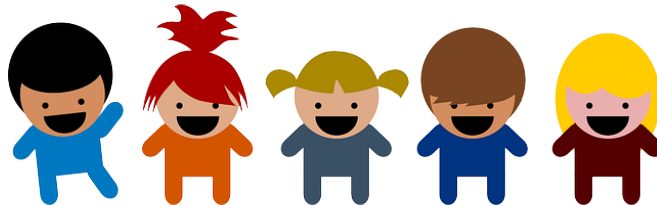




Keystone Oaks School District
Fred L. Aiken Elementary School



Parent/Student Handbook
2024-2025



Our Mission

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

Our Core Values

- **Communication:** Expressing, receiving, and sharing information
- **Empathy:** Acknowledging the perspective, emotions, and experiences of all stakeholders
- **Global Competence:** Responding to and understanding diverse cultural practices and world viewpoints
- **Imagination:** Envisioning creative and innovative ways to take risks and solve problems
- **Integrity:** Making ethical choices and doing the right thing regardless of personal gain
- **Learning:** Acquiring, processing, and retaining information for life-long use
- **Motivation:** Achieving goals through personal drive
- **Ownership:** Having pride and taking responsibility for one's actions and their outcomes
- **Passion:** Sparking the emotional connection that ignites one's purpose
- **Work:** Being accountable and persevering

Our Beliefs & Guiding Principles

Students....

- *Learn when their instructional, successes, social, and emotional needs are addressed.
- *Participate in relevant, rigorous, and authentic learning experiences.
- *Respect themselves, adults, peers, and their school environment.
- *Engage in future-focused and Interdisciplinary learning.
- *Exhibit curiosity and explore individual learning interests.
- *Demonstrate growth and/or mastery while advancing their learning.
- *Experience learning through diverse environments.
- *Participate in challenging experiences.

Teachers....

- *Are life-long learners who prepare through continuous, meaningful professional development.
- *Enhance instruction using students' needs and interests.
- *Encourage self-reflection and questioning.
- *Maintain high expectations.
- *Develop a positive rapport with all stakeholders.
- *Embrace innovation, experimentation, and risk-taking.
- *Support students' academic, social, and emotional well-being.
- *Build knowledge, skills, community, and connections.

Learning Communities....

- *Take risks and share
- *Invest in common goals.
- *Align policies and practices.
- *Encourage new and diverse ideas.
- *Collaborate to support students' academic, social, and emotional well-being.
- *Embrace innovation, experimentation, and growth.
- *Demonstrate patience and understanding while implementing policies and practices.

**FRED L. AIKEN ELEMENTARY SCHOOL
881 GREENTREE ROAD
Pittsburgh PA 15220**

**David J. Thomas, Principal
412 - 571- 6240
Fax 412 - 571- 6164**

Dear Parents and Guardians:

This student and parent/guardian handbook was designed to provide parents, guardians, and students with information in regard to procedures, rules, and expectations at Aiken Elementary School.

We believe this handbook can be revised to improve upon its quality and usefulness. Please share your suggestions, recommendations, and creativity with us. Feel free to edit directly in the book. Please return any suggestions to the office. Thank you for your assistance in this endeavor.

I wish everyone a successful and productive school year.

Yours in Education,

David J. Thomas

David J. Thomas
Principal

What did you enjoy about this handbook? _____

How could we improve upon this handbook? _____

Additional comments: Please use back if necessary and return to the school office at any time during the school year.

Table of Contents

ACADEMIC ACHIEVEMENT	5
ADDRESS/TELEPHONE/EMAIL CHANGES	6
AIKEN PBIS	6
ARRIVAL.....	7
ASSEMBLIES.....	7
ATTENDANCE (POLICY 204: ATTENDANCE).....	7
BIRTHDAY TREATS (POLICY 209.1: FOOD ALLERGY MANAGEMENT)	8
BULLYING (POLICY 256: ANTI-BULLYING)	8
BUS REGULATIONS	9
CAFETERIA RULES AND PROCEDURES	9
CANCELLATION OF SCHOOL OR DELAY NOTIFICATION	10
CELL PHONES	10
CLASSROOM POLICY	10
CONFERENCES (PARENT – TEACHER)	11
COUNSELOR.....	11
CHROMEBOOK (POLICY 237: ELECTRONIC DEVICES)	11
DISCIPLINE (POLICIES: 218, 218.1, 218.2, and 218.3)	11
DISCRIMINATION/TITLE IX SEXUAL HARRASSMENT AFFECTING STUDENTS AND STAFF	12
DISMISSAL	13
DOCTOR AND DENTIST APPOINTMENTS.....	13
DRESS CODE (POLICY 221: DRESS AND GROOMING)	13
DROP-OFF AREA	14
EARLY DISMISSALS AND STUDENT SAFETY	14
EMERGENCY DRILLS	14
EMERGENCY INFORMATION.....	14
ENROLLMENT (POLICY: 200 ENROLLMENT)	15
FIELD TRIPS	15
FOOD SERVICE.....	15
GUM.....	16
GYM.....	17
HALL BEHAVIOR	17
HATS and HOODS.....	17
HAZING (POLICY: 247 HAZING)	17
HOMEWORK.....	17
ILLNESS OR INJURY	18
IMMUNIZATIONS (POLICY 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS)	18
INTERNET (POLICY 262: INTERNET/E-MAIL USE BY STUDENTS)	19
INTERACTING WITH ADULTS.....	19
INSTRUCTIONAL MATERIALS (POLICY 105.1: REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS)	19
INTERSCHOLASTIC SPORTS (POLICY 123: INTERSCHOLASTIC ATHLETICS)	19
INTERVENTION/ENRICHMENT	20
INVITATIONS	20
LEAVING THE SCHOOL GROUNDS	20
LEGAL CUSTODY	21
LIBRARY.....	21

