

Voting Meeting

Thursday, August 13, 2026 6:30 PM

KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751

1. Meeting Opening	Speaker (s) : Board President
1.A. Call to order/Flag Salute	Speaker (s) : Board President
1.B. Moment of Silence	Speaker (s) : Board President
1.C. Roll Call	Speaker (s) : Board President
1.D. Approve the Agenda	Speaker (s) : Board President
1.E. Executive Sessions	Speaker (s) : Board President
2. Hearing of Visitors	Speaker (s) : Board President
2.A. Hearing of Visitors	
3. School Board, Committee Meetings and Minutes	
3.A. Curricular/Co-Curricular Committee Meeting Minutes, Chair Manny Rodriguez	Speaker (s) : Chair, Mr. Manny Rodriguez
3.B. Finance Committee & Minutes, Chair, Mr. Christopher Scaff	Speaker (s) : Chair, Mr. Christopher Scaff
3.C. Personnel Committee & Minutes, Chair Chris Scaff	Speaker (s) : Mr. Christopher Scaff
3.D. Policy Committee & Minutes, Chair Chris Scaff	Speaker (s) : Mr. Christopher Scaff
3.E. Safety & Security Committee Meeting & Minutes, Chair Manny Rodriguez	Speaker (s) : Mr. Manny Rodriguez
3.F. Work Session Minutes, Board President Elisabeth Lynch	Speaker (s) : Board President
3.G. Voting Meeting Minutes, Board President Elisabeth Lynch	Speaker (s) : Board President
4. Board	
4.A. School Improvement Plan	Speaker (s) : Brett Umbenhouer, Title I Coordinator
4.B. Title I Interdistrict Agreement with Jersey Shore Area School District for the 2026-2027 school year	Speaker (s) : Brett Umbenhouer, Title I Coordinator
4.C. Title I Agreement with Amy Clark, educator at St. John Catholic School	Speaker (s) : Brett Umbenhouer, Title I Coordinator
4.D. Assistant Board Secretary/Secretaries	
4.E. Science Books for CMMS/Bucktail	
5. Business	
5.A. Checks for review	Speaker (s) : Board President
5.B. Handbooks	Speaker (s) : Christina

5.C. Lycoming-Clinton Joinder Board Agreement	Manning
5.D. PASA-PSBA School Leadership Conference 2026	Speaker (s) : Board President
5.E. Copier Lease Agreement Renewal	Speaker (s) : Joni MacIntyre, Business Manager
5.F. Ripple Effect	Speaker (s) : Christina Manning
5.G. IDEA Agreement	
6. First Read	Speaker (s) : Chair, Mr. Christopher Scaff
6.A. Policy 301 - Creating a Position	Speaker (s) : Chair, Mr. Christopher Scaff
7. Personnel and Negotiations	
7.A. Job Description	
7.A.1. Job description –	Speaker (s) : Chair, Mr. Christopher Scaff
7.B. Personnel and Negotiations	
8. Curricular/Co-curricular	
8.A. Student Activities Balances	
8.B. Athletics	
9. Future Discussions	
9.A. Future Discussions	Speaker (s) : Board President, Ms. Lynch
10. Future Meeting	
10.A. Future Meeting	Speaker (s) : Board President
11. Adjournment	Speaker (s) : Board President

Agenda of Curricular/Co-Curricular Committee Meeting
The Board of Trustees - Keystone Central School District

Curricular/Co-Curricular Committee Meeting of the Board of Trustees of Keystone Central School District will be held Monday, July 20, 2026, beginning at 5:30 PM KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751.

Present: Mr. Rodriguez, Dr. Baldino, Dr. Lonoconus, Ms. Lynch, Mr. Smith, Mr. Scaff, and Ms. Taylor.

Absent: Ms. Bohartz.

1. Meeting Opening

Mr. Rodriguez called the meeting to order at 5:30 PM.

2. 5-year PSSA and Keystone data document

The committee reviewed the PSSA assessment data and discussed trends over the past several years. The current data provided a general overview of performance averages but did not provide the detailed breakdown by building, grade level, and performance category (Below Basic, Basic, Proficient, and Advanced) that the committee requested. Mr. Poleto explained that additional assessment data is available and can be compiled to provide a more detailed analysis of PSSA performance trends by school, grade level, and student performance levels. Mr. Poleto stated that he is developing additional reports and visual graphics to provide a more detailed analysis of PSSA performance by building, grade level, and performance category. The committee discussed fluctuations in performance between grade levels, including differences noted between third and fourth grade scores. It was explained that variations may be influenced by multiple factors, including student cohorts, differences in assessment design, and instructional factors. It was also noted that the most recent school year marked the first time all PSSA assessments were administered digitally statewide, which may have impacted student performance as students adjusted to the new testing format.

Mr. Poleto will continue compiling and organizing PSSA data, including historical trends and building-level breakdowns, to provide a more comprehensive picture of student achievement for future committee discussions. The committee emphasized the importance of maintaining this information as an ongoing resource to support instructional planning and future decision-making.

