



Keystone Oaks High School
1000 Kelton Avenue, Pittsburgh, PA 15216
412-571-6000 | www.kosd.org

Student Handbook
2023-2024

Mission Statement

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

KOHS

Student Handbook

2023-2024

KEYSTONE OAKS HIGH SCHOOL
ADMINISTRATION/FACULTY/STAFF

Mr. Michael Linnert	Principal
Mr. Ryan Brown	Assistant Principal
Mrs. Jennifer Tom (A-Ha)	Counselor
Miss Lauryn Greggs (He-o)	Counselor
Ms. Nicole Varrenti (P-Z)	Counselor

Ms. Sabrina Amman	Secretary
Ms. Kelsey Marucci	Secretary
Ms. Rose Stettler	Secretary
Mr. Mark Elphinstone	Athletic Director
Mrs. Melinda Connolly	School Nurse

FACULTY

English

Ms. Jennifer Bogdanski
Ms. Rebekah Brooks
Mrs. Sarah Fontanesi
Ms. Nancy Kraemer
Ms. Carrie Quinn
Ms. Lainey Resetar
Ms. Kim Smykal

Math

Mr. Kevin Gallagher
Mr. Jeff Kelly
Ms. Danielle Kandrack
Mr. Josh Kirchner
Mr. John McCarthy
Ms. Paige Petroval
Mr. Randy Tobias

Science

Ms. Allyson Culp
Ms. Suzanne Deemer
Ms. Rebecca Hritz
Ms. Tricia Kreitzer
Ms. Michelle McSwigan

Social Studies

Mr. Shane Hallam
Ms. Rachel Kim
Mr. Russ Klein
Mr. John Murphy
Mr. Jeff Seig

Special Education

Mr. Mark Elphinstone – Transition
Coordinator
Ms. Joyelle Galiszewski
Ms. Pam Gianoglio
Mr. Michael Orsi
Mr. Matthew Richert
Mr. Michael Turner

Art

Mrs. Heather Hakos-Hruby

Foreign Language

Ms. Lisa Forlini
Dr. Michelle Lowers
Ms. Julie O'Mara

Business

Mr. Robert Mays

Technology Education

Mr. Jeff Oestreich
Mr. Craig Wetzel

Music

Mr. William Eibeck
Mr. Richard Smith

Physical Education

Mr. Ken Hustava
Mr. Nick Kamberis

Family & Consumer Science

Ms. Jessica Anderson
Mrs. Emily Brill

Cyber Education – Mr. Mark Elphinstone

Gifted Education – Mr. Andrew Bochicchio

Librarian – Mrs. Annie McGaughey

ESL – Ms. Kathy Morrow

KEYSTONE OAKS HIGH SCHOOL
2023-2024 BELL SCHEDULE

Warning Bell:	7:40 a.m.
Homeroom:	7:45 - 7:50 a.m.
Period 1:	7:54 – 8:34 a.m.
Period 2:	8:38 – 9:18 a.m.
Period 3:	9:22 – 10:02 a.m.
Eagle Time 1:	10:05 - 10:35 a.m.
Eagle Time 2:	10:38 - 11:08 a.m.
Eagle Time 3:	11:11 - 11:41 a.m.
Period 4:	11:44 a.m. – 12:24 p.m.
Period 5:	12:28 – 1:08 p.m.
Period 6:	1:12 – 1:52 p.m.
Period 7:	1:56 - 2:36 p.m.
Dismissal:	2:36 p.m.

KEYSTONE OAKS HIGH SCHOOL
2023-2024 TWO-HOUR DELAY BELL SCHEDULE

Warning Bell:	9:40 a.m.
Homeroom	9:45 - 9:50 a. m.
Period 1:	9:54 - 10:17 a.m.
Period 2:	10:21 - 10:44 a.m.
Period 3:	10:48 - 11:11 a.m.
Eagle Time 1:	11:14 - 11:44 a.m.
Eagle Time 2:	11:47 - 12:17 p.m.
Eagle Time 3:	12:20 - 12:50 p.m.
Period 4:	12:53 - 1:16 p.m.
Period 5:	1:20 - 1:43 p.m.
Period 6:	1:47 - 2:10 p.m.
Period 7:	2:14 - 2:36 p.m.
Dismissal:	2:36 p.m.

KEYSTONE OAKS HIGH SCHOOL
2023-2024 Early Release Bell Schedule

Warning Bell	7:40 a.m.
Homeroom:	7:45 - 7:50 a.m.
Period 1:	7:54 - 8:17 a.m.
Period 2:	8:21 - 8:44 a.m.
Period 3:	8:48 - 9:11 a.m.
Period4:	9:15 - 9:38 a.m.
Period 5:	9:42 - 10:05 a.m.
Period 6:	10:09 - 10:32 a.m.
Period 7:	10:36 - 11:00 a.m.
Dismissal:	11:00 a.m.