LITTER POLICY	21
LOST AND FOUND.....	21
MEDICAL/DENTAL EXAMINATIONS/SCREENINGS (POLICY 209: HEALTH EXAMINATIONS/SCREENINGS)	21
MEDICATION (POLICIES: 210 and 210.1)	22
PARENT FACULTY ORGANIZATION (PFO)	22
PETS	22
PARTIES	22
RECESS.....	23
REPORT CARDS	23
RETURN TO SCHOOL AFTER ILLNESS	24
SCHOOL SECURITY.....	24
STUDENT EXPRESSION/DISSEMINATION OF MATERIALS	25
STUDENT PLACEMENT PROCEDURES	25
STUDENT RECORDS (POLICY 216: STUDENT RECORDS)	25
STUDENT VACATIONS	25
SUBSTITUTE TEACHERS	26
SURVEYS (POLICY 235.1: SURVEYS)	26
THREAT ASSESSMENT (POLICY 236.1: THREAT ASSESSMENT).....	26
VALUABLES	26
VISITORS.....	26
WEAPONS POLICY (POLICY 250: WEAPONS).....	26
WIN TIME.....	26
SUPPORT SERVICES	27
CHILD FIND AND ANNUAL NOTICE TO PARENTS.....	28
HOMELESS STUDENTS AND THE MCKINNEY VENTO ACT (POLICY 240 and POLICY 251)	31
Appendix A.....	33
Appendix B: Chromebook Handbook	36

ACADEMIC ACHIEVEMENT

Grade K: Explanations of Grades:

- S** Strong skills
- D** Developing skills
- N** Not making appropriate progress

Grades 1-5: Grading Scale:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- E** 59 and below

ADDRESS/TELEPHONE/EMAIL CHANGES

It is very important that every student maintain an up-to-date address, telephone number(s) and email address in the school office. **Notify the school immediately if you have a change of address, telephone number(s), or email addresses during the school year.**

AIKEN PBIS

Aiken Elementary implements school-wide PBIS – Positive Behavior Intervention and Supports. At Aiken, our goal is to have our students “SOAR” to new heights each and every day. Our PBIS program centers around our school’s “Green Tree,” where students earn “Eagle Eggs” for positive behavior. The Green Tree is decorated with leaves from each student signifying their pledge to SOAR. Aiken students “SOAR” by demonstrating the following expectations: Self-Control, On-Task, Always Kind, Respectful, and Responsible. When students earn eggs, they place them into a nest within the tree and sign the SOAR Signature Stump. When Eagle Eggs fill the trunk of the tree, students earn a “SOAR-prize.” A SOAR-prize is a reward earned by the entire school as students work towards a common goal by modeling positive behaviors. Our rationale is that by focusing on SOAR behaviors, we will minimize negative behaviors, you will see SOAR expectations listed throughout this handbook.



ARRIVAL

Students are to arrive at Aiken Elementary School **no earlier than 8:20 a.m.** At 8:20, all students will report to the gym to wait for others to arrive. At 8:30 the students will be dismissed to their classrooms. Students are tardy if they arrive after 8:40 AM. Students arriving after 8:40 must check in with the office before reporting to their classroom.

When you drop off your children, we ask that your child exit your car on the curbside. This can help ensure that our adults don't run the risk of hitting one of our students as they move around the loop. Also, to help the "flow" of the drop-off, we ask that the children exit the car and the parent move on. If there is a need to visit the school, you may park in the parking lot.

ASSEMBLIES

The PFO and the principal plan assemblies during the school year. Assemblies are intended to reinforce and/or enhance the curriculum. Special attention to etiquette and good citizenships is expected of all students.

OTHER CONSIDERATIONS FOR ASSEMBLIES:

1. Enter the assembly area by walking and then sitting on the gym floor or set up chairs as directed by the teacher or administrator.
2. Become silent when someone stands ready to speak.
3. Except for those times when you are asked to participate, there is no talking during the entire performance.
4. When asked to join in, do so as directed.
5. Clapping is the only way to show appreciation.
6. When volunteers are requested, stay seated and quietly raise your hand. When others are chosen, clap for them when it is time to do so.
7. There will be no *booing* at Aiken Elementary School.
8. Remain seated until dismissed from the assembly.

*Remember, unlike movies, television shows and tapes, which you watch at home, assemblies are live performances, and the performers can hear and see you.

ATTENDANCE ([POLICY 204: ATTENDANCE](#))

A strong relationship exists between good school attendance and academic achievement. The school laws of Pennsylvania state that students must attend school regularly. The attendance procedures are one of the most important aspects of the school's operation. When possible, caregivers are asked to schedule appointments and vacations outside of the school day/year to assure that students are present and learning at school each day.

We would like your cooperation in the following areas:

1. Legal absences include illness, death in family, weather conditions preventing bus arrival, authorized religious holidays, and pre-approved family vacations up to 5 days.
2. Approval for family trips should be requested at least 2 weeks prior to the date of departure.
3. Call the school office on the second day of any absence.
4. Send an email to Ms. Mackay or send one of the excuse forms, completed, to school with your child within **three days** of their return. Failure to do so will result in an unexcused or illegal absence.
5. Make every effort to see that your son or daughter is at the bus stop or in school on time. **A student is late after 8:40 a.m, and they must report to the main office for a tardy slip.**
6. A maximum of 10 cumulative lawful absences verified by parental notification may be permitted in a school year. All absences beyond 10 days shall require an excuse from a physician or medical provider.

BIRTHDAY TREATS ([POLICY 209.1: FOOD ALLERGY MANAGEMENT](#))

On their birthdays, children often want to share a treat with their classmates. **Non-edible treats are highly recommended (pencils, erasers, stickers, etc.)** Due to the number of life-threatening food allergies, please check with your child's teacher for acceptable treats. As per School Board Policy 209.1, if a caregiver would like to send in a birthday treat, they must submit the type of food and complete ingredient list to the nurse's office in each building **72 hours prior** to that food being served to allow time for school personnel to review and approve, and provide a reasonable and similar substitution for the affected student. Food that is not pre-approved cannot be served and will be sent home.

