

KEYSTONE HIGH SCHOOL



2023-2024 STUDENT HANDBOOK

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.



Keystone Local Schools

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

Keystone High School

580 Opportunity Way
LaGrange, OH 44050
Phone - 440-355-2400(Main Office)
440-355-2401(Attendance)

Principal	James Kohler
Assistant Principal	John Brown
Athletic Director	Jeffrey Holzhauer
School Counselor	Suzanne Atkinson
School Counselor	Patrick Gallion
Secretary	Char Gregory
Secretary	Kathy Pinto

Keystone Middle School

Principal	Gina Gibson
Assistant Principal	Tera Thomas
School Counselor	Ian Gaul
Secretary	Christine Minney
Secretary	Staci Crabeels

Keystone Elementary School

Principal	Jacob Alferio
Assistant Principal	Taylor Brouse
School Counselor	Kristen Lazard
Secretary	Christina Magel
Secretary	Renee Cuson

Keystone Local School District

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	President
Carrie O'Boyle	Vice President
Devin Stang	Board Member
Patricia Wakefield	Board Member
Jennifer Maiden	Board Member

MISSION STATEMENT

We are Keystone, where education for tomorrow starts today.

KEYSTONE ALMA MATER

*Stand and sing for our dear high school,
For we love her so;
We are here to sing her praises
As years come and go.
Forward ever be our watchword,
Conquer and prevail,
Hail to thee our Alma Mater
Hail all Keystone Hail!*

KEYSTONE FIGHT SONG

Fight you Wildcats! Fight right down the
line!
Pass 'em right and pass 'em left until we raise
the score.
We are with you! We are with you. Fight for
Wildcat Fame.
Fight, Wildcats, fight and we will win this
game!

Primary School Colors

Purple & White

Mascot

The Wildcat



Keystone High School General Information, Procedures, and Policies



STUDENT ACTIVITIES

As part of their high school experience, students are encouraged to become involved in activities outside of the classroom. Listed below are activities and sports which students may become involved at KHS.

CLUBS AND STUDENT ACTIVITIES

Academic Challenge	BBQ Club	Big Brother/Big Sister
Comic Book club	Dance Club	Yearbook
Pep Band	Youth 4 Youth	Drama Club
Spanish Club	Class officer	F.C.C.L.A
Student Council	Fishing Club	Allance

INTERSCHOLASTIC SPORTS

Baseball(Varsity, JV, Fr)	Lacrosse Club(Varsity)
Boys Basketball(Varsity, JV, Fr)	Boys Soccer(Varsity & JV)
Girls Basketball(Varsity, JV, Fr)	Girls Soccer (Varsity & JV)
Bowling Club(Varsity & JV)	Softball (Varsity & JV)
Cheerleading(Varsity, JV, Fr)	Boys & Girls Track
Cross Country(Boys and Girls)	Volleyball (Varsity, JV, Fr)
Football((Varsity, JV, Fr)	Wrestling (Varsity & JV)
Boys Golf (Varsity & JV)	Girls Golf (Varsity & JV)

STUDENT CONDUCT AND EXTRA CURRICULAR ACTIVITIES

To represent Keystone High School before the public in such activities such as athletics, band, clubs, and other student activities is a privilege extended only to those students demonstrating standards of conduct and character acceptable to the school and the school community. To permit students to represent the school in such activities that do not follow such acceptable standards would have a disrupting, degrading effect on the discipline and daily operation of the school as well as the school's image and respect for it in the eyes of parents and the community. Such privileges may all or partially be denied to student who have not demonstrated the above standards of conduct and character at school or out in the community. Such privileges may be denied on a semester or seasonal basis.

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.

Use of Medications continued

- 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.

GRADUATION POLICY

In order to participate in commencement exercises, students must meet all graduation criteria. Graduation criteria includes state testing mandates and credits earned per Keystone Board Policies. Students will not be given their diploma or final transcripts until all financial and disciplinary obligations are met. Financial obligations may refer to such topics as class dues, textbook fines or losses, credit recovery fees, workbook fees, lab fees, activity funds and damage to school property. All unpaid fines and fees accumulate with students from year to year. Disciplinary obligations can include consequences received at commencement ceremony.

SELECTION OF CLASS VALEDICTORIAN AND SALUTATORIAN

Classes of 2024, 2025, and 2026

The Keystone High School Principal will determine the selection of the class Valedictorian and Salutatorian. The determination is based on the calculation of the cumulative GPA at the conclusion of the first semester of the senior year.

Please refer to the KHS Course Guide for additional information regarding academic awards that are given out annually.

Latin Honor System

Beginning with the Class of 2027, students will be recognized using the Latin Honor System. This will allow the recognition of more students for their high achievement. Depending on a cumulative grade point average(GPA) after the first semester of their graduating year, students will be recognized on the following basis:

Cum Laude ("With honors") - Students who have earned a cumulative GPA of 3.5 - 3.74

Magna Cum Laude ("With great honors") - Students who have earned a cumulative GPA of 3.75 - 3.99.