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ACTIVITY BUSES

After school activity buses are provided as follows: Monday through Thursday, the activity bus departs the middle school at 5:15 p.m., unless otherwise announced. Beginning shortly after the first day of school, there is an additional activity bus scheduled to depart from the middle school on Tuesday and Thursday at 4 p.m. The announcement will be made via School Messenger as well as during homeroom announcements regarding the start date for this bus.

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

ANTI-BULLYING (Board Policy 256)

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

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

1. It is directed at another student or group of students.
2. It is severe, persistent or pervasive.
3. It has the effect of:
 - a. Substantially interfering with a student's education.
 - b. Substantially disrupting the orderly operation of the school.
 - c. Creating a threatening environment.
4. Occurs in a "school setting." "School setting" shall mean in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or during any activity sponsored, supervised, or sanctioned by the school and/or District.

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

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

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

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

The law makes cyber harassment of a child a third-degree misdemeanor, punishable by a maximum of \$2,500 fine and/or one year in prison. For a juvenile charged with the crime, a diversionary program, which might

include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile's record being expunged.

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

[Keystone Oaks High School - Code of Conduct - 2023-2024.pdf](#)

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

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

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

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

Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an administrator or supervisor employed by the school district and it is alleged that the administrator encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the superintendent or his designee shall investigate the complaint.

ANTI-Discrimination Policies

- [Policy 103](#)
- [Policy 104](#)
- Title IX Coordinator – Ms. Suzanne Hanna shanna@kosd.org (412) 571-6013. Director of Pupil Services
- Section 504 Coordinator – Ms. Suzann Hanna shanna@kosd.org (412) 571-6013.

Arrival/Dismissal Procedures

Students arriving before the official beginning of the school day at 7:45 a.m. are to report to an area designated for early arrivals. Students will not be permitted to go to classrooms or other areas of the building without permission slips. An area in the cafeteria will be set aside for those students desiring to purchase breakfast. It is

understood that early bus students will be entering the building no earlier than 7:20 a.m. Those walking or providing own-transportation may also enter the building at 7:20 a.m. Breakfast will be from 7:20-7:40 a.m. in the high school cafeteria. Students are not permitted to loiter outside the building.

Arrival

- Students can enter the building at 7:20 a.m.
- Buses will drop students off at the lower-level Kelton Avenue entrance to the Middle & High Schools.
- For students who ride to school with a guardian or family member, students may be dropped off in one of two locations: the McNeilly Avenue entrance to Keystone Oaks Middle School or behind Keystone Oaks High School, near the tennis courts.
- Students who drive to school should park in the student parking lot and enter the building through the gymnasium.
- Please note, students being dropped off via car will no longer be allowed to make a right at the stop sign below the high school tennis courts prior to 7:45 a.m.

Dismissal

- High School buses will pick students up in the back of High School. The line up is as follows: 10, 13, 2, 3, 4, 6 & 1.
- Middle School buses will pick students up on the McNeilly Avenue side of the building. The line up is as follows: 11, 15, 16, 12, 9 & 14.
- Students being picked upon the Kelton Avenue parking lot may be picked up in the parking spots along the rear of the lot closest to the trees.

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

Bus Riders: Passes and a list of bus regulations are issued to bus students. These rules are to be reviewed and followed by all bus riders. Violations can result in the loss of riding privileges.

Students must have a bus pass each time they board the bus. A lost pass must be replaced by coming to the office before 2 p.m.

Alert System

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

Athletics

All students participating in Keystone Oaks athletic sports, programs, and related-activities are subject to all inclusions of the athletic handbook (link over athletic handbook – do not actually include this writing). Questions regarding the specifics of the handbook should be initially addressed with Mr. Elphinstone, Athletics & Activities Coordinator, at elphinstone@kosd.org.

[KO-Athletic-Handbook-2023 and 2024 \(2\).docx](#)

Attendance (Board Policy 204)

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

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

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elected to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

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

Person in parental relation shall mean a:

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

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

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

Compulsory School Attendance Requirements

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

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

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

1. On certification by a physician, or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.

5. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
6. Students fifteen (15) years of age or fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work, or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session.

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written parental/guardian request.
10. Non-school-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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

Temporary Excusals

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

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

Parental Notice of Absence

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be

submitted within three (3) days of the absence.

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

Unexcused/Unlawful Absence

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

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification

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

Enforcement of Compulsory Attendance Requirements

Student is Truant

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

The notice shall:

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

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

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

School Attendance Improvement Conference

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

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

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

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

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

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

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

Student is Habitually Truant.

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

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

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

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

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

Filing a Citation

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

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

Special Needs and Accommodations

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

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board Policy.

Discipline

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Bus Conduct (Board Policy 810)

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

School buses and vehicles may be equipped with audio and/or video recording equipment. The Board authorizes use of such equipment for school discipline and security purposes. Each school year, the Superintendent or his

designee shall notify students and their parents or guardians of this policy by letter mailed to the students' home addresses. Notice that students may be audio recorded must be posted and be clearly visible on each school bus or school vehicle that is furnished with audio recording equipment.