3. Middle School Science Resources

The Committee reviewed the recommendation presented on behalf of Dr. Angelo Picerno to purchase Option 4 for the middle school science program, which includes print-only textbooks and a one-year online subscription for digital worksheets and instructional resources. The discussion focused on providing fifth- and sixth-grade teachers with supplemental science resources aligned to the Pennsylvania Science Standards, as teachers are currently relying on self-created curriculum and individually sourced instructional materials. Committee members discussed the value of the proposed resources, the alignment of the selected textbook edition with state standards and assessments, and questioned why an older edition was recommended.

instead of the newest version. It was explained that the curriculum team determined the older edition provided better alignment with current standards and state assessment expectations. Members also discussed whether the one-year digital subscription would allow the district to download and retain worksheets and lab resources for future use. Additionally, the Committee asked whether the purchase had been budgeted for the 2026–2027 school year and discussed the importance of ensuring the materials could be received before the start of school, including the possibility of placing the order prior to the next Board meeting if necessary. Committee members expressed support for proceeding with Option 4, pending confirmation that the purchase was included in the approved 2026–2027 budget. Ms. Fragassi indicated that she would work with the curriculum secretary to coordinate the ordering process, verify lead times, and ensure the materials could be received in time for the beginning of the school year.

4. Curriculum Director Position Update

The Acting Superintendent explained that, due to current budget and staffing constraints, he was recommending a restructuring of existing administrative responsibilities rather than creating a new Curriculum Director position. Instead, he outlined a plan to restructure existing budgeted positions into a hybrid leadership model, with a central office administrator overseeing curriculum, instruction, and assessment district-wide while building principals assume greater responsibility for instructional leadership within their schools. The proposal will be further developed following discussions with the administrative team. Board members supported a collaborative approach involving administrators and teachers, emphasized the importance of consistent curriculum implementation across the district, and requested additional information on curriculum standards, instructional practices, student achievement data, and strategies used by higher-performing districts. Administration committed to providing future presentations to enhance the Board's understanding of curriculum and instructional processes.

5. D. Technology – Laptop Carts and Chromebook Initiative

The Board discussed the proposed purchase of laptop charging carts, and the future of the one-to-one student device initiative. Administration explained that Chromebook purchases must move forward to meet ordering deadlines for the upcoming school year, while additional discussion is needed before implementing a cart-based model. The proposed carts are intended to improve device organization, reduce damage, extend the lifespan of Chromebooks, and generate long-term cost savings by reducing replacement purchases and repair expenses. Board members discussed balancing fiscal responsibility with maintaining instructional access for students and teachers. Members emphasized the need for collaboration with administrators, principals, teachers, curriculum staff, and Information Technology before making changes that could affect classroom instruction. Concerns were also raised regarding communication, implementation timelines, and the potential impact on instruction and classroom resources. Following discussion, the committee supported moving forward with the purchase of the budgeted Chromebook replacements to meet ordering deadlines for the upcoming school year. Action on the proposed laptop carts was deferred pending additional information, stakeholder input, and further discussion regarding implementation.

3. Hearing of Visitors

3.A. Public Comment

No members of the public were present for public comments.

4. Future Meeting

4.A. Meeting time and dates - The next Curricular/Co-Curricular Committee meeting will be held on August 17, 2026 at 6:00 PM, in the Boardroom in the Administration Office.

5. Adjournment

Mr. Rodriguez adjourned the meeting at 7:03 P.M.

Respectfully submitted,

Christine Taylor

Curriculum / Co-Curriculum Committee Secretary

Public Personnel Committee Meeting (Wednesday, July 15, 2026)

Generated by Rachel Phillips on Wednesday, July 15, 2026

Members present: Mr. Scaff, Dr. Redmon, Mr. Evey, Ms. Phillips, Ms. Lynch, and Mr. Miller (virtual)

1. Meeting Opening

Speaker(s): Chair, Mr. Christopher Scaff

Description: Call to Order

1.A. Call to Order

2. Discussion

2.A. Open Positions

Speaker(s): Justin Evey, HR Director

Description: Current list of vacant positions that may result in new hires.

Attachments: (1)

- New Staff for 2026-2027 - Open Positions

Mr. Evey explained the Open Positions as some are listed as anticipated. He stated that this is due to board approval at the other districts the employees are planning to go to. He also stated that some of the other positions are harder to fill.

2.B. Curriculum Director and Food Services Supervisor Discussion

Speaker(s): Justin Evey, HR Director

Attachments: (2)

- 2020-01_DirectorCurriculum&Innovation
- 2021_Food and Nutrition Service Supervisor

Mr. Miller expressed that he does not believe we need another Curriculum Director. Dr. Lonoconus stated that there are things besides just curriculum that this position held. He mentioned that he is working on something to provide to the board as far as the other duties outside of curriculum that entailed within that position to see where that falls into place across the district because there are aspects of the position that are needed in the district besides just the curriculum piece.