Summa Cum Laude ("With highest honors") - Students who have earned a cumulative GPA of 4.0 or higher.

LETTER GRADES AND EXAMINATIONS

Letter grades shall represent student work for grading period averages and examinations. Courses that meet throughout the year will be divided into two semesters. A mid-term exam will cover the contents of the first semester and the final exam will cover the contents of the second semester. Each quarter grade is 40% of the semester grade and the exam is 20% of the semester grade (40% 40% 20% per semester).

KEYSTONE HIGH SCHOOL GRADING SCALE

Students work will be evaluated on the following grading scale for most classes at KHS: A=4.0, B=3.0, C=2.0, D=1.0, F=0

KEYSTONE HIGH SCHOOL WEIGHTED GRADES

Keystone High School has a weighted grading system for designated courses. The designated courses listed below) carry a weighted grade on the following scale:

A=5.0, B=4.0, C=3.0, D=2.0, F=0

Those courses designated for weighted grades include the following:

- A. KHS course designated as an "Honors" course
- B. CCP course taught by a KHS teacher at KHS for college credit
- C. Some off-site CCP courses (See course guide for more information)

Keystone High School Grading/Weighting					
Grade	Percentage	Regular GPA	Weighted GPA	CCP Regular	CCP Weighted
A	90-100	4	5	4	5
B	80-89	3	4	3	4
C	70-79	2	3	2	3
D	60-69	1	2	1	2
F	Below 60	0	0	0	0

ANNOUNCEMENTS

Activities are announced, are available in the main office, and on the KLSD website. For our parents and our full time JVS students, the morning announcements will be typed and posted on the Keystone High School website every school day. Groups who would like an announcement made, should have their advisor fill out an announcement form.

BUILDING HOURS

The lobby will be open in the morning by 7:00 a.m. Upon arrival to school, students are to report to the cafetorium until the 7:18 a.m. bell sounds. At that time, students are to go to their lockers and report to their first period classrooms. Students should be in their classes when the 7:28 a.m. bell rings. Students are to leave the building by 2:35 p.m. unless supervised by a staff member at a team/club regular meeting, practice, or detention. Unsupervised students loitering in the building after 2:35 p.m. may receive disciplinary action. Students who plan to attend athletic contests scheduled later in the day are to go home and return for the game. When attending games, students are to remain in the gymnasium and lobby areas.

CAFETORIUM

The cafetorium, besides being a lunchroom is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Students are scheduled a thirty-minute lunch period. Students will be able to prepay for lunches or snacks. The system will automatically keep track of your account.

Cafetorium rules are as follows:

1. Do not sit/ stand on stage and observe good manners.
2. Leave table and area clean.
3. Seniors will be allowed outside at the discretion of the supervisor.
4. Food and drink must be consumed in the cafetorium not in the lobby or halls.

Hot lunches and breakfast are provided under the Type A lunch program. Milk and other beverages will be available for those who bring their lunches from home.

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. Examples include, but are not limited to: unauthorized downloads of any type, working around the school firewall or sites blocked by the school. The determination of misuse is at the direction of the administrators.

GRADE INCOMPLETES

Students who have not completed course requirements by the end of a nine-week period may be assigned an incomplete. The incomplete must be made up within two weeks or by the parameters set by the high school administration and/or the school counselor or the grade automatically becomes "F." Students who have earned an incomplete the fourth nine weeks must make arrangements to make up the work. Failure to do so may result in loss of credit.

HALL PASSES

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

HEALTH SERVICES

The district employs a nurse who will be in the high school at least once a week. She will be available upon student request. Periodic exams may include checking eyes and ears, and working with students who may have a health related problem. Closer observations may result in cases of reported contagious diseases or infections. Inspections of immunization records will be monitored by the school nurse.

WILDCAT ACADEMY

Wildcat Academy is a class assigned to students who have failed courses in an attempt to allow them to graduate on time with their class. This is an 8th period course that is assigned to students who are credit deficient. This course meets five days a week until a student completes their credit recovery. Students who fail a course during the school year will be required to attend Wildcat Academy until their credit(s) are recovered unless given permission by administration to pursue another credit recovery pathway. Students who fail to make adequate weekly progress on their credit recovery may be assigned Saturday school detentions to make progress.

LOCKERS

Each student will be assigned a locker with its own lock combination. The student is responsible for the locker and its contents. Students must use the locker assigned and are not to permit others to have the combination. Since Keystone High School provides lockers for students, periodic inspection of the lockers by school officials may be made. Disciplinary action may result if lockers are damaged or defaced. Any articles found in lockers that are in breach of school regulations or state and/or municipal codes may be confiscated and possible disciplinary action taken. Student lockers are the property of the Keystone Local Schools. Lockers and their contents are subject to random search at any time the building principal or a designee believes necessary. (ORC 3313.20)

LOST AND FOUND

All lost and found articles are to be turned in to the office as soon as possible. Students may check the lost and found area and notify the main office if they lost an item.