For more information regarding the District's Diabetes Management, click the link here: [POLICY 209.2: DIABETES MANAGEMENT](#)

BULLYING ([POLICY 256: ANTI-BULLYING](#))

The school district will not tolerate any acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, or transmitted in any way through school computers, networks or equipment. Bullying shall mean unwelcome repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Emotional bullying, i.e., spreading rumors, ridiculing, manipulating social relationships
- Threats and intimidation
- Extortion or stealing
- Racially or ethnically-based, or gender-based verbal abuse
- Spreading false information about a person
- Cyber bullying

BUS REGULATIONS

Proper behavior is an absolute necessity while riding on the school bus. In the interest of a safe and orderly ride on the bus, students are expected to be courteous and cooperative. Students involved in bus misconduct, showing disrespect for the driver, or causing damage to the bus may lose their bus riding privileges. The bus driver is responsible for the bus and the safety of its occupants. The driver's direction shall be followed at all times. Student responsibilities are as follows:

1. Report to your bus stop five (5) minutes before the bus is scheduled to arrive.
2. While waiting for the bus, stay a safe distance from the roadway. Shoving, tripping, fighting, snowballing, etc. are strictly prohibited.
3. Board the bus in an orderly, safe manner and go directly to the seat assigned to you by the driver. Remain seated until the bus comes to a complete stop at the school or at your bus stop.
4. Students must remain seated while the bus is in motion.
5. Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention.
6. Ask the driver permission to open windows. Students must keep arms, hands, and head inside the bus at all times.
7. Eating and drinking on the bus is not permitted.
8. Throwing objects inside or out of the bus is prohibited.
9. When the bus arrives at school, students are to exit in an orderly fashion, and go directly to the gym.

If you drive your child to school, **do not drop them off any earlier than 8:20 a.m.** No supervision will be provided prior to this time.

CAFETERIA RULES AND PROCEDURES

The following is a list of SOAR expectations in the **CAFETERIA**:

Self Control	Sit flat on bench (voice level 3)
On-Task	Eat lunch in a timely manner
Always Kind	Include others
Respectful	Use manners and clean up when told
Responsible	Raise your hand to leave your area

Other consideration while eat breakfast and lunch in the cafeteria:

1. Good manners should be practiced at all times.
2. Students are to report to their assigned tables upon entering the cafeteria.
3. Students are to wait until their table is called to proceed to the lunch line.
4. Put all trash in cans and leave the area clean.
5. Use quiet voices.
6. Participate in appropriate conversation and behavior.
7. Sit flat on the bench with both feet under the table.

8. Keep hands and feet to self.
9. When any adult says *Hands Up* all students should get quiet immediately.
10. All food and drinks must be finished while seated. Nobody is permitted to walk around while eating and drinking.
11. Only respectable behavior is acceptable.

CANCELLATION OF SCHOOL OR DELAY NOTIFICATION

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. A telephone message will be sent out alerting parents of delays and cancellations. Parents must have arrangements made for delays, early dismissals, and school closings. Cancellations or delays will be broadcast on the major networks as early as possible. Listen to the radio or television for such announcements.

In the event of a two-hour delay, students should arrive at 10:30 AM, and will be considered tardy at 10:40 AM. Please do not send children to school prior to the appropriate time as there will not be supervision. In addition, parents can check the district website www.kosd.org

CELL PHONES

Effective August 29, 2022, the Keystone Oaks School District is changing its policy regarding students' use of personal electronic devices. ***Students will no longer be permitted to use personal cell phones during the school day in district buildings; on district property; and during the time students are under the supervision of the District.*** Students may bring their cell phone to school, but they must remain turned off during the school day. Students may keep their cell phone in a pocket, bookbag, etc. so that they are accessible in case of an emergency, such as a lockdown or evacuation of the building. Anyone who needs to reach a student during the school day should call the main office and a member of the front office staff will ensure that the student receives the message.

CLASSROOM POLICY

Students are not permitted to enter a classroom without permission from an adult staff member, preferably the teacher in that room. When entering the school, parents must report to the main office, **must present driver's license or State-issued ID**, and receive a "Visitor" badge to be worn during their school visit. Waiting parents are asked to remain in the office. We would like to discourage the practice of parents bringing children back to school to get "forgotten work." In cases where it is necessary, please check in the office before going to a classroom or locker.

CONFERENCES (PARENT – TEACHER)

Parent/teacher conferences are scheduled at various times, either in-person or via Google Meet. Parents are asked to make an appointment with the teacher(s) for each of their children regardless of the progress of the child. These conference times are very valuable to the overall educational program.

Some parents are hesitant about participating in conferences but teachers can do a much better job with students if they can share their assessment of the student's progress directly with the parents. It is not necessary to wait for regular conference time if a parent has a question or concern. Parent conferences are encouraged and can be arranged at any time during the school year.

COUNSELOR

Our school counselor is available to assist students, parents, and staff with academic problems, social problems, and crisis situations. Students and parents are also encouraged to make use of the counselor by making an appointment. This can be a meeting in person or by phone. The counselor may be reached at 412-571-6240. The District contact regarding Counseling services is Dr. Suzanne Hanna, Assistant to the Superintendent for Student Services, shanna@kosd.org 412-571-6013

CHROMEBOOK ([POLICY 237: ELECTRONIC DEVICES](#))

Each student, K-5, will be provided a Chromebook to enrich their learning experience. Kindergarten devices will be stored at school on a daily basis. Grades 1-5 students will take their devices home each night. It is their responsibility to charge their device each night.

The District will not be offering a device protection plan for student Chromebooks. If a Chromebook is accidentally damaged, the student with a loaner (if available) while the device is being repaired by the Keystone Oaks Technology Department.

Gross negligence will result in disciplinary action. Please review the Chromebook Handbook (Appendix B) for more important information."

DISCIPLINE ([POLICIES: 218](#), [218.1](#), [218.2](#), and [218.3](#))

Teachers have the authority and responsibility to maintain discipline in their classrooms. School district and classroom discipline policies have been established and will be consistently enforced. The faculty of the Aiken Elementary School utilizes the "Progressive Discipline" classroom management format. Students are rewarded for following classroom, playground, lunch hour, and general school rules. If students choose to break these rules, a set of consequences will be issued for each infraction. While somewhat similar, each teacher's classroom plan may differ slightly with age group and type of class. Serious infractions of school rules will be handled on an individual basis with the parents being contacted. If a teacher issues a behavior referral

form, a copy of the major infraction is sent home. Parents are encouraged to discuss the circumstances with their child, along with any consequences received.

More information regarding **STUDENT DISCIPLINE** can be found at the policy links above.

