



Keystone Oaks Middle School

1002 Kelton Avenue, Pittsburgh, PA 15216

412-571-6000 | www.kosd.org

Student Handbook & Code of Conduct 2021-2022

Mission Statement

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

KOMS
Student Handbook
2021-2022

KEYSTONE OAKS MIDDLE SCHOOL
ADMINISTRATION/FACULTY/STAFF

Dr. Jeffrey Kattan	Principal	Mrs. Marsha Herrle	Secretary
Mr. Craig Lawhead	Counselor	Mr. Mark Elphinstone	Athletic Director
	Counselor	Ms. Beth Brandy	School Nurse
		Mrs. Donda Snell	Nurse Assistant
Ms. Allyson Hepler	Librarian		

FACULTY

6th Grade Team

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

Special Education Teachers

Mr. Andrew Bochicchio	Enrichment
Mr. Adam Brown	Autistic Support
Mrs. Candy Bush	Life Skills
Mrs. Hope Harris	6 th Grade LS
Mr. Mark Iampietro	7 th Grade LS
Mrs. Melissa Palmieri	8 th Grade LS
Mrs. Beth Papatnik	Emotional Support

7th Grade Team

Ms. Kelly Connolly	English/LA
Mrs. Debra Dietrich	Math
Mr. Adam Gavlak	English/LA
Ms. Gina Huss	English/LA
Mr. Ben Stewart	Science
Mrs. Amy Torcaso	History
Mr. Ryan Warner	Math
Mrs. Elizabeth Ruse	Math

Elective Teachers

Mr. Bill Eibeck	Band/Music
Mrs. Michelle Lowers	Spanish
Mrs. Jen Hallam	Art
Mr. Steve McCormick	PE/Health
Ms. Kathy Morrow	ESL
Mrs. Julie O'Mara	French
Mrs. Allison Reckless	Chorus/Music
Mr. Dennis Sarchet	Tech Ed
Mrs. Beth Smith	Business
Mr. Tom Duxbury	Orchestra/ Music

8th Grade Team

Mr. Adam Gavlak	English/LA
Mrs. Kathy Geisler	English/LA
Mr. Mark Kopper	History
Mrs. Teresa Davidson	English/LA
Mr. Matt Passarello	Math
Mrs. Nadine Pisani	Science
Mrs. Jennifer Taylor	Math
Mrs. Elizabeth Ruse	Math

Paraprofessionals

Mrs. Diane Ferguson
Ms. Mary Ranalli
Ms. Margie Regan

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

KEYSTONE OAKS MIDDLE SCHOOL
2021-2022 BELL SCHEDULE
All buses arrive between 7:20 a.m. and 7:35 a.m.

Enter: 7:40 a.m.
Homeroom: 7:45 – 7:55 a.m.
Period 1: 7:58 – 8:40 a.m.
Period 2: 8:43 – 9:25 a.m.
Period 3: 9:28 – 10:10 a.m.

Grade 6:
LUNCH A: 10:58 – 11:28
Period 5: 11:31 – 12:13
Period 6: 12:16 – 12:58

Grade 7:
Period 5: 10:58 – 11:40
LUNCH B: 11:43 – 12:13
Period 6: 12:16 – 12:58

Grade 8:
Period 5: 10:58 – 11:40
Period 6: 11:43 – 12:25
LUNCH C: 12:28 – 12:58

Period 7: 1:01 – 1:43 p.m.
Period 8: 1:46 – 2:28 p.m.

Dismissal: 2:28 p.m.

KEYSTONE OAKS MIDDLE SCHOOL
2021-2022 TWO-HOUR DELAY BELL SCHEDULE

Enter: 9:40 a.m.
Homeroom: 9:45 – 9:55 a.m.
Period 1: 9:58 – 10:22 a.m.
Period 2: 10:25 – 10:49 a.m.
Period 3: 10:52 – 11:16 a.m.
Period 4: 11:19 – 11:43 a.m.

Grade 6:
LUNCH A: 11:46 – 12:16
Period 5: 12:19 – 12:54
Period 6: 12:57 – 1:32

Grade 7:
Period 5: 11:46 – 12:21
LUNCH B: 12:24 – 12:54
Period 6: 12:57 – 1:32

Grade 8:
Period 5: 11:46 – 12:21
Period 6: 12:24 – 12:59
LUNCH C: 1:02 – 1:32

Period 7: 1:35 – 1:59 p.m.
Period 8: 2:02 – 2:28 p.m.

Dismissal: 2:28 p.m.

