

KEYSTONE MIDDLE SCHOOL



2023 - 2024

STUDENT HANDBOOK

This Student Handbook belongs to:

Name _____

Grade _____

IE Teacher _____

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that students and parents should know. Please take time to become familiar with the following information and keep the handbook available for frequent reference. If there are questions that are not addressed in this handbook, students and parents are encouraged to talk to teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. Current copies of Board policies and administrative guidelines are available on the district website.

ANNUAL PUBLIC NOTICES

See the Keystone Local Schools website for details on the following annual public notices.

Disability Awareness 504 plans

Student Records/Directory Information Statement of Non-Discrimination

Civil Rights Officer Communicable Diseases

FERPA Bullying/Harassment Policy

Homeless Student Health Services

Title I Federal Funds Notice

Gifted Identification

Equal Education Opportunity

Civil Rights Compliance Officer – All students have the right to equal educational opportunities. Any person who believes that he/she has been discriminated against on the basis of race, color, disability, religion, gender, or national origin while at school or a school-sponsored activity should immediately contact the Director of Education at the Keystone Board Office.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Keystone Board Office can provide additional information concerning equal access to educational opportunities.

Nikki Campbell, Director of Pupil Services 531 Opportunity Way, LaGrange, OH 44050 440-355-2424- office 440-355-4465-fax

Notification of Rights
Family Educational Rights and Privacy Act (FERPA)
Protection of Pupil Rights Amendment (PPRA)

FERPA (*Board policy JO-R*)

Keystone Local Schools, under its Board of Education policies, gives parents the right to:

- Inspect and review their student's education records
- Procedure to amend incorrect student education records
- Consent to the disclosure of personally identifiable

information from education records except as specified by law.

PPRA (*Board policy JO-R*)

This governs the administration to students of a survey, analysis, or evaluation that concerns political affiliations, mental problems, illegal behavior, and other information in 8 protected areas that may be of a private nature. This also concerns marketing surveys, parental access to information, and the administration of certain types of physical exams to minors.

Board of Education Policies in the protected areas are available in the High School office Under File "JO" and "JO-W. Parents should feel free to ask the school administration for copies if more specific information is desired. Also, a section of the Emergency/Registration card deals with the release of directory information that is a part of parent's rights. It should be noted that school officials have a right to

information and disclosure of information if:

- There is a legitimate educational interest to review an education record in order to fulfill his/her professional responsibility.
- Upon request, the school is asked for records from officials of another school district in which the student seeks or intends to enroll.

A comprehensive collection of Keystone Local Schools Board of Education policy can be located on the district website at the following [LINK](#).

STUDENT ID CARDS/EMERGENCY MEDICAL FORMS

Student information cards must be updated each year by the parent/guardian for each child. Please complete and return your student ID card by SEPTEMBER 8, 2023. This information helps us quickly locate a parent or other authorized person in the event of an emergency. Please make sure all information is kept current throughout the school year. Make sure the individuals you have listed to contact in the event of an emergency are aware of their responsibility.

If custody changes, please notify the school as soon as possible.

KESYSTONE MIDDLE SCHOOL

501 Opportunity Way
LaGrange, OH 44050
Phone - 440-355-2200(Main Office)

Principal Mrs. Gibson
Assistant Principal/Asst. Athletic Director Mrs. Thomas
School Counselor Mr. Gaul
Secretaries Mrs. Minney and Mrs. Crabeels

KEYSTONE LOCAL SCHOOL DISTRICT

531 Opportunity Way
LaGrange, OH 44050
Phone - 440-355-2424
Fax - 440-355-4465

Superintendent Daniel White
Treasurer Adam Hines
Curriculum Director Amanda Goran
Director of Pupil Services Nikki Campbell
Secretary Yvonne Gnagy
School Resource Officer
Dozier Hendershot
District Social Worker Sarah McCall

KEYSTONE BOARD OF EDUCATION

Kim Sturgill Board Member
Carrie O'Boyle Board Member
Devin Stang Board Member
Patricia Wakefield Board Member
Jennifer Maiden Board Member

Academics – Grading Scale and grading policy

PERCENT EQUIVALENTS AND GRADE POINT AVERAGE

100-99=A+=4.33
98-93=A=4.0
92-90=A-3.67
89-87=B+=3.33
86-83=B=3.0
82-80=B-=2.67
79-77=C+=2.33
76-73=C=2.0
72-70=C-=1.67
69-67=D+=1.33
66-63=D=1.0
62-60=D-=.67
59 OR Below=F=0

HIGH HONOR, HONOR, MERIT ROLL REQUIREMENTS (based on weighted grades)

HIGH HONOR ROLL: A student who earns a 4.0 cumulative GPA at the end of each grading period.

HONOR ROLL: A student who earns a cumulative GPA of 3.5-3.99 at the end of each grading period.

MERIT ROLL: A student who earns a cumulative GPA of 3.00-3.49 at the end of each grading period.

KEYSTONE MIDDLE SCHOOL BELL SCHEDULES 2023-2024

STUDENTS ENTER BUILDING 7:33 a.m.

Daily Schedule

- 1 7:40 – 8:24**
- 2 8:27 – 9:11**
- 3 9:14 – 9:58**
- 4 10:01 – 10:45**
- 5 10:48 – 11:32**
- 6 11:35 – 12:19**
- 7 12:22 – 1:06**
- 8 1:09 – 1:53**
- 9 1:56 – 2:40**

**STUDENT
DISMISSAL
2:40pm**

Student Lunch

8th Grade

**10:48 –
11:32**

6th Grade

**11:35 –
12:19**

7th Grade

**12:22-
1:06pm**

SCHOOL CLOSING

In case of severe weather or calamity requiring school to be closed, the official announcement will be made over district all-call, local radio and television stations.