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

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

1. Each student shall be seated immediately upon entering the bus.
2. No student shall stand or move from place to place during the trip. Students must keep their feet out of the aisle once seated.
3. Loud, boisterous, profane language, or indecent conduct, shall not be tolerated.
4. Smoking/vaping is prohibited on the bus.
5. No items of any kind shall be thrown in or from the bus.
6. The bus driver has the same authority over a student as does a teacher in the classroom.
7. Students must board and leave the bus only at their assigned stop.
8. Bus passes will be issued to all student and must be shown to the driver or school personnel upon request.
9. Vandalism to the bus will not be tolerated.

Violations of the above rules will be handled as outlined below:

First Offense

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

Second Offense

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

Third Offense

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

Serious Offense

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

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

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

and his/her parent/guardian must apply again for restoration of riding privileges.

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

Serious Offense

(Including, but not limited to, smoking and vandalism)

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

Cafeteria

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

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

Food sold by the school may be purchased by students and district employees, but only for consumption on school premises or on school-sponsored field trips. The price charged to students is established annually by the District in compliance with state and federal laws. The USDA has extended its free meals program through the 2021-22 school year, meaning that all Keystone Oaks students are eligible to receive free breakfast and lunch meals daily.

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

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

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

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

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

When a student owes money for five (5) or more school food program meals, the District will make at least two (2) attempts to contact the student's parent/guardian and shall provide the application or free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. Communications regarding money owed by a student for school meals will be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

The District shall be prohibited from:

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

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year and will travel with the student throughout their enrollment in the District.

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

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

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

Change of Address

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

Cheating and Plagiarism

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

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

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

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

Community Service

The Community Service Handbook can be accessed by clicking the link below:

[Community Service Handbook](#)

Controlled Substances/Paraphernalia (Board Policy 227)

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

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

1. **Restricted Drugs** – Includes opiates, hallucinogens, marijuana, steroids, barbiturates, heroin, morphine, alcohol, cocaine, tranquilizers, amphetamines, mood altering inhalants, and any and all of those substances ad designated as “controlled substances” and prohibited by the Controlled Substance Drug, Device, and Cosmetic Act, or any comparable or related state or federal statute or regulation.
2. **Look-Alike Drug, Substance, Liquid or Device** – A non-controlled drug, substance, liquid or device, which, in its overall appearance substantially resembles in size, shape, color, and or/markings or lack thereof, a controlled substance, drug, liquid, alcoholic substance or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic substance, or device.
3. **Alcoholic Substance** – A substance intended for consumption with percentage alcohol content, including, but not limited to, liquor, beer, wine, and grain alcohol. A substance containing alcohol for medical purposes and necessary to the treatment of an existing condition shall not be included within this definition if properly registered with the school nurse.
4. **Drug Paraphernalia** – Includes those items listed in the Controlled Substance, Drug, Device and Cosmetic Act, as well as any material(s) fashioned with the intent to use. Drug paraphernalia shall also include any forged, stolen, or blank prescription forms.
5. **Use** – Means to ingest, inhale, inject, imbibe or otherwise cause a restricted drug or alcohol to reach the bloodstream or digestive tract.
6. **Possession** – The possession of any restricted drug, alcohol, any material purported to be such (look alike or imitation drugs) or drug paraphernalia. The finding of any such restricted materials in a student’s locker shall be deemed to constitute possession by the student. Any such restricted materials found in an automobile used by a student and located on school property shall also result in the student being deemed to be in possession of the restricted material.
7. **Distribution** – To give possession of a restricted drug, alcohol, any material purported to be such (look alike or imitation drugs) or drug paraphernalia to another person, whether or not for compensation for sale.
8. **Student Assistance Team** – School District-designated multidisciplinary team trained in awareness and

understanding of chemical use, abuse and dependency. The responsibility of the team is to receive referrals, collect, and analyze data concerning each referral, and to make recommendations regarding each referral.

9. **Cooperative Behavior** – The willingness of the student to work with staff and school personnel in a reasonable and helpful manner. Cooperative behavior shall include, but not be limited to, the student's compliance with requests and/or recommendations made by the Student Assistance Team.
10. **Uncooperative Behavior** – Includes the resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, destruction of property and flight shall constitute examples of uncooperative student behavior. For purposes of this policy, uncooperative behavior shall also include refusal of the student and/or his or her parents(s)/guardian(s) to comply with the requests and/or recommendations of the Student Assistance Team.

Restrictions on Student Conduct/Procedures

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

with local law enforcement, and Board Policies.

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

Anabolic Steroids

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

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

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

Reasonable Suspicion/Testing

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

Cutting Class

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

Class cuts – Zero credit for any work or exams missed. The teacher will notify the student's parent(s)/guardian(s) by mail or phone and send a referral form to the Administration. Disciplinary action will be contingent upon the offense number.