Mr. Evey explained that this is the most recent job description with the position being open, there was a question on if it was going to be filled or not. Ms. Lynch mentioned previous discussions on outsourcing and expressed interested in having a conversation again in the future. Ms. MacIntyre explained that it is something that we might want to look at down the road but as of right now Food Service is very stable in regards to funds. She doesn't believe that it is the most effective use of time currently but could be a discussion in the future. Ms. Lynch asked that this conversation be noted in the minutes.

2.C. Emotional Support Teacher Job Descriptions

Speaker(s): Justin Evey, HR Director

Attachments: (1)

- TeacherJobDescription

Mr. Evey explained that there is only a general teacher job description. After Dr. Barnhart, Mr. Evey, and Dr. Lonoconus explained what an Emotional Support Teacher does and why there is a need for the job, the committee asked if we can come up with a specific job description for the Special Ed teachers but also all teaching areas. Each job description to work on in the meetings will be added to Future Topics so the committee is aware of what job description will be worked on next.

2.D. 26-27 ACCE Payscale and Teacher Placement

Speaker(s): Justin Evey, HR Director

Attachments: (1)

- ACCE 26-27 Salary Schedule

Mr. Evey explained that the ACCE Salary Schedule is what is used contractually for placement. The scale only has 17 steps and is used as years of experience. The scale is also broken down by your degree. B = Bachelor's, M = Master's, M + etc. = Master's plus credits, Doc = Doctorate. If you are someone new out of college with a Bachelor's degree, you would start at B Step 1. If you are someone with a Master's degree with 21 years of experience, you would start at Doc Step 17. Mr. Evey also explained that as part of this it is contractual that the district pays for the credits.

2.E. Language Interpreter

Speaker(s): Justin Evey, HR Director

Dr. Barnhart explained that the Language interpreter was previously contracted through the IU but the contracted person is leaving the IU so district administration wanted to work with that individual to work through a contract to continue to use their services. The committee agreed to get a placeholder on the agenda for the board meeting to approve the Superintendent to negotiate a contract for the service.

2.F. Monthly Personnel Board Report Template

Speaker(s): Justin Evey, HR Director

Description: This is a sample board report

Attachments: (1)

- Monthly Board Report 2026-2027

Mr. Evey explained that HR collects a lot of information and we can provide the board with a monthly spreadsheet for new hires, resignations, retirements, open positions, etc. The committee would like to add a column for healthcare and exiting salary. The committee also asked if the spreadsheet could be a running spreadsheet.

3. Future Discussions

Job Descriptions will be added to Future Discussions starting with the August meeting. First set of job descriptions will be Special Education Teachers.

4. Future Meeting

4.A. Meeting time and dates

Speaker(s): Chair, Mr. Christopher Scaff

Description:

The next Personnel Committee meeting will be held on August 18, 2026,
at 3:00 PM, in the Boardroom in the Administration Office.

The committee agreed to monthly meetings on Wednesdays. The committee would like to have
it after the monthly policy meeting and to move the next meeting from August 18th at 3:00 pm
to August 12th at 11:30 am.

5. Adjournment

Mr. Scaff adjourned the meeting at 2:16 pm.

Rachel Phillips, Personnel Committee Secretary

Agenda of Policy Committee

The Board of Trustees - Keystone Central School District

A Policy Committee of the Board of Trustees of Keystone Central School District will be held Wednesday, July 15, 2026, beginning at 3:00 PM KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751.

In attendance: Mr. Scaff, Mr. Miller, Ms. Lynch, Dr. Lonoconus, Mr. Evey, and Ms. Taylor

1. Meeting Opening

1.A. Call to Order

Mr. Scaff called the meeting to order at 3:00 PM.

2.A. Policy 301 Creating a Position

The Policy Committee will review the attached policy.

The policy attached is the District's current active policy, which was last reviewed in August 2024. The second policy is a draft version that was prepared by a member of the Policy Committee for the committee's consideration.

Action: The Policy Committee tabled Policy 301 pending the solicitor's review of the draft policy submitted as Exhibit Draft 2 by another committee member.

Action: Dr. Lonoconus stated that he would reach out to PSBA to determine whether their attorneys would be willing to review the updated policies and administrative regulations and to obtain information regarding the associated cost for this review.

Action: Delete any language that has been marked with a strike-through in Draft Policy 2 submitted by the Policy Committee.

Action: The policy was tabled until the next Policy Committee meeting in August.

2.B. Policy 302 - Employment of Superintendent and/or Assistant Superintendent Speaker(s):

The Policy Committee will review the attached policy. The policy attached is the District's current active policy, which was last reviewed in August 2024.

Action: The Policy Committee reviewed Policy 302 and made no changes or additions to the policy. The last reviewed date will be updated to Wednesday, July 15, 2026.