More information regarding **SUSPENSION AND EXPULSION** can be found at [POLICY 233: SUSPENSION AND EXPULSION](#)

More information regarding **STUDENT RIGHTS AND RESPONSIBILITIES** can be found at [POLICY 235: STUDENT RIGHTS AND RESPONSIBILITIES](#)

DISCRIMINATION/TITLE IX SEXUAL HARRASSMENT AFFECTING STUDENTS AND STAFF

Title IX prohibits all sex discrimination in education programs or activities. The 2024 Title IX regulations require that schools use the grievance process to address allegations involving any of the following five types of sex discrimination:

- **Sex-Based Harassment** – unwelcome conduct based on sex, including quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking.
- **Different Treatment** – when an individual or group of individuals is treated differently because of their sex.
- **Disparate Impact** – when a facially neutral policy, rule, or practice has a disproportionate impact on students of a particular sex and the school does not have a substantial legitimate justification for using that policy, rule, or practice.
- **Failure to Accommodate** – failure to provide a reasonable accommodation, such as breaks during class or changes in schedule, to a student who is pregnant or has a pregnancy-related condition.
- **Retaliation** – action by a peer or employee and aimed at interfering with a person's rights under Title IX, including retaliation against any individual who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates in an investigation or proceeding under your school's Title IX grievance process. Title IX also prohibits retaliation against individuals for refusing to participate in your Title IX process but allows schools to require employees to participate in an investigation. Examples of retaliation include intimidation, threats, coercion, rumor spreading, ostracism, assaults, destruction of property, unjustified punishments, or unwarranted grade reductions.

More information regarding the District's Discrimination/Title IX Sexual Harassment policies can be found within [Policy 103](#) and [Policy 104](#). The District's Title IX Coordinator is Dr. Suzanne Hanna, shanna@kosd.org 412-571-6013. Dr. Hanna also serves as the Section 504 Coordinator.

DISMISSAL

Barring any unforeseen circumstances, whether it be a parent pick-up or going home with a friend, all changes and phone calls will need to be completed by 2:30pm. This will give our staff enough time to communicate with the teachers to inform them and your child of the change. Each family will have a unique dismissal number to display in their vehicle to pick up their child. Aiken staff will record your number and let you know where to pull up. Students will be matched with a car at the curb.

Students are not permitted to make phone calls arranging a change in dismissal. Any dismissal changes require a note from parent/guardian presented to the office **at the beginning of the school day.** The note should include a phone number where parent/guardian can be reached in case the request cannot be honored.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, due to the doctor or dentist office hours, this is not always possible. Therefore students will be excused for these special appointments. Please send a note on the morning of the appointment.

DRESS CODE ([POLICY 221: DRESS AND GROOMING](#))

The following items are examples of clothing and dress which are inappropriate:

- No hats, head coverings, or bandanas worn, or carried in school unless for medical or religious purposes.
- 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.

Additional Information:

- 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.

The mode of dress is left to the discretion and good taste of the parent. Special attention should be given to the student's attire during warm weather. Students' dress should be appropriate. The final decision regarding the suitability of any individual outfit is left to the judgment of the principal. **Barring special designated days (ie Hat Day), hats are not to be worn in school. Students are required to wear tennis shoes for gym class. Tennis shoes with wheels are not permitted.**

DROP-OFF AREA

Use of the drop-off area in front of the school is limited to only letting your child/children out of the car. If you need to get out of the car and assist in any way, you must park in the parking lot area. The extra time it takes you to get out and help you child/children creates a traffic backup.

Students are reminded to enter/exit vehicles on the passenger side only.

EARLY DISMISSALS AND STUDENT SAFETY

Written requests are required for early dismissals. Students are not permitted to wait outside the office/building for pick-ups. Barring an unforeseen circumstance, we ask that any changes to dismissal be communicated by 2pm. This allows Mrs. Wareham enough time to contact the appropriate teacher(s) to communicate the change.

For the safety of the students at Aiken Elementary, students will only be dismissed from the main office or the nurse's office. Anyone picking up a student for an early dismissal must present a photo ID.

EMERGENCY DRILLS

Schools are required by Pennsylvania State Law to conduct fire drills on a monthly basis. Every effort will be made to conduct these drills when the weather is suitable for leaving the building. Teachers are responsible for ensuring that the students understand the fire drill procedures and the escape route from their classrooms to an outside area that is a safe distance from the building.

Severe weather drills are conducted annually. During these drills, each classroom reports to a designated area within the building. Our district also conducts safety drills in order to assure that students are prepared to respond appropriately to a variety of emergency situations.

In each drill, children are to move to the designated areas in a safe, quiet and orderly manner.

EMERGENCY INFORMATION

At the beginning of each school year, parents are requested to complete an emergency form to the school for each student, to be used in case of an emergency. It includes the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone number and work phone number.

4. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

*** If any of the above information changes during the course of the school year, it is imperative that personnel in the office be notified.**

ENROLLMENT ([POLICY: 200 ENROLLMENT](#))

School age resident students and eligible nonresident students shall be entitled to attend district schools. The District shall not enroll a student until the person in parental relation has submitted proof of the student's age, residence and immunizations and a completed Parent Registration Statement, as required by law and regulations.

The District shall administer a home language survey to all students enrolling in district schools for the first time.

The District shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

The District shall immediately enroll students experiencing homelessness, foster care and other forms of education instability, even if the student or person in parental relation is unable to produce the required documents, in accordance with Board policy, laws and regulations.

The District shall not inquire about the immigration status of a student as part of the enrollment process. Enrollment requirements and administrative procedures shall apply to nonresident students approved to attend district schools in accordance with Board [POLICY 202](#)

FIELD TRIPS

Field trips to places of interest are scheduled by classroom teachers throughout the school year. Parents will receive notices of field trips in advance of the scheduled trip. A signed permission slip from the parent must be returned to the school prior to the date of the field trip.

FOOD SERVICE

For the 2024-2025 school year, Breakfast and Lunch are available daily in all schools. For the 2024-2025 school year, breakfast and lunch prices are as follows:

- Elementary Breakfast - FREE (first meal)
- Elementary Lunch - FREE (first meal)
- Elementary Second entree - \$2.00 (if a student purchases extra)
- Elementary Second Meal - \$2.85
- Items outside the meal are ala carte and will have a cost

Free Meals

One complete breakfast and lunch meal per school day will be free of charge for all Keystone Oaks students for the 2024-2025 school year.