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

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

Detention Procedures

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

- a. After School Detention is the assignment of a student to a quiet, supervised area from 2:45 to 3:45 p.m.
- b. Any student arriving late or exhibiting improper behavior will be removed and will receive no credit for the detention. Further disciplinary action will follow.

- c. Students must bring schoolwork to detention. Students without schoolwork will not be admitted. Students are also required to complete assignments given to them by the detention monitor.
- d. After School Detention may be served under the supervision of a classroom teacher.

Saturday detentions are from 8:30 – 11:30 a.m. Students are to report to the downstairs lobby, no later than 8:25 a.m.

Dress Guidelines (Board Policy 221)

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

All students entering Keystone Oaks High School are expected to strictly adhere to the Dress Guidelines.

Specifics regarding the Dress Guidelines are identified below and are subject to updates:

1. No hats, head coverings, or bandanas worn, or carried in school, except for religious purposes.
2. Appropriate undergarments worn and not visible.
3. Shorts and skirts of reasonable length (midlength).
4. 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.
5. No extremely tight, loose, or revealing clothing.
6. Any tops that expose midriff, bare back, chest, or underwear.
7. ***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.***
8. ***The building administration will make the final decision of appropriateness.***

Eagle Time

Eagle Time has been designed to allow for personalized learning and flexibility of scheduling for students. During this time, students will take ownership of their schedule and select learning opportunities based on personal choice or academic interest and need. Students are encouraged to select an Eagle Time period that will best meet their needs. This is an exciting and unique opportunity for all students this school year. More information will be provided to students during the first week of school.

Students will be responsible for signing up for both their Eagle Time sessions daily and lunch period. However, the teacher has the authority to override a student's Eagle Time selection based upon need. Failure to register for Eagle Time or failure to report to Eagle Time will result in a class cut referral.

Early Dismissal

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

1. Full name of student and home phone number
2. Date of early dismissal
3. Precise time of early dismissal
4. Reason for early dismissal
5. Signature of parent/guardian

No student will be excused without a note from a parent/guardian. Students may not leave school early unless excused by the school nurse or a principal.

At the discretion of the building principal or a designee, an emailed early dismissal may not be accepted.

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

Educational Use of Student-Owned Technology Devices ([Board Policy 237](#))

The Keystone Oaks School District supports and encourages the use of technology to aid in the education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the Internet.

The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize, and avoid any misuse of both student-provided or any other technology.

The purpose of this policy is to acknowledge that student-owned technology devices, hereinafter referred to "SOTD," may offer value to both the student and teacher in a controlled and monitored environment and to set forth expectations for appropriate use of existing and emerging technologies, which students 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 a wireless, unfiltered connection to the Internet.

Examples of these electronic devices include, but shall not be limited to, MP3 players, handheld game consoles, cellular phones, and smartphones, such as iPhones, laptops or other student-owned computers, as well as any new technology developed with similar capabilities of data storage or transmission.

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 appropriate classroom teacher or 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 SOTDs to school.

Electronic Devices

Effective January 17, 2023, the Keystone Oaks School District has updated its policy regarding students' use of personal electronic devices. ***Electronic devices, including cell phones, are to be turned off during school hours.*** 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 is to call the main office and a member of the front office staff will ensure that the student receives the message. The main office at Keystone Oaks High School can be reached at (412) 571-6000.

This change in policy will be strictly enforced and monitored through the principals' office as outlined in the Code of Conduct. More information regarding this policy can be read at the link below:

This change in policy will be strictly enforced and monitored through the principals' office as outlined in the Code of Conduct.

Eligibility-Athletic/Co-Curricular

Disciplinary Obligations

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

Athletic Eligibility

Students must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or the Western Pennsylvania Interscholastic Athletic League (WPIAL). Keystone Oaks student athletes must be passing a minimum of four (f) full credit subjects, not be failing more than one course, on a weekly basis, and have a minimum GPA of 2.0. The Administration may revoke the privilege of participating in athletics at any time for disciplinary reasons, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards. External suspensions are considered to be absences from school and are applied to the eligibility requirement. (See the Athletic Director for detailed athletic eligibility information and other athletic policies.)

Extracurricular Activities ([Board Policy 122](#) and [Board Policy 123](#))

Extracurricular activities, such as athletics, are a valuable part of a student's high school education, providing a learning environment that complements the normal classroom environment and one that can be a very rewarding and productive endeavor for the student. All students are encouraged to be involved in the extra-curricular life of the school.

Keystone Oaks High School is a member of the WPIAL and the PIAA and, as such, its interscholastic sports program is under the jurisdiction of and subject to the rules and regulations of these organizations. To be eligible for a sport, a participant must be an amateur, less than nineteen (19) years of age, have the written consent of a parent/guardian, receive and pass a physical exam by a physician, and play only four (4) years in one or more sports. She/he must be enrolled in and attend school regularly, maintain a passing grade in at least four (4) full credit subjects, and not have attended more than eight (8) semesters beyond the eighth grade. The regulations also state that all participants must be resident students, or nonresident students attending from a district not maintaining a senior high school.