2.C. Policy 311 - Reduction of Staff Description: The Policy Committee will have the attached policy. The policy attached is the District's current active policy, which was last reviewed in August 2024. This should also be reviewed by our solicitor as it goes by the school code.

Action: The Policy Committee reviewed Policy 311 and made no changes or additions to the policy. The last reviewed date will be updated to Wednesday, July 15, 2026.

2.D. Policy 320 - Freedom of Speech by Employees

The Policy Committee will review the attached policy. The policy attached is the District's current active policy, which was last reviewed in June 2025.

Action: The Policy Committee tabled further consideration of Policy 320 pending confirmation from PSBA regarding any recent updates or revisions. The committee secretary will provide an update to the Policy Committee at the next meeting or via email.

Action: The policy was tabled until the next Policy Committee meeting in August.

2.E. Policy 328 — Compensation Plans/Salary Schedule

The Policy Committee will review the attached policy.

The policy attached is the District's current active policy, which was last reviewed in September 2024. The second policy is a draft version that was prepared by a member of the Policy Committee for the committee's consideration.

Action: Update the bolded subtitle "Guideline" by striking through the word "Other, Number 5" and adding "Director of Human Resources."

Action: The Policy Committee tabled further consideration of Policy 328 pending confirmation from PSBA regarding any recent updates or revisions. The committee secretary will provide an update to the Policy Committee at the next meeting or via email.

Action: The policy was tabled until the next Policy Committee meeting in August.

2.F. Appointment/Consideration of Assistant Board Secretary for the 2026–2027 School Year 005 - Organization permits the Board to appoint an Assistant Board Secretary. If a recommendation is being presented for the Board's consideration to add this appointment to the agenda for the Thursday, July 16, 2026 Board Meeting.

Discussion/Action: The administration team will review options and provide recommendations to the Board for consideration regarding the appointment of the Assistant Board Secretary.

3. Hearing of Visitors

No members of the public were present.

4.Future Meeting

4.A. Future Meeting: Meeting time and dates: The next Policy Committee meeting will be held on August 12, 2026 at 10:00 AM, in the Boardroom in the Administration Office.

Other Topics Discussed: Mr. Scaff and the Committee Secretary will work together on Policy 304, Nepotism, as the District does not currently have an active policy in place. Another topic discussed was the policy regarding district/company vehicle use, including vehicle insurance coverage, permissible use, and employee responsibilities. The administration team will review the policy and provide clarification or recommendations to the Board.

5. Adjournment

Mr. Scaff adjourned the meeting at 3:54 PM.

Christine Taylor
Policy Committee Secretary

July 9, 2026 - 5:30pm

Internet went down before start of meeting - informational discussion items

Safety and Security Meeting - Al Lonoconus, Chris Scaff, Manny Rodriguez, Jason Smith, Roger Kshir

1. Introduced officers to board members present - Ross Fuller, Kait Markle, Kerry Stover, Mike Fetzner, Scott Vangorder
2. Update on training schedule and onboarding new officers by Justin Evey. Currently, Ross and Kait completed the school officer training through Indiana University of Pennsylvania online. Kerry will be enrolled in the August class. We have a plan in place to support the new officers and rotate through CMHS, CMMS and BT as a group to start the year to help acclimate the officers.
3. Verkada update on installation progress by Justin Evey. Lantek is currently working to install cameras throughout the district building by building and bring them online. The goal is to be finished by the first week of August and have everything ready for training to occur by mid August.
4. Officers had a firearms discussion of replacing current officer Glocks with updated models that accept optics. Officer VanGorder provided some tentative numbers on the expense of upgrade through National as well as a local vendor.

Agenda of Work Session - July 2, 2026
The Board of Trustees - Keystone Central School District

A Work Session of the Board of Trustees of Keystone Central School District will be held Thursday, July 2, 2026, beginning at 6:30 PM KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751.

1.A. Call to order/Flag Salute

Ms. Lynch called the meeting to order at 6:30 P.M.

1.B. Moment of Silence

1.C. Roll Call

Dr. Baldino	Absent	Mr. Rodriguez	Present
Ms. Bohartz	Absent	Mr. Scaff	Present
Mr. Kshir	Present	Mr. Smith	Present
Ms. Lynch	Present	Mr. Wykoff	
Mr. Miller	Present (virtual)		

Six members were present.

1.D. Approve the Agenda

The Board Leadership and Administration recommended approval of the agenda for the July 2 KCSD Board Work Session Meeting as presented.

Board President Ms. Lynch asked for a motion to approve the agenda as presented. Mr. Scaff made the motion to approve. The motion was unanimously approved by the Board.

1.E. Executive Sessions

Board President Ms. Lynch announced that an executive session had been previously listed on the Keystone Agenda for June 24, and that an additional executive session was held on July 2 from 6:03 PM to 6:24 PM regarding tax appeals and a student litigation case update.

2.A. Athletic/Co-curricular

The Athletic/Co-curricular Presentation was moved to the July 9 Voting Session.