SCHOOL FEES AND MATERIALS

Fees are charged to cover the cost of materials and supplies throughout the school year. Additional fees for projects materials may be charged. Failure to pay school fees may result in students being excluded from extracurricular field trips, dances and events.

STUDENT PARKING

Students who will be driving to school, including JVS students who park and bus to JVS, will be required to purchase a parking pass at the start of the school year. These students will be required to join the Keystone Drug Testing Program. Students must also maintain safe driving practices. These tags must be displayed in the vehicle they have driven to school. If at any time, a student changes the vehicle they drive to school, they must communicate the change to the office. Vehicles are subject to search. Students who do not purchase a parking permit will be subject to consequence if found to be parking on Keystone School's property. Driving is a privilege at Keystone High School and parking passes can be revoked.

SHORT TERM PARKING

During the school day parents and visitors involved with early dismissals, bringing materials to students, emergencies, etc., will use the parking spaces in front of the circular drive at the front of the building.

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.

TRANSPORTATION/BUS SERVICE

Bus transportation service will not be provided to KHS students.

WITHDRAWAL FROM SCHOOL PROCEDURES

Children between the ages of six and 18 are of compulsory school age. State law requires every person of compulsory school age to attend a school. Therefore, we cannot withdraw a student until they are enrolled in their next school. Withdrawal forms can be found online or in the main office. After the parent has signed the form, the student will give the form to all their teachers. The student will then turn the form into the office. Transcripts may be withheld if a student has an outstanding financial obligation.

WORK PERMITS

To obtain a work permit, students should navigate to the KLSD website:

- www.keystoneschools.org, KHS forms, High School Forms, read Work Permit Steps & Instructions, print the work permit application from the website.
- Student completes the top part and has parent/guardian sign it. No other signature is required at this time.
- Employer completes the bottom part.
- Page two must be completed and signed by a physician. **IF** the student has a current(within one year) physical on file, the athletic director or band director can sign off on it and the student will not need to take it to a doctor.
- **Typically**, if a student brings the **COMPLETED** application to the main office or Board Office during summer, they should be able to pick it up at the end of the day.

STUDY HALLS

All students are to attend study halls indicated on their schedules. Students are expected to be quiet, stay busy and remain in their assigned seat during study hall until the teacher dismisses students at the end of the period. Study hall attendance will be taken immediately following the tardy bell. All passes out of study hall should be brought to the study hall teacher at the beginning of the period.

STUDY HALL RULES ARE LISTED AS FOLLOWS:

1. No Talking
2. Phones may be used WITH PERMISSION OF THE STUDY HALL MONITOR. Students that are currently failing courses may not be permitted to use their phones so that they may focus on raising their grades.
3. Any passes to other classrooms should be provided to the study hall monitor at the start of the study hall and after attendance has been taken.
4. No more than two students will be seated at any table and assigned seats may be given.

TELEPHONE

Students will not be called from class to the phone except in case of an emergency. During school hours the student must first obtain permission from his/her teacher. However, the telephone should be used only in emergencies during school hours.

VISITORS

All visitors must sign in at the KHS main office. Enter through the lobby doors by the circle.

STUDENT AIDES

Many teachers at KHS will take students during their study hall to act as aides in their classrooms. Students that would like to aid for a teacher must fill out the paperwork EACH SEMESTER and get this approved by KHS administration. Students must be in good academic standing(failing NO classes). The privilege of aiding for a teacher may be removed at any time if a student is struggling academically or has disciplinary issues.

COLLEGE VISITS

Visiting colleges to make an informed decision is always a good idea and KHS supports students and their families visiting prospective colleges, universities, and schools. We ask that students taking a day to visit a school fill out the vacation form and submit to the main office prior to making any visits.

Seniors can take up to three visits which will count as an excused absence. Any visit beyond three will need to get special permission from the high school administrators to be excused.

Juniors should limit their visits to two(2) during their junior year. Any visit beyond two(2) will require special permission from the KHS administrators.

College Credit Plus(CCP) Release

(Board Policy LEC-R, IGCH, and LEC)

CCP provides students with an opportunity to earn college credits while attending Keystone High. In some instances, the university/college schedule will not align with Keystone High School's bell schedule. Moreover, many student have opted to earn college credit via online courses. We will allow students to be released for one period for each online course and will provide reasonable time release for on campus classes. In those instances, the Board of Education, in an effort to cooperate with parents, will permit release time for students to leave KHS grounds during regular school hours. More specific information regarding CCP is included on the counseling website.

To qualify for CCP Release, the following requirements must be met:

1. Students must be in good academic standing.
2. Students must have reliable transportation to and from school.
3. Students must follow arrival/dismissal procedures as provided by KHS administration.
4. A completed and signed permission form must be on file.
5. If a student leaves school and is unable to return to classes at KHS, **a parent must inform the school.**
6. Students must return to school on time.
7. Failing to sign in/out for CCP release may result in the loss of CCP release time.

Transportation of students to and from released time is the complete responsibility of the parent, guardian, and/or student.