Keystone Oaks insists that all those who represent the school in athletic events must maintain an adequate citizenship record. Also, the administration may raise the academic rules beyond those required by the WPIAL

if, at any time, it deems this necessary or desirable. Keystone Oaks requires that 3 out of the 4 courses required to be eligible, must be from the core content area (Math, English, Science, and Social Studies).

Any questions regarding the athletic program should be directed to the Athletic Director at 412-571-6046.

The following KOHS sports are listed by season and by level:

Sport	Season	Level
Boys Baseball	Spring	V, JV
Boys Basketball	Winter	V, JV
Boys Football	Fall	V, JV
Boys Soccer	Fall	V, JV
Boys Tennis	Spring	V, JV
Boys Volleyball	Spring	V, JV
Cross Country	Fall	V (Coed)
Girls Basketball	Winter	V, JV
Girls Soccer	Fall	V, JV
Girls Softball	Spring	V, JV
Girls Tennis	Fall	V, JV
Girls Volleyball	Fall	V, JV
Golf	Fall	V (Coed)
Ice Hockey (Co-op with Bishop Canevin)		V, Jr.
Swimming	Winter	V (Coed)
Track	Spring	V (Coed)
Wrestling	Winter	V, Jr. (Coed)

**V – Varsity

JV – Junior Varsity

Jr. – Junior High (Grades 8 & 9)

English as a Second Language Notice

Language Instruction Educational Program for English Learners information is outlined in Policy 140. Inquiries and/or questions relative to this policy should be directed to the contact information below.

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

Gifted Program

The Gifted Education program is outlined in Policy 114. Inquiries and/or questions relative to this policy should be directed to the contact information below.

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

Field Trips/Events and Trips ([Board Policy 121](#))

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

to study real things and real processes in their actual environment.

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

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

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

Health Services

The school health office is staffed with a nurse during school hours. Pennsylvania state law requires physical examinations for juniors and a vision and audio screening be done in all grades each year. Students must have evidence of a TB test or a chest x-ray before graduation. Keystone Oaks freshmen are tested for TB by the school nurse as required by state law.

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

1. Accidents – All accidents which occur in school must be reported to the nurse in the health office. An accident report will be completed and a parent/guardian notified when possible.
2. Illness in School – Except in an emergency, students reporting to the nurse must have a pass from a teacher. Students who become ill must report to the health office and will be credited with a class cut if they decide to recuperate elsewhere.
3. Leaving school due to illness.

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

The administration of prescribed medication to a student during school hours in accordance with the written direction of the student’s licensed medical healthcare provider and the written request of the parent/guardian

will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not available during school hours.

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

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

the rights of students with disabilities.

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

Definitions

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

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

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

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

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

Guidelines

Delivery of Medication

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

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

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

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

Medication Registration

Before any medication, whether prescribed or OTC, may be administered t, or self-administered by, any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for

such administration and relieving the Board and its employees of liability and responsibility for administration of any or all medications.

Student Self-Administration of Medication

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

1. All requirements for “Medication Registration” are completed, including parent/guardian permission for a student to possess/self-administer such medication.
2. A written acknowledgement from the school nurse that the student has demonstrated that she/he is capable of self-administration of the medication in the school setting. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity and demonstration of responsible behavior.
3. A written acknowledgement from the student that she/he received instructions from the student’s licensed physician, certified registered nurse practitioner or physician assistant on property safety precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that he/she understands appropriate safeguards.

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

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

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

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

- of medication and/or use of medical devices by students.
- b. Reporting to the school nurse any apparent observable side effects and any other difficulty in the student's self-administration of medication and/or use of medical devices.
- 3. Responsibility for measuring or pouring medications and/or injecting medications shall rest with the school nurse and/or nurse paraprofessional, the student themselves, where appropriate, or the student's parent/guardian, or other adult individual designated by the parent/guardian and the student's physician as an appropriate individual to administer the medication.

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

***Under no circumstances is a student to leave school due to illness unless permission has been granted by the nurse or the principals.**

Homeless Students Notice

- [Policy 240](#)

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 **Director of Pupil Services, Homeless Liaison, Suzanne Hanna** at 412-571-6013 or shanna@kosd.org.

Internet/Email Use by Students Notice

Students at Keystone Oaks High School have the privilege to access internet and email on a daily basis. Internet/E-mail use by internet is outlined in policy 262. Students are responsible for adhering to the provisions outlined in Policy 262.

- [Policy 262](#)

Homework

Parents/guardians are urged to help ensure that all out-of-class work is completed. Students enrolled in a regular curriculum should average about one hour of homework per night; those students in a college preparatory curriculum should have two or three hours per night. Some nights the time spent may be more, other nights it may be less. When a student is legally absent, he/she will receive one additional day to make up work and/or tests. Questions concerning homework load should be directed to the student's teacher(s) and/or counselor.

