their assigned stop.
- h. Bus passes will be issued to all students and must be shown to the driver or school personnel upon request.
- i. Vandalism to the bus will not be tolerated.
- j. Any violation of school policy

FIRST OFFENSE

A warning will be given to the student. The Principal will consult with the student and notify the parent. The Principal will work with the driver to assign the student a seat on the bus for the remainder of the semester.

SECOND OFFENSE

Transportation privileges will be suspended for a specific period of time, or the student will be suspended from school. A parent conference will be held.

THIRD OFFENSE

Transportation privileges will be suspended for the remainder of the semester, or the student will be suspended from school. A conference will be held with the parents to discuss the conduct of the student.

A student that is removed from the bus for the remainder of the semester for disciplinary reasons shall observe the following procedure to request a reinstatement of his/her bus riding privileges:

- a. Student and parent/guardian must submit written request to building principal requesting reinstatement of riding privileges.
- b. Student and parent/guardian must participate in a conference with the Principal and student transportation personnel to review student conduct and evaluate request.
- c. At the completion of the conference, the District will decide the student's bus riding status.
- d. If the District reinstates the student's riding privileges, the student will be placed on probationary status for the remainder of the school year.
- e. An infraction of the rules of bus conduct committed by a student on probationary status will result in suspension of bus riding privileges for the remainder of the school year. Should this occur, the student and his/her parent/guardian must again for restoration of riding privileges for the first semester of the following year.

Third offenses committed during the last thirty (30) days of the school year will result in suspension of transportation privileges for the first semester of the following year.

SERIOUS OFFENSE

(Including, but not limited to smoking and vandalism)

Offenses of a serious nature that affect the health or safety of bus occupants or damage the bus will result in suspension from school even though the offense is a first infraction of the rules. Parents/guardians of students guilty of vandalizing a bus will be responsible for the cost of repairs to the bus.

Nothing set forth in the policy will be applied in violation of the rights of students as provided under the Individuals with Disabilities Education Act, as Reauthorized.

CAFETERIA

The food program is operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.

Food sold by the school may be purchased by students and district employees, but only for consumption on school premises or on school-sponsored field trips. The price charged to students is established annually by the District in compliance with state and federal laws:

	2022-2023 Cost
Secondary Breakfast	Free
Secondary Lunch	\$2.85

The District does provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.

The District does make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. Those with special dietary needs should contact the Director of Food Service at 412-570-6059.

Individual school meal accounts are assigned to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

Parents/guardians will be notified when the student's school meal account reaches a low balance.

Parent/guardians will be notified when the student's school meal account reaches a negative balance. The notice shall include information on payment options.

The District will provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal or to withhold select categories of food items.

When a student owes money for five (5) or more school food program meals, the District will make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.

Communications regarding money owed by a student for school meals will be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

The District shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance unless a parent/guardian has provided notice to the District to restrict or deny items.

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year and will travel with the student

throughout their enrollment in the District.

Reasonable efforts will be made by the District to collect unpaid meal charges from parents/guardians. Efforts taken in the collection will not have a negative impact on the student involved, but will focus primarily on the parent/guardians responsible for providing funds for meal purchases. Negligent debt will be sent to the local Magistrate for collection, and parent(s)/guardian(s) are responsible for all court costs and fees assigned by the magistrate for the collection of monies due to the cafeteria.

Students are expected to leave the cafeteria clean and to return tray, dishes, utensils, and trash to the proper places. Violators will be subject to suspension and loss of cafeteria privileges and the cost of discarded or damaged property.

Theft of any kind in the cafeteria is a suspendable offense and may result in the prosecution of a student under the criminal code of retail theft.

CHANGE OF ADDRESS

Students who move during the school year or who have their home addresses, emails, or phone numbers changed for any reason must report this new information and verifiable proof to the main office immediately. Failure to do so may result in sanctions and/or withdrawal from the district until proper information is obtained.

CHEATING AND PLAGIARISM

Academic dishonesty involves stealing something that is abstract. It includes, but is not limited to, copying another's homework, plagiarism which is submitting someone else's work as the student's own (this includes having parent/guardian/guardians do a student's paper or work), copying any part of another's work without proper attribution using MLA or APA documentation, filling in answers for another student, or using or attempting to use unauthorized aids during a test, quiz, project, or other academic exercise intended for assessment or evaluation purposes. Academic dishonesty also includes an unauthorized taking or attempt to take questions and/or answers to quizzes or tests either before or after the quiz or test.

Cheating and/or plagiarism in any form will not be condoned. All such incidents will be reported to the principal on a disciplinary referral form. The incident will become part of the disciplinary record and written notification will be sent to the parent/guardian/guardian.

Penalties for cheating and plagiarism apply to the student who steals or copies another's work and, where it is applicable, the student whose work is copied.

For the first offense students will receive an automatic zero for the assignment. For any additional infractions in any class, the student will receive a zero on the assignment, along with additional disciplinary consequences as outlined in the Code of Conduct.

CONTROLLED SUBSTANCES/PARAPHERNALIA ([Board Policy 227](#))

The Keystone Oaks School District prohibits the use, possession, sale, distribution, and consumption of any amount, and/or the procurement or solicitation of alcohol, restricted drugs, or look alike drugs, or any aspect of any transaction relating thereto, while a student is attending school or at any school sponsored or school

approved activity, occurring before, during or after school hours, at school or on any School District property, and/or while traveling to and from school in a School District provided vehicle. The School District also prohibits the possession, use or distribution or any aspect of any such transaction with respect to drug paraphernalia on school property, in school lockers, on school buses, at school stops, or at any school sponsored activity. Finally, the Keystone Oaks School District prohibits the use and/or consumption of any amount of alcohol or restricted drugs prior to attending school, or at any school sponsored activity.

Violation of this policy shall be cause for a student to be disciplined in accordance with Board Policy No. 233 - Suspension and Expulsion.

1. **Restricted Drugs** – Includes opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all those substances as designated as “controlled substances” and prohibited by the Controlled Substance Drug, Device and Cosmetic Act, or any comparable or related state or federal statute or regulation.
2. **Look-Alike Drug, Substance, Liquid or Device** – A non-controlled drug, substance, liquid or device which, in its overall appearance substantially resembles in size, shape, color and/or markings or lack thereof, a controlled substance, drug, liquid, alcoholic substance or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic substance or device.
3. **Alcoholic Substance** – A substance intended for consumption with percentage alcohol content, including but not limited to liquor, beer, wine and grain alcohol. Substance containing alcohol for medical purposes and necessary to the treatment of an existing condition shall not be included within this definition if properly registered with the school nurse.
4. **Drug Paraphernalia** – Includes those items listed in the Controlled Substance, Drug, Device and Cosmetic Act, as well as any material(s) fashioned with the intent to use. Drug paraphernalia shall also include any forged, stolen, or blank prescription forms.
5. **Use** – Means to ingest, inhale, inject, imbibe or otherwise cause a restricted drug or alcohol to reach the bloodstream or digestive tract.
6. **Possession** – The possession of any restricted drug, alcohol, any material purported to be such (look alike or imitation drugs) or drug paraphernalia. The finding of any such restricted materials in a student’s locker shall be deemed to constitute possession by the student. Any such restricted materials found in an automobile used by a student and located on school property shall also result in the student being deemed to be in possession of the restricted material.
7. **Distribution** – To give possession of a restricted drug, alcohol, any material purported to be such (look alike or imitation drugs) or drug paraphernalia to another person, whether or not for compensation for sale.
8. **Student Assistance Team** – School District designated multidisciplinary team trained in awareness and understanding of chemical use, abuse and dependency. The responsibility of the Team is to receive referrals, collect, and analyze data concerning each referral, and to make recommendations regarding each referral.
9. **Cooperative Behavior** – The willingness of the student to work with staff and school personnel in a reasonable and helpful manner. Cooperative behavior shall include, but not be limited to, the student’s compliance with requests and/or recommendations made by the Student Assistance Team.
10. **Uncooperative Behavior** – Includes the resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, destruction of property and flight shall constitute examples of uncooperative student behavior. For purposes of this policy, uncooperative behavior shall also include refusal of the student and/or his or her parent or guardian to comply with the requests and/or recommendations of the Student Assistance Team.