A complete meal must include the following:

- At least one of the following: fruit, vegetable, fruit juice, vegetable juice
- At least two of the following: protein, grain, milk

The following items are NOT eligible for the free meals program and students will be charged a la carte pricing for these items:

- Single food items, such as: one slice of pizza, a side of french fries, a cereal bar, etc.
- A second meal; only one full meal per student per day will be free. Students will be charged \$2.85 for a second meal.
- Bottled water
- Snack items, such as: ice cream, chips, sports drinks, etc.

The Food Service Department will continue to serve unlimited fresh and canned fruits and fresh vegetables to students who receive or purchase a school lunch.

Free & Reduced Price Lunch Program

Even though all first meals are FREE, families are still encouraged to complete the application for the meal program. This application benefits families and the school district in many ways. If your child/children previously qualified for free or reduced-price meals, you should complete a new application each year. More information is available on our website: <https://www.kosd.org/FoodServices.aspx>

SchoolCafe

The Food Service Department utilizes SchoolCafe to allow families to manage and view breakfast and lunch purchases, make online food service payments, and set certain cafeteria account restrictions. Families should visit <https://www.schoolcafe.com/> to create a new account. To create an account, families will need to enter their name, email address, phone number, student name(s), school(s) and student ID number, which can be found in PowerSchool. If you have any questions, please contact Mr. Kevin Lloyd, Director of Food Service, at klloyd@kosd.org. Students are able to purchase breakfast and lunch daily. Breakfast is available from 8:20-8:35 AM. Lunches are served in three sessions. A menu of the available lunch choices is provided to each student on a regular basis and can also be found on the district website www.kosd.org

GUM

Unless otherwise allowed by administrator or teacher, students are not permitted to chew gum while in school for health and custodial reasons.

GYM

On the days that your child has gym, he/she will be required to wear tennis shoes to participate in class.

HALL BEHAVIOR

The following is a list of SOAR expectations in the **HALLWAYS**:

Self Control	Stay on "Peach Street" (voice level 0)
On-Task	Move with the class
Always Kind	Hold doors for others
Respectful	Keep hands and feet to self
Responsible	Walk to destination

HATS and HOODS

Remove hats and hoods indoors. Hats and hoods are not to be worn in Aiken Elementary School, unless designated by the principal for a special occasion (ie Hat Day).

HAZING ([POLICY: 247 HAZING](#))

Keystone Oaks School District maintains a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

HOMEWORK

Homework is an important part of the educational process. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work, and check their children's work before it is returned to school. Study time at home for Grades 1, 2, and 3 can be approximately 30 minutes. Students in Grades 4 and 5 may study an average of up to one hour.

If your child is absent and you are requesting homework, please call or email the teacher. The teacher(s) will have the homework prepared for you by the end of the day for pick-up in the main office.

Any questions or concerns about homework should first be addressed to the teacher who made the assignment.

ILLNESS OR INJURY

In case of illness or injury, the school nurse, health aide, administrator, or member of the school staff will care for the students. School staff will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital.

Remember, an emergency telephone number where parents can be reached must be on file at the school.

IMMUNIZATIONS ([POLICY 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS](#))

As required by the Commonwealth of Pennsylvania, there are new vaccination requirements for attendance in all Pennsylvania schools. All Keystone Oaks students are encouraged to receive required vaccinations ASAP!

ON THE FIRST DAY OF SCHOOL, a KOSD student must have had **at least one dose** of the following vaccinations or **RISK EXCLUSION** from all KOSD school buildings:

- Tetanus, diphtheria, and acellular pertussis (DTap)* (1 dose on or after the 4th birthday). There are 4 doses of this vaccine.
- Polio** There are typically 4 doses of this vaccine.
- Measles, mumps, rubella *** There are 2 doses of this vaccine.
- Hepatitis B. There are 3 doses of this vaccine.
- Varicella (chickenpox) or evidence of immunity. There are 2 doses of this vaccine.
 - *Usually given as DTP or DTap or if medically advisable, DT or Td
 - **A fourth dose is not necessary if a third dose was administered at age 4 years or older and at least 6 months after the previous dose
 - ***Usually given as MMR

If a child does not have all of the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose **WITHIN THE FIRST FIVE DAYS OF SCHOOL** or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan from the doctor **WITHIN THE FIRST FIVE DAYS OF SCHOOL** for obtaining the required immunizations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan from the doctor **WITHIN THE FIRST FIVE DAYS OF SCHOOL** for obtaining the required immunizations or risk exclusion. ***The medical plan from a doctor must be followed or risk exclusion from all KOSD school buildings.***

FOR MORE INFORMATION ON THE VACCINES YOUR STUDENT NEEDS TO ATTEND SCHOOL, PLEASE CONTACT YOUR STUDENT'S SCHOOL NURSE OR TALK TO YOUR CHILD'S PEDIATRICIAN.

If your student is uninsured, please contact the Allegheny County Health Department at 412-578-8060

INTERNET ([POLICY 262: INTERNET/E-MAIL USE BY STUDENTS](#))

The use of the Internet is a privilege. The primary use of the network shall be reserved to those students who utilize the materials that are of *educational value*. *Educational value* shall mean those areas of network access that have direct or indirect impact on the student's educational program. The use of the network for e-mail to friends, chatting, reading jokes, searching sport sites or games, or other actions that are not directly or indirectly related to the school's curricula are not deemed to be of *educational value* will not be given any priority use of the system.

The use of the system for any type of inaccurate, offensive, or illegal material, or other prohibited activities shall not be permitted. Each student has the responsibility to report any knowledge or entry of such materials immediately to an appropriate employee. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted. The school district reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed, to determine whether the student is using the system for appropriate educational purposes.

Student may not move, repair, reconfigure, modify, or attach, external devices to the computer/network without permission of the network supervisor.

More information regarding ELECTRONIC DEVICES can be found in Appendix A of this Student/Parent Handbook.