Honor Roll (Board Policy 214)

For the Senior Class of 2023 and beyond:

Students shall be categorized according to the following:

Honors	3.50 – 3.74
High Honors	3.75+
Distinguished Graduate	4.01 + other criteria

Distinguished Graduate

Additional criteria to be a Distinguished Graduate include:

- One-hundred (100) or more hours of community service, according to District guidelines;
- A leadership position within the school or community; and
- Fewer than four unexcused tardies and three unexcused absences.

Distinguished graduate(s) will be selected through a committee to speak at commencement, along with the Class President.

Leaving School Grounds

Leaving school grounds without proper authorization is strictly prohibited. Once students arrive on school property, they are not permitted to leave school grounds unless they have:

1. An approved, legitimate early dismissal;
2. Illness determined by the school nurse;
3. Classes at Parkway West Area Vocational Technical School;
4. Field trips, athletic contests, and other school-sponsored activities for which a permission slip is on file;
5. Approved work study (in which case the student must sign out in the lower office and leave at the scheduled time); or
6. Approval given by a building administrator.

Students who violate this rule will be subject to previously identified disciplinary consequences. Chronic violators face a possible ten (10) day suspension.

Lockers and Locks

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

Regarding locker searches – student lockers are school property and remain at all times under the control of the school. Students shall have expectation of privacy in their lockers. School lockers may be searched if school officials have reasonable suspicion to believe that the health, safety, or welfare of students or staff is threatened or that school board policies or procedures are being violated. Students are expected to assume full responsibility for the content of their lockers.

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

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

Lost and Found

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

The school is not responsible for lost or stolen items.

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

Monitors

The district employs a school police officer who hold an active police certification in the Commonwealth of Pennsylvania. This individual works in coordination with building administrators for the safety and security of all district property and personnel.

The district employs security guards who have police power to enforce the local/state laws and school disciplinary policies on or near school property. The monitors take an oath before a magistrate to uphold the law. They are under the direct supervision of the school police officer.

Opening Exercises (Board Policy 807)

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

Parking (Board Policy 712)

The District shall provide for the orderly and safe flow of traffic, pedestrian walkways, non-parking areas, and the enforcement of applicable law and regulations, and district rules and administrative regulations.

Students must park during school hours within the areas designated for their use, and must display parking permit tags/stickers when parked on District property.

In addition, no person shall illegally park in an area marked “fire lane,” “no parking zone,” or “handicapped,” or in any other place where official signs prohibit parking, or in any other space where parking is prohibited. Any person found to be parking illegally in such a space may be issued a parking ticket or a State traffic citation by the School Police Officer.

Anyone found in violation of the above rules may be issued a parking ticket by the School Police Officer or his/her designee. Any student who violates any of the above rules may lose his/her parking permit and privileges.

Passes

Hall Passes

Any student in the halls from 7:45 a.m. to 2:36 p.m. must have a legal hall pass. Hall passes must be visible and worn or carried by the student at all times.

Library Passes

Students wishing to visit the library instead of study hall must secure a pass from the librarian before 8 a.m. when a student has signed up to visit the library, he/she should go to their study hall, have the study hall teacher sign the pass, immediately report to the library with the pass, and expect to stay in the library for the entire period.

Police Notification

Certain unacceptable behaviors, such as fighting, theft, destruction of property, disorderly conduct, etc., may result in police involvement. If the situation warrants, the police will be called by the principal, and a report of the incident filed. A fine by the magistrate could result from the reported incident or additional charges.

Schedule Changes

Once a student's schedule has been completed, he/she will be committed to that schedule since class size has been established, materials purchased, and teacher assignments made. Exceptions will be made because of computer errors, summer school make-ups, special education assignments, or to replace a study hall with a class. These changes must be made within the first ten (10) days of a semester, unless extenuating circumstances prevail. Students will be added to a class only if an opening exists. All other changes must be completed by July 31.

If a student is having difficulty with a course, he/she is to receive all support necessary to help him/her be successful. This may be in the form of tutors, extra help provided by the teacher, and special adaptive materials. All things considered, the student's teacher is usually the only source of help that will be required. If a student does not avail himself/herself of the academic support services, has a poor attendance record, and otherwise fails to work toward success, he/she will be retained in the course and will receive a failing grade.

Schedule changes are not permissible for the purpose of scheduling a particular teacher.

Scheduling

All students should schedule courses commensurate with their abilities, interests, graduation needs, and career aspirations. This should be done with the advice of teachers, counselors, and parents/guardians. Guidelines commonly utilized will include standardized test results in addition to past academic performance.

Students should schedule classes uniformly; i.e., the college bound student must schedule CP courses in the curricular area. The total experience should be supportive of the chosen curricular pathway.

The courses not listed as Accelerated, Honors, or AP will provide a challenging, well-rounded program for the student who is considering attending a technical school or directly entering the workforce. In either case, it should be understood that students commonly change their career goals over time.