Restrictions on Student Conduct/ Procedures

1. The possession, sale, use and/or distribution of any amount of alcohol, restricted drugs, look alike drugs or drug paraphernalia are strictly forbidden. This prohibition applies while a student is on school grounds, is anywhere during a school-sponsored activity, occurring before, during, and/or after school hours, is anywhere under the jurisdiction of the school district or while using school district provided transportation. Students in violation of the prohibition will be subject to the provisions and procedures contained in Board Policies regarding suspension or exclusion from school.
2. The use by any student of any amount of alcohol or restricted drugs prior to attending school or any school sponsored activity or event, or being carried by school district provided transportation, regardless of the time of day of his/her attendance at school or the school sponsored activity or event, or the time of day of the transportation, and/or regardless of the location of the activity or event, is also strictly prohibited, and will subject the student to suspension or expulsion from school in accordance with applicable Board policies.
3. The appropriate school authorities, building principal or designee, shall notify the police and/or other appropriate authorities of any incident in violation of this policy and obtain positive identification of the substance involved as expeditiously as possible.
4. A student may not possess or use any prescription or non-prescription drug except in accordance with district policies. Notwithstanding the foregoing, a student who brings a prescription or non-prescription drug to school in compliance with the aforementioned policies shall still be prohibited from selling or otherwise distributing the drug to any other individual.
5. Any student who, prior to being cited or investigated for a violation of this policy, voluntarily comes to a district staff member seeking help for a drug or alcohol use/abuse problem shall be exempt from the disciplinary aspects of this policy. This exemption shall be granted if, in his/her professional opinion, the Superintendent, principal or designee, believes that the student is acting in good faith to seek help to address his or her problem.
6. Any student engaged in activities prohibited by this policy will be referred to the Student Assistance Team. The Student Assistance Team will process the student as a referral, issue behavioral assessment forms to the teacher(s) of the student, collect and evaluate the feedback, and interview the student and/or parents or guardians.
 - a) Recommendations will be established and discussed with the Administration. Final recommendations will be made to the student and his/her parents or guardians by the Administration at a recommendation conference.
 - b) With the exception of those students referred to in paragraph (5) above, a student who does not agree to and comply with the Administration's recommendations within two (2) weeks of the recommendation conference may be subject to further disciplinary action by the Administration and Board of School Directors. In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

Anabolic Steroids

The Board prohibits the use of anabolic substance by students involved in school related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancements of athletic abilities are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid if prescribed for a valid medical use.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The Board prohibits coaches, sponsors, and other representatives of the District from encouraging, supplying, promoting, or condoning the use of performance or body enhancing drugs (prescription and non-prescription) or supplements.

Reasonable Suspicion/Testing

If based on a student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that a student is under the influence of a controlled substance, the principal is to alert the Superintendent. Based on the Superintendent's recommendation, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

CUTTING CLASS

Illness is the only acceptable excuse for not reporting to class or study hall. If a student becomes ill, he/she must report to the school nurse immediately. Spending the class period in the restroom is not acceptable. Irregular attendance will hamper normal class progress; therefore, the penalties for the violation will be severe and are as follows:

Class cuts – Zero credit for any work or exams missed. The teacher will notify the student's parent/guardian by mail or phone and send a referral form to the administration. One detention per period missed will be assigned by administration

Subsequent cuts of the same class or excessive cuts will result in additional discipline: additional detention, or a form of school suspension.

Detentions may not accumulate beyond five without more severe punishment. Students who do not serve assigned detentions within **one week** will face the following penalties:

- 1.The assigned detentions and
- 2.A form of school suspension including a parent/guardian conference with administration before the student may return to school and
- 3.Ineligibility for participation in extra and co-curricular events.

DANCES – 7th AND 8th GRADE / SOCIALS – 6th GRADE

Basic requirements for all school or PFO Sponsored dances/socials:

- Students who owe obligations (includes disciplinary, financial, and community service) may not attend.
- Students must be dressed appropriately. If a student arrives inappropriately dressed, he/she will not be permitted into the dance.
- All school rules and behavioral expectations apply to after school activities.

DETENTION PROCEDURES

Students are expected to report to detention and remain the entire period. Students will not be admitted if they

are late.

1. Afternoon detention is held Tuesday and Thursday from 2:40 p.m. to 3:45 p.m. Questions concerning detentions or the location to serve detentions can be referred to the main office.
2. Morning detention is held in the main office and begins at 7:00 a.m.
3. Students are expected to sit in their seats and are not permitted to talk. Students are expected to do homework or read.
4. Detentions may not accumulate. Students must serve all detentions on the day they are assigned. Students who do not serve their assigned detentions on the assigned day, without making arrangements in the office, will face the following penalties:
 - a. Additional assigned detentions
 - b. Ineligibility for participation in extra and co-curricular events
 - c. Parent/guardian conference
 - d. A form of school suspension
5. Teachers may assign detention to be served with the teacher or with an after-school monitor.

DRESS GUIDELINES ([Board Policy 221](#))

The faculty and administration believe that student dress is essentially the responsibility of the home and prefer to leave the matter of attire to the judgment of the parent/guardian. However, clothes do make a difference in attitude and behavior and may even reflect upon academic achievement. Any type of dress which endangers health and/or safety, is distracting to the educational environment, or draws unnecessary attention to oneself, will not be permitted. The following items are examples of clothing and dress which are inappropriate:

- No hats, head coverings, or bandanas worn, or carried in school.
- Appropriate undergarments worn and not visible.
- No bare midriffs.
- Shorts and skirts of reasonable length (midthigh).
- No clothing displaying inappropriate messages e.g. apparel that demeans or degrades another, suggest sexual activity (innuendo) or refers to violence, alcohol, drugs or tobacco.
- No extremely tight, loose, or revealing clothing.
- Any tops that expose midriff, bare back, chest, or underwear.

Building administration and faculty have the right to question a student's dress and grooming and take necessary action if an item is not specifically stated above. The building administration will make the final decision of appropriateness.

EARLY DISMISSAL

A written request from a parent/guardian must contain the following information:

1. Full name of student and home phone number
2. Date of early dismissal
3. Precise time of early dismissal
4. Reason for early dismissal
5. Signature of parent/guardian
6. No student will be excused without a note from a parent/guardian. Students may not leave school early unless excused by the school nurse or a principal.

At the discretion of the building principal or his/her designee, an e-mailed early dismissal note may be accepted.

Parents should request doctors and dentists to make appointments after school hours, except in case of emergency. Students must present a note on doctor's script or letterhead, including the office phone number of the doctor or dentist, upon their return to school in order for the absence to be recorded as a medical excuse.

ELECTRONIC DEVICES ([Board Policy 237](#))

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the building administrator, who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring such a device to school.

The District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned and student-owned electronic devices on school property or at school-sponsored events. **Except to the extent expressly authorized by this policy, the Board prohibits the use of cell phones by students during the school day in district buildings; on district property; and during the time students are under the supervision of the District.**

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a district or student owned device or file(s) contained on a district or student-owned device when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and the student's person in parental relation agrees that the District shall have such rights and there is no expectation of privacy that would restrict the District's exercise of such rights.

1. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a person in parental relation.
2. The administrators retain full oversight in their buildings regarding appropriate, necessary, and/or permissible use of electronic devices
3. **Cell phones are to be turned off and out of sight during all instructional periods and activities (the school day).**
4. All related School Board policies shall continue to apply in full force.
5. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their electronic device to school. If a student exercises the option to bring their electronic device to school, the student and the student's person(s) in parental relation understand that there is a limited expectation of privacy with regard to the student owned device and its content while on school premises. Violations of this policy by a student may result in disciplinary action, including but not limited to, confiscation of the electronic device, banning of the student from using personal electronic devices in school, or criminal prosecution if applicable. **When in school, students using their own devices must be logged-in using their district Google credentials.**
6. Appropriate use of electronic devices (including headphones, both wired and wireless), other than cell phones, shall include any use of such devices for educational purposes, such as educational research, which

is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.