BUS SERVICE

Students needing to ride a bus other than the one assigned to them must have a parent contact the Transportation Supervisor at (440) 355-2411 for approval.

Students may ride **only** the bus to which they are assigned. Bus service is provided to all eligible students as per state regulations and board policy. Any student who becomes unruly or disruptive may have his/her bus riding privileges revoked. Students should be outside waiting at the bus stop five minutes prior to normal arrival time.

SCHOOL ARRIVAL AND DEPARTURE FOR BUS RIDERS

Those students who ride the bus to school in the morning are to leave the bus and immediately enter the school. Students are not to linger outside the building and are not permitted to leave the school grounds. At the end of the school day, students are not to leave school grounds prior to entering the bus. Disregard for these policies may result in disciplinary action.

TRANSPORTATION OPERATION AND SAFETY RULES

- 1.) The school bus driver shall have both the responsibility and authority to maintain control and safety of pupils assigned to his/her bus through enforcement of the following rules:
 - a.) Pupils must wait in a location clear of traffic and away from the bus stops.
 - b.) Pupils shall arrive at the bus stop before the bus is scheduled to arrive, and remain at least ten minutes past their pick-up time.
 - c.) Behavior at school bus stops must not threaten life, limb, or property of any individual.
 - d.) Pupils must go directly to an available

- or assigned seat. e.) Pupils must remain seated, keeping aisles and exits clear.
- f.) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- g.) Pupils must not use profane language.
- h.) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- i.) Pupils must not use tobacco or electronic cigarettes on the bus.
- j.) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- k.) Pupils must not throw or pass objects on, from, or into the bus.
- l.) Pupils must carry on the bus only objects that can be held in their laps (See paragraph one of Rule 3301-83-20 of the Administrative Code.)
- m.) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- n.) Pupils must not put head or arms out of the bus windows.
- o.) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
- p.) Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.
- q.) Pupils are not to have balloons, skateboards, or scooters on the bus. They may have radios, iPods, MP3 or phones on the bus provided they use head sets and are not disturbing to others.
- r.) Pupils are not to use pencils, pens or markers in an inappropriate manner. s.) Animals or plants are not to be transported on the bus.
- t.) Students must be silent at railroad tracks

USE OF MEDICATIONS

(Board Policy JHCD)

If possible, all medications should be given at home. However, students who must take prescribed and/or over the counter medication during the school day, must comply with the following guidelines:

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

Medication shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs.

Parents/Guardians are responsible for informing the school of their child's illness, including any allergies or disabilities.

The appropriate form must be filed with the building principal/clinic before the student will be allowed to take any medication during school hours or to use an inhaler to self-administer asthma medication or to self carry an epi-pen. These forms must be completed at the beginning of every school year and as necessary for any change in the medication.

All medications (including over the counter) must be registered with the clinic/office and must be brought to school in the original containers dispensed by the prescribing physician or licensed pharmacist. The label on the medication container must match the form completed and signed by the physician and parent/guardian.

Medication that is brought to the office/clinic will be properly secured. Except as noted below, medication must be delivered to the clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request.

Students may carry emergency medications for allergies and/or reactions(epi- pens), or asthma inhalers during school hours once the proper form is completed by both the student physician and parent/guardian and then turned into the principal/clinic.

Students are strictly prohibited from sharing emergency medication or inhalers with any other student for their use or possession.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents, or his/her designee, shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log will be maintained by the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release. Non-prescribed (Over-the-Counter) Medications (examples are Tylenol, Advil, Midol, Ibuprofen, Aleve, cough drops, etc)

If a student is found using or possessing a non-prescribed medication, the student will be brought to the school office while the student's parents are contacted. The medication will be confiscated until a parent or his/her designee can pick up the medication from the school.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Inhalers/Epi-pens

Those students who use inhalers or epi-pens for a medical condition are permitted to carry them during school upon completion of the proper forms in the office/clinic. The proper forms require the student's physician signature and a parent/guardian signature. A student who is authorized to possess and use a metered dose inhaler or epi-pen may not transfer possession of any inhaler, epi-pen or other medication to any other student.

KEYSTONE MEDICATION FORMS

A new, completed form signed by the student's physician and parent/guardian, must be submitted to the principal each time the medication or dose changes, and at the beginning of each school year and must include:

1. Student's name, address and grade.
2. Name of the medication, exact dosage required, and time of day to be given.
3. Purpose of medication
4. Possible side effects or reactions that should be reported to the physician.
5. Dates to begin and end the administration of this medication.
6. Name, address, and phone number of the prescribing physician.
7. Special storage instructions if needed.

The Keystone Local Schools' Administration of Medication Request form is available in the main office and must be filled out and approved prior to bringing in any medication.

K-12 ATTENDANCE POLICY FOR KEYSTONE LOCAL SCHOOLS

1. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy.
2. DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES (per House Bill 410) 1. 'Chronic truant' is removed from the law; 2. Definition of 'habitual truant' changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one school month without a legitimate excuse; or c. Absent 72 or more hours in one school year without a legitimate excuse. 3. Includes 'excessive absences': a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.
3. If students become habitually truant or have excessive absences, our district will send out notification letters. This notification letter will be sent from the principal to parents warning them of irregular attendance, possible failure, and future court referral to the attendance officer for the Lorain County Juvenile Court. This letter will clearly define the district's attendance policy.
4. Absences which are a result of illness, truancy, vacation, family emergency, or other absences will be counted in this tally regardless of whether the absences are excused or unexcused. Illness verified with a doctor's note and documented court appearances will not count in the habitually truant tally. External suspensions from school will not count in the habitually truant tally either, and absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests; in-school suspensions and mentorship programs will also not count in this tally.

