

**2020-2021**

**Keystone  
Public  
Schools**

**Parent and Student  
Handbook**

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# Keystone Public Schools

## Student Handbook

Welcome to Keystone Public Schools. We hope that your educational experience with us will be a successful, satisfying and positive experience. The following information should be read carefully by both the student and the parents to ensure that each item is understood and/or clarified if necessary. The policies and procedures contained in this booklet are only a small part of what is in the Parent-Student Handbook. This useful information is meant to help you and your child adjust to Keystone Public Schools. We can all be successful, if we work together to provide a safe and positive environment for our students. If you have any questions or concerns, please do not hesitate to contact us at the following numbers or email addresses:

- Mr. Rhett Bynum, Superintendent, 918-363-8711, [rbynum@keystone.k12.ok.us](mailto:rbynum@keystone.k12.ok.us)
- Mr. Jim Skender, Middle School Principal, 918-363-7256, [jskender@keystone.k12.ok.us](mailto:jskender@keystone.k12.ok.us)
- Ms. Jean Carlisle, Elementary Principal, School Counselor, Special Education Director, 918-363-8298, [jcarlisle@keystone.k12.ok.us](mailto:jcarlisle@keystone.k12.ok.us)

The main office phone number is 918-363-8298. This is also the number to report student absences. Please check our school website at [www.keystonerangers.org](http://www.keystonerangers.org) for important information and the school calendar. It is updated on a regular basis. Keystone Public Schools does not have a Facebook page or any other form social media. Please check our website for the most current information or contact the school office.

### **Mission Statement**

Keystone Public Schools will serve the Keystone Community by providing an education that will enable all students to attain their full potential and continue the process of lifelong learning. The mission shall be achieved by aggressive pursuit of the following goals:

1. Create a learning environment that enables all students to maximize and achieve full learning potential.
2. Actively recognize and respect cultural diversity and individual worth.
3. Continually pursue openness to innovations in education.
4. Promote an active spirit of teacher and parent cooperation.

Our goals are designed to provide a continuation of essential learning by supplying each student with basic facts and experiences. We will provide a supportive environment that recognizes the uniqueness of each individual and offer the opportunity and skills necessary to attain their full potential. To achieve these goals, mutual respect and understanding must be present in the learning process on the part of all participants.

## **Enrollment Procedures and Information**

### **Enrollment Requirements**

Each child enrolling in school will need to provide the following information to Keystone Public Schools.

1. Certificate of Birth
2. Social Security Number
3. Immunization Record
4. Proof of Residence or Approved Transfer

The school will retain copies of each item with the completed enrollment forms that are provided at the time of enrollment. The immunization record should be the most current record at the time of enrollment and the record should be updated each time the student receives additional immunizations. All students attending Keystone Public Schools shall reside with their parents or legal guardian or have an approved transfer as required by the State Board of Education. All information must be provided to the school before the child will be allowed to enter the classroom.

Students must be the following age to be eligible to enroll in the following levels:

- PreK 4 Program– A child must be four (4) years of age on or before September 1<sup>st</sup>.
- Kindergarten Program – A child must be five (5) years of age on or before September 1<sup>st</sup>.
- First Grade – A child must be six (6) years of age on or before September 1<sup>st</sup>.

### **Student Records**

It is of utmost importance that we be notified throughout the year of any changes in pertinent information such as contact phone numbers, change in address or court documents. In the event of an emergency, current information is vital. All records should be updated as needed to maintain a good line of communication and to keep the student and school in good standing with all records. Records can be updated at any time by making contact with the school secretary either in person or by phone at 918-363-8298.

All student records maintained by the school are open for review by the child's parent or guardian. In the case of custodial and non-custodial parents, the Oklahoma State Statutes will be followed as stated:

"Any information or any record relating to a minor child, which is available to the custodial parent of the child, upon request, shall also be provided the non-custodial parent of the child. Provided, however, that this right may be restricted by the court, upon application, if such action is deemed necessary in the best interests of the child. For the purpose of this section, "information" and "record" shall include, but not to be limited to, information and

records kept by the school, physician and medical facility of the minor child." Student records may not be released to anyone outside the school without written permission from the parent or guardian. If you wish to review your child's records, please contact the school office.

### **School Hours**

Please see the schedule below for school hours:

**7:45** -Campus opens at 7:45 or when buses arrive. No students should be on campus prior to this time. **PreK 4, Kindergarten and First Grade students report to classroom upon arrival to school.**

**7:45 to 8:15-** Second, Third and Fourth Grade students report to the cafeteria. Breakfast is served until 8:10 if they wish to eat. Students eating breakfast should go directly to the cafeteria before going to their locker or classroom.

**8:00-** Middle School classes begin. Students arriving after this time are tardy.

**8:05-**Second, third and fourth students will be allowed to go to their classroom.

**8:15-** Elementary classes begin. Students arriving after this time are tardy.

**8:20 to 8:40-** PreK 4, Kindergarten and First Grade students go to breakfast in the cafeteria.

**8:55 to 9:10-**Middle School students go to breakfast in the cafeteria.

**11:25/11:30/11:35 to 12:05-** Lunch period and recess for Pre-Kindergarten, Kindergarten, and First Grade.

**12:05/12:10/12:15 to 12:40-** Lunch period and recess for Second, Third, and Fourth Grades.

**12:50/12:55/1:00 to 1:25-** Lunch period and recess for Fifth, Sixth, Seventh and Eighth Grades.

**3:15-** All instructional time ends and transition for departing begins.

**3:20-** Buses depart campus. All students should be departing campus at this time.

**3:30-** Campus closes. No students should be on campus after this time, unless attending an authorized after school event.

At the end of the day, parents can pick students up by using the car rider line. All students must go to the car line. This includes middle school students. **Parents are not allowed to exit their vehicle during morning drop off or afternoon pick up.**

### **Discrimination Prohibited**

As required by Federal laws and regulations, the Keystone School Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to the Title IX Coordinator for the district by contacting the school at 918-363-8298.

## **General School Policies**

### **Attendance**

It is important for your child's education that he/she attends school on a regular basis. If your child must be absent from school, please use the following procedures to ensure the absence is recorded properly.

1. The school should be notified prior to 9:00am for each day's absence. Please call the main office at 918- 363-8298 and give the student's name, grade/homeroom and reason for absence. This information will be recorded and used to determine if the absence is either excused or unexcused. If your child is absent and the office is not notified, the absence cannot be excused.
2. If your child is absent for two or more days, please request that the student's assignments be provided for the student. It is the responsibility of your child to make up the missed assignments during their absence. All assignments must be completed and returned upon your child's return to school. You may request the assignments by calling the office at 918-363-8298 and giving the student's name, grade/homeroom and asking for assignments plus any related materials the student should have received during the absence. Parents should not interrupt class to request missed assignments. Teachers will need time to gather the assignments and prepare any additional information your child might need to complete the assignments. If you do not request assignments, your child will be given one day to make up missed assignments for each day absent up to a total of five days.
3. Students who miss more than five consecutive days with an illness may be required to submit a doctor's note and release upon returning to school. Assignment completion for long extended absences that require special needs should be agreed upon by the student, parent, teacher and principal.

A student who is absent without valid excuse (doctor's note, etc.) for four or more days or parts of days within a four week period or is absent without valid excuse for ten or more days or parts of days within a semester can receive a failing grade and be retained at that grade level. In either case, the student is considered truant from school and must be reported to the District Attorney's Office according to Title 10 of the Oklahoma Statutes (70-10-106). If you have any questions concerning this matter, please contact the school counselor.

### **Tardiness**

Students are expected to arrive to and leave school on time. If your child arrives late other than for a reason related to operational bus problems, he/she must report to the main office doors (ring door bell) with parent or guardian and receive a tardy slip before going to class. Parents/ Guardians will not be allowed to enter the building. Students should not

be late to school or leave early more than four times per semester. Excessive tardiness or frequent early departure can result in detention or suspension from school. Tardiness to class or early departure from is considered to be as much of a problem as other forms of refusal to follow authority and will be treated as such.

### **Classroom Homework**

Homework is assigned when students need extra reinforcement of skills, when assignments have not been completed or when a student has been absent from school. Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. Homework is considered an important part of the instructional program and parents are encouraged to set aside a regular time each evening to discuss any papers their child may have brought home from school and to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, etc. Each teacher will explain their homework expectations; therefore rules concerning homework cannot be made since individual teachers may vary slightly in assignments. Teachers may offer specific suggestions for evening activities. If you are in doubt as to how to help your child with homework assignments, please consult with your child's teacher for ideas and suggestions.

### **Absentee and Late Work Policy**

The following will be a school wide policy beginning with the 2012-2013 school year. Please review the following information:

Late work will NOT be accepted. All work is expected to be turned in by the due date. If you have any questions, please contact the school at 918-363-8298.

### **Absentee Make-Up Policy**

<b><u>Days Absent</u></b>	<b><u>Days to complete and return work for credit.</u></b>
1	One (1) day to make up work.
2	Two (2) days to make up work.
3 to 5	Three (3) days to make up work.
Over 5 days	Five (5) days to make up work. Any request for additional days by a student or parent must be approved by the principal.

### **Suspended Student Homework Policy**

Keystone Public Schools provides the opportunity for students suspended from school to receive educational services during their suspension in one of the following manners usually determined by the length of the suspension.