3.A. Hearing of Visitors

No members of the public were present.

4.A. Acting Superintendent Dr. Lonoconus's Report

Dr. Lonoconus thanked the Board for welcoming him. He noted it has been a fast-paced few days with many items to work through, and he is hopeful to have more prepared by the next Board meeting.

5.A. Policy Committee & Minutes, Chair Chris Scaff

Mr. Christopher Scaff, Chair, reported on the Policy Committee meeting held in June and announced that a Policy Committee meeting will be held on Wednesday, July 8 at 10:00 AM.

5.B. Personnel Committee & Minutes, Chair Chris Scaff

Mr. Christopher Scaff, Chair, reported on the Personnel Committee meeting. He noted that the meeting was informational in nature due to the lack of a quorum. Discussion also included scheduling the next Personnel Committee meeting, with follow-up needed with the Director of Personnel.

5.C. Safety & Security Committee Meeting (Informational Only) & Minutes, Chair Manny Rodriguez

Mr. Manny Rodriguez, Chair, and Mr. Christopher Scaff, committee member, reported on the Safety and Security Committee meeting. Discussion included safety and security substitute contracts. The committee also announced that a Safety and Security Committee meeting is scheduled for Thursday, July 9, from 5:30 PM to 6:30 PM.

5.D. Work Session Minutes, Board President Elisabeth Lynch

Approve the minutes from the Work Session held on June 11, 2026.

5.E. Voting Meeting Minutes, Board President Elisabeth Lynch

Approve the minutes from the Voting Meeting held on June 18, 2026.

6.A. Treasurer Report

A monthly report showing the month end bank account balances.

6.B. Financial Reports

An overview of the current financial status, including income, expenditures, and budget performance.

The Board recessed at 6:52 PM and reconvened at 6:55 PM. Prior to the recess, the Board had completed its review of the financial reports and had begun reviewing the enrollment reports.

6.C. Enrollment Report

A review of current enrollment figures, including total student count of each school building.

6.D. TCC Financial Reports

Keystone Central School District Earned Income Tax collections from Berkheimer.

Board President Ms. Lynch noted that the reports will be posted with the Voting Meeting agenda.

6.E. Administrative Regulations/Policy

The Policy Committee and Administration has reviewed these Administrative Regulations and would like to present them to the full Board for review. After review, PSBA will make a final check and return the AR's to be posted onto our website.

7.A. 5-Year PSSA and Keystone Exam Data

For Board review and discussion, the district's five-year PSSA assessment data as submitted by Dr. Megan Hull. 2026 test results are expected to be announced in November.

Board President Ms. Lynch requested that this item be placed on the Curriculum/Co-Curricular Committee meeting agenda for further discussion regarding student assessment data, with a focus on the proficient and basic performance levels at state level.

7.B. Out of State Field Trip Request - KCSD CTC

Held annually at the Eastern States Exposition, the Eastern Regional FFA Contest is a premier agricultural competition that brings together high school students from across the Northeast. Taking place on Friday and Saturday, September 18-19, 2026, this event features over 20 career development contests, including livestock judging, forestry, agricultural issues, and mechanics. Participants have the opportunity to showcase their skills, engage in hands-on learning, and connect with industry professionals, all within the vibrant setting of The Big E.B. Out of State Field Trip Request - KCSD CTC.

7.C. PSBA School Leadership Conference 2026

Approve the request to allow board members to attend the PSBA School Leadership Conference 2026, paid for by the general fund. The dates for the education session are on October 18,19, and 20. Mileage and Hotel will be paid out of the general fund for board members wishing to attend.

Board President Ms. Lynch noted that Board policy requires any Board member who attends a conference at District expense to provide a report to the Board upon their return. She reminded Board members of this requirement.

7.D. Studies and Assessments

The Board will consider prioritizing and then contracting with third-party study and assessment consultants such as but not limited to the following analyses; Staffing based on enrollment or economics, Curriculum/KCSD Cyber School, Comprehensive District Wide Functional/Operations Study, and Special Education. In cooperation with Dr. Lonoconus, the Board will create a priority list no later than the July 9th voting meeting.

The Board discussed the value of conducting operational and staffing studies to obtain an independent assessment of district operations, staffing levels, and budget efficiencies. Members noted that the studies could provide recommendations to support future financial and staffing decisions.

7.E. School Board Community Forum

The Board will discuss interest in planning a KCSD Board and community meeting. Board discussion to include but not limited to area of focus and location options and preferred month/date. Final determination will be agreed upon at or before the July 9th voting meeting.

The Board of Directors requested that this item be removed from the Voting Session agenda and tabled until further notice.

7.F. Superintendent Search

The Board will consider interviewing and then contracting with a consulting firm to begin the KCSD Superintendent search. To date, two firms have expressed interest; Templeton Advantage, LCC and BLaST Intermediate Unit IU17.