5. When a student accumulates more than 65 hours of absence during the school per year, no additional absences will be excused, unless a physician's statement is submitted to justify the need for the absence. The principal or his/her designee may waive this requirement as authorized by approval of the superintendent or his/her designee. A review of this requirement must be submitted in writing by the parent or guardian to the principal.
6. It is extremely important that students and parents realize and understand that the 65 hours per year built into this policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.
7. Students who are excessively absent or habitually truant from school may be referred to the attendance officer of Lorain County Juvenile Court may occur at the discretion of the County Attendance Officer and the school Principal or his designee.
8. The Attendance Officer of Lorain County shall schedule a conference with the parent and child if excessive absences continue.
9. Further excessive absences shall result in a meeting with the Superintendent. Parents, students, the County Attendance Officer, and building principal may be present at the meeting.
10. Continued irregular attendance at this step may result in other actions as determined by the local Superintendent, i.e. parenting classes, intervention strategies, or other action as determined by the local code of student conduct.
11. A court referral will be the final step for action to be determined by the department of attendance of Lorain County Juvenile Court.

Summary of Administrative Procedures for Excessive Absences from School

1. Notification letters sent
2. Referral to Lorain County Juvenile Court Attendance Officer
3. Conference with parent, student, and Attendance Officer
4. Referral to the Superintendent for a parent conference
5. Parent education class or other action as determined by the local Superintendent
6. Court referral
7. All of the above administrative procedures should include early identification of potential problems and examine the underlying reasons for irregular attendance in order to make appropriate referrals.

STUDENT ABSENCE

KEYSTONE MIDDLE SCHOOL PHONE 440-355-2200
24 hour answering line

STUDENT ABSENCES

1. **Parents must call the school on the day of the absence.**
Parents should call KMS by 8:15AM to report absences.
2. Parents planning to take their children out of school to go on vacation, **must fill out a planned absence request form.** This is available on the website or in the main office. This form must be completed and returned to the principal for approval two days prior to the planned absence. Students will be required to make up missed assignments. *Students are permitted to use up to 5 days of absences for vacation during*

one school year. Any days beyond 5 will be unexcused vacation days. These 5 days are not part of the 10 days that families can call a student off for medical reasons without a doctor's note.

3. If a student is absent and the school has not been notified, the automated calling system will call the primary home number to confirm the absence.
4. Students are considered tardy to school if arriving after 7:40AM and before 11:00AM.
5. Students wanting to participate in **extracurricular** events must be signed in before 10:40AM with an approved medical excuse. Students without an excuse will not participate in extracurriculars.

Excused absence may be granted for any of the following conditions: personal illness, family illness, quarantine of the home, funerals, religious holidays, medical or dental appointments, court appearances, and up to five (5) days for work on the family farm. Absence for medical appointments or medical illness will only be excused as medical when a doctor excuse is provided.

Makeup work must be completed in as many days as the student was absent. Work not completed in the required time period may result in a zero "0" or "F." A day's absence does not excuse a student from any test, quiz, or recitation upon return.

Work missed during an unexcused absence may not be made up for credit.

Students who have been absent from school for

three consecutive days due to illness , may request their assignments and books in advance of returning to school. Please call the Middle School office at the beginning of the third (3rd) day of absence to request makeup work for after-school pick up.

SIGN IN / SIGN OUT

When a student comes in late or leaves early, the student must come to the office to be signed in or out by a parent or per a parent's written note.

Any student entering the building after the start of homeroom MUST sign in at the office. Students must have a note from a parent or be accompanied by a parent to explain the tardiness. Students leaving before the end of the school day must come to the office before homeroom to get an Early Dismissal form. Students must have a note from a parent stating the time and reason for dismissal.

TARDINESS

All students entering class after the bell to begin first period shall be counted tardy and must report to the main office. Students are considered tardy to school if arriving after 7:40AM and before 11:00AM. Tardiness due to oversleeping, missing the bus, alarm not going off, parents not waking students up, flat tires, car trouble, etc. may not be excused and may result in disciplinary actions if the problem persists. The office staff may make exceptions due to inclement weather conditions. During regular daily class changes, students are expected to be in their seats in their next assigned class prior to the ringing of the tardy bell.

Students may have an unexcused tardy three times

per semester without a consequence. Excessive tardiness will result in consequences. The following are guidelines for consequences: morning or after school detentions, meetings with parent/guardian(s), or other actions at the discretion of the administrator.

VACATIONS / FUTURE ABSENCES

“Request for Excused Future Absence” forms are available in the Middle School office.

Students planning on missing school for one or more days because of vacations or other personal or family reasons must fill out a Request for Excused Future Absence form which is available in the office. This form must be completed by the parent/guardian first, then the teachers. It should then be submitted to the office two days prior to the beginning of the requested absence date.

The requested days must be approved by an administrator to be excused. Any unapproved days absent will be considered unexcused and may result in the student receiving zeroes for the assignments.

Local policy permits a maximum of five (5) excused school days per year for vacation.

WITHDRAWALS

Students moving from the district must have a parent/guardian withdraw them not later than 24 hours prior to their leaving. All school owned books and materials must be returned and all fines and fees paid before withdrawing.

STUDENT ACTIVITIES

Curriculum offerings: All students at Keystone Middle school are required to take the following academic subjects: Reading, Writing, Math, Social Studies, and Science. Reading, Writing, Math, Social Studies, and Science students may be placed in courses by ability levels for grades six through eight. All other classes are formed by random selection.