7. Student-owned devices permitted for educational use only are not allowed to be used for accessing and/or using social media, sending messages (excluding email), making phone calls or taking pictures or audio recordings during instructional periods and activities.
8. Reasonable use of electronic devices is permitted on district buses and other district transportation vehicles, provided that the use of said device does not disrupt or distract other students, passengers or the operator of the vehicle and does not pose a risk to the safe and orderly operation of the vehicle. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of an electronic device to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate confiscation by District staff, building principal and/or building security.
9. The use of ANY electronic devices in restrooms, locker rooms, health suites or changing areas is strictly prohibited.
10. The use of an electronic device to take, store, disseminate, transfer, view or share any obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly prohibited. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies
11. The Keystone Oaks School District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.
12. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.
13. Students shall not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
14. Many electronic devices contain camera or motion picture recording technology – electronic devices are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.
15. The use of student-owned electronic devices is forbidden during assemblies, in-school suspension, and detention.
16. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone during actual emergencies, text or email messages are permitted.

In addition to the types of use expressly permitted by this policy, the building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. Other reasons determined appropriate by the building administrator.

The building administrator may also grant approval for possession and use of a telephone paging device/beeper

by a student for the following reasons:

- Student is a member of a volunteer fire company, ambulance or rescue squad.
- Student has a need due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building administrator.

ELIGIBILITY-ATHLETIC/CO-CURRICULAR

Disciplinary Obligations

1. Any student holding a “Disciplinary Obligation” will not be eligible to participate in any co-curricular activities including, but not limited to the following:
 - a. Athletic Events
 - b. Athletic Practices
 - c. Club Meetings
 - d. School Sponsored Dances & Social Events
 - e. Practice or Performances for Band, chorus, etc.
 - f. The Fall Play Production
2. “Disciplinary Obligation” is acquired by failing to attend and appropriately complete assigned detentions and is not removed until the student fulfills the assigned disciplinary obligation.
3. Students must be present at least one half of a school day (a minimum of four full academic periods not including lunch) in order to participate that day or evening in athletics or any other school related activities as described in Section I above. Students who are sent home by the nurse due to illness may not participate in afterschool or evening events as noted in Section I.

Athletic Eligibility

Students must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or the Western Pennsylvania Interscholastic Athletic League (WPIAL).

Keystone Oaks student athletes must be passing a minimum of four (4) full credit subjects, not be failing more than one course, on a weekly basis, and have a minimum GPA of 2.0. The school administration may revoke the privilege of participating in athletics at any time for disciplinary reasons, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards.

External suspensions are considered absences from school and are applied to the eligibility requirement. (See the Athletic Director for detailed athletic eligibility information and other athletic policies.)

EMPLOYMENT CERTIFICATES/WORK PERMITS

Work papers may be secured in the High School Main Office. The application must be completed and signed by the student’s parent/guardian and the student. The completed application is to be returned in person to the High School Office along with a birth certificate, baptismal certificate, or some other certified evidence of age. The work permit will then be issued. After school jobs are not a valid excuse for missing detention. A student may have his/her employment certificate revoked for cutting detention.

Hours of Employment - Ages 14 and 15*

- *During School Term*
 - Maximum three hours on school days; eight hours on any other day, and 18 hours per school week (Monday through Friday), and only at a time that does not interfere with school attendance. Eight additional hours may be worked on Saturdays and Sundays.
- *During School Vacations*

- Maximum eight hours per day, 40 hours per week.
- *Night Work*
 - Employment is prohibited after 7:00 p.m. and before 7:00 a.m.

Exceptions:

During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

FIELD TRIPS/EVENTS AND TRIPS ([Board Policy 121](#))

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips can supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, can arouse new interests among students, can help students relate school experiences to the reality of the world outside of school and can afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a “field trip” shall be defined as a journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and is conducted for the purpose of affording a firsthand educational experience not available in the classroom.

The Superintendent shall prepare procedures for the operation of a field trip which shall ensure that:

- a. the safety and well-being of students shall be protected at all times;
- b. a Parental Consent Form is signed and obtained before any student may be removed from school for a field trip;
- c. the building administrator approves the purpose, fund-raising, itinerary and duration of each proposed trip;
- d. no fund-raising shall occur prior to Board approval of the trip;
- e. each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness.
- f. the effectiveness of field trip activities is monitored and continually evaluated;
- g. teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips.
- h. adequate chaperones should be provided in relation to the age of students, size of group and nature of activity.

GAMING

No gaming, gambling, or wagering is permitted in school.

HALL PASSES/RESTROOM PASSES

The middle school will be using a digital hall pass system, e-hallpass, for this school year. This system will allow the students to seamlessly request a pass to use the restroom, schedule a meeting with a teacher, or ask for a pass to see a building principal. This program will also allow the administration to limit passes when certain students should not be in the hallway or in the restroom at the same time. Finally, the teachers will be able to see the number

of passes a student has used in a day and the time they have already been out of the classroom. We will also be able to share this data with parents in an effort to provide the best education for their children. Students will still have the same access to the building as they did last year, but the e-hallpass will allow for more control of the facility to keep everyone safe. Misuse of the **restroom/hall pass** will result in a loss or restriction of pass privileges and possible disciplinary action. Since each student should remain in the classroom to obtain the best possible education, leaving the classroom should not become a regular occurrence. A student will be required to provide documentation from a physician if he/she has a need to use the restroom on a regular basis while class is in session.

HEALTH SERVICES

The Health Office is staffed by either a full-time certified school nurse or nurse assistant. Services include but are not limited to emergency and first aid care for injuries, assessment and care of illnesses, administration of medications, health counseling, and management of chronic or serious health conditions.

Except for emergencies, students reporting to the Health Office must first obtain a hall pass from the classroom teacher. Students are not permitted to come to the Health Office between classes without a pass. Students who are too ill to remain in school will receive an early dismissal. Only the school nurse may authorize an early dismissal due to illness.

Medication – In accordance with [**Board Policy 210: Medications**](#)

The administration of prescribed medication to a student during school hours in accordance with the written direction of the student’s licensed medical healthcare provider and the written request of the parent/guardian will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.

The administration of over-the-counter medication will also be permitted with the written consent of the parent/guardian.

The District shall act in a manner consistent with the ADA, Section 504, the IDEA and all other laws protecting the rights of students with disabilities.

Whenever a student has a Section 504 plan and/or IEP, that plan supersedes this policy to the extent it contains different and/or more detailed provisions than those set forth in this policy.

Definitions

Licensed medical healthcare provider – A medical doctor (MD), osteopathic physician (DO), dentist, physician assistant, and certified nurse practitioner, who can legally prescribe medications in the Commonwealth of Pennsylvania.

Nurse paraprofessional – An individual who is a registered nurse (RN) or a licensed practical nurse (LPN) in Pennsylvania. Nurse paraprofessionals work under the supervision of a School Nurse.

Over-the-counter (“OTC”) medication – Medication which can be purchased or obtained without a licensed medical healthcare provider’s written prescription. As set forth below, the use of OTC medications in the District will require written consent of the parent/guardian.

Prescription medication – Medication which can only be purchased or obtained with a licensed medical healthcare provider’s written prescription. As set forth below, the use of prescription medications in the District will require a written order from the student’s licensed medical health care provider and with the written consent of the parent/guardian.

School nurse – An individual qualified and certified by the Pennsylvania Department of Education as a Public-School Nurse (CSN), and serving the District in that capacity.

Guidelines

Delivery of Medication

All medication must be in an original pharmaceutical container bearing the date, the student’s name, the physician’s name, the instructions for administration, dosage, frequency, the pharmacist’s name, and the pharmacy label.

Medication and/or medical devices, whether prescription or nonprescription, shall be delivered to the office of the school nurse in the building to which the student is regularly assigned. Students' possession and self-administration of asthma inhalers is permitted, in accordance with Policy No. 210.1 concerning the use of such devices.

Medications will be stored in a locked container in the School Nurse’s office unless the physician indicates in writing that the medication needs to be kept with the student. Medications requiring refrigeration shall be appropriately refrigerated. The Building Principal and the School Nurse shall oversee the proper storage of all medications in the building.

Any medication/medical device provided to the District for a chronic condition will be returned only to the parent/guardian at the end of each school year, and the District will record the date, time, amount and signature of the parent/guardian to whom the medication was returned. A new physician’s order, parent/guardian consent form and supply of medication will be required at the commencement of each school year, in instances where the medication must be continued for the student.

Medication Registration

Before any medication, whether prescribed or OTC, may be administered to, or self-administered by, any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability and responsibility for administration of any or all medications.