1. Teachers will prepare student's assignments and instructions prior to a specific time for the lessons to be picked up by the parent or transported home by a sibling. Any

additional lessons will be sent home once the provided lessons have been returned. In some instances, a specific day of the week or other pick up and drop off schedule may be developed for the student/parent depending on the length of suspension. All assignments must be completed and returned upon your child's return to school unless otherwise specified.

2. A student in need of tutoring, instruction of lesson or process and/or testing of material may contact the building principal to set a time and place for student to come to school for this to occur. Principals will work to have student be on campus either before or after school and/or during the teacher's plan period at a location on school grounds that will not allow the student to interact with other students.

Keystone Public Schools will work with the student and parents to allow the student to maintain a progression in their learning for all subjects. The student's progress will ultimately depend on the student performing the work provided and following the established guidelines during the suspension period. Parents will be responsible for maintaining the line of communication and transportation of materials and student when needed.

### **Placement of Students**

Room placement is made by the principal in collaboration with teachers and special education service personnel. Some factors considered in placement are social traits, work habits, student's ability and achievement and recommendations of teachers. Once school has started, class size will also be used in determining placement. After careful consideration of the information on each child, placement is made with the teacher who will provide the best opportunity for learning. If a parent is not satisfied with the student's placement, a conference will need to be held with the building principal to determine if a placement change can occur.

### **Progress Reports and Report Cards**

Teachers will monitor students each day for classroom behavior and academic progress to establish the student's ability and/or difficulties he/she may be experiencing in the classroom. Teachers are encouraged to keep parents informed on their child's behavior in the classroom and academic progress as needed. Academic progress will be reported to the parents through progress reports that will be issued at the end of the sixth and twelfth week of each semester grade period. Report cards will be issued at the end of each semester. The following grade scale will be used to report student progress:

#### **PreK 4 and Kindergarten Grades:**

- S 80 to 100 Satisfactory
- N 70 to 79 Needs Improvement
- U 00 to 69 Unsatisfactory



**First through Eighth Grades:**

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>General Description</u>
A	90 to 100	Excellent
B	80 to 89	Good
C	70 to 79	Fair
D	60 to 69	Passing
F	00 to 59	Failing

**Elective Grades:**

P	60 to 100	Passing
F	00 to 59	Failing

**Retention Policies**

The purpose of retaining a student is to better prepare the student with skills and the developmental age needed to successfully meet the requirements of each grade. When it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific needs by the teacher. This evidence will be based on developmental age, testing, classroom performance, attendance, teacher recommendation and parent observation. Notification regarding the possibility of retention will be communicated to the parents prior to the end of the first semester, Spring Parent Teacher Conferences, and/or after the Oklahoma State Testing Program has been completed for the current school year.

**Third Grade Retention Policy**

The Reading Sufficiency Act (RSA) states that a third grade student cannot be automatically promoted to the fourth grade if he or she scores below basic or basic on the reading comprehension portion of the Oklahoma State Testing Program (OSTP) except for "Good Cause Exemptions" (70 O.S. §1270.508C(J-K) or Probationary Promotion (70 O.S. §1210.508C(H)(4)).

**Section 1.**

The parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level beginning with the first grade class of 2011-2012 and has been provided a program of reading instruction shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading.
2. A description of the current services that are provided to the student.

3. A description of the proposed supplemental instructional services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency.
4. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section 2 of this policy.
5. Strategies for parents to use in helping their child succeed in reading proficiency.
6. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available.
7. The specific criteria and policies of the school district for midyear promotion.

## **Section 2.**

For those students who do not meet the academic requirements for promotion at the end of the third grade school year, Keystone Public Schools may promote the student for good cause only. Good-cause exemptions for promotion shall be limited to the following:

1. English Language Learners who have had less than two years of instruction in an English and are identified as LEP/ELL on a screening tool approved by the OSDE.
2. Students with an Individualized Education Plan and are assessed with OAAP.
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.
4. Students who demonstrate through a teacher developed portfolio that they can read on grade level. Portfolio shall include evidence of the student's mastery of the state standards in reading equal to grade-level performance on the Oklahoma State Testing Program (OSTP).
5. Students with disabilities who take the OSTP and have an IEP that states that they have received intensive remediation in reading for more than two years but still demonstrates a deficiency in reading and were previously retained one year or were in a transitional grade during PK, kindergarten, first grade, second grade, or third grade.
6. Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who already have been retained in PK, kindergarten, first grade, second grade, or third grade for a total of two years. Transitional grades count.
7. Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests for exemptions must be approved by the Office of Accountability and assessment.

## **Section 3.**

Beginning with the 2011-2012 school year, Keystone Public Schools shall:

1. Conduct a review of the program of reading instruction for all students who score at the unsatisfactory or limited knowledge level on the reading portion of the criterion-referenced test and did not meet the criteria for one of the good-cause exemptions as set forth in Section 2 of this policy. The review shall address additional supports and services needed to remediate the identified areas of reading

deficiency. The school district shall require a student portfolio to be completed for each retained student.

2. Provide to students who have been retained with intensive interventions in reading, intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of 90 minutes of daily, uninterrupted, scientific-research-based reading instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:
  - a. Small group instruction,
  - b. Reduced teacher-student ratios,
  - c. More frequent progress monitoring,
  - d. Tutoring or mentoring,
  - e. Transition classes containing third and fourth grade students,
  - f. Extended school day, week, or year, and
  - g. Summer reading academy.
3. Provide written notification to the parent or guardian of any student who is to be retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notifications shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.
4. Provide parents of retained students the district's policy on midyear promotion (see Section 4).
5. Provide students who are retained with a high-performing teacher who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals.
6. Provide students who are retained with at least one of the following instructional options:
  - a. Supplemental tutoring in scientific-research-based reading services in addition to the regular reading block, including tutoring before or after school,
  - b. A parent-guided "Read at Home" assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading, and/or
  - c. A mentor or tutor with specialized reading training.

#### **Section 4. Policy on Midyear Promotion**

Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the limited knowledge level sufficient to master appropriate fourth grade level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

## **Parent Conferences**

Parents are encouraged to schedule conferences with their child's teacher. If the teacher feels a conference is necessary, the teacher will contact the parent. There are established days set aside for parent conferences during the school year (please refer to the school calendar), but parents can request additional conferences when they feel one is needed. Please schedule this conference by calling the office at 918-363-8298 or by email. A line of communication will be established with the teacher to establish a time that is convenient to meet for those involved in the conference. All conferences will be done virtually until further notice.

## **Parent Question or Complaint Procedures**

If and when a parent has a question or complaint the proper chain of authority should be followed to resolve the issue. The proper chain of escalation is (1) classroom teacher, (2) building principal, (3) superintendent and (4) school board. The school board meets once each month and any discussion of the issue would occur at this meeting. In order to be assured recognition at the school board meeting, it is important to be placed on the meeting agenda. This can be done by notifying the school in writing seven days prior to the meeting and requesting to be placed on the agenda.

## **Visitors**

Until further notice, all school buildings are closed to visitors. This includes parents and guardians. If you need to come to the school, please go to the main office doors and ring the doorbell. We will be glad to help you but please understand you will not be allowed to enter the building.

## **Release of Students**

Students are not permitted to leave the school grounds by themselves at any time during the school day. Only the principal or designated representative may release a student from school for any reason. The release must be to the parents, guardian or to an authorized reliable adult, if the parent or guardian is not available. The school should be notified by the parent as to whom the student should be released to.

Parents requesting release of a child for dental or doctor appointments or an emergency must make the request in the principal's office. The parent must come to the main office doors to sign their child out of school. Students will not be allowed to wait outside of the school building to be picked up by the parent. When a child returns to school after an appointment, we ask that the parent sign the student into school at the main office doors.

If a student becomes ill, injured or needs assistance, the school will contact the parent using the phone number(s) provided to the school. It is imperative that we have the child's current home phone number and emergency phone numbers for these types of

emergencies. The parent should report to the main office doors when arriving to pick up the student. You may ring the doorbell or call the office at 918-363-8298.

Parents need to notify the school if a child custody suit is currently in litigation. If this is the case, the student will be released to the parent that provides written proof of custody through court documentation. Note: The school is compelled by law to honor each parent's claim unless other wise directed by court documents. If you feel your child is in danger of abduction from an estranged spouse, please do not send them to school. Keeping the school informed and provided with current documentation is vital to maintaining the safety of the student(s) involved and the general student population.

### **Cafeteria**

Students are encouraged to participate in our school breakfast and lunch program. Keystone has made a sincere commitment toward child nutrition by accommodating all children in grades Pre-Kindergarten through Eighth grades with a free breakfast program. Lunch program meals must be paid for prior to eating. Eligibility forms for free and reduced priced lunches must be completed and returned to the school to establish eligibility before an adjustment can be made on the cost of the lunch meal. Once the student's eligibility has been determined, the student and parent will be notified of their cost for the lunch program. Required forms for determining eligibility must be completed each school year. A monthly menu will be posted on our school website at [www.keystonerangers.org](http://www.keystonerangers.org). Lunch accounts can now be paid on the Gradebook/ Wengage Parent Portal on our school website via Pay Pal. You do not need a Pay Pal account to use this service. Parents cannot eat with their children in the cafeteria until further notice as the buildings are closed to visitors.

### **School Telephone**

Telephones in the building are for school business only. Students are allowed to use only the telephone in the elementary office with permission from their teacher, office personnel or principal and only for limited circumstances. Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend.