ACADEMIC PREPARATION

Students must prepare themselves adequately for their classes by completing assignments, and they must bring necessary materials and books.

PASSING REQUIREMENTS

Students are expected to maintain standards to the best of their ability. Failure of two or more academic subjects may result in the retention of a student.

PROGRESS REPORTS

Parents may monitor student progress on the PowerSchool website. Students receiving a "D" or "F" will also receive a written progress report during the midterm of each quarter.

SCHOOL FEES AND MATERIALS

Fees are charged for some classes to cover the cost of materials and supplies. Additional fees for project materials may be charged throughout the year for which payment will be made to Keystone Middle School. Additionally, failure to pay school fees will result in non- participation of extra-curricular activities and field trips.

TEXTBOOKS

All basic hardbound textbooks are loaned to students for their use during the school year. Textbooks are to be handled carefully, as fines will be charged for any loss, misuse, damage or lack of care. All textbooks used by students must be covered.

WORKBOOKS

Workbooks and magazines may be required in some classes. These consumable books will be purchased by the students or provided through their school fees.

PHYSICAL EDUCATION EXCUSES

All students are required to participate in Physical Education classes. In case of injury or illness, a student must present a written excuse from a parent/guardian to be excused for the day's activities in gym. In the event of long-term injuries or illnesses, a doctor's excuse must be obtained. Forms for the doctor are available from the Physical Education teacher. When, for any reason, a student cannot participate in Physical Education classes, an alternative assignment may be given. Not having gym clothes does not necessarily excuse a student from Physical Education class.

FIRE DRILLS

When the fire alarm sounds, students are to leave the building through designated exits by walking at an even pace and refraining from conversation. Once outside, students should move away from the building and report to their classroom teachers for further orders and attendance.

TORNADO DRILLS

When the tornado/service weather alert is signaled,

students should report to the area designated for their respective classrooms. Once in the designated area, students should assume the safety position on their knees with hands over their lowered heads.

GYM LOCKERS

At the start of the school year or at quarterly change, those students having Physical Education class will be provided a school lock for their Physical Education locker. All Physical Education students should secure their belongings during Physical Education classes and athletic practices and games.

LOCKERS

Students will be issued a locker from the school. Students will be held responsible for the locker and its contents. Student lockers remain school property. Periodic inspection of lockers will be made by school officials. Lockers may be searched in accordance with federal and state laws. Students are to use only the locker assigned to them and are not to permit others to have their locker combination.

LOST AND FOUND

Any items found in or around the school are to be turned in to the office. These items will be placed in a lost and found area near the school office. If a student has lost an item, he/she should check in the office.

TELEPHONES

Students who participate in extra-curricular activities, serve detentions, work, or stay after school for any school reason, should have prearranged transportation and a pick-up time. Students will be permitted to use the phone in the office lobby to call home if the office is still open.

ELEVATOR AND STAIR LIFTS

The elevator is to be used and operated by authorized personnel. Students may operate the elevator under certain circumstances when approved. Any student needing to use the elevator for medical reasons must have a doctor's note with necessary dates listed.

HALL PASSES

Students are not permitted in the halls during class periods without permission of a faculty member. The hall pass, either written or of the hardboard variety, must be carried in the hand and not in a pocket or purse.

CELL PHONES / PERSONAL COMPUTERS

Students are not permitted to have their cell phone on them. All cell phones are to be turned off or on vibrate during the school day and kept in student's locker. Cell phones and electronics should be placed in your locker during the day and are the responsibility of the student. Any cell phone discovered during the regular school day that are being used without teacher permission will be confiscated and sent to the office. Students are not permitted to bring their own personal devices to school without permission from teacher. Students are not permitted to have laser pointers in school or on the bus

COMPUTER USE AND INTERNET CONNECTION

Proper use of the computers and Internet connections is expected. Misuse of any technology during the school day or school provided internet may result in disciplinary action and/or loss of computer access and/or fees assessed for damages. Examples include, but are not limited to: unauthorized downloads of any type, working around the school firewall or sites blocked by the school.

FOOD, GUM AND COUGH DROPS

Food (including candy) will be permitted in the cafeteria only. Gum chewing will be at the discretion of the classroom teacher. Cough drops may be used when accompanied by a written note from the parents and signed by the office.

SELLING AND FUNDRAISING

Students may not sell or buy any items or products in school without the principal's permission. Only school related activities and organizations will be granted permission to sell any items. No food items sponsored by a school related activity or organization may be sold during lunch periods.

ILLNESS OR INJURY

Any illness or injury is to be reported to the classroom teacher or to the office. Students will be cared for in the clinic. Students will be seen by the school nurse if he/she is on duty. Students are not to go to the restroom or other areas of the building without faculty knowledge. Should a student be unable to continue the school day, an attempt will be made to notify the parents. Parents are to come to the office to pick up their child. If, at the discretion of the person in charge of the clinic, it is felt a student is able to continue the school day, he/she will be sent back to class. *The clinic is not a place to lie down because students are tired.* Students **MUST** notify a teacher before going to the clinic. Students are not permitted to walk home when ill. In the event of a minor cut or abrasion, the wound will be cleansed and a bandage will be applied. If the situation is more severe, parents will be notified immediately. Any physical impairment or disability should be noted on the Student Emergency Form and Student Information Card.

EXTRA-CURRICULAR ACTIVITIES

Various extra-curricular activities are provided for Keystone students; however, membership and participation may be limited. All school fees must be paid prior to participation in extra-curricular activities.

STUDENT COUNCIL

The Keystone Middle School Student Council is an extracurricular organization, which promotes the interest of many school activities. A council member must maintain a specific grade average and set the example of a good KMS student. The student council follows Parliamentary Procedure, but is always there to serve as an intermediary between students, faculty, and administration.