INTERACTING WITH ADULTS

Students are expected to interact with all adult staff members in a polite, mannerly fashion. A student should demonstrate respect to every member of the staff.

INSTRUCTIONAL MATERIALS ([POLICY 105.1: REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS](#))

Parents and/or students are afforded the opportunity to review instructional materials and have access to curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. Interested parties are to send a written request to Dr. Shannon Varley, the Assistant to the Superintendent for Student Achievement, at varley@kosd.org

For more information regarding **EXEMPTION FROM INSTRUCTION**, parent can access [POLICY 105.5: EXEMPTION FROM INSTRUCTION](#)

INTERSCHOLASTIC SPORTS ([POLICY 123: INTERSCHOLASTIC ATHLETICS](#))

Keystone Oaks recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a resource for community involvement. More information can be found on the hyperlink above.

For more information regarding **CONCUSSION MANAGEMENT**, parent can access [POLICY 123.1: CONCUSSION MANAGEMENT](#)

For more information regarding **SUDDEN CARDIAC ARREST**, parent can access [POLICY 123.2: SUDDEN CARDIAC ARREST](#)

INTERVENTION/ENRICHMENT

I/E is a daily scheduled time that provides students with enrichment, extra support and supplementary instruction. This time is dedicated for students with a variety of needs, including academic achievement and intervention. Students in Grades K-5 participate in the I/E block.

I/E can include activities such as:

- Reinforcement of acquired skills
- Reteaching of skills
- Extension of acquired skills
- Daily enrichment
- Project-Based Learning Activities
- Band/Orchestra lessons
- Work on IEP goals (if applicable)

INVITATIONS

We request birthday invitations not be brought to school unless there is one for each child in the class (homeroom). The exception to this is if ONLY girls or ONLY boys in the class or homeroom are being invited. Your cooperation in this area can save hurt feelings and tears. **PLEASE NOTE: The school is not permitted to provide mailing addresses to families.**

LEAVING THE SCHOOL GROUNDS

Students are not allowed to leave the school grounds during school hours without the knowledge and consent of their teacher and office personnel. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian, and only after the student has been signed out at the office.

LEGAL CUSTODY

Separated or divorced parents are advised of their obligation to inform the school about the situation in the home and provide written documentation about the custody status of the children. Information that the parent(s) should make available to the school include court orders or directives related to custody and access to the child; shared custody plans; documents fixing responsibility for the child's education; informal parental understandings and agreements regarding the child's education and welfare; and information verifying a non-legal "custodial parent" arrangement.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for all grade levels in the school. They are held for the purpose of library instruction as well as the enjoyment of the materials and books.

There is no fine for overdue books but lost or damaged books must be paid for.

LITTER POLICY

Students are encouraged to help keep the building clean by depositing litter and garbage in garbage receptacles and to discard any litter that they see. Please put litter in its place.

LOST AND FOUND

Lost and Found is located near the gym. Please feel free to inspect the items there. Encourage your child to look for lost articles. Items left on the bus are returned to the school and placed at the Lost and Found area. Items not claimed will be donated to a charity in December and June.

MEDICAL/DENTAL EXAMINATIONS/SCREENINGS ([POLICY 209: HEALTH EXAMINATIONS/SCREENINGS](#))

Medical and dental examinations should be done by the family physician or dentist and reported to the school on forms supplied by the school. Payment for exams is the responsibility of the caregiver.

Physical examinations are required for entry into kindergarten, first and sixth grades, by all new pupils from out-of-state or out-of-the-country, and by pupils transferred from other Pennsylvania school systems, unless an adequate health record is available. Dental exams are required for entry into kindergarten, third, and seventh grades, by all new pupils from out of state, and by pupils transferred from other Pennsylvania school systems, unless an adequate health record is available. Parents are invited to be present for any examinations at school.

The school nurse does vision screenings, using the Snellen chart, on all students every year. Hearing screening using an audiometer is done on students in kindergarten, second, third, and seventh grades by the school nurse.

Body Mass index is a numerical calculation based on the child's weight in relation to his/her height. It is also specific for age and gender. The BMI number is translated to a percentile to compare that number to other children of the same age and sex. All parents will be notified of their child's Body Mass Index for age percentile and the range of percentiles that may put their child at risk for health problems.

MEDICATION ([POLICIES: 210](#) and [210.1](#))

Any students who need to take medicine during school hours for any reason should follow this procedure:

1. Parents must obtain a written prescription from their physician to be directed to the school nurse.
2. The prescription should include the student's name, diagnosis, kind of medicine, and the time and amount of medication to be given.
3. Medication is to be locked in a safe place in the nurse's office.
 - a. Parents may drop off cough drops to keep in the nurse's office. A written note must accompany the cough drops, stating they can be given at school.
 - b. All other non-prescription (over-the-counter) medication should not be sent to school without a written prescription from the doctor. Parents may come and personally administer medications that they wish their child to have during the school day.
4. Prescriptions are to be updated each school year.

PARENT FACULTY ORGANIZATION (PFO)

The Aiken Elementary School PFO is an active part of the Keystone Oaks School District. The PFO members volunteer and assist in many school functions, organize holiday parties, fund grade level field trips, act as liaisons, and serves in a host of other roles. All parents are urged to become members and actively participate. Furthermore, your membership provides you with voting privileges. Meetings are held monthly in the library (or you can join virtually) beginning at 6:30 p.m.

PETS

No pets of any kind are allowed at school without permission.

PARTIES

Rather than hosting in-school holiday parties, the PFO typically hosts one evening event per month (Trunk or Treat, Spring Bingo, Book Fair, etc).

RECESS

Please encourage your children to play safely and respect the right of others. Under no circumstances will toy weapons be permitted on the playground.