Students will be notified yearly about the CCP opportunity and it is the student's responsibility to obtain and complete the necessary requirements for the college and to be granted CCP release.

CCP release will be considered only for students taking classes online or at the college. Onsite CCP students will not be considered for CCP release.

CCP Release forms are available in the main office and must be filled out, submitted, and approved for both semesters.

Minimum Course Requirements	
College Credit Courses	High School Courses at KHS
Student not enrolled in CCP	Must take at least 6 courses at KHS
Student taking 1 CCP course/semester	Must take at least 4 courses at KHS
Student taking 2 CCP courses/semester	Must take at least 3 courses at KHS
Student taking 3 CCP courses/semester	Must take at least 1 course at KHS
Students taking 4+ CCP courses/semester	Not required to take any courses at KHS
Each CCP course must be a minimum of 3 college credit hours	

If, for any reason, a student drops a CCP class, they are required to inform their KHS counselor and administration.

Keystone High School Senior Release Program

Keystone High School's Senior Release program is a privilege given to seniors to help them develop responsibility for their study hall period and to allow them to leave the school for this designated period. Students that are scheduled for more than one study hall will be allowed to designate which study hall they elect to take as their Senior Release period each semester. This privilege must be earned in the last grading period of a student's junior year and may be revoked if the student fails to follow school rules and/or Senior Release guidelines.

General Procedures/Guidelines

- Seniors who have not earned 16.5 credits AND earned their Competency graduation requirement are not eligible for Senior Release.
- Senior Release will not be granted unless the parent/guardian and the student complete the Senior Release Program form, sign it, and submit by the deadline.
- Seniors must be taking a minimum of FIVE courses each quarter to qualify.
- Seniors must have earned a 2.5 grade point average in the preceding quarter.
 - Grade checks will be completed throughout the quarter and Senior Release privileges may be revoked at any time throughout the quarter.
- Seniors must be a good citizen of the school community.
- Seniors may only leave during the period designated on their contract and students are expected to leave school grounds.

Students that are found to be leaving school at any other time without permission from the administration may face disciplinary consequences and may have their senior release privileges taken away for the remainder of the year.

Keystone High School Random Drug Testing Policy

Board Policy IGDJA Revised April 2022



Keystone Local Schools Random Drug Testing Policy

BOE Policy IGDJA (Revised April 2022)

The Keystone Local School District Board of Education (“Board of Education” or “Board”) desires to implement a Random Drug Testing policy to promote the health, safety and welfare of students within the District. This policy reflects the commitment of the Board and the community to establishing a truly drug and alcohol-free school environment.

This policy applies to all of the following students in grades 9-12:

1. student athletes
2. students participating in one or more extracurricular/co-curricular activities.
3. student drivers requesting a parking permit.(Pending change in BOE policy).

The program does not affect the current policies, practices, or rights of the Board regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug and/or alcohol testing through this policy.

Although students risk the loss of the above-named privileges, no student will be suspended or expelled from school as a result of a certified positive test conducted by the District under this policy. The results of random drug tests will not be documented in any student’s academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

Purposes of this Policy Shall Be:

- 1.To provide a healthy and safe environment to all students to which this policy applies.
- 2.To discourage all students from using drugs and alcohol.
- 3.To provide students with the opportunity to become leaders in the student body for a drug and alcohol-free school.
- 4.To provide solutions for the student who does use drugs and alcohol.
- 5.To encourage students to remain drug and alcohol free.

All students and parents/guardians/custodians must sign an “Informed Consent Agreement” for drug testing in order to be eligible for the above-named privileges. Once a signed form is on file with the District, it remains valid for all privileged activities while the student remains enrolled at the District.

The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

Definitions

Student Athlete - Any student in grades 9-12 participating in a District athletic program and/or contests under the control and jurisdiction of the Board and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and other club sports that are approved by the Board.

Extracurricular/Co-curricular Activities - Any student in grades 9-12 participating in a club, group, student organization and/or activity that is Board-approved that does not involve a grade.

Drug Testing Effectivity Periods

Student Athletes

In-season start dates will begin as published by the OHSAA or sanctioning organization and continue until the completion of the awards program for that sport for the District. There are three athletic seasons: fall, winter, spring. A participant whose activity is not in-season at the time of the participant's violation of this code shall be considered an off-season participant.

Students may be tested during the off-season. A student is not considered an "off-season" athlete until they have been a member of an interscholastic sport.

Extracurricular/Co-curricular Activities

In-season extracurricular/co-curricular activities for an elected or appointed position begins with election/appointment through the expiration of the term of the office/season/activity. In-season extracurricular/co-curricular activities for all other clubs, groups, student organizations and/or activities begins with the first meeting through the end of the school year, including all activities scheduled during summer.