ATHLETICS

The students at Keystone Middle School have the opportunity to participate in a variety of sports throughout the year. Opportunities that may be provided include 7th and 8th grade football teams, 7th and 8th grade volleyball, and 7th and 8th grade cross country in the fall. During the winter months KMS offers boys' and girls' 7th and 8th grade basketball and also 7th and 8th grade wrestling. In the spring, 7th and 8th grade track is offered for boys and girls and 7th and 8th grade girls are offered softball. Due to the limited size of teams, some students trying out for the KMS girls' and boys' sports may have to be cut. Seventh and 8th graders may participate in the KMS Cheerleading squad. KMS teams travel to compete with other area middle school teams and play their home games on KMS property. KMS is a member of Lorain County Conference and the Ohio Athletic Association (OHSAA). We subscribe to all their regulations and rules. Our

athletes will also be required to follow the 7-12 athletic code of conduct.

RULES FOR ATTENDING HOME GAMES

Students attending athletic contests in the gym must exit the building when the bell rings at the end of the school day. Students may not return until 4:30 p.m. During games, students must remain seated in the gym unless on the way to or from the restroom or concession stand. No one will be allowed to “hangout” in the halls or lobby during the games. At no time will students be allowed in the hallways down by or past the cafeteria. Failure to comply with these rules will lead to the student being sent home from the game and possibly not being allowed to attend future athletic events.

DETENTION RULES

1. Tardiness will not be tolerated.
2. Students will be required to begin work on class assignments immediately and remain at work throughout the entire detention period. Students must come prepared with the necessary materials.
3. Students will not be permitted to put their heads down or sleep during detention.
4. Radios, magazines or other recreational items are not allowed.

MIDDLE SCHOOL CAFETERIA RULES

1. Students will enter the cafeteria and find their seat. They will remain at their table for the entire lunch period. There will be no walking around in the cafeteria.
2. Students are to purchase their lunch and snacks when their table is called to get in line by the cafeteria supervisors.
3. Students will keep their hands to themselves and talking will be at a normal conversation level.
4. Restroom visits are granted by request to a cafeteria supervisor.
5. Trays will be returned and garbage disposed of as the students are directed by the cafeteria supervisor. All students are responsible for cleaning up their area.
6. Dismissal from the cafeteria will be at the direction of the cafeteria supervisor or classroom teacher.
7. Parents should send money or deposit money online to their child's lunch account to prevent a negative balance.
8. NOTHING GOES AIRBORNE!

P – Be appreciative, Use manners, Use appropriate language

R – Leave it cleaner than you found it, Push in chairs, Stay seated

I – Use share table, Be honest, Be inclusive, Own your actions

D – Use time wisely, EAT!

E – Socialize with others, Follow routines

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN DISCIPLINARY ACTION

GENERAL CLASSROOM RULES

1. Students must have a book and materials at all times.
2. Sleeping is not allowed.
3. Students must sit correctly. Chairs must be on all fours at all times.
4. The student will be in his/her assigned seat when the bell rings.
5. Electronics use is at teacher discretion.

P – Apply growth mindset, Encourage others, Be inclusive, Use appropriate language

R – Ready to learn, Know the learning targets, Leave it cleaner than you found it, Follow routines, Be accountable

I – Be honest, Own your actions

D – Give great effort, Turn in Assignments, Use time wisely, Stay on task

E – Participate, Be inclusive, Advocate for yourself, Follow instructions.

DRESS CODE

Students must be hygienically clean and neat. Clothing should be clean, modest in style and in good repair so as not to interfere with the learning process. Shoes must be worn at all times. Clothing which is determined to be detrimental to health and safety, or disruptive to the academic atmosphere of the school, will not be permitted. Students in physical education and vocational classes may be required by the instructor to temporarily alter such clothing as it might restrict the student from full participation or may be dangerous to the student's safety.

Parents and students should be aware and understand that violations in student dress will result in the student being removed from class and/or asked to change his/her attire. Class time that is missed will be considered unexcused.

For the purpose of clarification, the following guidelines have been established:

1. Wearing of hats or hoods, bandanas unless medically necessary.
2. Articles of clothing that contain alcohol, drugs or violence, or with obscene, suggestive, or questionable printing will not be permitted.
3. Sunglasses are not to be worn unless prescribed by a physician.
4. Shorts, dresses, and skirts must be longer than fingertip length.
5. If tights are worn under skirts or shorts, the shorts or skirt must still be fingertip length or longer. If tights are worn, they cannot be worn by themselves.

6. All dress must be school appropriately monitored by staff and/or administration.
7. School athletic uniforms are not to be worn in class unless it is part of the Team dress for game day or during a designated "Spirit Day."
8. Students are required to store coats in lockers during the day.
9. No Pajamas, sleep wear or slippers are permitted.
10. No pants should have holes above mid-thigh.
11. All shirts and blouses must have straps that are 3 finger width across. Midriffs, backs and chests should be covered and not visible.
12. All clothing must cover undergarments.

The final determination as to the appropriateness of any article of clothing and the consequence will be left to administration.

CONSEQUENCES

1st Offense - warning and student must correct violation before returning to class

2nd Offense - detention and student must correct violation before returning to class

3rd Offense - 2 detentions and student must correct violation before returning to class

*Any further offenses will be at administrative discretion.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school respect the rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal
- regardless of the other's ability, gender, race or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school.

Positive Behavior Interventions and Supports (Board Policy JP)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. PBIS is a framework of Positive Behavioral Interventions and Supports. District-wide, Keystone Middle School works to create an environment that supports respect for self and others. Expectations for behavior are clearly defined and taught in all areas of the school, and students are recognized and rewarded for meeting those expectations. Within the PBIS framework, students discover that this respectful behavior helps them improve social interactions, succeed academically, and accomplish their goals. In all settings, Keystone Middle School expects students show PRIDE in all areas of the school.