Student Self-Administration of Medication

Before a student may possess/self-administer medication in the school setting, the District shall require the following:

1. All requirements for “Medication Registration” are completed, including parent/guardian permission for student to possess/self-administer such medication.
2. A written acknowledgement from the School Nurse that the student has demonstrated that s/he is capable of self administration of the medication in the school setting. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity and demonstration of responsible behavior.
3. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety

precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

Prescribed medication which must be measured or poured immediately prior to use or which must be administered by syringe, may be self-administered. However, self-administration must be in the presence of the School Nurse or Nurse Paraprofessional.

Students shall be prohibited from sharing, giving, selling, and using a medication in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard medication may result in loss of privilege to self-carry medication and disciplinary action in accordance with Board policy and applicable procedural safeguards.

Personnel Involved in Administration/ Supervision or Self-Administration of Medication

1. The School Nurse is designated as the primary person responsible for the administration of medication, supervision of self-administration of medication, and supervision of the use of medical devices, whether prescription or nonprescription; however, students are permitted to possess and self-administer asthma inhalers and epinephrine auto-injectors in accordance with Policy No. 210.1. The School Nurse shall be responsible for:
 - a. Conferring with parent/guardians.
 - b. Administration of medication and/or the use of medical devices in certain circumstances as required by law.
 - c. Maintenance of the records of administration or self-administration of prescribed and/or nonprescribed medications and/or the use of medical devices pursuant to the policy.
 - d. Alerting appropriate school staff to possible side effects of the medication. Notifying and alerting appropriate staff if the student is to refrain from any specific school activity.
 - e. Conferring with parent/guardians.
 - f. Conferring with physicians and pharmacists as necessary.
 - g. Supervising the self-administration of medication and/or use of medical devices by students, PROVIDED, HOWEVER, that when the School Nurse is unavailable, and it is not medically required that the School Nurse supervise the student's self-administration of medication, approved personnel will supervise the self-administration of medication.
2. In appropriate circumstances, after consultation between the building principal and the School Nurse, the building principal may designate in writing appropriate personnel to supervise the self-administration of medication/medical devices, whether prescription or non-prescription. They shall be responsible for:
 - a. Adhering to the directives provided by the School Nurse in the supervision of self-administration of medication and/or use of medical devices by students.
 - b. Reporting to the School Nurse any apparent observable side effects and any other difficulty in the student's self-administration of medication and/or use of medical devices.
3. Responsibility for measuring or pouring medications and/or injecting medications shall rest with the School Nurse and/or Nurse Paraprofessional, the student themselves, where appropriate, or the student's parent/guardian, or other adult individual designated by the parent/guardian and the student's physician as an appropriate individual to administer the medication.

All prescribed and OTC medications shall be administered (or supervised in the event of the student's self-administration) by the school district nurse, or other appropriately trained and designated district staff.

HOMELESS STUDENTS & THE MCKINNEY VENTO ACT

The McKinney Vento Act is a policy of Congress, passed in 1987, which states educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Students are considered “homeless” and entitled to protection under the McKinney Vento Act under these circumstances:

- Sharing housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations, are living in emergency or transitional shelters, are abandoned in hospitals
- Primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human being
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- “Migratory Children” whose parents are migratory agricultural workers, including dairy workers and fisherman, who have moved from one school district to another in the preceding 36 months
- Awaiting foster care placement
- “Unaccompanied Homeless Youth” any child who is not in the physical custody of their parents or guardian. They may have run away, been thrown out of their home, been abandoned by parents, or separated from their parents for any reason

The McKinney Vento Act indicates that every school district shall, according to the child’s best interest:

- 1.) Continue the student’s education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during the academic school year
- 2.) For the remainder of the academic year, if the child becomes permanently housed during an academic year 3.) Enroll students in a public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

School Placement based on the Best Interest of the Child/Youth:

Appropriate school placement arrangements, based on the child’s best interest, should be implemented through cooperative efforts of the respective chief school administrators. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the District shall comply, to the extent feasible, with the request made by the parent or guardian regarding school selection, shall attempt to minimize disruptions and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

In determining the best interest of the child or youth under McKinney-Vento Act, the District shall:

- 1.) Keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child’s or youth’s parent or guardian
- 2.) Provide written explanation, including a statement of regarding the right to appeal, to the homeless child’s or youth’s parent or guardian, if the District sends such a child or youth to a school other than the school of origin or a school requested by the parent or guardian
- 3.) In the case of an Unaccompanied Youth, ensure that the homeless liaison considers the views of the unaccompanied youth and provides notice to the youth regarding the right to appeal

If you have any questions regarding the education of homeless youth or if your family is experiencing an episode of homelessness, please contact the **Director of Pupil Services, Homeless Liaison, Suzanne Lochie** at 412-571-6013 or lochie@kosd.org.

HOMEWORK

Parent/Guardian(s) are urged to help assure that all out-of-class work is completed. Some nights the time spent may be more, other nights it may be less. When a student is legally absent, she/he will receive one additional day to make up work and/or tests. Questions concerning homework load should be directed to the student's teachers(s) and/or counselor.

HONOR ROLL ([Board Policy 212](#))

The district has developed procedures for the utilization of an electronic grade book system. However, while these procedures do provide guidance, the teacher shall maintain the right and responsibility to determine student grades and other evaluations within Board Policy or Administrative Procedures.

At the end of each grading quarter, the teacher, using his/her professional judgment, will qualify and verify these grades as they are then represented as quarterly progress grades on the report card. Thereafter, the teacher will qualify and verify the final course grade upon completion of the course.

Subject to the limitations described in the immediately preceding paragraph, the electronic grade book system at Keystone Oaks Middle School functions as follows:

- A = 90.00%-100%
- B = 80.00%-89.99%
- C = 70.00%-79.99%
- D = 60.00%-69.99%
- F = 59.99% and below
- I = Incomplete

LIBRARY

The library is a centrally located resource center that is available and accessible to all students. It is a place for learning, self-development, and enjoyment. The librarian assists students in finding materials for class assignments, leisure reading, and special interests. The library maintains a web page and the student can access many materials from home via their student account.

The library opens at 7:30 a.m. and normally remains open all day. Students may use the library when the library is open. Students will not be admitted to the library from Access without a pass from their teacher. Items borrowed from the library must be properly checked-out at the desk and returned on the due date. Students are completely responsible for items borrowed under their name. Fines will be assessed for overdue materials. Unpaid fines will result in a financial obligation.

LOCKERS

An individual locker is assigned to each student; the student is responsible for locker care. No obscene pictures are permitted in lockers.

Regarding locker searches, student lockers are school property and remain at all times under the control of the school. Students shall have no expectation of privacy in their lockers. School lockers may be searched if school officials have reasonable suspicion to believe that the health, safety, or welfare of students or staff is threatened or that school board policies or procedures are being violated. Students are expected to assume full responsibility for the content of their lockers.

Students will be given the opportunity to be present during a locker search when appropriate. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are encouraged to lock their lockers. Students must use the locks provided by the school.

Students are not permitted to change originally assigned lockers unless an administrator approves the change. Students who change lockers without administrative permission will be responsible for any damage or illegal substances found in their originally assigned locker.

LOITERING

Students are not permitted to be in the school building before or after school hours unless participating in a club activity or sport with the coach or advisor on site. Students not participating in these will be trespassing and asked to leave the building

LOST AND FOUND

Any article that is lost or found should be reported to the office. A prompt personal report to the office is often important to the reclaiming of such articles. Items of personal or monetary value should be left at home.

The school is not responsible for lost or stolen items.

At the end of the school year, all lost and found articles still remaining will be given to a charitable organization.

LOST OR DAMAGED SCHOOL MATERIALS

Students are responsible for all school owned material that is entrusted to them. Therefore, it is the responsibility of the student or his/her parent/guardian/guardian to pay the replacement cost for any textbook or school material that is lost, stolen, or damaged while it is assigned to the student. No grades, transcripts, or records will be released for any student who has a financial obligation to the District. Lost or damaged materials will be held as financial obligations and may impact a student's participation in activities. Students should carefully examine the condition of materials as soon as the materials are assigned to them and inform the teacher of any damage.

OBLIGATIONS

Obligations may be held by the School District throughout a student's middle and high school career. These obligations may forfeit the students' opportunity to participate in school sponsored sports or activities. These include, but are not limited to, detentions, financial obligations, library fines, and sports' equipment.

