

Keystone Oaks Elementary Schools
Code of Conduct
2024-2025

The Keystone Oaks School District recognizes the importance of establishing clear policies and consistent disciplinary consequences for violations of District rules. Students are expected to act as mature, responsible and considerate citizens, treating each other with dignity and respect.

When a student violates District rules and regulations, the student will be subject to an appropriate form of discipline. The information that follows shows the normal sequence and/or combination of disciplinary actions that will be taken for violation of school rules and regulations. Multiple or repeated infractions will result in the higher level of consequences and/or a different combination of consequences.

It is understood that behaviors are developmental in nature, some infractions are more serious than others, and repeated infractions may warrant stricter consequences. In some cases, the development of an individualized behavior plan may be appropriate. In all cases consequences are subject to parameters of state and federal law.

If a student violates any policy set forth by the Keystone Oaks School District, the teacher or principal is to follow the regulations outlined in the Code of Conduct. The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy.

In all cases, the administration retains the right to use its discretion in evaluating cases; a student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered when appropriate.

***This Code of Conduct was approved by the Keystone Oaks Board of School Directors
on June 28, 2024.***

Level I

Refers to minor misbehavior on the part of the student that impedes or disrupts orderly classroom procedures or operation of the school.

These misbehaviors are usually handled by individual staff members but sometimes require the intervention of other school support personnel.

Examples But Not Limited To:

- Disruptive/inappropriate school or classroom behavior
- Bullying/Cyberbullying
- Unauthorized presence in the halls or other school areas
- Failure to complete or carry out directions
- Inappropriate use of technology devices
- Eating outside the cafeteria or in unauthorized area(s)
- Failure to return required forms, books, library books, materials, and equipment
- Unauthorized or improper use of school property/equipment/facilities
- Littering
- Running or shouting in the halls
- Disorderly bus conduct
- Lying
- Inappropriate language
- Gum chewing
- Violation of dress guidelines
- Defiance of rules or authority
- Horseplay/Scuffling
- Tardiness to school, class

Examples of Disciplinary Options:

- Verbal or written reprimand
- Call parents
- Special assignment
- Denial of privileges
- Confiscation
- Denial of recess
- Designated assignments
- Time out
- Removal from class
- Assigned seat on bus
- Restitution of property

Level II

Misbehavior that is frequent or seriously disrupts the learning climate of the school and/or endangers the health or safety of others.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the Administrative level because of the execution of Level I disciplinary options have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective actions on the part of Administrative personnel.

Examples But Not Limited To:

- Continuation of Level I misconduct
- Abusive, obscene, or disrespectful language, writings, drawings, or gestures
- Using forged notes or excuses
- Bullying/Cyberbullying
- Harassment/Intimidation
- Petty theft
- Vandalism/destruction of school property or property of others
- Plagiarism/Cheating
- Misbehavior during field trips or school programs
- Defiance of authority, disrespectful behavior to staff
- Unsafe bus conduct
- Leaving school property without permission
- Failure to serve detention as scheduled
- Inappropriate use of technology devices
- Unauthorized possession or use of school property, facilities, or lockers
- Spitting on persons or property
- Pushing and/or Roughhousing
- Tardiness to school, class (chronic)
- Other violations of the Students Acceptable Use Policy

Examples of Disciplinary Options:

- Modified Day
- Denial of privileges/extra-curricular activities
- Detentions
- In-School or Out of School Suspension
- Conference with Parents
- Failure of Assignment
- Loss of bus privileges
- Confiscation
- Temporary removal from class
- Designated assignments
- Restitution of property
- Referral to police or district magistrate

Level III

Refers to acts that are frequent or serious which disrupt the learning climate of the school or acts directed against persons or properties that could endanger the health or safety of others in the school. These acts require administrative action that could result in the immediate removal of the students from school as well as the possible intervention of law enforcement authorities.

Examples But Not Limited To:

- Continuation of or extreme Level II misconduct
- Assault and/or battery
- Vandalism
- Theft
- Fighting
- Verbal or physical threats
- Bomb threats or threatening phone calls
- Using minority, ethnic or racial slurs or intimidation
- Trespassing on or in school property when closed
- Leaving school property without permission (fleeing, running away)
- Unauthorized possession or use of school property/equipment/facilities
- Repeated bus misconduct
- Hazing
- Destruction of the property of others
- Lewdness or indecent exposure
- Possessions, sale or use of firecrackers, cherry bombs, or other fireworks
- Possession or use of tobacco, matches, and or lighters
- Possession of drug paraphernalia
- Sexual harassment
- Possession of laser pointers
- Possession or inappropriate use of prescriptive or over-the-counter medication

Examples of Disciplinary Options:

- Confiscation
- Removal from class
- In-school or Out of School Suspension
- Denial of privileges/extra-curricular activities/assemblies
- Removal from bus and/or Loss of bus privileges
- Restitution of property or damages
- Referral to policy or district magistrate
- Referral to outside agency
- Expulsion

Level IV

Acts that are frequent or serious that disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Examples But Not Limited To:

- Continuation of or extreme Level III misconduct
- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of weapons
- Assault
- Possession of lighted or ignited objects
- Theft or possession/sale or stolen property
- Transfer/sale/possession/purchase/procurement distribution/use or under the influence of authorized substances, e.g., drugs, alcohol, or drug paraphernalia
- Disorderly conduct
- Unauthorized use of fire alarm or equipment
- Other violation of federal, state, or local laws
- Terroristic threats

Examples of Disciplinary Options:

- Confiscation
- In-school or Out of School Suspension
- Restitution of property or damages
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency

ATTENDANCE

Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except that authorized District staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence.

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 your child's building secretary, a notification via ParentSquare, 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.

The Keystone Oaks School Board has established attendance requirements in accordance with applicable laws and regulations, which are found in District Policy 204: Attendance. Parents/guardians should review Policy 204.

WEAPONS

Students are prohibited from possessing and/or bringing onto school property, onto a school conveyance providing transportation, and/or to any school sponsored activity, any weapon or replica of weapons as per **District Policy 250: Weapons.**

The school district shall expel for a period of not less than one (1) year any student who violates the Weapons Policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis and in compliance with the Pennsylvania School Code.

ANTI-BULLYING

It shall be in violation of **District Policy 256: Anti-Bullying** for any student or adult to engage in, encourage and/or condone, or communicate, any bullying/cyberbullying. It shall be a violation of Policy for any employee, approve volunteer or chaperone of the District to encourage and/or condone, throughout action or lack of action, any bullying/cyberbullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation. **In addition, cyber harassment is a criminal offense under PA Act 26 of 2015 and may be deemed to have been committed at the place where the child who is the subject of the communication resides.**

DRESS GUIDELINES

The Keystone Oaks School Board recognizes that each student's mode of dress and grooming reflects personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearances except when their choices affect the educational programs of the school or the health and safety of themselves and others. **Refer to District Policy 221: Dress and Grooming for guidelines pertaining to Dress and Grooming.**

BUS SAFETY/STUDENT TRANSPORTATION

Transportation for students shall be provided in accordance with law and Board Policy 810: Transportation.

Proper behavior on a school bus is essential for the safety of all passengers. The proper bus conduct is outlined in District Policy 810: Transportation.

TECHNOLOGY DEVICES

District Policy 237: Educational Use of Student Owned Technology Devices acknowledges that student-owned technology devices and District-owned technology devices may offer value to both the student and teacher in a controlled and monitored environment. The Policy sets forth expectations for appropriate use of existing and emerging technologies which student may possess including, but not limited to, all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide wireless, unfiltered connection to the Internet. The District reserves the right to restrict student use of student-owned and District-owned technologies on school property or at school-sponsored events.

Students are to adhere to the guidelines that are found in District Policy 237: Educational Use of Student Owned Technology Devices.

The first offense will result in a phone call home and a parent coming to the school and picking up the student-owned technology. In the unfortunate circumstances of repeat offenses, the technology may be kept until the end of the school year.

INTERNET/E-MAIL USE BY STUDENTS

District Policy 262: Internet/E-Mail Use by Students contains Responsible Use Guidelines to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters of acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.

Students and parents should review the Responsible Use Guidelines that are found in this Policy and which are listed below:

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

Discipline: Violations of these *Responsible Use Guidelines* will result in appropriate student discipline, in accordance with the School District's Student Discipline Policy and Student Code of Conduct.

This may include, but not be limited to, loss of the privilege to access the Internet/School District network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.

Access: Only those students who receive training, receive teacher permission, and are subject to teacher/faculty supervision, are authorized to use the Internet/network at the School District.

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

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

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

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

Faculty Role with respect to Student Use: Members of the School District's faculty shall use their best judgment and discretion in authorizing student access and monitoring student use of the Internet/School District network.

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

Potential Student Liability: All students using the Internet/School District network are charged with recognizing that E-Mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on other employees' students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.

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

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

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

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

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

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

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

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

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

Reduction of Cost: From time to time, the District may encourage students to use certain other informational sources in order to minimize costs.

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

Clarification

The Keystone Oaks School District recognizes that it is impossible to express all of the behaviors and consequences that might occur during the course of the regular school year. When appropriate, other District publications such as Student Parent Handbooks and the Board Policy will serve to clarify the District Code of Conduct. Student Rights and Responsibilities as identified in Title 22, Chapter 12 of the Pennsylvania School Code may be made available upon request.