STUDENT CODE OF CONDUCT; VIOLATIONS AND DISCIPLINE PROCEDURES:

When The Student Code of Conduct Applies:

- On school grounds before, during and after school hours

- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event, including athletics
- Whenever a Keystone student represents his or her school
- On a school bus, a school-sponsored vehicle, or at a Keystone bus stop and as it
- relates to all school/district property and vehicles
- At all times whenever a student's conduct is related to school or school activities including interacting virtually on the internet or through other communication mediums.
- Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to but are not limited to: detentions, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, alternative school, emergency removal, disciplinary removal, in-school suspension, out of school suspension, expulsion (or in lieu of expulsion agreement), and/or permanent exclusion.

STUDENT CONDUCT

The purpose and intent of the student code of conduct is to maintain appropriate educational climate. Good order and discipline will be achieved best through self- discipline. Students should strive to:

1. Attend school each day it is in session.
2. Report for all scheduled classes promptly with assigned lessons and required materials.
3. Exhibit courtesy at all times to members of the school community.
4. Achieve all that is possible both academically and socially.
5. Treat school property, as well as the person property of others, with respect and care.
6. Maintain high standards of thought, speech, and actions.
7. Use only those facilities and areas designated for student use or

with staff supervision.

8. Engage only in activities permitted on school property.

9. Maintain an appropriate educational climate

SUSPENSION (Board Policy JGD)

A student cannot be suspended from school solely because of unexcused absences. No period of suspension will be for more than ten (10) school days.

If at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following school year. The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining on the student's suspension. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete community service or is assigned alternative consequences, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year. The following guidelines will be followed for all suspensions, including those of in-school suspension:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. Within one school day, a letter will be sent to the parent(s)/guardian(s)/custodial parent(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
4. Notice of this suspension will be sent to the: Superintendent or his/her designee and filed in the student's school record
5. The student will remain suspended for the duration of the

suspension until action is taken on the appeal.

6. Students are not allowed on school property or to participate in school-sponsored activities.

7. Students who are suspended will be given the opportunity to make up class work.

EXPULSION (Board Policy JGE)

The Superintendent may expel a student for a period not to exceed eighty (80) school days, unless dangerous weapons are possessed.

The Superintendent may expel a student for one (1) calendar year or exclude the student permanently.

Expulsion is considered whenever it is determined that such conduct:

- Has substantially disrupted or interfered with the educational process or endangered the health or safety of the student or others or damaged property.
- Tends to substantially disrupt or interfere with the educational process or endanger the health or safety of the student or others.

EXPULSION PROCEDURE continued (Board Policy JGE):

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student.

A student cannot be expelled from school solely because of unexcused absences. Expulsion is the removal of a student for more than ten (10) school days, but not more than an eighty (80) school days duration, unless dangerous weapons are possessed.

The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the

reasons for the proposed action.

2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student's actions.

3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.

4. If possible, within one (1) school day of the expulsion hearing, the

Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.

5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.

7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

STUDENT CONDUCT

MISCONDUCT FOR WHICH SUSPENSION OR FOR WHICH EXPULSION MAY BE IMPOSED INCLUDES BUT IS NOT LIMITED TO:

Student Code of Conduct:

1. **Disruption of School** - A student shall not cause any disruption of any classroom activity or the operation of the school or educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student, other students, or staff. This shall also include the incitement of others toward acts of disruption.

2. **Insubordination/Defiance of Authority** - A student shall not refuse to comply with reasonable requests, orders, directions, or directives of teachers, substitute teachers, administrators, volunteers, staff members, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
 - i. Disobedience or disrespect toward any staff member
 - ii. Not serving assigned detentions/Saturday Schools
 - iii. Not following school rules or proper procedures
 - iv. Not following assigned schedule/being in an unauthorized area
 - v. Chronically tardy to class
 - vi. Repeated misbehavior after warning
3. **Disrespect of Faculty & Staff** - A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such a manner that the faculty or staff member interprets it as disrespect and confirmed as such by administration. This includes verbal and non-verbal actions.
4. **Tobacco/Nicotine/Electronic Cigarettes/Vaping** - A student shall not possess, smoke, or otherwise use tobacco/nicotine in any form(including but not limited to cigarettes, chewing tobacco, snuff, alternative to nicotine products, and electronic cigarettes/vapes in the school building, on school buses, at school-sponsored events, or on school property at any time.
5. **Fighting** - A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.

6. **Assault/Assault & Battery** - A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing may be considered assault as well.
7. **Profane, Obscene or Vulgar Language/Gestures** - A student shall not use profane, obscene or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event or activity.
8. **Narcotics, Alcoholic Beverages, Drugs, and/or Paraphernalia** - A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
9. **Punctuality and Tardiness** - All students are expected to be on time for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored. Disciplinary consequences may be issued for excessive tardiness.
10. **Dress or Appearance** - A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, or causes disruption of or directly interferes with the educational process.
11. **Improper Cell Phone Usage** - Cell phones can be an integral part of a child's education but the proper use of cell phones as an educational tool changes as students mature. Keystone Local Schools will not be responsible for the damage or loss of a student's cell phone. While students may possess cell phones on school property, phones must be

turned off or silenced and only taken out with the permission of Keystone Local Schools staff. Failure to comply with these guidelines may result in a student's phone being confiscated up to and including suspension from school.