Parents/guardians and students should have a clear understanding of course requirements before scheduling. This can be accomplished through the Program of Studies booklet, course syllabi, and individual conferences between students and their counselor or teachers.

School Counseling Services

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

- To provide maximum individual student help through counseling;
- To provide teachers, administrators, and other outside agencies with relevant student information as an aid in serving individual student needs;
- To assist teachers and administrators in meeting student needs by advising them and by providing alternatives for solving student problems; and
- To work with families in the Keystone Oaks community to ensure accurate placement and adequate course selection. Also, to counsel these families to meet current student needs and provide wise alternatives for post high school planning.

The counseling department at Keystone Oaks serves a valuable purpose in working individually and in groups with students. The counseling department helps students plan for the future and solve current academic, social, and personal problems as these problems relate to the student's success in school. Students are encouraged to take advantage of these opportunities for counseling. Unless extenuating circumstances prevail, students are not to miss class/study hall to see their counselor, unless the teacher has given permission to do so. This permission should be in the form of a teacher-signed pass to report to the counseling area. Students wishing to visit colleges must submit an official school letter documenting their visitation to the attendance secretary.

Student Records Notice

Information relative to student records can be reviewed in Policy 216. Questions regarding this policy should be directed to the contact information below.

- [Policy 216](#) and [Attachment 216 AR-1](#) and [216.1](#)
- Mr. Mike Linnert
- Suzanne Hanna, Director of Pupil Services, District Level contact shanna@kosd.org, 412-571-6000

Sexual Misconduct

Public displays of affection/excessive public displays of affection (including, but NOT exclusive to, inappropriate touching, kissing, body contact, etc.)

1st Offense – Warning and notification mailed home. Subsequent offenses will be dealt with at the principal's discretion.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, computer generated, or physical conduct of a sexual nature, when made by any student to another student, constitutes sexual harassment. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, and unwelcome touching. Students should report any occurrence of this nature to their counselor. Counselors and teachers are required to report this information to the high school principal.

Special Education Programs and Services Notice

The Special Education program is outlined in policies 113, 113.1, 113.2, 113.3, and 113.4. Inquiries and/or questions relative to this policy should be directed to the contact information below.

- Policy [113](#), [113.1](#), [113.2](#), [113.3](#), and [113.4](#)
- Annual Notice See page 33
- Please contact Ms. Desiree Burns, Director of Special Education. burns@kosd.org. (412) 571-6000

Child Find and Annual Notice to Parents

NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA). The IDEA requires each state educational agency to publish a notice to parents before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice. This notice, in summary form, is to help find these children, offer assistance to parents, and describes the parents' rights with regard to confidentiality of

information. If a person does not understand any of this notice, he or she should contact the District and request further explanation. The content of this notice can be translated into other languages. The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent.

SPECIAL EDUCATION SERVICES FOR PRESCHOOL AGE STUDENTS

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

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

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE STUDENTS

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

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

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

SERVICES FOR STUDENTS WHO ARE MENTALLY GIFTED

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates

outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

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

SERVICES FOR STUDENTS IN NONPUBLIC SCHOOLS

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

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities, to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school-age with a physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program. Services and protections for protected handicapped students are different from those applicable to all eligible students enrolled in special education programs. These services are outlined in a Chapter 15 Service Agreement. Questions regarding Chapter 15 should be directed to the Director of Pupil Services.

SERVICES FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP) AND ENGLISH LEARNERS (EL)

The education of students whose dominant language is not English is the responsibility of every school district/charter school in Pennsylvania. English language learners must be enrolled upon presentation of a local address and proof of immunization. The school district/charter school must administer a home language survey (HLS) to all students as required by the Office for Civil Rights (OCR). The results of that survey must be retained in the student's permanent folder. For those students whose primary home language is other than English (PHLOTE), the district must also determine the student's English language proficiency. Then, if appropriate, ESL instruction will be provided for the limited English proficient student with local/state funds. The Keystone Oaks School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the Director of Pupil Services.

CONFIDENTIALITY OF STUDENT RECORDS

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws. FERPA gives parents certain rights with respect to their

children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights are:

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

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

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

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

Student Wellness Notice

The Student Wellness program is outlined in policy 246. Inquiries and/or questions relative to this policy should be directed to the contact information below.

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

Suspension and Expulsions (Board Policy 233)

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

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

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

Exclusion from School – Suspension

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

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

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

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

Purpose of Informal Hearing

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

Due Process Requirements for Informal Hearing

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

Exclusion from Class – In-School Suspension

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

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

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

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

Expulsion

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

authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

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

Expulsion Hearings

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

1. Notification of the charges in writing by certified mail to the student's parent/guardian in their native/preferred language.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parents'/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

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

Attendance/School Work During Suspension and Prior to Expulsion

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

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

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

If it is not possible to hold the formal hearing within the first ten (10) school days, the District may exclude such a student from class for up to five (5) additional – fifteen (15) total school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work after Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

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

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

Transfer students

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

Tardiness to School

A student will be considered tardy to school if she/he is not in homeroom when the late bell sounds at 7:45 a.m.