### **Personal Items Brought To School**

Students should restrain from bringing personal items to school. Items that must come to school, such as coats, sweaters, gloves and etc., should be marked with permanent ink using the student's name for proper identification. All items of value should be left at home. Keystone Public Schools will not assume responsibility for lost or stolen items.

Students shall not bring nuisance items. Nuisance items include any and all paraphernalia deemed distracting, disruptive or nonessential to completion of the school day. These items include, but are not limited to: fidget spinners, toys, trading cards, electronic games or devices, gadgets, rubber bands, animals, water guns, and games. Students should consult with their teacher or principal to determine if an item in question may be brought to school.

Items deemed as a nuisance will be taken from the student and returned only to a parent. Purses, bags and backpacks are not allowed in the classroom.

### **Lost and Found Items**

Anything lost or found should be reported to the principal's office immediately. Please label outer clothing, lunchboxes and other personal items with your child's name so lost items can be returned to your child. Proper marking of personal property can reduce these losses. The school cannot assume responsibility for students' losses. Items that are found will be placed in the lost and found box locations. Small items will be kept in the office, while larger items will be located in a box by the cafeteria entrance. The gymnasium will also have a lost and found box. Please contact the office if your child has lost something; all unclaimed items are discarded at the end of the school year.

### **Student Cell Phone and Electronic Devices**

Cell phones and other electronic devices are not permitted at school. If your child MUST bring their cell phone to school, it must be turned off and kept out of sight from 7:45am to 3:30pm. Keystone Public Schools is not responsible for lost or stolen cell phones. Ipads, tablets, laptops, etc. are not allowed to be brought to school at any time.

#### **First Offense – Warning**

The principal will verbally discuss both the proper procedures and the discipline measures for having a cell phone turned on during the school day. The principal will verbally contact the parent/ guardian and a written report will be made for student records and the parent or legal guardian will receive a copy of the report by mail.

#### **Second Offense – One (1) Day After School Detention**

The student will receive a one day of after school detention. The principal will verbally contact the parent or legal guardian and a written report will be made for student records and the parent or legal guardian will receive a copy by mail.

#### **Third Offense – One (1) Day Suspension**

The student will receive a one day suspension from school. A written report will be made for student records, parent or legal guardian will receive a copy of this report by mail, and parent or legal guardian will be contacted by phone.

#### **Fourth Offense – Three(3) Day Suspension**

The student will receive a three day suspension from school. A written report will be made for student records, parent or legal guardian will receive a copy of this report by mail, and parent or legal guardian will be contacted by phone.

**Fifth Offense – Five (5 day) Suspension**

The student will receive a five (5 day) suspension from school. A written report will be made for student records, parent or legal guardian will receive a copy of this report by mail, and parent or legal guardian will be contacted by phone.

**Any following offenses will result in the student being suspended 10, 45, 90 days from school.**

**School Property**

We encourage all students to be proud of our school, and we feel it is the duty of each student to respect school property. Students are expected to be responsible for all textbooks, library books, desks, lockers and other school property issued to them. School buses, buildings and grounds should be maintained and used appropriately. Students who damage, deface, lose or destroy school property shall be required to pay for the repair or replacement. Destruction of school property can also result in suspension from school.

**Search of Student and/or Property**

The superintendent, principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, low point beer, or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

**Parties**

Elementary class parties will take place in December and February. There are no class parties in the middle school. Until further notice, parents are not allowed to enter the school building to attend parties. Birthday parties are not allowed at Keystone Public Schools. Please do not send or bring birthday items to school. We also do not allow birthday party invitations to be passed out at school.

## **School Pictures**

Students will have individual and group pictures taken at various times throughout the school year. These pictures will be used in the student's classroom, school yearbook and for purchase by the parent. Students are provided the opportunity to have an individual picture taken during the school year for purchase. Parents are not required to purchase the pictures.

## **Field Trips**

**Until further notice, there will be no field trips.** When it is deemed safe and appropriate, a field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip by their parent or guardian before the student will be allowed to go. The teacher(s) in charge of the trip will set the schedule and make all necessary arrangements prior to leaving on the trip. A limited number of parent chaperones may be asked to accompany the class on the trip. These chaperones should follow school rules and accept the responsibility of following the procedures set by the teacher(s). Chaperones will be responsible for their transportation and should not bring other siblings on the field trips.

## **Tobacco Free Campus**

The Keystone School Board of Education prohibits the use of all tobacco products by students, staff, contractors, patrons and visitors while on school property, including district vehicles and school sponsored events, 24 hours a day, seven days a week. If patrons and visitors refuse to abstain from using tobacco, they will be asked to leave the property. This includes electronic cigarettes, vapor products with or without nicotine and marijuana.

## **Trespassing**

In accordance to safety and security concerns and under extreme circumstances, individuals may be asked to leave the school campus. Noncompliance of this directive will be considered trespassing and local law enforcement agencies will be immediately notified.

## **Student Solicitation and Fund Raising**

Student solicitation and/or fund raising for school or non-school activities should not occur during the school day. Any type of this activity must be approved by the superintendent prior to beginning sales to minimize time away from class, classroom interruptions and lost instructional time. This includes, but is not limited to students bringing personal items to sell to other students, sponsorships of fund raising activities and fund raisers for charities.

Organizations within the school system must receive advanced approval from the superintendent of the fund raising activity. To be approved, the activity must show benefit to the majority of students within the school district, a clearly established need for the revenue and the specific purpose for the revenue. The organization must follow all district



purchasing policies. No fund raising activity will be approved that would require or induce elementary students to go door to door without a parent accompanying the student.

### **Insurance**

Keystone Public Schools does not purchase accident insurance to cover injuries incurred by students while at school or during school sponsored activities or events. Families who do not have adequate family insurance coverage are encouraged to review student accident insurance policy programs for coverage of their child.

## **Student Conduct**

### **Discipline**

Education is a cooperative effort in which teachers and students are brought together for learning to take place. A student's main goal in the school is to achieve an education. Another goal is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression of their own. Success in any one class requires being able to listen, recite, share and concentrate without interference. An environment which permits order and efficiency must be provided. Most problems in a classroom center on people disrupting others. This school protects the student's right to an education without interference. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

The responsibility for development and maintenance of the proper school environment falls to the combined effort of students, parents, teachers and administration. When procedures are not followed and/or rules are broken, regulations for management of school behavior must be outlined by those responsible for education. Each classroom teacher has established rules and procedures. Students must realize that failure to follow classroom procedures and rules will result in consequences. The teacher has the authority to remove a student from the classroom to a designated authority when the student interferes with the teaching/learning environment of the class. Consequences for failure to follow school rules may include loss of school privileges, notification of parents, lunch detention, and out of school suspension.

Each child is an individual and behavior problems will be handled on an individual basis, according to the best judgment of the infraction and the principal. Each infraction will be evaluated to determine the level of the offense in each case. Once the level has been determined, the principal will follow the general guidelines for the administration of student discipline and not rigid regulations which are automatically applied in all cases. Administrative discretion is encouraged and recommended in individual and/or unique situations. This includes the potential administration of penalties which are less or more than those penalties described in policy books and handbooks for Keystone Schools. It is recognized that it is impossible to identify all student actions that might require staff

administered consequences. Therefore, disciplines may be administered for student actions that are, or possibly, are not described in the Board policies or student and parent/guardian handbooks.

The Board of Education of the Keystone School District adopts the following policy and procedures dealing with student behavior. The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Keystone Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides, must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules. The rules, regulations, and procedures established by the school will apply:

1. on school property, both immediately before and after school hours as well as during the school day,
2. on athletic fields, on school buses, and in all other places where school functions occur or where school activities normally take place, and
3. throughout the course of any school field trip or other officially sponsored school activity.
4. to off campus conduct where the student's continued attendance at school would have an adverse impact on order, discipline, or the educational process, or could pose a threat of violence or disruption.

### **Student Expectations**

As a student at Keystone Public Schools, we expect all students to be a person of good character. Character is who you are and how you act. All students as people of character are expected to be: trustworthy, responsible, fair, respectful, caring of others and a good citizen. We believe that by modeling, instructing and encouraging students to embrace these ideals they will develop valuable skills for success in both school and life. Students are required to:

1. Learn and demonstrate acceptable social behavior,
2. Show respect to others and for the rights of others,
3. Behave in a respectful, courteous manner to others,
4. Respect the authority of all school personnel,
5. Adhere to all school rules and regulations,
6. Promote, contribute, and participate toward a positive learning environment, and
7. Bring all necessary materials to all classes and be active in the learning process.

All students should work to attend school regularly and be prompt in arriving at their assigned places. They should be prepared for each class while availing themselves of all that the school has to offer in the way of curriculum. Students should understand and follow the procedures, guidelines and rules that are established to ensure a safe, positive environment for learning. Each student should respect the worth, dignity, right and responsibility of themselves, other students, faculty and staff as they perform their duties.

All students should devote all of their energies toward realizing their potential as they involve themselves in the total school program.

### **After School and Night Activities**

Students that attend after school and night activities, such as tutoring, school programs, extracurricular activities, and athletic practices or games, etc., are expected to conduct themselves according to the rules applied during school hours. These activities are school sponsored and students are under control of the school. Students should have all necessary arrangements for transportation made prior to attending the activity. A student leaving before the conclusion of an activity will not be allowed to reenter and students will not be allowed to congregate outside the building or in the parking lot while the activity is in progress. Fourth grade students and younger must be accompanied by parents to any night activity, such as a basketball game, for entrance to be allowed into the activity.