OPENING EXERCISES ([Board Policy 807](#))

All students are to sit quietly while announcements are being made and while roll is being taken. Students may decline to recite the Pledge of Allegiance and may refrain from standing/saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit and shall remain silent.

OUTSIDE OF THE BUILDING

Students outside of the building during the school day without permission from a staff member will receive a disciplinary consequence that may result in suspension from school.

REPORT CARDS

Report cards provided electronically through PowerSchool four (4) times during the school year at nine-week intervals. In addition to grades, the cards indicate the number of days absent and tardy. PowerSchool provides the opportunity for students to view their grades, and for student's parent/guardian to view their child's grades at any time throughout the academic year. Grades and attendance will continue to be entered by teachers into their electronic grade books at normal intervals.

SCHOOL COUNSELING SERVICES

The general objectives of the school counseling services are as follows:

1. To provide maximum individual student help through counseling.
2. To provide teachers, administrators, and other outside agencies with student personal information when appropriate.
3. To assist teachers and administrators to meet current student needs by advising them and by providing alternatives for solving student problems.
4. To work with families in the Keystone Oaks community to assure accurate placement and adequate course selection, to meet current student needs, and to provide wise alternatives for post-high school planning. At Keystone Oaks Middle School, the Counseling Department serves a valuable purpose in working individually and in groups with students to help in planning for the future and in solving current academic, social, and personal problems as these problems relate to the student's success in our school. It is our hope that students will take advantage of these opportunities for counseling.

SPECIAL EDUCATION PROGRAM

Child Find and Annual Notice to Parents

NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA). The IDEA requires each state educational agency to publish a notice to parents before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice. This notice, in summary form, is to help find these children, offer assistance to parents, and describes the parents' rights with regard to confidentiality of information. If a person does not understand any of this notice, he or she should contact the District and request further explanation. The content of this notice can be translated into other languages. The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent.

SPECIAL EDUCATION SERVICES FOR PRESCHOOL AGE STUDENTS

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services including screening, evaluation, individualized education program planning and provision of appropriate programs and services.

Screening for preschool children is available through the Allegheny Intermediate Unit #3. For more information, contact the Allegheny Intermediate Unit's Preschool Early Intervention "DART" Program at 412-394-5904.

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE STUDENTS

Keystone Oaks School District provides a free, appropriate public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Pennsylvania State Regulations: autism, deaf-blindness, hearing impairment (including deafness), emotional disturbance, intellectual disability, multiple-disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury or visual impairment (including blindness).

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by building-level intervention teams. When screening results suggest that a student might be a student with a disability, the school district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal or Director of Pupil Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Special Education.

SERVICES FOR STUDENTS WHO ARE MENTALLY GIFTED

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

The Keystone Oaks School District provides for mentally gifted students using the conceptual framework of continuous progress and differentiation through the District's mainstream curriculum. Additionally, enrichment, acceleration and specialized study activities are provided to students as part of their gifted education program to address their unique needs. If you believe your school-age child may meet the criteria of mental giftedness and demonstrates a need for gifted education you may contact in writing your child's Building Principal or the Director of Pupil Services.

SERVICES FOR STUDENTS IN NONPUBLIC SCHOOLS

Public special education is accessible to resident students attending nonpublic schools by affording the opportunity for the nonpublic student to enroll, on a part-time, dual enrollment basis in a special education program operated within the District. Public special education services are accessible following a multi-disciplinary team evaluation, determination of eligibility, and development of an Individualized Education Program. Parents of nonpublic school students may obtain further information by contacting the Keystone Oaks School District, Director of Pupil Services.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school-age with a physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are different from those applicable to all eligible students enrolled in special education programs. These services are outlined in a Chapter 15 Service Agreement. Questions regarding Chapter 15 should be directed to the Director of Pupil Services.

SERVICES FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

AND ENGLISH LEARNERS (EL)

The education of students whose dominant language is not English is the responsibility of every school district/charter school in Pennsylvania. English language learners must be enrolled upon presentation of a local address and proof of immunization. The school district/charter school must administer a home language survey (HLS) to all students as required by the Office for Civil Rights (OCR). The results of that survey must be retained in the student's permanent folder. For those students whose primary home language is other than English (PHLOTE), the district must also determine the student's English language proficiency. Then, if appropriate, ESL instruction will be provided for the limited English proficient student with local/state funds.

The Keystone Oaks School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the Director of Pupil Services.

CONFIDENTIALITY OF STUDENT RECORDS

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights are:

- The right to inspect and review their education records within 45 days of the day the school/school district receives a request for access.
- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school/school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The District maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records.

The District may release information known as directory information without consent. If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. Directory information includes the following: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, primary field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educations without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose.)

SPORTSMANSHIP

All students are urged to join in the enthusiasm common to interscholastic sports and are expected to support the teams that represent the school. Student athletes, personnel, and fans should be respected/supported and not ridiculed. Behavior contradictory to good sportsmanship may result in immediate removal from the event and possible suspension from future events, as well as punitive action identified in the student code of conduct. This implies full cooperation with the cheerleaders and compliance with W.P.I.A.L. regulations, which ban the use of artificial noisemakers, such as bells, horns, whistles, etc. This expectation is for all middle and high school sporting events.

STUDENT ASSISTANCE PROGRAM (SAP)

The Commonwealth's Student Assistance Program is designed to assist school personnel to identify issues, including alcohol, drugs, and others, which pose a barrier to a student's learning and school success. Student assistance is not a treatment program; rather, it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school, to assist the parent/guardian and the student with information so they may access services within the community. Students can refer themselves or express concern about a friend by seeing one of the counselors, nurses, or principals.

TARDY TO CLASS

Students who are late to class after being marked as "in attendance" for the school day are not to go to the office for an admittance slip. Excuses for being late to class are not obtainable in the middle school office.

Classroom teachers will keep a record of students who are tardy to class. Teachers may assign detentions for tardiness and/or may refer students to the office for tardiness. After three (3) unexcused late arrivals to class, the students should be referred to the office for disciplinary action.

TARDY TO SCHOOL

A student will be considered tardy to school if she/he is not in homeroom when the late bell sounds at 7:40 a.m. Students arriving to school after 7:40 a.m. are to report to the main office for a tardy slip. Any student who arrive late and does not sign in may be marked absent for the day and is subject to receiving a detention or suspension for violations of the sign-in-rule.

A student's tardiness may be excused because of:

- a) personal illness;
- b) verifiable professional medical service;
- c) late school bus;
- d) verifiable emergency; or
- e) reasons approved in advance by a principal

Excused tardiness will be accepted up to a limit of four (4) per year. Tardiness for any reason after reaching four will be recorded as unexcused. Documented medical situations will be given further consideration.

Students wanting their tardiness (prior to 8:20 am) excused must present a written statement from their person in parental relation to the office by the next school day. Tardiness after 11:00 a.m. is considered a one-half day absence.

Consequences for unexcused tardiness to school:

- a) 5-9 Warning
- b) 10-14 After school detention and parent contact
- c) 15-24 school detention (2) and referral to SAP
- d) 25-29 After school detention (3) and in school parent conference
- e) 30+ After school detention (3) and continued parent contact

TECHNOLOGY

The district provides students and faculty with access to various forms of technology for educational purposes. Current technology includes, but is not limited to, computers, A/V equipment, calculators, TV/video equipment, the Internet, and educational software.

Internet Use: Internet use is for curricular based purposes only. Students may not enter chat rooms or use personal e-mail. Students should only be checking e-mail for District e-mail that is provided to them.

Technology Abuse:

- a. misuse or damage of facilities, equipment, software, or any supplies;
- b. entry or transfer of files to read, change, copy, or destroy without permission;
- c. theft of any equipment, time, service, software, or supplies;
- d. breaking into or attempting to break into a file by going through or past security procedures;
- e. sharing or distributing of unauthorized software or information;
- f. violating any federal, state, or local criminal/civil statutes or ordinances.

Students in violation of these policies will be subject to appropriate disciplinary sanctions that could also result in criminal or civil penalties for breaking the law.