The following are SOAR expectations for **OUTDOOR RECESS**:

Self Control	Wait to exit the building safely Take care of Equipment Outside voice level 4
On-Task	Use equipment safely Line up when the whistle is blown
Always Kind	Include others in play
Respectful	Keep hands and feet to self
Responsible	Follow rules of play and games

The following are SOAR expectations for **INDOOR RECESS**:

Self Control	Take care of toys and games voice level 3
On-Task	Clean up when whistle is blown Line up with the class
Always Kind	Include others in play
Respectful	Keep hands and feet to self
Responsible	Follow rules of play and games

OTHER CONSIDERATIONS FOR OUTDOOR AND INDOOR RECESS:

1. Dress for the weather. We will go outside whenever possible.
2. Come to the line as soon as the whistle blows.
3. Work out disagreements so they do not escalate into a fight.
4. Only flag football. No contact sports on the playground or field.
5. Slides are feet first and one at a time
6. Only soft balls on the playground.
7. To keep halls orderly for everyone, keep to the right and talk quietly. Close lockers quietly. In addition to the above playground rules, the following rule is to be observed during inclement weather (indoor recess): Sit-down activities and games are the only acceptable activities for indoor recess.

REPORT CARDS

Report cards are issued electronically via email following the completion of each nine-week period. Please carefully review your child's progress and contact the school if you have any questions regarding the report card. Kindergarten report cards are issued at the end of each semester.

RETURN TO SCHOOL AFTER ILLNESS

It is important that children stay at home until they are completely well. The child recovering from one of the diseases listed here may no longer be able to transmit it to others, but his/her resistance may be so low that the child is easily susceptible to other infections.

Additionally, pupils should remain at home when they show any of the following signs or symptoms: Fever, red-watery eyes or crusted lids, swollen glands or sore throat, general signs of illness, skin sores or rashes, and acute cold or nausea. Check with the school nurse for the minimum period of exclusion from school if your child has contracted one of the following diseases:

Chicken Pox	Mononucleosis
Scabies	Hepatitis (Infectious)
Ring Worm (Scalp & Skin)	Scarlatina or Scarlet Fever
Pink Eye (conjunctivitis)	Impetigo
Pediculosis (head lice)	Streptococcal Sore throat
	Influenza (flu)
	Pneumonia

SCHOOL SECURITY

The primary responsibility of the Keystone Oaks School District is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher, school counselor, and/or the principal. Every effort will be made to address these issues.

Parents, please be advised that during school hours all outside doors of the school will be locked. In order to gain admittance into the elementary buildings, you must buzz in at the main entrance of the school. It is good practice to have a photo ID on your person when entering any District building.

Please note: The School Campus is closed to the public from 8:00am to 4:00pm.

For information regarding **SEARCHES**, parents may access [POLICY 226: SEARCHES](#)

For information regarding **CONTROLLED SUBSTANCES/PARAPHERNALIA**, parents may access [POLICY 227: CONTROLLED SUBSTANCES/PARAPHERNALIA](#)

STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate non-school materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the District's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

For more information regarding STUDENT EXPRESSION/DISSEMINATION OF MATERIALS, please reference [POLICY 220: STUDENT EXPRESSION](#)

STUDENT PLACEMENT PROCEDURES

One of the most important duties in the summer is the creation of classroom rosters for all K-5 students. This is a very time consuming process. Many factors weigh into classroom placements. Each class is carefully chosen to balance academic ability, behavior, personality, and an equitable class size. Specific student needs and teacher input is critical during this process. In addition, the number of boys and girls, ELLS and Special Education needs are addressed.

The staff develops rosters based on the factors detailed here. Requests to move students from one classroom to another necessitate other moves without consideration being given to why the assignments were initially made. For these reasons, rosters are established prior to the start of school and will remain as detailed in the letter sent to families.

STUDENT RECORDS ([POLICY 216: STUDENT RECORDS](#))

Permanent records are maintained on each student at Dormont Elementary School. These records are securely housed in the school office. These records include the child's report cards, health records, attendance information, and any academic testing data done at the Keystone Oaks School District. These records are considered confidential information and will not be released to any agency outside the school without the parent's/guardian's written permission.

STUDENT VACATIONS

A principal may accept as an excused absence trips or vacations that children take with their parents **during the school year for a maximum of five school days**. In order to be considered an excused absence, the following criteria must be met:

- The principal receives a parental request to have the child excused to accompany his/her parents on a trip or vacation in writing **at least two weeks prior to the time of the absence**.
- Arrangements will be made for the student to have the work and studies he/she will miss while absent.
- This absence will be marked excused if all assigned work is submitted to the teacher soon after returning.

SUBSTITUTE TEACHERS

A substitute teacher may periodically teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for professional training, family emergency, or personal business.

SURVEYS ([POLICY 235.1: SURVEYS](#))

All surveys and instruments used to collect information from students shall relate to the district's educational objectives. Parents and caregivers will be made aware of said educational surveys and be given the opportunity to opt-out their child(ren).

THREAT ASSESSMENT ([POLICY 236.1: THREAT ASSESSMENT](#))

Keystone Oaks School District is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.

VALUABLES

The staff cannot be responsible for valuables which students bring to school. Students should leave valuables/toys at home.

VISITORS

All visitors to the building must have an appointment. School Board Policy 907 requires all visitors to present an official photo identification card (driver's license, state ID card, etc.). A visitor's badge will be given and must be worn at all times.

PLEASE NOTE: School Board [Policy 823: Use of Tobacco and Vapor Products](#) prohibits the use of tobacco and tobacco products on all Keystone Oaks properties.

WEAPONS POLICY ([POLICY 250: WEAPONS](#))

The Elementary Student Code of Conduct addresses the possession/use of any weapon **or look-alike** weapon or any object used as a weapon, Any offense will incur Suspension/Expulsion/Notification of Superintendent/Notification of Police

Please be advised that this policy is strictly enforced at Aiken Elementary for the safety of our students and staff.

WIN TIME

WIN (What I Need) time is a daily scheduled time for primary students (Grades K-2). WIN time is when teachers will be personalizing ELA instruction to further meet the unique needs of early reading literacy.

SUPPORT SERVICES

Elementary Student Assistance Program (SAP): Reviews students experiencing academic and/or other difficulties in the school setting. The team identifies the problem, establishes goals and intervention strategies, and monitors student progress.