KOMS STUDENT HANDBOOK
2021-2022
TABLE OF CONTENTS

Table of Contents

ACCESS TIME 6TH AND 7TH GRADE STUDENTS.....	7
ACTIVITY BUSES	7
ANTI-BULLYING (BOARD POLICY 256).....	7
ARRIVAL/DISMISSAL PROCEDURES	9
ALERT SYSTEM	9
ASSEMBLIES.....	9
ATTENDANCE.....	9
BUS CONDUCT	13
CAFETERIA.....	15
CHANGE OF ADDRESS	16
CHEATING AND PLAGIARISM	16
CONTROLLED SUBSTANCES/PARAPHERNALIA.....	16
CUTTING CLASS.....	19
DANCES – 7 TH & 8 TH GRADE / SOCIALS – 6 TH GRADE	19
DETENTION PROCEDURES.....	19
DRESS GUIDELINES	20
EARLY DISMISSAL	20
EDUCATIONAL USE OF STUDENT-OWNED TECHNOLOGY DEVICES.....	20
ELIGIBILITY-ATHLETIC/CO-CURRICULAR	21
EMPLOYMENT CERTIFICATES / WORK PERMITS	22
FIELD TRIPS/EVENTS AND TRIPS.....	23
GAMING	23
HALL PASSES/RESTROOM PASSES	23
HEALTH SERVICES	24
HOMEWORK.....	27
HONOR ROLL	27
INTERNET / EMAIL USE BY STUDENTS	27
LIBRARY.....	29
LOCKERS.....	30
LOITERING	30
LOST AND FOUND.....	30
LOST OR DAMAGED SCHOOL MATERIALS.....	30
OBLIGATIONS	30

OPENING EXERCISES 31

OUTSIDE OF THE BUILDING 31

REPORT CARDS 31

SCHOOL COUNSELING SERVICES 31

SPECIAL EDUCATION PROGRAM 32

TARDY TO CLASS..... 35

TARDINESS TO SCHOOL..... 35

TECHNOLOGY 35

THEFT 36

USE OF TOBACCO AND VAPOR PRODUCTS..... 36

VANDALISM..... 37

VISITORS..... 37

WEAPONS..... 37

ACCESS TIME 6TH AND 7TH GRADE STUDENTS

Access periods are available to 6th and 7th grade students. The time is provided for students to complete class assignments, make-up tests, and see specific teachers for extra tutoring. Students are expected to use this time productively and to abide by the following rules while in Access:

1. Students must bring academic material to work on to every Access period.
2. Students are expected to work quietly.
3. Students must request permission and acquire a pass from the teacher to leave Access for any reason. No more than one student at a time may be issued a pass to leave Access.
4. Access teachers may issue passes for students to work in the library, but admittance is at the librarian's discretion.
5. Students who wish to leave Access to work with a teacher must make arrangements with that teacher and confirm that the Access teacher will be notified (handwritten note, email, etc.)
6. Students are expected to follow all rules and policies defined by the Access teacher.

ACTIVITY BUSES

After school activity buses are provided as follows: Monday through Thursday, the activity bus departs 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 characteristic:

1. It is directed at another student or group of students.
2. It is severed, 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.

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.

ARRIVAL/DISMISSAL PROCEDURES

Students arriving before the official beginning of the school day at 7:40 a.m. are to report to an area designated for early arrivals. Students will not be permitted to go to classrooms, the library, or other areas of the building without permission slips. An area in the cafeteria will be set aside for those students desiring to purchase breakfast. It is understood that early bus students will be entering the building as soon as their buses arrive, but walkers should not normally plan to arrive before the 7:40 a.m. entry time. Students are not permitted to loiter outside the building.

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

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.

ASSEMBLIES

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

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

ATTENDANCE ([Board Policy 204](#))

The School District recognizes that attendance is an important factor in educational success and 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 seventeen (17) years of age. The term does not include a child who hold 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 country 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 outh 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 handles 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.

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 schoolyear. 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 through 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. The 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 take 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.

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 a 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. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancements of athletic abilities are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid if prescribed for a valid medical use.

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

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

Reasonable Suspicion/Testing

If based on a student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that a student is under the influence of a controlled substance, the principal is to alert 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 study hall. If a student becomes ill, he/she must report to the school nurse immediately. Spending the class period in the restroom is not acceptable. Irregular attendance will hamper normal class progress; therefore, the penalties for the violation will be severe and are as follows:

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

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

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

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

DANCES – 7TH & 8TH GRADE / SOCIALS – 6TH GRADE

Basic requirements for all school or PFO-sponsored dances/socials:

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

DETENTION PROCEDURES

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

- a. After School Detention is the assignment of a student to a quiet, supervised area from 2:55 to 3:55 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 give to them by the detention monitor.
- d. After School Detention may be served under the supervision of a classroom teachers.