<https://www.templetonadvantage.com> and <https://www.iu17.org/>

The Board discussed scheduling presentations from two superintendent search firms to provide an overview of their different approaches (board-driven vs. consultant-led) and agreed in principle to proceed with coordinating availability for an upcoming session.

7.G. IU/CIU Reports (Intermediate Unit Reports)

KCSD Monthly Service Engagement Reports with IU10 for April and May 2026.

The Board discussed the need for a cost analysis comparing IU 10 services to hiring full-time district staff, including special education support, noting that a detailed breakdown of costs has not yet been provided. The Board may consider requesting a formal report in the future to support decision-making.

7.H. Business Privilege Tax Appeal

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board: A motion to approve the Business Privilege Tax Appeal.

7.I. Technology – Laptop Carts

Purchase/replacement/addition of laptop carts to support student access to devices in classrooms.

Estimated cost (if still pending quotes).

Administration and the Board of Directors reviewed proposed technology purchases and recommended implementation of laptop carts for grades K–4 to reduce device breakage and improve sharing efficiency at the elementary level.

The Board directed the Technology Department to develop a job description for a Network Systems Administrator position, prepare a plan for implementation of laptop carts previously discussed (including pricing options), and review device options for board members, with a preference for full-screen devices rather than Chromebooks, which may be reassigned for student use.

7.J. Merakey Behavioral Health Contract Renewal

The purpose of this contract is to provide educational services through an Approved Private School (APS) placement for identified special education students whose needs, as determined by the Individualized Education Program (IEP) Team, cannot be appropriately met within district programs. These services are provided in accordance with applicable state and federal special education regulations to ensure students receive a free appropriate public education (FAPE).

Board President, Ms. Lynch, noted that she should not be the presenter for this topic and suggested that Special Education staff provide the presentation. Dr. Lonoconus stated that he would look into the matter and provide an update at next week's meeting. Mr. Rodriguez will need to abstain from voting on this item.

7.K. Therapy Services Contract Renewal

Approval of this contract will provide speech and language therapy services through teletherapy for students whose Individualized Education Programs (IEPs) identify speech and language therapy as a required related service. The contracted speech-language pathologist will provide services three days per week to ensure continuity of services and compliance with students' IEPs. Funding for this contract will be supported through the Pennsylvania School-Based ACCESS Program.

Board President, Ms. Lynch, noted that she should not be the presenter for this topic and suggested that Special Education staff provide the presentation. Dr. Lonoconus stated that he would look into the matter and provide an update at next week's meeting.

8.A. Policy 716 - First Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 716.

8.B. Policy 805 - First Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 805.

8.C. Policy 140 - First Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 140.

9.A. Bills for Payment

This is an informational item only.

9.B. Checks for review

This is an informational item only.

9.C. Resolution Career & Technology Access

Authorization for a designee to electronically sign Pennsylvania Department of Education contracts, grants, and agreements on behalf of the District.

9.D. Handbooks

The Board will review and consider approval of the student handbooks and the Extracurricular & Interscholastic Sports Handbooks for the upcoming school year. The handbooks outline student expectations, rights and responsibilities, attendance requirements, disciplinary procedures, and other important information for students and families.

Each handbook is reviewed annually by building and district administrators to ensure the information is current, reflects any changes in Board policy or state guidance, and accurately represents building procedures. The review process also provides an opportunity to clarify language and improve

communication with families. There were not many changes made to the handbooks this year other than trying to make them more concise.

The 2027-2028 Student Handbooks will be reviewed by the Curriculum Committee prior to being presented to the Board for approval.

Board members discussed the Handbooks and agreed that a more comprehensive review is needed to improve consistency and accuracy across all schools. Concerns included outdated information, incorrect policy references, and inconsistencies in transportation, safety, and security sections. Board members were asked to submit any identified revisions and email them to the Acting Superintendent for review and correction. It was noted that the foundational information should be consistent across all student handbooks.

9.E. Acadience Reading and Math

With the recommendation of the administration, RESOLVED, that the Keystone Central School District approve the following recommendation for the board: Approve the use of Acadience Reading and Math assessments for students in grades K-2. The cost will be paid by the General Fund.

The Acadience Reading and Math assessments for students in grades K-2 are brief, reliable measures that identify foundational skills and help determine whether students are on track for early academic success. These assessments support early identification of students who may need additional instruction or intervention in reading or math.

Approval is requested to renew the district's K-4 Acadience software, which is used in all elementary schools as the district's universal screener for MTSS and Title requirements. The assessment is administered three times annually to support screening and progress monitoring for Tier 2 and Tier 3 students. The 2026-2027 renewal cost is lower because the Acadience Math component has been replaced by Spring Math, which provides math screening, progress monitoring, and intervention tools. Funding has been budgeted in the Curriculum Instructional Software account.

9.F. NWEA MAP Growth K-12

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the NWEA MAP Growth assessment in ELA and Math for students in grades 3-9, to be funded by the General Fund.