### **Student Dress Code**

A student's attire and appearance should not distract from the important task of learning. Proper dress and grooming contribute to good attitudes and conditions that enable students to do their best work. Here are a few guidelines:

1. Shorts, skirts and dresses must be appropriate in appearance and an appropriate length that does not distract from the instructional process. Short shorts are not allowed.
2. No low cut tops, halters, midriffs, mesh shirts, muscle shirts, tank tops, shirts with open backs, or other similar attire is allowed (your shirt must be long enough that your stomach does not show at any time).
3. Items of clothing containing advertisements of alcoholic beverages, tobacco, drug items, objectionable or implied slogans, or questionable pictorial images will not be worn to school.
4. Hats, caps and bandannas are not permitted at school.
5. Safety and sanitation dictate that students wear appropriate footwear.
6. Facial piercing of any kind is not allowed. This includes but isn't limited to nose, eyebrow, lips. Earrings are allowed as long as they are not a safety hazard or distract from the learning environment.
7. Pajama tops and bottoms and house shoes or slippers are not allowed.
8. Tights and leggings must be worn with a skirt or long shirt.
9. No costumes are allowed except for designated dress up days.
10. Students should write their name in permanent ink in any items of value that could be misplaced, lost, removed from locker, or stolen.
11. Any attire or accessories that interferes or disrupts the educational process may be prohibited.

The school administration shall have the authority to determine the appropriateness of the attire worn to school by students.

## **Drug and Alcohol Free Environment**

It is the policy of the Keystone Board of Education that the use of and/or unlawful possession of alcohol and/or illicit drugs is wrong and harmful and that all students of this district be made aware of the board's intention to maintain an alcohol and drug free environment.

In order to maintain a healthy educational and working environment in Keystone Public Schools, and to comply with the requirements of the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act Amendments of 1989 for purpose of receiving federal assistance, the Board of Education adopts the following policies and regulations.

1. Using, possessing, dispensing, distributing, manufacturing, or being under the influence of a controlled illicit substance, including anabolic steroids, alcoholic beverages, or any intoxicating beverage (as defined by Oklahoma law) in any of the School District's facilities, on School District property (including vehicles), or at School District sponsored events by a School District student is prohibited. Violation of this prohibition shall result in disciplinary action, which may include long-term suspension and/or completion of an appropriate rehabilitation program. In addition to suspension and/or other disciplinary action, students violating this prohibition are subject to referral for prosecution under applicable laws.
2. Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.), and The Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provides federal sanctions and the Uniform Controlled Dangerous Substances Act, Oklahoma Statutes, Title 63, Section 2-101, and others, plus various criminal statutes provided state sanctions.
3. Information about alcohol and drug counseling and rehabilitation and re-entry programs is available to students and parents through the main office.

## **Playground and School Rules**

Students are expected to obey all safety rules, regulations and listen to all school personnel on duty. Each student will be advised of the playground and school rules at the beginning of the school year. The following items are a portion of the playground and school rules to be followed by the students.

1. Students are to sit in swings and on the slide.
2. No rocks, gravel, sticks, snowballs and items of such shall be thrown on the playground or school grounds.
3. Students are not to leave the playground to retrieve balls or other playground equipment without permission from on duty personnel.
4. Students are not to play around cars parked on the school grounds.
5. All pets are to be left at home.
6. Students are not to bring snakes, spiders or other science specimens to school in glass containers unless requested by the teacher. These items, when brought to school, are to remain in the classroom at all times.

7. No "nuisance items" should be brought to school. These items include, but are not limited to; fidget spinners, toys, collectibles, electronic devices, skateboards, oddities, trading cards and all items deemed distracting or unsafe to the educational process by the building principal.
8. Wrestling, karate, biting, kicking, fist fighting or any unnecessary roughness will not be permitted. Gymnastics are not allowed. Students should keep their hands off of each other at all times.
9. Any reference or actions to the use of a gun or weapon is not allowed. This includes drawing, discussing, making verbal or physical references to guns or weapons.
10. Hitting or kicking in private areas of the body will not be permitted.
11. Verbal abuse, including but not limited to; name calling, derogatory statements, put downs, hurtful innuendoes and implications and all verbiage designed to demean the dignity of other students will not be permitted.
12. Cursing will not be permitted.
13. Students will use proper manners in the cafeteria and will be expected to clean up after themselves. When talking in the cafeteria, use your inside voice.
14. There will be no public display of affection such as hugging, holding hands or kissing.
15. Any student wishing to bring an item from home to school for the playground or classroom shall get clearance from the classroom teacher or building principal before bringing the item to school. Items allowed should be properly marked with the student's name in permanent ink and the student must understand the school assumes no responsibility of damaged, destroyed, lost or stolen items brought to school.
16. Students will respect the personal space of others at all times during the school day.
17. No parents, guardians, or visitors are allowed on the playground.

The school administration shall have the authority to determine the items brought to school and/or activities that are allowed to take place at school during the school year in regards to how this will effect the safety and well being of each student at school. Any modifications or additions to playground and/or school rules will be communicated to the students in a timely manner that will allow for the modified or new rule to be understood and implemented providing a safe environment for all students.

### **Lunch Detention**

Lunch detention may be assigned as a consequence for inappropriate behavior or after other attempts to correct the student's behavior has failed. Detention will be held in the assigned room on the assigned day during the student's lunch period. Any student that fails to comply with detention protocol may result in additional detention or suspension from school.

## **After School Detention**

After School Detention may be assigned as a consequence for inappropriate behavior or after other attempts to correct the student's behavior has failed. Detention will be held in the assigned room on the assigned day after school from 3:20pm until 4:50pm. Any student that fails to comply with detention protocol may result in additional detention or suspension from school.

## **Keystone School Internet-Computer Use Policy**

Students, teachers, and staff are provided with access to computers at Keystone School. The Internet and computer access are to be used for legitimate school activities. Inappropriate or unauthorized usage of school Internet and/or computers will result in disciplinary consequences. We are pleased to offer students, teachers, and staff access to the district computer network for the Internet. However, Keystone School respects the right of a parent/guardian to deny the use of the Internet for his/her child. Therefore, a parent/guardian may deny his/her child's access to the Internet at school by notifying the school in writing. Notification in writing to deny your child access to the Internet must be made annually for each new school year.

Access to the Internet will enable students to explore thousands of libraries, databases, and educational sites. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To help students achieve a positive and safe Internet experience, schools will instruct students in appropriate online behavior. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and informational sources. To that end, the Keystone Public Schools support and respect each family's right to decide whether or not to apply for access. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Each user of the district computer networks is with district standards and will honor the district's policies, rules, and regulations.

Regarding school Internet and computer usage, the following are not permitted. This list of prohibitions is not meant to be exhaustive:

- Displaying or sharing offensive messages, pictures, or site addresses,
- Damaging computers, computer systems, computer networks or computer services,
- Violating copyright laws,
- Downloading, uploading, or inappropriate software,
- Using obscene language,
- Harassing, attacking, insulting others, or cyber bullying.

- Visiting unauthorized sites,
- Revealing one's personal information or that of another student, teacher, or staff and
- Unlawful activity or unauthorized access online
- Going to a site other than what your teacher has directed you to.

## **Keystone Public Schools District Policy for Prevention of Bullying at School (70 O.S. §§24-100.4 and 24-100.5)**

**The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address investigation of reported incidents of bullying.**

### **1. Prohibition of Incidents of Bullying**

It is the policy of the Keystone Public School District to prohibit all bullying of any person at school. This policy shall extend to all schools in the Keystone Public School District. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel.

### **2. Definitions**

The following words and terms used in this policy shall have the following meaning:

**"At school"** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

**"Bullying"** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or electronic communication directed toward a student or group of students that result in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group; and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

**"Electronic communication"** means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

**"Threatening behavior"** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### **3. School Bullying Prevention and Intervention**

Every school site in this district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

#### **A. Bullying Prevention Officers.**

The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. § 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

#### **B. Training and education in school bullying prevention and intervention.**

All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

#### **C. Safe School Committee.**

Every school site in this district shall establish a Safe School Committee that meets the Requirements of 70 O.S. § 24-100.5(A). At least one of the members of the Committee shall be a BPO designated at the school site. The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

#### **D. Bullying Prevention Programs.**

Every School site in this district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to and reporting incidents of bullying.



#### **4. Reporting Incidents of Bullying**

The system of incident reporting at every school site in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, school sites shall, at a minimum follow the following procedures: Such procedures shall, at a minimum, address all of the following requirements:

##### **A. District Bullying Report Form.**

Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of incident;
2. Location of incident;
3. Name(s) of all individuals at whom the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident, including:
  - a. Identification of all inappropriate behaviors;
  - b. Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
7. A description of the types of behaviors used to harass, intimidate, or threaten a student. Examples include, but are not limited to the following:
  - a. Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
  - b. Physical acts (e.g., physical fights, assault, or attack);
  - c. Electronic communication (e.g., cell phone, instant messaging, email, social networking, audio or visual images);
  - d. Damage of a student's property (e.g., stealing, hiding, or damaging property);
  - e. Threatening another student (i.e., communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);

8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
  - a. Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
  - b. Detrimental changes in student performance (e.g., student grades, assessments);
  - c. Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recordings);
10. Any other information which could potentially assist school officials in investigation of the incident;
11. Name of individual reporting the incident and contact information at which the individual reporting the incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
12. Relationship of the individual reporting the incident to the individuals involved in the incident.