12. **Academic Dishonesty** - A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records. Plagiarism is defined as "to steal and/or use the writings or ideas of another as one's own." To plagiarize is also to give the impression that one has thought or written something that has been taken from another author. Simply changing the order of another's words is not enough to avoid plagiarism. For a complete description of what constitutes plagiarism please refer to www.plagiarism.org.

13. **Misuse of Computer/Mobile Device/Chromebook**

Students shall not use a computer/mobile device/Chromebook to obtain access to lewd, obscene, inappropriate, scandalous, or other unauthorized information or otherwise misuse a computer or computer program. Misuse of a computer/mobile device/Chromebook includes: sending or displaying offensive messages or pictures, using obscene language, harassing, insulting or attacking others, damaging computers/mobile devices/Chromebooks, damaging computer systems or networks, violating copyright laws, using another's password, trespassing in another's folders or files, intentionally wasting limited resources, employing the network for commercial purposes, and using the network and internet access to engage in hacking or other unlawful activities. Students and parent/guardians must sign the Keystone Acceptable Use Policy before a student can use a district computer.

14. **Prohibited Articles** - Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling related items, mobile devices, laser pointers, and other communication devices.
15. **Complicity** - A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. This includes the intentional recording, dissemination of this recording, and/or planning of an event or behavior that violates the Code of Conduct.
16. **Damage to Property** - A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property through improper use or otherwise.
17. **False Reports/Forgery** - Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.
18. **Gambling** - A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes; or possess items that may be used for gambling such as dice.
19. **Intimidation/Harassment/Menacing** - A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex, or disability.
20. **Sexual Harassment** - A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:
 - a. Sexual flirtation, touching, advances, or propositions
 - b. Verbal or physical abuse of a sexual nature

- c. Graphic or suggestive comments about an individual's dress, appearance, or body
 - d. The use of sexually degrading words to describe an individual
 - e. Displaying sexually aggressive objects or photographs
 - f. Sexually explicit or obscene jokes
21. **Trespassing/Leaving School Property** - A student shall not trespass on district property or leave school property or assigned area prior to dismissal time or without proper official permission.
22. **Throwing of Objects** - A student shall not throw any object without authorization, including but not limited to snowballs.
23. **Displays of Affection** - Students shall not engage in public displays of affection on school property. A student shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.
24. **Loitering** - A student shall not loiter or be in an area where they are not officially permitted to be either during school or after school.
25. **Arson/Attempted Arson** - A student shall not attempt to act in the burning or attempted burning of any item on school property.
26. **False Alarms/Bomb Threats** - A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's alarm system in any manner. Any infraction may result in a police report as well as school disciplinary consequences.
27. **Hazing** - A student shall not participate in hazing or other degrading or disgraceful acts.
28. **Strong Arm/Extortion** - A student shall not force another to give him/her money or articles of value.

29. **Vandalism** - A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
30. **Weapons/Look-Alike Weapons and Dangerous Instruments** - A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring themselves or others. This includes, but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances including firearms, incendiary devices, knives and objects made, constructed, or altered so that a reasonable person, the object appears to be a weapon.
31. **Physical Abuse Directed Towards Staff** - A student shall not cause or attempt to cause physical injury to a school/district employee or school visitor.
32. **Theft** - A student shall not take or attempt to take the property of others without their consent.
33. **School Buses** - A student shall not violate any of the rules stated in the Student Code of Conduct while riding or boarding a Keystone Local School owned bus.
34. **Repeated Acts of Misconduct/Chronic Misconduct** - A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, staff, or other authorized school personnel. Students that repeatedly fail to follow school rules may be recommended to the Superintendent for expulsion.
35. **Behavior Not Previously Listed** - The school reserves the right to discipline students for behavior which is subversive to the good order of the school even though such behavior is not specified in the Student Code of Conduct.

**** Please do not permit your child to bring non-educational items to school. For example, items such as cards/trinkets, baseball cards, yo-yo's, jewelry and balls are not essential to learning and from time to time have caused disputes between students and**

disruptions on the buses and playground, as well as the cafeteria and classrooms. Thank you in advance for your cooperation.

Disciplinary or punitive action may include, but is not limited to: detentions, suspensions, expulsions, etc.

Special Notes:

- 1. Temporary removals may be necessary and are regulated by Board Policy.**
- 2. Students suspended from school may not attend or participate in extracurricular activities.**
- 3. All above rules and regulations which normally would apply are in effect at all school functions.**

SUSPENSION APPEAL PROCEDURES: (Board Policy JGD)

Should a student who is 18 years of age or older or a student who has declared independent status by Board Policy or a student's parent(s), guardian(s) or custodial parent(s) choose to appeal the suspension, he/she must do so, in writing to the Superintendent or his designee, within ten (10) calendar days of the notice of suspension. If the Superintendent or his designee affirms the suspension, the pupil or his/her parent(s), guardian(s) or custodial parent(s) may appeal the suspension to the Board of Education, or its designee, in writing to the Treasurer's office.

EXPULSION APPEAL PROCEDURE: (Board Policy JGE)

A student who is 18 years of age or a student's parent(s), guardian(s) or custodial parent(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee in writing to the Treasurer's Office within 14 days of receiving the Superintendent's Expulsion Notice. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent(s), guardian(s) or custodial parent(s).

APPEAL TO THE COURT:

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

ASSAULT ON A SCHOOL EMPLOYEE:

A student who assaults a school employee will be immediately dealt with by the administration and may be referred to the LaGrange Police Department.

The employee who states that they have been assaulted may file a written report with the LaGrange Police Department for the Prosecutor to review.

Parents may be ultimately responsible for their child's behavior which could result

in a court appearance. The student may be suspended for up to ten (10) school days with the recommendation to the Superintendent for expulsion.