The NWEA MAP Growth assessment measures what students know and what they are ready to learn next, providing personalized data to inform instruction. It helps teachers track academic growth over time and tailor support to meet individual student needs. The 2025-2026 SY cost 27,825.00.

NWEA MAP Growth Assessment Software Renewal - Review and consideration of the annual renewal for NWEA MAP Growth assessment software, which is used to monitor English Language Arts (ELA) and Mathematics growth for students in grades 3-8. The Board will also receive information regarding the program's funding history and the proposed funding source for the 2026-2027 school year.

9.G. Joint Purchasing Paper Bid (update)

The award amount has been updated from \$22,488.00 to \$23,288.00. No other changes have been made to recommendation or the bid award.

9.H. Insurance Rates

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

Approve the Insurance Quote for renewing coverage for Property, Inland Marine, General Liability, School Leaders, Law Enforcement, Crime, Auto, Umbrella, and Cyber as presented.

Approve the quote for renewing worker's compensation coverage as presented.

9.I. Devon Energy Company - Donation

Devon Energy and The Commonwealth Charitable Management Organization looks forward to partnering with you to provide valuable scholarship opportunities to eligible students attending your school during the 2026/2027 school year. These scholarships help cover out-of-pocket expenses required for students to attend and fully participate in Career and Technical Education programs. Eligible expenses include items such as tools, boots, uniforms, certification exams, program kits, and other required materials. Student Eligibility Requirements To qualify, students must reside in a Pennsylvania household with an adjusted gross income of \$116,000 or less, plus \$20,400 for each dependent listed on the family's 2025 Federal 1040 tax return.

Funding Information Our donor, Devon Energy, has designated up to \$12,500.00 in scholarship funding for Keystone Central School District Career & Technology Education students depending on the number of eligible applicants.

10. Personnel

10.A. Personnel

The Human Resources exhibit includes the recommended leave of absences, employment, transfers, resignations and retirements. Existing positions will be identified as filled due to vacancy and any newly added position will be identified as a new position.

Employee leave—whether medical, personal, disciplinary or otherwise—can imply sensitive personal information about an employee's health, family, or personal circumstances. Publicly posting the employee's name could inadvertently disclose private details protected under laws such HIPPA or ADA. Even without specifying the type of leave, others may be able to infer private details based on timing or patterns if names are listed. By using an employee ID, the district ensures transparency of board actions (e.g., approving leaves) without the risk of violating confidentiality provisions.

A board member requested that future personnel agenda items include each employee's years of service with the District for resignations, retirements, transfers, and separations after their title. It was noted that this information would help recognize employee longevity and identify turnover trends. The Board also noted that a hiring freeze had been implemented until the Acting Superintendent was in place.

11. Curricular/Co-curricular

11.A. Athletics and Student Activities Personnel

A motion to approve the Athletic and Student Activities Personnel Recommendations as presented in the Exhibit.

Athletic Directors will provide a spring athletics report, including participation numbers, win-loss records, and estimated program costs. Personnel attachments will also identify spring athletic coaches who are current District employees and their positions within the District. Future personnel information will

include when coaching positions were posted and publicly advertised, as well as when interviews were conducted, prior to recommending appointments.

11.B. PTO and Booster Club Officers

The officers and members of each PTO and Booster Club are listed in the attached exhibit.

11.C. Student Activity Report

Informational Item - Reports provide trends in student activity.

The Board discussed student activity and club advisor costs at Bucktail High School, Central Mountain High School, and the Middle School, and requested clarification on how advisor stipends are determined, including whether amounts are established through negotiated agreements or salary schedules. Administration explained that advisor stipends are based on hours completed outside of the regular school day. Clubs that did not meet the required hours remained active, but advisors were not eligible for payment.

12. Future Discussions

No future discussions were noted.

13. Future Meetings

13.A. Future Meetings

The next Board Meeting will be held on Thursday, July 9, at 6:30 PM in the Administration Board Room. Mr. Rodriguez announced the need for a Curriculum/Co-Curricular Committee meeting, which was scheduled for Monday, July 20, at 5:30 PM.

14. Adjournment

Board President Lynch asked for a motion to adjourn. Mr. Smith moved to adjourn the meeting, which was concluded at 8:17 PM.

Christine Taylor
Board Secretary

Agenda of Voting Meeting -The Board of Trustees - Keystone Central School District

A Voting Meeting of the Board of Trustees of Keystone Central School District will be held Thursday, July 16, 2026, beginning at 6:30 PM KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751.

1.A. Call to order/Flag Salute

Ms. Lynch called the meeting to order at 6:30 P.M.

1.B. Moment of Silence

1.C. Roll Call

Dr. Baldino	Present	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Present
Mr. Kshir	Present	Mr. Smith	Absent
Ms. Lynch	Present	Mr. Wykoff	Present
Mr. Miller	Present (virtual)		

Six members were present.

1.D. Approve the Agenda

The Board Leadership and Administration recommends approval of the agenda for the July 16 KCSD Board Voting Meeting as presented.