#### **B. Individuals Who May Report Incidents of Bullying.**

Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

#### **C. Privacy and Confidentiality.**

Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

#### **D. Anonymous Reporting.**

In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

### **E. Tracking Reports of Incidents of Bullying.**

All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

### **5. Response to Reported Incidents of Bullying**

Every school site shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

A. Separately interview with the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;

B. Locate and secure any records or physical evidence relating to the incident;

C. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and

D. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of an individual student.

### **6. Investigation, Determination, and Documentation of Reported Incidents of Bullying**

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident. The procedure for investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements:

#### **A. Initiation of Investigation.**

Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

#### **B. Documentation of Investigation.**

All investigations shall be documented on a form that includes, at a minimum, all of the following information:

1. The date that the report of the incident was received by the BPO;
2. The date investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;

7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and /or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of victim(s) and offender(s) of completion and findings of investigation.

#### **C. Findings and Determination of Alleged Incident.**

Upon completion of review of all facts alleged and available evidence, the school administrator shall:

1. Document all findings of facts;
2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
  - a. Occurrence of the incident was verified;
  - b. Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or
  - c. Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.

#### **D. Notification of Results of Investigation.**

Upon completion of an investigation, the school administrator shall promptly notify the district, and the parents/legal guardians of the students involved:

1. The findings of the investigation; and
2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.

#### **E. Follow Up Referrals for the Purpose of Student Support Services.**

Upon completion of an investigation, a school may recommend that available community mental health care, substance abuse, or other counseling options be provided to students involved in bullying incidents. A school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of

the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

## **7. Remediation and Consequences for Incidents of Bullying**

### **A. Consequences for Individuals Who Commit Incidents of Bullying.**

Appropriate consequences shall be imposed for every individual who commits an act of bullying or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardians(s) or the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Course and/or teacher reassignment;
6. Prohibition or suspension of participation in school activities;
7. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. § 24-101.3 and district policies and procedures pertaining to student discipline;
8. Restitution of a victim's property that has been damaged as a result of the bullying incident;
9. Reassignment, suspension, and/or termination of school employment;
10. Referral to law enforcement.

### **B. Factors for Determination of Consequences for Incidents of Bullying Behavior.**

Every school administrator shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, every school administrator shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
  - a. The age of the student;
  - b. The life skills of the student;
  - c. The grade level of the student;
  - d. The mental, physical, and emotional development level of the student; and
  - e. Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;

3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
  - a. Consideration of documented physical, mental, and emotional distress resulting from the incident; and
  - b. The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

### **C. Factors for Determination of Consequences for False Accusations.**

Every school administrator shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means of retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc.);
2. If the individual who made the false accusation was a student:
  - a. The age of the student;
  - b. The life skills of the student;
  - c. The grade level of the student;
  - d. The mental, physical, and emotional development level of the student; and
  - e. Personal obstacles such as a history of abuse suffered by the student or negative family situation.
3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
4. The nature and severity of the bullying behavior involved in the incident; and
5. The circumstances in which the incident occurred.

### **D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior.**

Every school site shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals at each school site. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more of the following:

1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services, mental health treatment, or therapy services;
2. Academic intervention;

3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management);
4. Parental education programs;
5. Peer support groups;
6. Modifications of student schedules;
7. Modification of hallway traffic at the school site;
8. Increased supervision;
9. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

### **8. Annual Notice of School Bullying Prevention Policy**

Every school site shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.

B. A copy of this policy shall be posted on the Keystone Public School website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.

C. Each school site shall include a copy of this policy in its student and employee handbooks.

### **Suspension of Students**

It is the policy of the Board of Education that the superintendent or the designee may suspend a student for, but not limited to:

1. immorality or profanity,
2. violation of school rules,
3. possession, threats or use of a dangerous weapon,
4. assault and battery against students or employees,
5. possession of any narcotic drug, stimulant, barbiturate, alcohol, tobacco, electronic cigarette, vapor product or drug paraphernalia,
6. conduct which jeopardizes the safety of others,
7. conduct which disrupts the operation of school,
8. truancy or intentionally skipping class,
9. gang related activities,
10. touching, hitting or kicking in private areas,
11. threatening, intimidating, coercing or harassing students or employees,

12. vandalism,
13. arson,
14. sexual harassment, verbal assault, or indecent exposure,
15. theft, or stealing
16. bullying.
17. leaving school grounds without permission,
18. gambling or soliciting,
19. extortion,
20. fighting

**Any student under suspension will not be allowed to participate in or attend any school activities during the suspension period. In addition, any student that has been suspended at any time during the school year will not be allowed to go on field trips.**

### **Summative Suspension**

A summative suspension is the result of cumulative discipline referrals that result in a pattern of behavior not conducive to the learning environment. A summative suspension may result in a long term suspension.

A student suspended out-of-school shall be placed in a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent may delegate authority of suspensions of the student to building principals.

Building principals at each school will maintain the regulations for implementing this policy.

### **Emergency Suspension**

The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when a threatening incident occurs. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail. In the case of long-term suspension, regular due process procedures will follow this action, except that the student is not permitted to return to class during the hearing procedure.



## **Suspension Appeal Procedures**

1. Any student who has been suspended for ten (10) days or less for any of the above, or the student's

parent(s), may appeal the suspension to the superintendent.

The following procedures shall govern the appellate process:

- A. The student, or the student's parent(s), shall notify the superintendent within three (3) days following the suspension of the notice of their intent to appeal the suspension.
- B. Upon receiving notice of a student's appeal, the superintendent shall hear the appeal within two (2) days from the date the notice of the intent is filed.
- C. During the hearing of the appeal before the superintendent, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
- D. The superintendent shall determine the guilt or innocence of the student and the reasonableness of the term of suspension. The superintendent may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) day of the decision. The superintendent's decision shall be final.

2. Any student who has been suspended for greater than ten (10) days for any of the above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The appeals committee will consist of five (5) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

- A. The student, or student's parent(s), shall notify the superintendent within ten (10) days following the suspension to their intent to appeal the suspension.
- B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date of the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the appeals committee, the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right to be represented by legal council.
- D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension

appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

- E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

## **School Bus Riding Rules and Discipline Procedures**

### **Bus Rider Safety Rules**

The bus driver is in charge of the students on his/her bus. He/She is expected to report to the principal any failure of the students to cooperate or follow the bus safety rules. Inquiries or complaints shall be referred directly to the principal.

The bus driver should contact the principal of any child not following the bus safety rules stated below.

1. Students are not to get off the bus except at their designated stop.
2. Students must obey the driver promptly and cheerfully.
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Unnecessary conversation with the driver is prohibited.
5. Students must not try to get off or move about the bus while it is in motion.
6. Any damage to the bus by a student(s) must be paid for by the student(s).
7. Students must observe directions of the bus driver when loading and unloading the bus. When crossing the street, students must pass in front of the bus.
8. Students should never stand in the roadway while waiting for the bus.
9. Pre K and Kindergarten children should sit toward the front of the bus.
10. Girls and boys will be assigned to separate sides of the bus.
11. No balloons or big items will be allowed on the bus.
12. Animals will not be allowed on the bus.
13. Students may not change buses without permission from the school. If a student is to ride a different bus for one day, he/she will need to have a note from their parent/guardian. Elementary students shall give said note to their homeroom teacher for his/her signature. Middle school students shall give their note to the middle school principal for his/her signature. The student they are riding home with must also have a note.
14. The bus aisle must remain free and clear at all times while bus is moving.

Failure to comply with the above regulations may result in suspension from riding the bus.

## **Bus Discipline Procedures**

The following rules and regulations were written with the expectation that these guidelines will enable us to provide safe transportation to and from school for students. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in the State of Oklahoma.

## **Bus Discipline Policy**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The Transportation Director is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or until released to the parent/guardian in a manner consistent with guidelines on release of students.

## **Behavior Guidelines and Consequences**

### **Class I Offenses- including, but not limited to:**

- 1) Eating or drinking (sodas, fruit drinks, etc) on bus. Bottled water will be allowed during hot months.
- 2) Excessive noise
- 3) Excessive horseplay
- 4) Spitting
- 5) Leaving seat/standing while bus is in motion
- 6) Squirt guns/liquid containers in any form, except those intended for lunch box use
- 7) Radios, tape recorders, and electronic games are not allowed on the bus (permitted with principal approval on long trips). Recording, taking pictures of others or posting on social media is not allowed
- 8) Riding unassigned bus without permission or using unassigned bus stop.
- 9) Other offenses as reported by the driver or principal

### **Class II Offenses- including, but not limited to:**

- 1) Hanging out of window
- 2) Throwing/shooting of any object inside or out of bus
- 3) Physical aggression against any student
- 4) Use of tobacco
- 5) Holding onto/or attempting to hold onto any portion of the exterior of the bus
- 6) Unauthorized (a) entering or leaving bus, (b) use of emergency door, (c) tampering with bus equipment

- 7) Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- 8) Spitting on another student
- 9) PDA
- 10) Other offenses as reported by driver or principal

**Class III Offenses- including, but not limited to:**

- 1) Threatening and verbal insubordination towards the bus driver  
Throwing/Shooting object toward person or object
- 2) Lighting of matches, fireworks or any flammable object or substance
- 3) Vandalism to bus (restitution will be made before return to bus is allowed)
- 4) Other offenses as reported by driver or principal

Consequences- Listed below are consequences for behavior problems encountered on the bus. Consequences may include, but are not limited to, the schedule listed below. Severe and habitual problems may also carry further disciplinary action as outlined in the Student Code of Conduct.