School Counselor: Elementary school counselors provide social, emotional, and academic counseling in a small group and/or classroom setting. The District contact regarding Counseling services is Dr. Suzanne Hanna, Assistant to the Superintendent for Student Services, shanna@kosd.org 412-571-6013

English Learners (EL): ([Policy 140](#)) Students that speak another language at home may be eligible for English language instruction depending on their individual needs. The District contact regarding English as a Second Language is Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement, varley@kosd.org 412-571-6004

Learning Support: ([Policy 113](#), [113.1](#), [113.2](#), [113.3](#), and [113.4](#)) Consists of services and programs to meet the educational needs of students who meet state and federal eligibility criteria. Accommodations and modifications may be provided in the regular education classroom and/or the student may receive direct instruction and/or support in the learning support classroom. The District contact regarding Special Education programs is Dr. Suzanne Hanna, the Assistant to the Superintendent for Student Services, shanna@kosd.org 412-571-6013

Mentally Gifted (PKO): ([Policy 114](#)) A student may qualify for the mentally gifted program based on established group ability and/or achievement test scores. Differentiated instruction, enrichment, acceleration, special academic events, independent study and group study may be a part of the programming to meet the child's needs. The District contact regarding English as a Second Language is Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement, varley@kosd.org 412-571-6004

Speech and Language Support: Students who demonstrate a need in articulation, fluency, language and auditory processing and meet eligibility requirements may receive speech services.

Wellness Program: ([Policy 246](#)) In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and a student's long-term health and well-being. The District contact regarding its Wellness Program is Mr. Kevin Lloyd, Director of Food Services, lloyd@kosd.org 412-571-6059

For more information on other services contact the building principal, school counselor, or Director of Pupil Services.

CHILD FIND AND ANNUAL NOTICE TO PARENTS

Keystone Oaks School District 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 Assistant to the Superintendent for Student 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 Assistant to the Superintendent for Student Services.

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 Assistant to the Superintendent for Student 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, Assistant to the Superintendent for Student 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 Assistant to the Superintendent for Student 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 Assistant to the Superintendent for Student 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.)

HOMELESS STUDENTS AND THE MCKINNEY VENTO ACT ([POLICY 240](#) and [POLICY 251](#))

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 an 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 **Assistant to the Superintendent for Student Services, Homeless Liaison, Suzanne Hanna** at 412-571-6013 or shanna@kosd.org.

Appendix A

ELECTRONIC DEVICES More information can be found within [Policy 262](#)

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.

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.

7. 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.
8. 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:

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

Appendix B: Chromebook Handbook

Keystone Oaks School District Chromebook Program Handbook Grades K-12

The use of the Chromebook is aligned with our strategic plan to ensure we are personalizing the learning experience for each student

We cannot deny that technology can enable our teachers and students to do things that they previously (without technology) could not do. It is a challenge to implement any type of technology (hardware, software, services). But that doesn't mean we should shy away from it, or be afraid to fail. We might try a new technology and realize that it doesn't work or that it needs tweaking. So, we go back, reassess, fix the bugs, and try again. We must follow the same system of continuous improvement, through mistakes and failure, that we teach our children. Technology alone can do nothing. But in the hands of dedicated students and teachers it can lead to amazing innovation. Innovation that may happen in small steps but innovation nevertheless.

This handbook outlines the District's expectations for students in grades K-12. This document conveys the proper handling of Chromebooks and describes students' responsibilities. It includes an agreement for students and parents/guardians, including an option for a Technology Protection Plan. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to the academic setting. Regulations, along with District Policy 262: Internet/Email Use by Students and the Student Handbook, provide safeguards to ensure students have a positive experience, as the District provides a 1:1 integration of educational technology.

Chromebook Overview

A Chromebook and accessories in good working order are being lent to each student. These accessories include a district-provided case and charger. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of the Keystone Oaks School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by the Keystone Oaks School District, at the end of the school year, or sooner, if the student is enrolled in Alternative Education, or withdraws from the District prior to the end of the school year.

Actions will be taken by administration when students are referred for misuse of the Chromebooks. The discipline response structure is subject to change based on the severity of the offense.

Students who consistently fail to bring Chromebooks charged to school/ abuse devices will lose the privilege to take Chromebooks home on a daily basis.

The Keystone Oaks School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network. Asset tags have been placed on Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device. An email account—a school licensed email account @kosd.org--will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the School District only. The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Keystone Oaks School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to the IT support staff or administrator if it needs repair.

Parent/Guardian Responsibilities:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the internet at home.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.

- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from Keystone Oaks School District.

Use and Care of Your Chromebook

- **Bring it to school every day.**
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup is a must.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your course work. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request the you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be the cause for disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. **At home it is parents' and guardians' responsibility to monitor students' Internet access.** For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and, without consent is unlawful.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- Avoid eating and drinking while using your Chromebook.
- Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker, car, or any unsupervised area.
- Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided.
- Notify IT support, teachers, or administration if your Chromebook has a problem. Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook issued by the District, including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by the District, regardless

whether the usage happens for school-related purposes or not. Students are not permitted to place software or apps on the Chromebook.

The District may, without prior notice or consent, supervise, access, view, monitor, and record student use of a Chromebook at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software, but excluding monitoring through the use of a webcam.

Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of the Keystone Oaks School District as allowable by law.

Digital Citizenship

By signing the Chromebook Agreement, students agree to follow the guidelines set forth below with respect to being a good digital citizen.

The following guidelines regarding good digital citizenship are provided as guidance for students regarding some of their important duties with respect to the use of the Chromebook. The guidelines are provided as useful reminder only, and are not a complete list of all requirements. For a complete list of all applicable requirements, parents and students must review this Agreement, as well as the District Policies.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my 74 (Table of Contents) activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, defame, offend, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites or disseminate material that are/is sexually oriented, profane, degrading to others, pornographic, threatening, racially, ethnically, or religiously offensive, or otherwise inappropriate, or illegal. (Note: An exception may be made when a student's work on projects assigned under Board approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of a teacher or other designated District personnel before engaging in such use.) I will not enter other people's private spaces or areas. I will not disseminate material that I know to be inaccurate. I will report all knowledge of prohibited materials on the School District internet/network or District-issued computer equipment immediately to the building principal. I will not obtain or modify files, passwords, or data belonging to other users. I will not disrupt the work of others. I will not impersonate another or use electronic media anonymously or under pseudonyms. I will not attempt to circumvent systems security, guess passwords, gain unauthorized access to local or wide area net resources, or attempt to harm the system or infect it with a virus.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.