Random Selection

A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

Illegal/Illicit Drugs

Nicotine (tobacco), marijuana, LSD, amphetamines, methamphetamine's, methadone, anabolic steroids, methaqualone, barbiturates, benzodiazepines (Valium), opiates, cocaine, propoxyphene (Darvon), MD/MA (ecstasy), phencyclidine, tricyclic, buprenorphine, oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

Alcohol

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

Types of Testing

1. Team/Group Testing - At the beginning of each season, all students will submit to drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on Board property or at a Board-approved testing facility. The head coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. The principal/designee is responsible for ensuring that all other eligible students and their parent/guardian/custodian properly sign the Informed Consent Agreement prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team and/or club, group, student organization and/or activity.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

2. Random Testing - Random testing shall be done throughout the drug testing effectivity periods. Each group of eligible students may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per drug testing effectivity period. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified medical review officer will determine the results.

A. Random selection of eligible students:

- The principal/designee will use a system to ensure that students are selected in a random fashion. This system may include computer-generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

B. Scheduling of random testing:

- Random testing will be unannounced. The day and date will be selected by the building administrators.
- Random testing may be done weekly.

3. “Opt In” Student Drug Testing Program - Parents/Guardians/Custodians that have students who are not involved in extracurricular/co-curricular activities or athletics may have their students participate in the drug testing program at the expense of the Board. Interested parents/guardians/custodians should contact the principal/designee for additional information.

4. Reasonable Suspicion Testing - School officials will have the right to have a student tested for use of drugs and/or alcohol when there is the “reasonable suspicion.” This applies to all student-athletes, all students participating in extracurricular/co-curricular activities and all student drivers and/or those with parking privileges.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

Refusal to Test

Refusal to submit to a random or reasonable suspicion test will constitute a violation of this policy and will be treated as a positive test result.

Collection Process (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

1. All students must have a picture ID or be identified by the principal/designee. No exceptions will be allowed.
2. Drug testing area must be secured during the testing.
3. Only lab technicians, designated District administrators and students will be present in the drug testing area.
4. Privacy must be kept for all students.
5. The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
6. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice.
7. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
8. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test and this will be considered a "refusal to test."
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

10. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

11. The lab checks every sample for adulterations, such as additives that the student drinks or adds to his/her urine to change the sample. Any and all adulterations of the specimen will be detected and subject to second violation consequences. A retest will be required within 24 hours.

12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering. If tampering is confirmed, the student will be subject to second violation consequences. A retest will be required within 24 hours.

13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

14. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet, he/she will be required to give a new sample immediately or the sample will be invalid.

15. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A certified medical review officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a five-week program with drug counseling at the expense of the student and/or parent/custodian/guardian. Testing will be done by Great Lakes Biomedical only so long as this is the company the Board selects.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

Results of a Positive Test

Any positive urine alcohol and/or drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

If a Positive Test Occurs

The First Violation

For the first positive result or refusal to test, the student will be required to submit to eight follow-up drug tests within twelve months at the student and/or parent/custodian/guardian's expense. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. During and after this period, the student will also be subject to random drug testing/reasonable suspicion testing in accordance with this policy. Should the student complete the twelve month period without an additional positive test or refusal to test, no sanction will be imposed against that student. Should the student have another positive test or a refusal to test at any point during his/her secondary school career (Grades 9-12), said positive test or refusal to test will be treated as a second violation and subject to the sanctions below.

The Second Violation

For the second positive test result or refusal to test, the student will be given the option of either (A) or (B) below:

Option A

- The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.
- The student will be denied participation for a minimum of 20% of the season. The student's driving and/or parking privileges will be immediately revoked.
- A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

- A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student may be required, at the student and/or parent/guardian/custodian's expense, to submit to weekly or random testing for the remainder of the drug testing effectivity period. The student shall forfeit all leadership roles.

For Example:

- **Student Athletes:** The student athlete will be denied participation in 20% of the current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. Note: The student may continue to practice with the team and sit with the team during home and away contests. The student may not wear a team uniform during this denial of participation.
- **Extracurricular/Co-curricular Activities:** The student will be denied participation in 20% or 36 school days of all extracurricular/co-curricular activities, with any remaining percentage/days of denial of participation applied to the next season of participation if needed. Note: The student may not attend club meetings and/or participate in off-campus trips or special events. The student may not wear a uniform during this denial of participation.
- **Driving and Parking:** The student will be denied 20% or 36 days of driving/parking privileges. In order for participation and privileges to be reinstated after the 20% penalty, the student must agree to submit to five follow-up drug tests within six months at the student and/or parent/custodian/guardian's cost. The drug testing dates will be determined by the principal/designee.

Option B

- Denial of all privileged activities for that school year.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

The Third Violation

The student is denied participation for 50% of the season. A student athlete who tests positive shall meet with the athletic director, head coach and a District administrator to determine reinstatement. A student who participates in an extracurricular/co-curricular activity shall meet with the club, group, student organization or activity's adviser(s) and a District administrator to determine reinstatement. A student driver shall meet with the high school principal and another administrator to determine reinstatement of District driving and/or parking privileges. The student will be required, at the student and/or parent/guardian/ custodian's expense, to submit to weekly or random testing for the remainder of the current season. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The student and/or parent/guardian/custodian is responsible for all expenses and for providing the building principal with documentation that the student completed all recommendations of the counselor.