**Class I**

First Offense – Driver Warning

Second Offense – Written Discipline Report, the transportation director will visit with the student.

Third Offense – Detention, student will receive one day of lunch detention and reports will be mailed home to parents.

Fourth Offense – Loss of Bus Privilege for 5 days, parent phone call.

Fifth Offense – Loss of Bus Privilege for 90 days, parent phone call.

Sixth Offense – Loss of Bus Privilege for the School Year, parent phone call.

**Class II**

First Offense – Loss of Bus Privilege for 5 days, parent phone call.

Second Offense – Loss of Bus Privilege for 90 days, parent phone call.

Third Offense – Loss of Bus Privilege for School Year, parent phone call.

**Class III**

First Offense – Loss of Bus Privilege for 90 days, parent phone call.

Second Offense – Loss of Bus Privilege for School Year, parent phone call.

\*Every Loss of Bus Privilege will be longer than the previous regardless of Class.

\*Loss of Bus Privilege for 90 days results in student losing field trip privilege.

Note: The bus is an extension of the school day. The bus driver has the authority to assign seats. The bullying policy, weapons policy and drug policy for the district will be strictly enforced on the school bus as well as at school. Video/Audio equipment may be in use at any time. Students will not be told when recording is in progress.

## **Car Rider Procedure**

All car riders should be dropped off at the cafeteria doors in the morning. Please do not exit your vehicle as visitors are not allowed in the building. All car riders will be picked up in car line located in front of the main office for after school pick up. Please do not exit your vehicle, your student will be brought to your vehicle. All students must walk through the elementary building to the car line for safety reasons. Students are not allowed to enter the parking lot without a staff member.

## **Medical Issues**

### **Immunization Law**

According to directives from the Commission of the Oklahoma State Department of Health, all students, including transfer students, shall be required to furnish evidence of all the required immunizations or a valid exemption before they may be allowed to enroll and attend school in Oklahoma. Students in the process of receiving the required immunizations may be admitted as long as they are up to date and provide documentation from their family physician or local health department. If you have questions concerning immunization please call the office or local health department.

### **Contagious and Infectious Diseases**

Students who have contracted a contagious or infectious disease or illness will not be allowed to attend school. This includes, **but is not limited to**, head lice, pink eye, measles, mumps, infantigo (impetigo), chicken pox, unidentified rash, and scabies. In regard to head lice, Keystone Public Schools has a No Nit Policy which states that all lice nits, plus all lice, must be removed before the student will be allowed to return to school. School personnel will check each student prior to allowing the student to return to the classroom. Parents must come with their children to readmit them to school. Please bring documentation that states the child is not contagious and/or infectious from the health department or family physician.

### **Illness**

Children should remain home if they are sick or running a temperature above normal. He/she must be fever free for 24 hours before returning to school. Your child will be sent home if he/she returns before being fever free for 24 hours he/she will be sent back home. Children should also remain home when vomiting or have diarrhea. For this reason, it is most important that we are notified immediately of any change in your phone number, and that your emergency contact information be kept up to date. We cannot allow students to remain at school if they are sick. **\* SEE RETURN TO SCHOOL GUIDELINES FOR COVID 19 RELATED ILLNESS AND FEVER ON PAGE 42.**

## **Injury**

A student that becomes injured while at school will be attended to promptly. The injury will be assessed and notification of the parent/guardian will take place in a timely manner. Any type or degree of injury can occur at any time, please make sure your contact information is up to date.

## **Medication**

All medicine must be turned in at the Main Office by an adult. Please call the office at 918-363-8298 to make arrangements to drop off medication as parents/ guardians are not allowed to enter the building. Students are not allowed to transport medication. Do not send medication on the bus. Medication must be accompanied by the "Authorization for Administration of Medication During School Day" form. The medicine must be in the original prescription container with the student's name, dosage, and directions for use. All nonprescription medication must be brought in the original container. We strongly encourage you to give medication at home if at all possible. We will only give nonprescription medication if absolutely necessary. The school should be kept informed of any type of medical problem that might affect your child's performance while at school. The term medication applies to both prescription and over the counter medicines.

## **Self-Administer Asthma Medications**

Parents of students who use inhaled asthma medication may complete the self-administration consent form to allow their child to maintain possession and administer medication as prescribed. The consent form must be completed by the student's physician, parent/guardian and filed with the building principal prior to being allowed to carry and use the medication. The required forms can be obtained through the building principal or by request at the main office.

## **Asbestos Hazard Emergency Response Act - Annual Notice**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The Keystone Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA

guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

## **Emergency and Weather Related Items**

### **Fire Drills**

Oklahoma State Law requires that we have fire drills within specific guidelines. Please check with the classroom teacher for correct procedures and specific instructions for evacuation of your child's classroom. Each classroom has evacuation plans posted near the door of the classroom.

### **Tornado Drills**

Oklahoma State Law requires that we have tornado drills within specific guidelines. If we have severe weather and the tornado siren is sounded or the police department contacts the school, we will move to the assigned safety areas. Each classroom has tornado drill instructions posted near the classroom door. Please check with the classroom teacher if you have any questions about the procedures.

### **School Lockdown Drill**

Oklahoma State Law requires that we have a school lockdown drill within specific guidelines. This drill is designed for the purpose of securing the school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. All students and employees shall participate in the drill. Please check with the classroom teacher if you have any questions about the procedures.

### **Earthquake Drill**

Oklahoma State Law requires that we have a school earthquake drill within specific guidelines. This drill is designed for the purpose of keeping students safe in the event of an earthquake. Please check with the classroom teacher for correct procedures and specific instructions. All students and employees shall participate in the drill. Please check with the classroom teacher if you have any questions about the procedures.

### **Severe Weather Procedures**

If school is closed due to bad weather, check your local television and/or radio station. School closings will be announced as soon as a decision is made. Sometimes this is on short notice for working parents, but we do not want to jeopardize the safety of our

students. Parents are welcome to check their children out of school early if they are concerned about the weather conditions.

### **School Evacuation Procedures**

In the event that the school grounds must be evacuated, the following procedure will take place: The building principal will direct the evacuation by dismissing each class to move to the bus loading area. Students will proceed to the regular bus loading area and will be taken to Keystone State Park until further notice is given. Notification will be given to the parents in regards to the event.



## **Keystone Public Schools Parent Notice of Rights and Policies**

### **2020- 2021 School Year**

#### **Bullying Prevention Policy Summary**

Keystone Public Schools is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. We are committed to maintaining a learning environment that is free from bullying and harassment. Bullying is defined as aggressive behavior or intentional harm-doing whether physical, verbal, emotional or sexual that is carried out repeatedly over time.

Sexual harassment is a form of discrimination based on sex that is, treating someone differently because she or he is female or male. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. Sexual harassment is unwanted and unwelcome sexual behavior. It can be physical or verbal, including gestures or display.

The consequences for bullying and/or sexual harassment at Keystone Public Schools will be wide, consistent and swift in response and action to deter further violations. Keystone Public Schools administration reserves the right to adjust consequences depending on the seriousness of the violation. The complete policy is located in the Parent and Student Handbook located on the school website at [www.keystonerangers.org](http://www.keystonerangers.org)

#### **Parent Involvement Policy Summary**

Parent involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities.

Where possible Keystone Public Schools will coordinate and provide assistance and support to maintain and improve parental involvement through communication efforts such as: monthly announcements, meetings and important school activity's dates and information sent on the back of lunch menus; Classroll.com web-based student and school information including grades; message board at entrance to school site; quarterly progress reports and report cards; quarterly parent-teacher conferences and individual phone calls or conferences as needed.

Our policy will be reviewed and modified as needed at an annual Title 1 meeting. A copy of the complete policy is available at the school office.

#### **Parents Right to Know Title I Part A Policy**

You as a parent have a right to request information about the professional qualifications of your child's classroom teachers including:

- Whether the teachers have met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;

- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether your child is provided services by paraprofessionals and if so their qualifications.

You will also receive information on your child's level of achievement on all state assessments; and timely notice if your child has been assigned or taught four or more consecutive weeks by a teacher who is not highly qualified.

### **Keystone Public Schools Compact**

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

#### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability.

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe and caring learning environment.
- Provide meaningful homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools assessable and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

#### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability.

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching/video game playing and instead study or read every day after school.
- Respect the school, classmates, staff and families.

**Family/Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability.

- Provide a quiet time and place for homework and monitor TV viewing/video games playing.
- Read to my child or encourage my child to read every day (10 minutes for Pre-Kindergarten to Kindergarten; 20 minutes for grades First thru Third; 30 minutes for grades Fourth thru Eighth).
- Ensure that my child attends school every school day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate in school activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.

Approved: Keystone Public Schools Board of Education  
September 28, 2004

ADDENDUM AUGUST 2020

## **Keystone Public Schools Return to School Guidelines for Families**

### **Protecting our School Community**

The following guidelines are shared with our school community, including students, families, and staff, in an effort to mitigate the risk of transmission of COVID-19. Over the past several weeks there has been constantly evolving literature from the education, medical, and public health sectors. The goal has been to create carefully layered, flexible, and developmentally appropriate practices that will ensure the safest school environment possible.