In addition, any student who is found to be in possession of material (printed, drawings, computer disk) that supplies information on how to construct or employ an explosive device or procedure that would jeopardize the health, safety, or welfare of another individual or cause damage to property and who has not previously been authorized by his/her teacher to be in possession of such material, will face confiscation of said material and be subject to suspension or expulsion.

TECHNOLOGY USE BY STUDENTS

The technology and telecommunication resources available in the District represent a large capital investment by our communities. The Board intends that access to the Internet, E-Mail and to the School District's network system, be made available to students for legitimate and lawful educational purposes; the Board considers the Internet to be like a "digital" library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects students to act as the School District's ambassador when accessing the Internet as they do when traveling on field trips.

To this end the Board establishes Responsible Use Guidelines to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.

The School District will educate all students about appropriate online behavior, including interacting with other

individuals on social networking web sites and in chat rooms; and cyber bullying awareness and response.

The following *Responsible Use Guidelines (RUGs)* apply to all students when they access any Keystone Oaks School District computer, network or internet connection using any computer equipment and/or communications services owned or leased by the District.

Responsible Use Guidelines (RUGs)

- **Cooperation**

It is understood that cooperation is critical in the use of the Internet/District network at the Keystone Oaks School District. It is the goal of the use of the Internet/District network to prepare students to become technologically literate in an increasingly technological world. It is understood that a student's independent use of the Internet/School District's network may be necessary to attain such a goal, subject to procedures and standards for appropriate network behavior and communication.

- **Discipline**

Violations of these *Responsible Use Guidelines* will result in appropriate student discipline, in accordance with the School District's Student Discipline Policy and Student Code of Conduct. This may include, but not be limited to, loss of the privilege to access the Internet/School District network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.

- **Copyright**

Transferring copyrighted and/or licensed materials to or from the Internet or District network without the express consent of the owner of the copyright/license is a violation of federal law and is expressly prohibited.

- **Use is a Privilege - User Accountability**

It is understood that the use of the Internet/District network is a privilege. The equipment, hardware, software or communications services allowing access to the Internet/District Network are the property of and/or under the possession and control of the School District. Use shall be reserved to those students who utilize materials that are of "educational value" to the programs of the Keystone Oaks School District. For the purposes of these Guidelines, "educational value" shall mean those areas of Internet/network access that have a direct impact on the student educational program at the School District. The use of the Internet/ District network for E-Mail to be remitted to friends, chatting, reading jokes, searching MTV, searching sport sites, farming out information on games, or other actions that are not directly related to the school's curricula are not deemed to be of "educational value" and will not be permitted.

- **Other Prohibited Uses**

The use of the system for sending or receiving defamatory, inaccurate, obscene, profane, sexually oriented or threatening material, or abusive or racially, ethnically or religiously offensive material which materially disrupts or is reasonably expected to materially disrupt class work or the educational process, invades the rights of others, and/or is lewd or vulgar, or other illegal material shall also not be permitted, and the Keystone Oaks School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the system.

In accordance with the Pennsylvania Child Internet Protection Act, use of any computer equipment and/or communications services owned or leased by the Keystone Oaks School District for sending, receiving, viewing or downloading visual depictions of obscenity, child pornography or material that is harmful to minors, as those terms are defined in the Act (24 P.S. § 463) is prohibited. In order to implement and enforce these prohibited uses, the Keystone Oaks School District shall use M86-filtering software to block access to any visual depictions prohibited under the Child Internet Protection Act.

- **Reporting Inappropriate Behavior**

Each student user shall be responsible for reporting all such knowledge of prohibited uses or entry of prohibited materials in the School District's system immediately to the Building Principal. Only those uses of the School District's system which are of educational value are permitted.

- **Potential Student Liability**

All students using the Internet/School District network are charged with recognizing that E-Mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about

third parties, particularly comments on other employees, students, personnel applicants, or various vendors.

- **Compliance with Relevant Laws**

No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, and/or other applicable statutes, shall be disseminated through the network.

- **Protection of Confidentiality**

All users of the Internet/School District network must comply with applicable federal and state laws prohibiting the unauthorized interceptions or disclosure of E-Mail messages by third parties. These laws do permit interception or disclosure of E-Mail messages if either the sender or receiver of the message consents. The School District reserves the right to monitor a student's E-Mail messages, as long as the interception device is included in the E-Mail equipment.

- **No Privacy Rights**

Students who use the Internet/School District network are charged with recognizing that the District Administration does have the authority to intercept E-Mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the Internet/ School District network are discouraged from storing extensive E-Mail messages; in fact, messages which are no longer useful or necessary should be eliminated daily.

- **System Security**

Student users shall not allow any other person to use their password or to share their account. It is the user's responsibility to protect E-Mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.

- **Unauthorized Access Prohibited**

Any attempt to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempt to harm the system or infect it with a virus is forbidden.

- **Commercial Use**

Use of the Internet/School District network for solicitation, commercial gain, gambling, or profit is not allowed.

- **Equipment Tampering Prohibited**

Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network.

- **Future Rules**

Additional rules and restrictions may be added if the need arises. Students are similarly responsible for reading and following these rules.

- **Equity of Use**

Student time restrictions on use of the Internet/School District network may be imposed by the faculty to ensure equity of use of District equipment, and/or avoid interference with the delivery of the District's educational program to students during the student day.

- **Monitoring for Educational**

Use the District administration reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed and Internet sites visited, to determine whether the student is using the system for an appropriate educational purpose.

THEFT

Theft of any kind is a suspendable offense and may be prosecuted under the criminal code. Local law enforcement will be notified of any illegal activity.

USE OF TOBACCO AND VAPOR PRODUCTS ([Board Policy 823](#))

The School District recognizes that tobacco and vapor products, that may or may not contain nicotine, present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

Tobacco Use – The use and/or possession of a lighted or unlighted cigarette, cigar, pipe; other lighted or unlighted smoking product or material; chewing tobacco and all forms of smokeless tobacco; nicotine patches or chewing gum; and any oil or liquid/solid substance that produces the same physical manifestations that tobacco/smokeless tobacco/nicotine produces; as well as look-alike items/devices.

Vapor Product – The use and/or possession of an atomizer or other device that vaporizes a flavored solution that may or may not contain nicotine. Such products include, but are not limited to, electronic cigarettes or e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (ENDS).

Tobacco Advertising or Promotion – Clothing, bags, hats or other items that include tobacco/vapor product company names or logos.

School Grounds – Property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased or contracted by the District.

School Property – Any building, structure or vehicle owned, leased or contracted by the District.

The District prohibits the use and/or promotion of tobacco and vapor products by students, staff and visitors in school buildings, on property owned by, leased by or under the control of the District, and on buses, vans or other vehicles owned by, leased by, or under control of the District.

Guidelines

Students

The Board prohibits possession, use, sale and/or promotion of tobacco and vapor products by students at any time in a school building, on any property, buses, vans and vehicles that are owned, leased or controlled by the District, at school-sponsored activities that are held on or off school property, or while representing the school as a member of any team, group, etc., or class.

A student shall be subject to discipline under the district's Code of Conduct or prosecution as permitted by law, and students may be referred to law enforcement authorities by the district for prosecution. If convicted of a summary offense, s/he may be fined.

Allowance for Smoking Cessation Products

Nicotine containing products that are officially approved by the Food and Drug Administration (FDA), such as skin patches, lozenges, and chewing gum for smoking cessation will be permitted if an individual is using them as a means of smoking cessation. A doctor's note is also required for allowance of smoking cessation products.

VANDALISM

Students responsible for vandalizing school property may be suspended from school and will be held responsible for paying the full cost of the damages (repair/replacement).

VISITORS ([Board Policy 907](#))

Upon their arrival at the school, visitors must register at the office where they will receive instructions. All visitors will present an official photo identification card (driver's license, state ID card, etc.) Visitors without identification will be prohibited from entering the building beyond the main office.

WEAPONS ([Board Policy 250](#))

No weapons of any kind or replicas of any weapons should be brought onto school property or into the Middle School. Students in possession of a weapon or replica will receive a full suspension and possible expulsion from school. The following two items are a summary of two parts of the **KOSD Board Policy 250, Weapons on weapons and possession of weapons on school property.**

1. Weapon – the term shall include, but not be limited to any knife; cutting instrument; cutting tool; impact tool or weapon; firearm, shotgun, rifle; explosive devices (including ammunition); noxious chemicals; and/or any other tool, instrument, or implement or a replica or facsimiles of these capable of inflicting serious bodily injury or serious disruption to the educational setting
2. Possessing – A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

If you would like further information on this policy and the potential consequences to students for violation of this policy, refer to the policy section of the website, www.kosd.org.