Failure to complete these requirements may result in permanent denial of participation in privileged activities during the student's career at Keystone High School.

The Fourth Violation

The student may be permanently denied participation in athletics, extracurricular activities and District driving and/or parking privileges immediately. Violations are cumulative throughout the student's secondary school career.

Keystone Local Schools Random Drug Testing Policy continued

BOE Policy IGDJA (Revised April 2022)

Self-Referrals

A student may give a self-referral, which may be done only once in four years. Self-referrals can only happen before a test is done.

A self-referral occurs when a student asks a coach, adviser, director, counselor, administrator or any other school personnel for help and an assessment prior to any known violations of this policy. A self-referral will not be subject to any disciplinary action provided that:

The student completes a drug assessment and counseling program and verification is provided to the principal/designee. The counselor and/or agency must be certified by the Ohio Department of Health and Human Services and/or the Ohio Department of Alcohol and Drug Addiction Services. The student and/or parents/guardians/custodians must pay for this expense.

2. The student agrees to submit to five follow-up drug tests within six months at the student and/or parent/custodian/guardian's expense. The testing dates will be determined by the principal/designee and testing will be completed by the District's drug testing company. If the student tests positive during the follow-up drug tests, or has a refusal to test, the student will be subject to second violation consequences.

Keystone High School Student Services



The Keystone High School Counseling Department

The Keystone Local School District Comprehensive School Counseling Program:

- Is an integral part of the total educational process of the Keystone Local Schools.
- Is planned, coordinated, managed, and evaluated by the school counselors.
- Is available to all students to assist them with academic, career, and personal/social needs.
- Promotes student learning.
- Encourages supportive, positive parental involvement in the schools.
- Helps build a positive school culture by encouraging collaboration among school counselors, teachers, administrators, parents, and the community to further student achievement.
- Is continuously refined and improved through systematic review and evaluation of student performance data.

All school counselors in the Keystone School District:

- Are guided by the Ethical Standards of ACSA.
- Engage in scholarly professional development activities.

School Counseling Beliefs

The Comprehensive School Counseling Program is based on the American School Counselor Association (ASCA) National Model. The program aims to be preventative, proactive, and collaborative in addressing the diverse needs of the school community.

The school counselors at Keystone Local School District believe:

- All students can achieve success.
- Every student is valuable and should be treated with dignity and respect.
- All students will have access to high quality school counseling services provided by full-time licensed, professional school counselors.
- Student diversity is considered in the design and delivery of school counseling services.
- All students can expect that school is a safe and nurturing environment.

Reasonable Expectation of Confidentiality

School counselors and social workers are mandated reporters per Ohio State law. They are bound to confidentiality with the exception of when a student discloses information regarding harm to self, harm to others, or when someone may harm them.

Accessing Counseling Department Staff

Need to see someone in the counseling office?
Ask yourself... Is it an emergency?

Yes

- Tell your teacher that you need to come to the counseling office.
- Your teacher will call ahead to ensure that someone is available.
- If no one is available, they will send you to the main office until someone is available.

No

- Email the person you want to talk to.
- They will call you down as soon as they can.

John's Safe Place

Through the generous funding and support of Rick and Beth Haney, Keystone High School is proud to offer a calming room called John's Safe Place in the counseling hallway. This area has been established to help students have a safe place to cope with social and emotional issues in an inviting calm safe space. For information regarding the history and creation of John's Safe Places and the JCH Foundation follow this [LINK](#).

Keystone High School's John's Safe Place Guidelines

- Students must sign in as they enter and out as they exit.
- JSP is an area to calm yourself and recharge for the day. This is not a space to hang out with your friends.
- Leave JSP in the same condition as when you entered. Please dispose of trash and don't leave a mess.
- If after a brief time in JSP, you are not ready/capable of returning to class, please ask to speak with someone from the counseling staff.
- Please report to an adult if others are abusing this space.
- Absolutely **NO USE OF CELL PHONES** while in JSP.
- Students that misuse or violate the rules and expectations stated above will be barred from using it as a resource.

Course Guide + Schedule Change Policy

You may access a current KHS Course Selection guide by checking your grade's Google Classroom or by visiting the high school counseling department website at: <https://sites.google.com/keystoneschools.org/khscounseling/resources>

We are enforcing a new schedule change policy next year that will require you to commit to your choices now. Below is the policy for requesting a schedule change:

Course selection **should be carefully considered** at the time of scheduling with your counselor. A schedule reflects a commitment from both the student and the school.

PLAN FOR NO CHANGES

Students may not change their course requests after February 15th, 2024 . Because the master schedule is based on student course requests, changes to these requests damage our ability to match courses with requests. Students registering for a year-long course are obligated to remain in that course for the entire school year, regardless of grades received the first semester. Once schedule requests have been submitted, students will only be able to change their schedule at the beginning of the upcoming school year if it falls under one of the categories listed below.