The information presented in this document is shared so that we can begin school with a shared understanding of our responsibility in keeping our students and staff safe from COVID-19. We know we cannot eliminate the virus; but with wise choices, we can mitigate it. Reaching this goal will require all of us working together.

### **Layered Mitigation Practices**

**Daily Temperature Checks:** Each morning, families are asked to take their children's temperatures, as a fever of 100 or greater may be an indication of an active case of COVID-19. If this is the case, you must keep your child home to monitor for additional symptoms (The Daily COVID-19 School Attendance Questionnaire is on page 8).

**Response to additional symptoms:** While many children will present with fever initially, many will not. Other symptoms that may develop initially include the following: chills, cough, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea. Any of these are cause for keeping a child home from school (The Daily COVID-19 School Attendance Questionnaire is on page 8).

**Hygiene:** Handwashing is one of the best means of protection against infection. Students will be reminded to wash their hands often with soap and water for 20 seconds, especially after blowing their nose, coughing, or sneezing; going to the bathroom; and before eating. They will also have access to an alcohol-based hand sanitizer throughout the school building when hand-washing opportunities are not readily available.

**Social Distancing:** While it will be difficult to maintain distance between the students at school, plans will be put in place to provide for this precaution in the common areas of hallways, classrooms, the cafeteria, gyms, and buses. Seating charts will be used for classrooms, the cafeteria and on buses.

**Face Coverings:** Evidence continues to mount on the role and importance of face coverings in interrupting the spread of COVID-19. The latest indication is that the use of face coverings protects both the wearers and those with whom they come in contact.

### **Arrival and Dismissal**

As students arrive at school in the morning, elementary students will have their temperature taken before they enter the cafeteria. Middle school students will line up outside the middle school building to have their temperature taken. Students will not be allowed to gather in large groups. Parents will not be escorting their children into the building. All parents will be asked to remain in their cars and drive through the drop-off line in the mornings. While awaiting afternoon pick up, car riders will spread out in the lobby sitting only with their class following social distancing guidelines. Parents will not be allowed to get out of their vehicle. **Parents, guardians and visitors will not be allowed in the school buildings at any time until further notice.**

### **Breakfast and Lunch**

Students will wash hands prior to eating. Breakfast and lunch will be served in the cafeteria. Students will be seated in the cafeteria in a manner to allow for social distancing as much as possible. Students will sit with their class and have assigned seats. No guests or visitors will be allowed to have breakfast or lunch on-site as long as the threat of COVID-19 exposure is predominant in the community.

### **Supplies**

Sharing of supplies such as crayons, markers, scissors, and pencils will not be allowed. Students will keep their individual supplies separated from those of others in individually labeled containers or cubbies. Any manipulatives needed for instructional purposes will be sanitized prior to use by another student.

### **Recess**

A recess schedule will be developed that allows daily outdoor playtime for all students. The number of students in any one area of the playground will be limited.

### **Water Fountains and Restrooms**

As school opens all water fountains will be disconnected. Students and staff are encouraged to bring filled water bottles or other non-breakable containers to school with them. Student restrooms will be cleaned and sanitized throughout the day.

### **Masks for Students**

Face masks for students will be required anytime social distancing is difficult to accomplish. This includes while on the bus, when exiting a vehicle and entering the building (until temperature is taken) and during all transition times in hallways including bus and car lines. All students are asked to have a mask available at all times. To the extent possible, we will promote and reinforce the use of masks for all students. Masks will be provided by the school if needed. There will be times throughout the day that students may remove masks when social distancing is possible such as in the classroom, at breakfast, lunch and recess.

### **Masks for Teachers and Staff**

All teachers and staff will be required to wear a mask. Face shields will also be provided to teachers and can be used in place of a mask as long as there is social distance from students in a classroom setting.

### **Transportation**

Parents are strongly encouraged to bring students to school. Students will be required to wear a mask on the bus. Students riding the bus will be socially distanced to the extent possible. There will be assigned seats on the bus. Windows will be opened on the bus when possible to maximize fresh air flow. Buses will be regularly sanitized.

### **Office Procedures**

Parents should conduct business with the office by phone. Parents, guardians and visitors will not be allowed to enter the school building at any time. Payments for lunch can be sent with students or you may contact the office at 918-363-8298 and drop off payment at the main office building doors. Students can also be checked in and out at the main office doors. Please ring the doorbell or call the office.

### **Parent/Teacher Conferences**

Parent teacher conferences (see school calendar) will be done by phone or virtually through Google Meets. There will not be any in person parent meetings on campus until further notice. Parents may contact their student's teacher by phone, email or request a virtual meeting.

### **Chromebooks and Tablets**

Chromebooks will be available for all students in grades 2nd through 8th. Tablets will be available for all students in grades Pre K 4 through 1st grade. These devices will be used at school on a daily basis. Keystone Public Schools will be using Google Classroom this year for onsite students as well as virtual students. Devices will not be taken home unless a student selects the Virtual Learning option. In the event of long term distance learning for all students, a device will be checked out to students for home use.

### **COVID-19 Symptoms at School**

If a student displays any COVID-19 symptoms, he/she will be escorted by staff to an isolation room. Parents will be contacted immediately to pick up their child and seek a medical opinion.

### **Exposures, Diagnoses, & Return to School**

In regard to exposures, diagnoses, and positive tests, the CDC recommends the following:

- Anyone who has had close contact with someone positive for COVID-19 should stay home for 14 days after exposure, based on the time it takes to develop the illness.
- Any child who tests positive or has COVID-19 symptoms may return to school after three days with no fever and diminished respiratory symptoms and ten days since symptoms first appeared. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate that a child may return to school. The negative test results should be provided to the school if the child is home for fewer than ten days.
- A child who tested positive for COVID-19 but had no symptoms can return to school after 10 days have passed since the test. Two consecutive negative COVID-19 tests given 24 hours apart would also indicate the child can return to school. The negative test results should be provided to the school upon return.

For more information, please visit <https://www.cdc.gov/coronavirus>. Please be sure to contact the office at 918-363-8298 to report your child's absence.

**How Will School Start?** Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all students. Keystone Public Schools understand the importance of in-person learning. Our goal is to start school in person as we would in any other school year. We realize there may come a

time when we have to close a classroom, building, or the entire district down due to a rise in confirmed cases of COVID-19. If we find ourselves going to Distance Learning, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in distance learning.

### **Learning Options**

Keystone Public Schools will offer two learning options for the first semester.

**Option 1:** Students will attend in person, onsite and participate in all regular school day activities. There will be 2 school supply drop off days for students who attend in person. Parents/ Guardians may drop off school supplies by driving through the car line on Thursday, August 20 and Friday, August 21st from 9:00am to 2:00pm.

**Option 2:** Students will attend virtually from home (or location other than school) via Google Classroom/ Google Meets. Please see the Keystone Virtual Learning Program in the Quicklinks on our website at [www.keystonerangers.org](http://www.keystonerangers.org). If your student attends virtually, he/she may not participate in extracurricular activities. Virtual students may join class through Google Meets throughout the day. Assignments will be posted in Google Classroom and will be due weekly. Students may check out a device if needed. Device checkout will be the week before school starts.

Your student's classroom teacher will be contacting you in the next few weeks with back to school information.

Please be sure to complete the Student Learning Option Form posted in the Quicklinks section of our website at [www.keystonerangers.org](http://www.keystonerangers.org).

If you have any questions, please contact the office at 918-363-8298.

### **What if a Grade or the District Has to Shut Down Due to COVID-19?**

Additional models of instruction have been developed and may be necessary in the event that we must close a single grade or the entire district due to a dramatic increase in cases of COVID-19. If any such cases arise, we will be ready to immediately implement distance learning for students utilizing Google Classroom/ Google Meets.

### **Distance Learning**

In the event that students need to isolate/ quarantine at home, they will be able to work remotely through virtual learning. A tablet or Chromebook will be provided if needed. Distance learning replaces the traditional in person classroom onsite during a time of school closure. Students will access their work through Google Classroom and meet with



their teacher virtually on Google Meets. Students who select the in person on site learning option will practice this procedure at school so students and staff will be familiar with the procedure in the event that full time remote distance learning is necessary due to school closure related to COVID-19.

**THE PLANS ABOVE ARE SUBJECT TO CHANGE AS NEW INFORMATION BECOMES AVAILABLE OR AS NEW SITUATIONS ARISE RELATED TO COVID-19.**

## **Keystone Public Schools Daily COVID-19 School Attendance Questionnaire**

In an effort to prevent possible exposure of staff and students to COVID-19, you are requested to review the following questions each morning and PRIOR to your child riding a school bus or entering school.