Parents and students may be required to meet with the Superintendent or his designee for an expulsion hearing.

The Superintendent may consider the maximum punishment for such offenses.

RESTRAINT:

Restraint, which is considered the act of physically controlling the actions of pupils when such action may inflict harm to themselves or others, is not considered physical punishment.

Teachers, administrators, or other supervisory personnel must use whatever reasonable means are appropriate if it is necessary to prevent pupils from harming themselves or others.

PERMANENT EXCLUSION: (Board Policy JEGA)

The Board of Education may seek permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession

of a bulk amount of a controlled substance or the sale of a controlled substance; and/or

2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;

3. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

EMERGENCY REMOVAL OF STUDENT: *(Board Policy JGDA)*

In the case of “normal disciplinary procedures” in which a student is removed from curricular or extracurricular activity for a period of less than 24 hour and is not subject to suspension or expulsion, the due process requirements do not apply.

The required notice, hearing, and right to appeal is required only when suspension or expulsion is contemplated. If a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises or off the premises while representing the district:

1. The Superintendent, principal, assistant principal or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. Teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency removal of a student from curricular or extracurricular activities to the principal’s office. As soon as practical after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.
3. If it is probable that the student may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

Extra-Curricular and Co-Curricular Activities:

Due process procedures will apply to extra-curricular/co-curricular activities. These procedures include the following elements:

- The coach/teacher of each activity will adhere to the Keystone Co-Extra Curricular Code of Student Conduct. This policy should be communicated to all pupils participating in the activity and their parents, prior to the start of the activity.
- The pupil will receive written notice of charges or reasons for pending action in an informal hearing with the head coach or supervisor of the specific team or activity.
- The pupil will receive written notice of charges or reasons for pending action in an informal hearing with the head coach or supervisor of the specific team or activity.

QUESTIONING AND SEARCHES: *(Board Policy JFG)*

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities.

While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials.

The administration has developed regulations to be followed in the case of searches and interrogation. The right of inspection of students' school lockers or articles carried upon their persons and the questioning of an individual student is inherent in the authority granted school boards.

All searches are conducted sparingly and only when such search is reasonable and likely to produce tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the areas of the school's responsibility.

The Board permits building administrators to search any unattended bag for safety and identification purposes. Student lockers are the property of the District, and since random searches

have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notices will be posted in every building.

SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT:

The following rules apply to the search of school property assigned to a student

(locker, desk, automobile, etc.) and the seizure of items in the student's possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Except as provided in number 5 below, search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student's knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Random searches of automobiles on school premises may be conducted were, pursuant to Keystone Board Policy concerning student parking permits.

Building administrators are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following results apply in such cases:

- There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the

student's violation of the law or school rules.

- Searches will be conducted by a school administrator.
- Searches will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
- Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
- When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
- A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

SEARCHES OF UNATTENDED BAGS BY SCHOOL PERSONNEL:

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs (*Board Policy JFG*). The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or other container, it shall create reasonable suspicion to search the vehicle, locker, or container in accordance with this policy.

DANGEROUS WEAPONS IN THE SCHOOL: *(Board Policy JFCJ)*

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year in which the incident occurred.

The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to metal knuckles, straight razors, explosive, noxious irritants or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm threaten or harass students, staff members, parents or community members, may be subject to expulsion. Students may be expelled for up to one year for firearm-related or knife-related incidents occur ring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable for a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and or purposes of this policy an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm. Students found in violation of numbers 1 and 2 above, may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of conduct and Ohio law.

DISCIPLINE OF A STUDENT WITH A DISABILITY: SUSPENSION:

Upon the tenth (10th) day of suspension, and any suspension thereafter of a student identified with a disability (learning disabled, severe behaviorally disabled, developmentally handicapped and students on Section 504 Plan), the following action will be initiated by the administrator processing the suspension of the student. A placement team meeting shall be

called by the administrator to review and make recommendations, if needed, as follows:

- Determine whether there is a casual relationship between the misconduct and
- the student's identified handicap;
- Determine that the handicapped student is being served appropriately, i.e., that
- his educational placement is appropriate to his/her needs; and
- Develop strategies to improve the student's behavior and to avoid further school disciplinary action

Suspension in excess of ten (10) consecutive school days is regarded as a change in placement and disrupts the education of the handicapped student. In the case of recommendation of suspension in excess of ten school days, the Evaluation Placement Team must immediately convene to review the placement and offer recommendation for alternatives. Instruction in the areas outlined on the student Individualized Education Plan must be maintained. If a student has a Section 504 Plan, the placement team must convene to determine whether or not the behavior is a manifestation of the student's impairment. If the behavior is not, then the student may be suspended in excess of ten school days without providing instruction. If the behavior is determined to be a manifestation of the student's impairment, then the student must be returned to the classroom.

EXPULSION:

Expulsion is also regarded as a change in placement and disrupts the education of a handicapped student. If expulsion is used the Evaluation Placement Team must immediately convene to review the placement and offer recommendations for alternatives. Instruction, as outlined on the Individualized Education Plan, must be maintained. Instruction, as outlined on the Section 504 Plan, must be maintained ONLY if the behavior is a manifestation of the student's impairment.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying of students in the school environment (which includes school property, sponsored events, and all other related activities) can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property of student conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

FOOD ALLERGIES

Each year we have students with severe food allergies. As a school, we work with staff, parents, and physicians to come up with an individual health plan, as needed, for each student with allergies. You may notice classrooms around the building that have signs listing types of food restricted from that classroom. The teachers do their best to restrict foods in the classroom and most students understand their allergies and are careful about what they eat. Even with these precautions, students may be exposed to allergens.