As a reminder, students are not guaranteed their requested courses. Counselors reserve the right to place students in required classes in order to ensure the student is meeting the necessary graduation requirements on time.

AFTER FEBRUARY 15, 2024 THERE WILL BE NO SCHEDULE CHANGES UNLESS:

- A required course is missing.
- An obvious computer error or omission.
- Substituting for courses dropped from the schedule because of a lack of demand.
- Study halls need to be balanced (one per semester).
- Accommodating injury, illness or other medical emergencies.

Keystone Counseling Department

Our Counseling Department focuses on meeting the needs of our students across all three major areas: academic performance and success, college and career exploration, and mental/emotional/personal development. We believe in looking holistically at each student and individualizing our approach to each individual we encounter. We value strong relationships with our students and spend the majority of our time each day interacting with them face-to-face. In addition, we advocate for the needs of our students with other stakeholders at the district, local, and state level.

The Keystone counseling department (school counselors, social workers, college access advisor, etc.) will meet with students on an as-needed basis to address social emotional, academic, and college/career needs as well as linkage to additional resources.

Parents who would like to meet with any of the KHS Student Services Staff must contact the main office to schedule an appointment or email the staff member directly to schedule a meeting. Because of the confidentiality of this department, we cannot accept walk-in appointments.

Counseling Office Staff

Ms. Atkinson

Counselor for the Classes of 2025 & 2027
M. Ed School Counseling-John Carroll University
B.A. Psychology-The Ohio State University
suzanne.atkinson@keystoneschools.org

Mr. Gallion

Counselor for the Classes of 2024 & 2026
M. Ed School Counseling-Westminster College
B.A. Religion-Grove City College
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Mrs. McCall

District Social Worker
M. Ed Social Work-The Ohio State University
B.S. Education-Bowling Green State University
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Mrs. Foster

College & Career Access Advisor
CollegeNow Greater Cleveland
M. Ed School Counseling-University of Akron
M.S. Community Agency Counseling-California University of Pennsylvania
B.S. Special Education & B.A. Psychology-California University of Pennsylvania
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Keystone High School Attendance



K-12 ATTENDANCE POLICY FOR KEYSTONE LOCAL SCHOOLS

(Board Policy JEDA)

- In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect.
- 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.
 - 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.
 - 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.
 - 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.
 - 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.

- 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.
- The Attendance Officer of Lorain County shall schedule a conference with the parent and child if excessive absences continue.
- 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.
- 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.
- 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

- Notification letters sent
- Referral to Lorain County Juvenile Court Attendance Officer
- Conference with parent, student, and Attendance Officer
- Referral to the Superintendent for a parent conference
- Parent education class or other action as determined by the local Superintendent
- Court referral
- 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.

Absence Intervention Plan continued -

the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parents. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at mini mum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parents with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

STUDENT ABSENCES

1. Parents must call the school on the day of the absence. Parents should call KHS at 355-2401 by 7:15 a.m. to report absences. If a child has an extended illness (flu, hospital stay, etc.), parents need to call the school only on the first day of the absence and give an estimation of the duration of the illness.
2. Parents planning on taking their children out of school to go on vacation or college visits, must fill out a planned absence request form. This is on the website or in the main office. This form must be completed and returned to the principal for his approval five days in advance of the vacation. Students will be required to make up missed assignments at the discretion of the teacher. Students are permitted to use up to 5 days of absences for a vacation during one school year.
3. If a student is absent and the school has not been notified, the automated calling system will call the parents home number to confirm the absence.
4. Students are considered tardy to school if arriving after 7:28 a.m. and before 11:00 a.m. They will be considered one-half day absent if arriving after 11 a.m. Students leaving before 11:00 a.m. will be considered one half day absent. Students who leave during the day and are gone for more than 2 hours will be considered one half day absent.

ODE - House Bill 410 Requirements

(Board Policy JED)

In order for us to approve an excused absence, we require a note when a child returns to school. If a note is not provided within three school days of the child returning to school, the absence will be unexcused. An absence note should include the following: child's first and last name, date (s) of absence (s), reason for the absence (s) and a parent/guardian signature. If the child has been seen by a doctor, please provide us with the appropriate documentation. Students have three school days to hand in their note to the main office. After three days, the absence will be unexcused and no credit has to be given for those assignments that take place or are due during the absence.

Excused absence may be granted for any of the following conditions:

- personal illness of the student
- illness in the student's family necessitating the presence of the child
- quarantine of the home for a contagious disease
- emergency or other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence from school.
- death in the family
- observance of religious holidays consistent with a student's truly held religious beliefs
- absences due to a student being homeless
- court appearances
- ...and up to five (5) days for work on the family farm.
- as determined by the Superintendent

See Keystone Board of Education JED for more details regarding student absences and Excuses.

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 7:28 a.m. and before 11:00 a.m. Tardy students will receive an admit slip from the office to give to their teacher. The office staff may make exceptions due to inclement weather conditions.

Students may have an unexcused tardy three times per semester without a consequence. Excessive tardiness will result in consequences.