1. Does your child have a fever of 100 degrees or more?

2. Is your child experiencing?

- A new loss of taste or smell
- Nausea or vomiting
- Diarrhea

3. Is your child experiencing two or more of the following symptoms of COVID-19?

- Chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose

4. Is your child experiencing ANY of the Emergency Warning Symptoms of COVID-19?

- Shortness of breath or difficulty breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to stay awake
- Bluish lips or face

5. Is your child currently COVID-19 positive?

6. Has your child been around a person with COVID-19?

**If the answer to any of these questions is "YES," Your Child Should Remain at Home and you should contact the school office. Students remaining home as a result of COVID-19 concerns will not be penalized regarding absences, assignments, or tests. By sending your child to school, you are representing to the School District that the answer to each of these questions is "NO". If your child is showing any of the Emergency Warning Signs listed in Question 4, seek emergency medical care immediately.**

**KEYSTONE PUBLIC SCHOOLS**  
**CHROMEBOOK/TABLET POLICY, INSURANCE AND AGREEMENT**

**CHROMEBOOK/TABLET POLICY**

**GENERAL CHROMEBOOK/ TABLET CARE**

- Do not keep food or drink near the device.
- Insert charging cords and usb devices carefully to avoid damage to the chromebook/ tablet.
- Do not write, draw, or apply stickers to the device. chromebooks are district property and must be returned in the condition they were checked out.
- Do not place heavy objects on top of the chromebook/ tablet.
- Chromebooks/ tablets must be kept secure and protected when not in use.
- Always carry the chromebook/ tablet by the base, using two hands when in use.
- Do not remove any district labeling or tags or cases.
- Only clean the device with a soft dry cloth - do not use any liquids or solvents to clean the device.

**APPROPRIATE USE**

- During school students will collect their device from their home room teacher and return them to their home room teacher at the end of the school day. if the device is checked out for home use the student will charge the device at home and have it ready to use every day for every class period.
  - Use the chromebook and other district technology for academic purposes only during instructional time.
  - Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
  - Maintain confidentiality regarding usernames and passwords.
  - Obey copyright law in regard to use of other's intellectual property.
  - Report loss or damage of the device immediately to the school office.  
918-363-8298.

- Students will not remove identifying emblems or stickers placed on the device by the district.
- The device should only be used by the user who was assigned the device for school work, personal use is not allowed.
- Do not view, use or copy passwords, data, or networks to which they are not authorized.
- Do not reveal personal information (phone numbers, addresses, passwords, etc.) about themselves to others.
- Do not leave devices unsupervised or logged into the network.
- Do not harass, bully or threaten anyone.
- Do not use offensive language of any kind.
- Do not destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the district.
- Do not attempt to override, bypass, or otherwise change the filtering software, google management, or other network configurations.
- Do not reset or wipe the device.

#### **DISTRICT RESPONSIBILITIES**

- The district will use software that filters web access for inappropriate content, and monitors students for inappropriate incidences while at school.
- Any malfunction of the chromebook that is not the result of inappropriate use or negligence will be repaired at the district's expense.
- The district will have devices available that can be checked out to students while devices are being repaired/replaced.
- As the chromebook is an internet-based device, the school will provide internet access while on campus.

#### **PARENT AND STUDENT RESPONSIBILITIES**

- If checked out the parents and students are responsible for care of the device, and for returning the chromebook in good working condition.
- Parents and students are responsible for replacing or repairing chromebooks damaged as a result of negligence or inappropriate use. Insurance for the device must be purchased for the device before parents and students will be allowed to checkout the device.

- Parents and students are responsible for providing their own internet access for the device if desired. Offline access will be enabled on the device if no internet is available.

### **DAMAGED CHROMEBOOKS/ TABLETS**

- Students with a damaged chromebook/ tablets may take them to the middle school office.
- If your chromebook/ tablet needs to be repaired for a length of time, a loaner device can be checked out to you until your chromebook/ tablet is ready to be picked up.
- Students will receive a receipt for the loaner device, which must be kept at all times until it is returned.
- Students are responsible for the care of the loaner device while in their possession.

### **CHROMEBOOK/ TABLET PROTECTION PLAN**

The Keystone Public Schools Student Chromebook/ Tablet Protection Plan has been established to give parents and students the ability to purchase insurance for the Chromebook/ Tablet 1:1 Initiative for the current school year. This technology package includes a Chromebook/ Tablet and Charging Cord. This annual insurance will cover part or all of the repair or replacement costs related to damage to the Chromebook/ Tablet. The cost for protection is \$25 non-refundable per student, per year. Insurance is not optional. All students (onsite and virtual learners) must pay \$25 as the Chromebooks/ Tablets will be used daily for Google Classroom.

**ACTS OF INTENTIONAL DAMAGE, LOST CHROMEBOOK OR CHARGER WILL NOT BE COVERED BY THE INSURANCE.**

#### **TYPICAL REPAIR/REPLACEMENT COSTS:**

ITEM	COST
CHROMEBOOK/ TABLET (COMPLETE)	\$275
CHARGING CORD	\$30
SCREEN	\$40
KEYBOARD	\$80

MOTHERBOARD	\$99
COVER	\$60

#### **INSURANCE COVERAGE:**

**THE STUDENT CHROMEBOOK/ TABLET PROTECTION PLAN COVERS 100% OF THE FIRST INCIDENCE OF DAMAGE, AND 50% OF THE SECOND INCIDENCE. AFTER TWO INCIDENTS, THE PARENT/STUDENT IS RESPONSIBLE FOR ALL REPAIRS AND REPLACEMENT COSTS\*. COVERAGE AND FEES ARE RENEWED ON AN ANNUAL BASIS.**

#### **COVERAGE**

FIRST INCIDENT	100%
SECOND INCIDENT	50%
THIRD INCIDENT	0%

**\*EXACT REPAIR/REPLACEMENT COSTS WILL BE DETERMINED AT THE TIME OF THE REPAIR.**

**A COPY OF THIS AGREEMENT MUST BE SIGNED BY BOTH PARENT AND STUDENT UPON CHECKING OUT A CHROMEBOOK DEVICE.**

**In accordance with District Goals aligned with the success of our students, Keystone Public Schools will assign a chromebook/ tablet to each pre-k4 through 8<sup>th</sup> grade student in the district. Each chromebook/ tablet will remain the property of the school district, and is for use by the student until the end of the current school year, at which time the Chromebook/ Tablet will be checked back in to the school.**

**This Keystone School initiative will:**

- Enhance teaching and learning by focusing on
  - Critical Thinking & Problem Solving
  - Communication
  - Collaboration
  - Creativity & Innovation
- Ensure equitable access to instructional technology
- Improve student success through the integration of technology. In order to benefit from the use of this device, and to ensure the device is used in a safe, efficient and ethical manner, all pre-k through 8<sup>th</sup> grade students and their parents are required to review and sign this document before receiving a Chromebook.
- I will ensure the safety of the Chromebook issued to me and prevent negligent damage to the device.

- I will not leave the device unattended or unsecure, so as to decrease the risk of theft.
  - I will not attempt to repair the device or make unauthorized modifications to the device and I will likewise adhere to the Expectations for Appropriate Use designated by the district.
  - I understand that the district is not responsible for any viruses that may be transferred to or from my personal data storage mediums, and agree to use my best effort to prevent damage to the device that would render it inoperable.
  - I will report, as soon as possible, any damage or problems with the device to the school office. 918-363-8298. I agree not to loan the device to anyone, and will use it for my own school use.
  - To minimize damage, I agree to keep the Chromebook secure and protected when not in use.
  - I understand that both parent and student are responsible for returning the device in working condition upon request by the school district or upon ending of the school year or withdrawal from the district.
  - If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook/ Tablet, I will be liable for replacement or repair and/or disciplinary action up to and including loss of computer use privileges.
  - I understand that the district offers an annual Chromebook/ Tablet Protection Plan to help offset the cost of accidental damage.
  - I understand that the district retains the right to obtain financial reimbursement from the borrower in the event of damage or loss to the Chromebook/ Tablet.
  - I agree to return the Chromebook/ Tablet, Charger, and accessories in good working condition at the end of the school year.
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## *Keystone School Virtual Learning Plan*

1. Parents will serve as the educational facilitator. Parents will be asked to sign a virtual learning parent agreement.
2. Parents must provide an internet connection or have access to an internet connection (Hot spot will be available in the parking lot in front of the main office).
3. Parents and students will be required to Google meet or phone conference with the child's teacher for Orientation to the Keystone Virtual Learning Plan.
4. Students must complete a minimum of 100 instructional activities per quarter to be considered in attendance. Students have to complete all assignments within a week of the assignment date. Any student not completing 100 instructional activities in any given quarter will be considered truant. All work will be turned in virtually.
5. List of acceptable instructional activities
  - Completed assignments on any of the online programs
  - Contacts with teachers through email, google, or in-person
  - Testing (includes benchmarking and state testing)
  - Orientation
6. Any student who is behind pace and does not complete any instructional activity for 10 school days shall be considered truant. Keystone School will notify parents of a student who is truant.
7. A student who is reported for truancy two times in the same year shall be withdrawn from the program.
8. Keystone School will monitor the completion of instructional activities for all Virtual Learning students throughout the year. We will notify parents at any point that lack of participation becomes an issue. A meeting may be required to discuss and implement intervention strategies to help the student get back on track.
9. The school district will place every virtual student with a teacher and a class. The teacher will serve both the parent and the student for support and instruction. The teacher will be available by phone, e-mail, or for scheduled virtual meetings.



10. Keystone Virtual Learning students will be an integral part of our school community. Students will have access to intervention services (if applicable), and any other educational services provided to a traditional student. Extracurricular activities, physical education and athletics will not be available.
11. Students in grades PK 4 - 2 will receive a tablet and 3 - 8 students will receive a Chromebook if needed for use while enrolled in Virtual Learning. Students will be issued a username and password for all on-line programs.
12. All materials and programs will be vetted by school administration to ensure they meet or exceed the Oklahoma Academic Standards.
13. Students in grades 3 - 8 will be required to participate in the Oklahoma State Testing Program.

Approved by the Keystone Board of Education on August 11, 2020