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 judgement 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:

1. Obscene or profane language and provocative or suggestive pictures.
2. Socially inappropriate slogans.
3. Except for legitimate religious purposes, no headwear, including, but not limited to, hats, bandanas, and hood, is to be worn in the building. A student seeking such a religious purpose exemption shall notify the principal.
4. Low-cut or revealing tops, and see-through garments are not permitted.
5. Footwear must be worn at all times. Slippers are not considered to be appropriate footwear. Heelies are prohibited.
6. Pants and/or shorts must be worn appropriately. Saggy pants showing underwear are prohibited. (Ex: above the hips and no undergarments are to be exposed).
7. For physical education classes, students must wear a shirt and gym shorts. This attire is expected to follow school guidelines. Tennis shoes or appropriate athletic footwear must be worn.
8. Student dress should be respectful of other students and all diverse cultures.

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 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.

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.)

EMPLOYMENT CERTIFICATES / WORK PERMITS

Work papers may be secured in the Middle 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](#)

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

Field Trips

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.

GAMING

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

HALL PASSES/RESTROOM PASSES

Should the need arise, students are expected to use the restroom facilities during the time provided between class periods. If a student needs to use restroom facilities during class, the student must obtain permission from the teacher, use the restroom pass, and use the form in their agenda book noting the time he/she left and returned to the classroom. Restroom passes are only valid for use of the student restroom closest to the assigned classroom.

Misuse of the restroom/hall pass will result in a loss or restriction of pass privileges and possible disciplinary action. Since each student should remain in the classroom to obtain the best possible education, leaving the classroom should not become a regular occurrence. A student will be required to provide documentation from a physician if he/she needs to use the restroom on a regular basis while class is in session.

Students who request permission to leave class for any reason other than restroom use must acquire a written hall pass from the teacher. A pass is only valid if it is signed by the teacher to whom the student is assigned at the time.

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

Student Self-Administration of Medication

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

1. All requirements for “Medication Registration” are completed, including parent/guardian permission for 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 responsible 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.**

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 212](#))

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

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

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

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

INTERNET / EMAIL USE BY STUDENTS

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

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

The School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms; and cyber bullying awareness and response.

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

Responsible Use Guidelines (RUGs)

- 1. Cooperation** - It is understood that cooperation is critical in the use of the Internet/District network at the Keystone Oaks School District. It is the goal of the use of the Internet/District network to prepare students to become technologically literate in an increasingly technological world. It is understood that a student's independent use of the Internet/School District's network may be necessary to attain such a goal, subject to procedures and standards for appropriate network behavior and communication.
- 2. Discipline** - Violations of these Responsible Use Guidelines will result in appropriate student discipline, in accordance with the School District's Student Discipline Policy and Student Code of Conduct. This may include, but not be limited to, loss of the privilege to access the Internet/School District network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.
- 3. Copyright** - Transferring copyrighted and/or licensed materials to or from the Internet or District network without the express consent of the owner of the copyright/license is a violation of federal law and is expressly prohibited.
- 4. Use is a Privilege - User Accountability** – It is understood that the use of the Inter/District network is a privilege. The equipment, hardware, software or communications services allowing access to the Inter/District Network are the property of and/or under the possession and control of the School District. Use shall be reserved to those students who utilize materials that are of “educational value” to the programs of the Keystone Oaks School District. For the purposes of these guidelines, “educational value” shall mean those areas of the Internet/District network access that have a direct impact on the student educational program at Keystone Oaks. The use of the Internet/District network for email to be remitted to friends, chatting, reading jokes, searching MTV, searching sport sites, farming out information on games, or other actions that are not directly related to the school’s curricula are not deemed to be of “educational value” and will not be permitted.
- 5. Other Prohibited Uses** – The use of the system for sending or receiving defamatory, inaccurate, obscene, profane, sexually oriented or threatening material, or abusive or racially, ethnically or religiously offensive material which materially disrupts or is reasonably expected to materially disrupt class work or the educational process, invades the rights of others, and /or is lewd or vulgar, or other illegal material shall also not be permitted, and the Keystone Oaks School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the system.