KEYSTONE OAKS MIDDLE SCHOOL

**School Wide Positive Behavior Interventions and Supports
(SWPBIS)**

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

KOMS

Code of Conduct

2023-2024

This Code of Conduct was approved by the Keystone Oaks Board of School Directors on June 20, 2023.

KOMS

2023-2024 Code of Conduct

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Care of School Property ([Board Policy 224](#))

The District believes that the programs of the Keystone Oaks School District should help students learn to respect property and develop feelings of pride in community institutions.

The District charges each student enrolled in the District with responsibility for the proper care of school property and of school supplies and equipment entrusted to the student's use. This includes, but is not limited to, textbooks, musical instruments, computers, etc. owned by the School District and loaned to students.

Students who willfully cause damage to district property shall be subject to disciplinary measures and may be expected to make restitution. Students and others who damage or deface district property may be prosecuted and punished under law. Parent(s)/Guardian(s) shall be responsible for the loss or destruction of school property or the property of other pupils and staff when such damage or loss is the result of deliberate or mischievous action on the part of their respective children. All supplies or equipment of any kind borrowed by a student or loaned to a student must be returned before the end of the school year, unless otherwise stated/determined by the District.

Any student whose damage of district property is serious will be subject to disciplinary measures per the Code of Conduct. Administration may also refer serious or chronic property damage to appropriate authorities. In no case shall referral to authorities be made without prior notification to the student's parent(s)/guardian(s).

Confidential Communication

Statutes and regulations govern use of a student's confidential communications to school personnel in legal proceedings. Information received in confidence from a student may be revealed to the student's parent/guardian/guardians, the principal, or other appropriate authorities where the health, welfare, or safety of the student or other persons is clearly in jeopardy.

Dress Guidelines ([Board Policy 221](#))

The faculty and administration believe that student dress is essentially the responsibility of the home and prefer to leave the matter of attire to the judgment of the parent/guardian. However, clothes do make a difference in attitude and behavior and may even reflect upon academic achievement. Any type of dress which endangers health and/or safety, is distracting to the educational environment, or draws unnecessary attention to oneself, will not be permitted. The following items are examples of clothing and dress which are inappropriate:

- No hats, head coverings, or bandanas worn, or carried in school. •
Appropriate undergarments worn and not visible.
- No bare midriffs.
- Shorts and skirts of reasonable length (midthigh).
- No clothing displaying inappropriate messages e.g. apparel that demeans or degrades another, suggest sexual activity (innuendo) or refers to violence, alcohol, drugs or tobacco.
- No extremely tight, loose, or revealing clothing.
- Any tops that expose midriff, bare back, chest, or underwear.

Building administration and faculty have the right to question a student's dress and grooming and take necessary action if an item is not specifically stated above. The building administration will make the final decision of appropriateness.

Nondiscrimination in School & Classroom Practices and Nondiscrimination – Qualified Students with Disabilities ([Board Policies 103 and 103.1](#))

Nondiscrimination in School & Classroom Practices

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.

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

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination, or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's person(s) in parental relation or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy, but merits review and possible action under other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Discriminatory Harassment

Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment, but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category when such conduct is:

1. Sufficiently severe, persistent, or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
4. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery, and sexual coercion.

Guidelines

A student or third party who believes s/he has been subject to conduct by any students, employee, or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the district's report form (103-AR-1) available on the district website, from the building principal or the administrative office, but oral complaints shall be accepted, documented, and the procedure of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Nondiscrimination – Qualified Students with Disabilities

The Board declares it to be the policy of this District to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

The District shall not intimidate, threaten, coerce, discriminate, or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services, or extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers, and the student's parents/guardians.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Pupil Services as the District's Section 504 Coordinator.

In addition, each school within the District shall have a Section 504 building administrator which will be the building principal.

Opening Exercises [\(Board Policy 807\)](#)

All students are to sit quietly while announcements are being made and while roll is being taken. Students may decline to recite the Pledge of Allegiance and may refrain from standing/saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. A student who chooses not to participate may either stand or sit and shall remain silent.

Searches [\(Board Policy 226\)](#)

The District acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District has a compelling interest in protecting and preserving the health, safety, and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons, or other dangerous materials. The reasonableness of the search shall be determined by balancing the nature of the students' privacy interest; the character of the search to be conducted; the nature and immediacy of the suspected threat to the health, safety, or welfare of the student population; and the efficacy of the search for addressing the suspected threat. The Superintendent and/or designee shall consult with legal counsel before the District conducts any search.

Except under exigent circumstances or when it is impractical to do so, students shall be notified before a search of student property or of a student's assigned school district locker. The reasons for and the results of all searches based on reasonable suspicion must be documented by the District administrator conducting the search.

Student Rights During Questioning

School officials and administrators, other than School Police, are authorized to question students when necessary and without the presence of legal counsel, notwithstanding any request by the student or the student's parent/guardian(s) to have legal representation. School Police and the Local Police shall abide by any such request in accordance with the student's Miranda Rights, if applicable.

Searches Based Upon Individualized Suspicion

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

Examination by a District administrator of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, District policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device. All such examinations must be authorized by the Superintendent in collaboration with the District Solicitor.

If a District administrator has reasonable suspicion that a student is under the influence of alcohol or a controlled substance, a student may be required to submit to a Breathalyzer/Portable Breath test and/or be required to obtain a blood test or urinalysis before returning to school.

Random or General Searches with No Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of individualized suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials and to advance the District's compelling interest in preserving the health, safety, and welfare of the school population, enforcing rules of conduct and maintaining an appropriate atmosphere conducive to learning. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items, or places possess or contain contraband materials that would pose a threat to the health, safety, or welfare of the school population, or evidence that there has been a violation of the law, District policy or school rules, screening may be followed by physical searches of those particular students, items, or places on an individualized basis.

General or random searches must apply to all students or a randomized selection, such as every student in a building or a particular grade level of students in a building.

General or random searches not based on individualized suspicion must be approved in advance by the Superintendent, in consultation with the District Solicitor. Coordination with law enforcement officials will be followed as provided in the Memorandum of Understanding with the applicable law enforcement agency.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place or item to be searched.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles, or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff shall not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the District, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy, or school rules, or that constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors, or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests, or other indications that a locker contains spoiled food, soiled clothing in need of laundering, or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the District. Any contraband found in a locker will be considered to be in the possession of the student to whom the locker is assigned. Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

A District administrator shall be present whenever a student locker is inspected for cleanliness or is searched. The administrator shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found, and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Under no circumstances shall a school district employee conduct a search that requires a student to remove primary clothing or undergarments. If a reasonable suspicion exists that could warrant a search involving the removal of a student's primary clothing or undergarments, the building administrator shall immediately contact the Superintendent who will collaborate with the District Solicitor; in addition, the appropriate law enforcement agency will be contacted to determine whether or not to conduct such a search. This policy does not prevent the school district from requiring students to remove coats, jackets, sweatshirts or sweaters, other outerwear, belts, hats, shoes, socks or similar items.

Student Records [\(Board Policy 216\)](#)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for Students for legitimate educational purposes.

The Board recognizes a student's right to privacy in the collection, maintenance, and dissemination of records. The Board believes that student files should contain only information necessary for the effective performance of designated educational functions or as required by law. Information from student files should be released only under controlled circumstances and only when the release will benefit the student, his or her family or professional research, or when required by law.

It is the objective to:

1. Protect the students' rights to privacy and to protect both students and their families from exploitation.
2. Assure that the welfare of each individual student, the maintenance of information for the effective performance of designated educational functions and compliance with applicable laws are the only criteria used in collecting, maintaining, and releasing information held in student files.
3. Comply with applicable law and to identify and outline the process by which parents/guardians are notified of their rights under FERPA and PPRA.
4. Address specific privacy issues.

A copy of policy 216 can be found on the district website and is available during normal business hours in the district Business Office.

If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. It is the parent/guardian's or eligible student's responsibility to resubmit this form on an annual basis.

Student Rights and Responsibilities [\(Board Policy 235\)](#)

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board Policy and school rules.