Students arriving at school after 7:45 a.m. are to report to the first-floor office for a tardy slip. Any student who arrives late and does not sign in may be marked absent for the day and is subject to receiving a detention or suspension for violation of the sign-in rule.

A student's tardiness may be excused because of:

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

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

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

Consequences for unexcused tardiness to school:

- a. 5 – 9; After school detention
- b. 10 -14; After school detention (2) and referral to SAP
- c. 20-24; Saturday detention (2) and parent conference
- d. 25-29; Saturday detention (3) and in-school parent conference
- e. 30+; Saturday detention (3) and continued parent contact

**Consequences are subject to administrative discretion and may change in accordance with the Code of Conduct for Keystone Oaks High School.*

Technology

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

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

Technology Abuse:

- a. Misuse or damage of facilities, equipment, software, or any supplies;
- b. Entry or transfer of files to read, change, copy, or destroy without permission;
- c. Theft of any equipment, time, service, software, or supplies;
- d. Breaking into or attempting to break into a file by going through or past security procedures;
- e. Sharing or distributing of unauthorized software or information;
- f. Violating copyright or licensing agreements;
- g. Use of school equipment for purposes not related to curricular based activities; and
- h. Violating any federal, state, or local criminal/civil statutes or ordinances.

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

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

Theft

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

Use of Tobacco and Vapor Products (Board Policy 823)

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

Definitions

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

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

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

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

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

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

Guidelines

Students

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

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

Allowance for Smoking Cessation Products

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

Vandalism ([Board Policy 224](#))

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

Visitors ([Board Policy 907](#))

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

Weapons (Board Policy 250)

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

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

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

Withdrawals

Students who withdraw from school must stop in the school counseling office to pick up a withdrawal form. This form must be taken to the respective teachers to be signed and then returned to the guidance office. Students must also be clear of any outstanding obligations and all books must be returned before a student is considered officially withdrawn. The process is as follows:

1. The student and/or parent/guardian informs the guidance office of his/her intention to withdraw.
2. The student reports to the guidance office where a withdrawal form listing his/her class schedule is obtained. This form is to be signed by all teachers indicating that the books have been returned and all other obligations have been satisfied.
3. When completed, the withdrawal form is returned to the guidance office where the student completes any additional or necessary requirements.

The record of a student will be sent to the new school upon request by the new school. In no instance will a record be given to a student for delivery to the new school.

Work Permits

Work papers may be secured in the High School Office. The application must be completed and signed by the student's parent/guardian and the student.

The completed application is to be returned in person to the High School Office along with a birth certificate, baptismal certificate, or some other certified evidence of age. The work permit will then be issued.

After school jobs are not a valid excuse for missing detention. A student may have his/her employment certificate revoked for cutting detention.

Hours of Employment - Ages 14 and 15

During School Term

Maximum three hours on school days; eight hours on any other day, and 18 hours per school week (Monday

through Friday), and only at a time that does not interfere with school attendance. Eight additional hours may be worked on Saturdays and Sundays.

During School Vacations

Maximum eight hours per day, 40 hours per week.

Night Work

Employment is prohibited after 7:00 p.m. and before 7:00 a.m.

Exceptions:

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

Hours of Employment – Ages 16 and 17**

During School Term

Maximum eight hours a day and 28 hours per school week (Monday – Friday). Eight additional hours on Saturdays and Sundays

During School Vacations

Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week

Night Work

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions:

During school vacations, minors may be employed until 1 a.m. Member of volunteer fire companies may continue serving in answer to a fire call until excused by the chief.

****Except**

Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act 151 hours of employment or work time restrictions.

Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

Maximum Employment

- Not more than six (6) consecutive days (except newspaper delivery).
- 30 Minute meal period required on or before five (5) consecutive hours of work.

For more information in regards to Work Permits and the restrictions, visit: [Pennsylvania Child Labor Law](#)

Work Study

The Work Study Program is to provide a learning and training opportunity to students as part of their senior year. The Work Study Program offers educational experiences through on-the-job training to develop the skills required to be successful after graduation. Students will have the opportunity to recognize their aptitudes, abilities, and interests regarding career choices.

Program Requirements:

1. Completed application form including career goals and parent permission.
2. Written documentation from the employer stating work site objectives and hours.
3. Students must be a senior and meeting all graduation requirements.
4. Students must sustain a 95% attendance rate at school and work site, as well as a C or better in all classes.
5. Students with excessive tardiness to school will not be eligible for work release.
6. No academic credit will be given for this work experience.
7. If the student loses their employment, he/she will have two weeks to secure an approved work site or will be required to attend school for a full day.
8. Students must sign-out every day, before leaving for work study.