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

- 6. Reporting Inappropriate Behavior** – Each student user shall be responsible for reporting all such knowledge of prohibited uses or entry of prohibited materials in the School District’s system immediately to the Building Principal. Only those uses of the School District’s system which are of educational value are permitted.
- 7. Potential Student Liability** – All students using the Internet/School District network are charged with recognizing that email or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on other employees, students, personnel applicants, or various vendors.

8. **Compliance with Relevant Laws** – No personal or student information, which is protected by the Family Educational Rights and Privacy Act, and/or other applicable statutes, shall be disseminated through the network.
9. **Protection of Confidentiality** – All users of the Internet/School District network must comply with applicable federal and state laws prohibiting the unauthorized interceptions or disclosure of email messages by third parties. These laws do permit interception or disclosure of email messages if either the sender or receiver of the message consents. The School District reserves the right to monitor a student’s email messages, as long as the interception device is included in the email equipment.
10. **No Privacy Rights** – Students who use the Internet/School District network are charged with recognizing that the District Administration does have the authority to intercept email messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the Internet/School District network are discouraged from storing extensive email messages; in fact, messages which are no longer useful or necessary should be eliminated daily.
11. **System Security** – Student users shall not allow any other person to use their password or to share their account. It is the user’s responsibility to protect email accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
12. **Unauthorized Access Prohibited** – Any attempt to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempt to harm the system or infect it with a virus is forbidden.
13. **Commercial Use** – Use of the Internet/School District network for solicitation, commercial gain, gambling, or profit is not allowed.
14. **Equipment Tampering Prohibited** – Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network.
15. **Future Rules** – Additional rules and restrictions may be added if the need arises. Students are similarly responsible for reading and following these rules.
16. **Equity of Use** – Student time restrictions on use of the Internet/School District network may be imposed by the faculty to ensure equity of use of District equipment, and/or avoid interference with the delivery of the District’s educational program to students during the student day.
17. **Monitoring for Educational Use** – The District administration reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed and Internet sites visited, to determine whether the student is using the system for appropriate educational purposes.

LIBRARY

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

The library opens at 7:30 a.m. and normally remains open all day. Students may use the library during any study period when the library is open. Students will not be admitted to the library from Access without a pass from their teacher. Items borrowed from the library must be properly checked-out at the desk and returned on the due

date. Students are completely responsible for items borrowed under their name. Fines will be assessed for overdue materials. Unpaid fines will result in a financial obligation.

LOCKERS

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

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

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

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

LOITERING

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

LOST AND FOUND

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

The school is not responsible for lost or stolen items.

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

LOST OR DAMAGED SCHOOL MATERIALS

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

OBLIGATIONS

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

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

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

OUTSIDE OF THE BUILDING

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

REPORT CARDS

Report cards are issued four (4) times during the school year at 9-week intervals. In addition to grades, the report cards indicate the number of days absent and tardy.

PowerSchool provides the opportunity for students to view their grades and for a student's parent/guardian to view their child's grades at any time throughout the academic year. Grades and attendance will continue to be entered by teachers into their electronic gradebooks at normal intervals.

Electronic interim reports and report cards will be issued electronically from the PowerMessenger service once each nine weeks. These individuals who do not have access to computers or email accounts will still receive a hard copy of both reports in the mail.

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.

SPECIAL EDUCATION PROGRAM

Child Find and Annual Notice to Parents

NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS

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

SPECIAL EDUCATION SERVICES FOR PRESCHOOL AGE STUDENTS

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

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

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE STUDENTS

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

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by building-level intervention teams. When screening results suggest that a student might be a student

with a disability, the school district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal or Director of Pupil Services.

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

SERVICES FOR STUDENTS WHO ARE MENTALLY GIFTED

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

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

SERVICES FOR STUDENTS IN NONPUBLIC SCHOOLS

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

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

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

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

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

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

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

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

TARDY TO CLASS

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

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

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 to 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

TECHNOLOGY

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

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

Keystone Oaks Middle School

Civic Virtues

September – Cooperation

Working together to achieve a common goal or benefit

October – Responsibility

Having personal accountability; being dependable and doing what is expected

November – Respect

Showing consideration and regard for others

December – Humanitarianism

Working to improve the health and happiness of others

January – Tolerance

Recognizing and respecting the beliefs and practices of others, even if different from one's own

February – Fairness

Showing impartiality; treating others equally

March – Perseverance

Refusing to give up, even when faced with difficulties, obstacles or discouragement

April - Honesty

Being truthful, sincere, and trustworthy

May – Courage

Possessing the quality of spirit that enables one to overcome fear and face trouble, challenge, or danger

June, July, August – Patriotism

Exhibiting national loyalty; demonstrating devoted love, support, and defense of one's country