4th tardy - 1/2 hour detention

5th tardy - 1 hour detention

6th tardy and beyond - 4 hour Saturday detention for each tardy after the 5th tardy

SIGN-IN AND SIGN-OUT PROCEDURES

Any student leaving the school building with excused early dismissal shall sign out in the office. **All students, including those students 18 years of age or older, must obtain written consent from their parent to leave the school building/grounds.** Any student wishing to leave school early should report to the main office before school begins to obtain an early dismissal slip. A written request from a parent should state the specific reason for leaving along with the date and time of the dismissal and parent's signature. Students who are granted an early dismissal because of an appointment with a doctor or dentist must submit written proof from the doctor/dentist that the appointment was kept. Failure to provide such a statement will result in an unexcused absence. A student signing in after 11:00 a.m. or missing more than 3 hours during the day will be considered ½ day absent. Students who need to sign out during the school due to an illness must contact a parent using the office telephone for permission and this must be verified over the telephone by office personnel (office personnel will not use student's cell phones). A note from parent/guardian must be provided upon return to school for any student being dismissed during the school day. No student will be permitted to sign out to run errands that can be done after the school day ends. Such examples include business at the bank, post office errands or personal reasons. Signing out to go home for fifteen or twenty minutes shall not be considered legitimate unless deemed so by the administration. Not signing in or signing out may result in disciplinary action since such behavior may be considered truancy.

Filing a Complaint with Juvenile Court continued -

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Attendance Procedure

When a student is absent/late from/to school, parents should telephone their student's building to state the reason for the absence/tardy (if a student is going to be late please state if the child will be eating a school lunch or packing). Calls should be made as soon as possible so proper attendance can be taken and notification sent to parents. If such a call is not received, the school will attempt to verify absences by our automated phone system the day the absence occurs.

UPON RETURNING TO SCHOOL the student should turn their absence note to the main office. The written statement should include the student's first and last name, teacher name, date of absence, reason for absence and a parent's/legal guardian's signature. Absence notes will only be accepted up to **three (3) days** after the child has missed school. After three days, the reason for the absence will stand and not be changed. Absence notes and phone calls must be made by the legal custodial parent/legal custodial guardian only.

1. If a parental call was not made on the day of absence, it is the parent/guardian's responsibility to send in a note explaining the absence.
2. A parental call or note does not automatically make the absence excused. The reason for the absence will be determined by the school if it is excused or unexcused.
3. If a student is absent from school an entire day, he/she may not attend any school function after school.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Summer School

We understand that families have obligations and plans during the summer months but Keystone High School feels very strongly that keeping on track to graduation is something that should be made top priority for a family. If your child is not on track to graduate with their graduating class. Summer school is **required** to make up the credits that have not been earned but we do have other options with summer school being the most reasonable option.

Option #1 - Attend summer school on the approved dates and times.

Option #2 - Your child will be assigned the classes that they have failed and they may begin working in the online program, Edmentum, immediately at the start of summer. If they successfully complete the course(s) prior to start of summer school, they **DO NOT** have to attend summer school.

Option #3 - Your child will be assigned the classes that they have failed. If they do not complete the work prior to July 31st AND do not attend summer school, they **WILL BE** assigned to Wildcat Academy beginning at the start of the next school year. This is an extra 40 minute class at the end of the day Monday through Friday and is **REQUIRED**. If your child is not back on track to graduate by the end summer, they will be required to attend Wildcat Academy until all credits are recovered and they are back on track to graduate with their class. In addition to Wildcat Academy, students will be issued four hour Saturday schools until they have successfully made up their credits.

Again, while we know that families have vacations and obligations, but getting back on track to graduate on time should be a priority.

Keystone High School Student Code of Conduct



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 High 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 High School expects students to **Be Kind, Own It, and Better Today**.

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: 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
 - 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.

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

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 lookalike 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

13. Misuse of Computer/Mobile Device/Chromebook - (Continued)

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 judgement 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:

- Sexual flirtation, touching, advances, or propositions
- Verbal or physical abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress, appearance, or body
- The use of sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- 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 the 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.

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 extra curricular 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 where, 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.
- Search 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 from 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 for 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 causal 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.

STUDENT DRESS

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 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 sent home to change their attire. Class time that is missed will be considered unexcused. Consequences for dress code violations include, but are not limited to, verbal warning, changing clothes, detentions and suspension.

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

- The wearing of hats, hoods, or head coverings of any kind will not be permitted in the classroom during school hours unless medically necessary or relevant to one's religious practices. Head covering will be stored in lockers during school hours.
- Articles of clothing that advertise alcoholic beverages, drugs or with obscene, suggestive, or questionable printing will not be permitted.
- Sunglasses are not to be worn unless prescribed by a physician.
- Shorts and skirts must be longer than fingertip length.
- Midriffs must be covered and pants waist hip-high.
- 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."
- No pajamas, sleepwear or slippers are to be worn to school.
- All tops MUST have sleeves

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.