Attendant upon the rights established for each student are certain responsibilities which include regular school attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules, and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using district facilities, school supplies, and equipment.
7. Attend school daily, except when excused, and be on time for all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of Policy 235 may result in disciplinary action, consistent with the Code of Student Conduct and Board policy

Suspension and Expulsion ([Board Policy 233](#))

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

Exclusion from School – Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety, or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Delay of such hearing shall not operate to delay return to school.

Informal hearings under this provision shall be conducted by the building principal. The Board requires that each hearing shall be closed to the public, but should the student and/or his/her parents/guardians likely to be affected by its outcome agree, the hearing may be held publicly.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice, in their native/preferred language, of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The School District shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion from Class – In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which he/she is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh (11) day of in-school suspension. The procedure shall be the same as the procedure for informal hearings in connection with out-of-school suspensions.

The District shall provide for the student's education during the period of in-school suspension.

Students are not permitted to participate in any District extracurricular activities or interscholastic athletics or attend district events while serving an in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

However, a voluntary expulsion may be entered into between the District and the student's parents/guardian whereby the parties agree to not go through a formal Board expulsion hearing and agree to the terms in a voluntary expulsion agreement. The voluntary expulsion agreement would need to be ratified by the Board as presented by the Superintendent.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions except in those circumstances where an Expulsion Hearing has been offered and the parent/guardian has chosen to resolve the situation through an Expulsion Agreement. The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian in their native/preferred language.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parents'/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.

- b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students serving an out-of-school suspension are not permitted to participate in any district extra-curricular activities, interscholastic athletics or attend district events. Students are not permitted on district property without prior permission of the building principal while serving their suspension.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the District may exclude such a student from class for up to five (5) additional – fifteen (15) total school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work after Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the District shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Transfer students

It is the policy of the District to give full faith and credit to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the District will honor and continue to impose all unfinished suspensions and/or expulsions that were imposed on each and every new entrant into the district. Each new entrant, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into any district school. The total number of days assigned by the sending or former school will be used for calculating purposes. Days not belonging to any school district will not be used for calculating purposes.

Use of Bicycles and Motor Vehicles [\(Board Policy 223\)](#)

The District regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

The District permits the use of motor vehicles by secondary students during school hours in accordance with District rules provided that such students:

1. Are licensed drivers.
2. Obtained the required permit from the High School Office.
3. Have parental/guardian permission when they are minors.
4. Have been granted permission by the building principal to drive a motor vehicle on school grounds.

The District prohibits the use of mini-bikes, dirt bikes, quads, and any other non-licensed recreational vehicles on school property.

Student drivers shall be subject to state and local regulations when operating a motor vehicle on school grounds.

The District permits the use of bicycles by students in accordance with district rules and the Code of Student Conduct, provided that students have been granted permission by the building principal and have obtained parental/guardian permission to ride a bicycle to school.

The Board is not be responsible for bicycles, motor vehicles, and other licensed vehicles that are lost, stolen, or damaged on school district property.

Conduct Progression Levels

Listed below are examples of the different conduct progression levels. Based upon the severity of offense, the level may be increased.

Level I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES or INTERFERES with the ORDERLY OPERATION OF THE SCHOOL is classified as a Level I Offense. These behaviors are usually handled by individual staff members but sometimes require the intervention of other support personnel.

Examples Are But Not Limited To:

- First offense class cut
- Tardiness to School
- Non-defiant failure to complete or carry out directions
- Misconduct in school, at school sponsored functions, or on a school bus
- Excessive unexcused tardiness/Classroom tardiness
- Loitering
- Littering
- Inappropriate language
- Inappropriate public displays of affection
- Inappropriate use of technology devices (KOSD Device and personal devices)
- Violation of dress guidelines

Examples of Disciplinary Options:

- Verbal or written reprimand
- Special assignment
- Written agreement
- Detention (Lunch, After School, or Saturday)
- Denial of privileges (Athletics, After School Activities, Dance/Socials, Field Trips) •
Confiscation
- Warning

Level II

Misbehavior whose frequency or seriousness tends TO DISRUPT THE LEARNING CLIMATE OF THE SCHOOL is classified as a Level II Offense.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which DO NOT represent a direct threat to the health and safety of others, but whose EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH to require corrective action on the part of administrative personnel.

Examples Are But Not Limited To:

- Extreme Level I misconduct
- Continuation of Level I misconduct
- Open defiance of authority, willful refusal to do as directed, or any form of insubordination • Harassment
- Bullying/Cyber Bullying
- Being outside of the building without authorization
- Failure to serve assigned detentions
- Persistent violation of the dress guidelines
- Violation of the computer and internet policy
- Using forged notes or excuses
- Cheating/Plagiarism
- Excessive unexcused absences or unexcused tardies /Recurrent class cuts
- Possession of lighter or matches

Examples of Disciplinary Options:

- Modified day
- Detention (Lunch, After School, or Saturday)
- Denial of privileges (Athletics, After School Activities, Dance/Socials, Field Trips) • Temporary suspension
- Confiscation
- No credit for assignment
- Referral to District Magistrate

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities.”

Level III

Acts whose FREQUENCY or SERIOUSNESS tend to disrupt the learning climate of school and/or ACTS DIRECTED AGAINST PERSONS OR PROPERTIES and whose consequences COULD ENDANGER THE HEALTH OR SAFETY OF OTHERS IN THE SCHOOL are classified as Level III Offenses.

Examples Are But Not Limited To:

- Continuation of or extreme Level II misconduct
- Retail Theft
- Destruction of private or school property
- Violations of the school regulations on the use of tobacco
- Intimidating others
- Fighting
- Hazing
- Sexual harassment
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Lewdness or indecent exposure
- Possession of drug related implements
- Second offense of cheating and plagiarism
- Third offense truancy

Examples of Disciplinary Options:

- Detention (Lunch, After School, or Saturday)
- Denial of privileges (Athletics, After School Activities, Dance/Socials, Field Trips) •
Confiscation
- Temporary removal from class
- Temporary suspension
- Full suspension
- Restitution of property or damages
- Social probation
- Referral to police or district magistrate
- Referral to outside agency

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities.”

Accumulation of three or more Level II and Level III suspensions may be referred to Superintendent of Schools / School Board for a hearing.

Level IV

Acts whose FREQUENCY or SERIOUSNESS tend to DISRUPT OTHERS OR DISRUPT the learning climate of the school, acts DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY, OR WELFARE OF OTHERS IN THE SCHOOL are classified as Level IV Offenses. Such acts will require administrative action, which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Examples Are But Not Limited To:

- Continuation of or extreme Level III misconduct
- Third offense of cheating and plagiarism
- Possession, sale, or use of firecrackers or other fireworks
- Theft
- Engaging in conduct contrary to the criminal code of ordinances of the community
- Possession, sale, or use of drugs and alcohol on school property or at school sponsored functions, or being under the influence of drugs and alcohol on school property or at school sponsored functions
- Possession of a weapon
- Assault
- Minority, ethnic, or racial slurs or intimidation
- Terroristic Threats
- Terroristic Acts
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Lighted or ignited objects
- Unauthorized use of fire alarm or equipment
- Retaliation against a student for reporting bullying or for assisting in an investigation

Examples of Disciplinary Options:

- Confiscation
- Temporary suspension
- Full suspension
- Restitution of property or damages
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency

In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities.”

A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.

Definitions of Key Terms

Detention: requiring a student's presence before or after the regular school day or during lunch time for disciplinary reasons

Due Process: a student's right to be informed of charges and be heard before the designated authority

Expulsion: exclusion from school, after formal hearing, for an offense for a period exceeding ten school days; this may be permanent expulsion from school

Full suspension: exclusion from school for an offense for a period of up to ten days, after an informal hearing before the principal is offered to the student and the student's parent/guardian/guardians

Modified Day: a change designated in a student's daily schedule by the principal

Temporary Suspension: exclusion from school for an offense for a period of up to three school days, by the principal, after a conference with the student

Weapon: an instrument of offensive or defensive combat; something to fight with; anything used, or designed to be used in injuring someone else; the administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger

For further information on any referenced Board Policies and for all Board Policies, please refer to the Keystone Oaks School District's website or you may contact either the Middle School or the Administrative offices.

All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.