Mr. Scaff made a motion to approve the agenda, seconded by Mr. Kshir. The Board President called for a vote. All those in favor responded "aye," with none opposed. The motion was carried unanimously.

1.E. Executive Sessions

An executive session was held on July 2, 2026, from 6:03 PM to 6:24 PM for discussion regarding a tax appeal and a special education case update. An additional executive session was held on Wednesday, July 15, 2026, from 5:31 PM to 7:40 PM regarding the meet and greet with the consultant for the proposed superintendent search, superintendent matters, and staffing matters.

Mr. Scaff noted that a Personnel Committee executive session was held on July 15, 2026, from 2:19 PM to 2:45 PM to discuss labor-related matters and specific employee matters.

2.A. Hearing of Visitors

Tyler Barth, Allison Township, Principal at Robb Elementary School, addressed the Board regarding Chromebook carts.

Ashley Gilmore, Woodward Township, parent and teacher at Woodward Elementary School, addressed the Board regarding Chromebook carts.

Dr. Baldino made a motion to move agenda item 6F, Technology – Laptop Carts, to immediately follow agenda item 2A, Hearing of Visitors. The motion was seconded by Mr. Wykoff. The Board President called for a vote. All those in favor responded “aye,” with none opposed. The motion was carried unanimously

Dr. Baldino made a motion to table agenda item 6F, Technology – Laptop Carts, noting that additional information should be gathered before moving forward with the item. The motion was seconded by Mr. Wykoff. Discussion followed regarding the motion to table. Board members discussed the need to obtain additional information before proceeding with further review and a more in-depth decision-making process. Discussion included the history of the project, previous communications and conversations regarding the laptop carts, anticipated costs, and the potential benefits related to repairs, maintenance, and technology management. A Board member also requested additional clarification regarding remote learning days versus snow make-up days. A point of order was raised regarding whether the discussion remained focused on the motion to table. The Board President clarified that members could provide rationale for their position on the motion before proceeding to a vote. Clarification was asked to where this item was being tabled, it was noted that it would go to the Curriculum Committee. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

3.A. Acting Superintendent - Dr. Lonoconus's Report

Dr. Lonoconus provided a Superintendent update and shared that he is continuing to transition into the role by reviewing district operations, meeting with administrative teams, and gaining a better understanding of current priorities. He discussed ongoing staffing considerations, including the review of open positions and the previous staffing study, which will need to be updated with current information. Currently, he does not recommend moving forward with an outside staffing study. Dr. Lonoconus expressed appreciation for the support from staff, administration, Board members, and the Business Office as he continues to become familiar with district procedures and operations.

Mr. Scaff made a motion to approve Section 4 (A, B, C, D, and E), except for items pulled for separate consideration, seconded by Mr. Kshir. The Board President asked if there was any further discussion. Hearing none, discussion was closed. All those in favor responded “aye,” with none opposed. The motion was carried unanimously.

4. School Board, Committee Meetings and Minutes

4.A. Policy Committee & Minutes, Chair Chris Scaff

Approve the minutes from the Policy Meeting.

4.B. Personnel Committee & Minutes, Chair Chris Scaff

Approve the minutes from the Personnel Meeting.

4.C. Safety & Security Committee Meeting (Informational Only) & Minutes, Chair Manny Rodriguez

Approve the Safety & Security Committee Meeting (Informational Only) & Minutes.

4.D. Work Session Minutes, Board President Elisabeth Lynch

Approve the minutes from the Work Session held on June 11, 2026.

4.E. Voting Meeting Minutes, Board President Elisabeth Lynch

Approve the minutes from the Voting Meeting held on June 18, 2026.

5. Reports (Information/Discussion Items)

5.A. TCC Financial Reports

Keystone Central School District Earned Income Tax collections from Berkheimer.

This item was presented for informational purposes only; no action or vote was required.

Mr. Scaff made a motion to approve 6A (Out-of-State Field Trip Request) and 6E (Business Privilege Tax Appeal), seconded by Mr. Wykoff. The Board President asked if there was any further discussion. Hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

6. Board

6.A. Out of State Field Trip Request - KCSD CTC

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board: Approve the out of state field trip for KCSD CTC FFA.

Held annually at the Eastern States Exposition, the Eastern Regional FFA Contest is a premier agricultural competition that brings together high school students from across the Northeast. Taking place on Friday and Saturday, September 18-19, 2026, this event features over 20 career development contests, including livestock judging, forestry, agricultural issues, and mechanics. Participants have the opportunity to showcase their skills, engage in hands-on learning, and connect with industry professionals, all within the vibrant setting of The Big E.

6.B. PSBA School Leadership Conference 2026

Approve the request to allow board members to attend the PASA-PSBA 4 School Leadership Conference 2026, paid for by the general fund.

Approve the request to allow board members to attend the PSBA School Leadership Conference 2026, paid for by the general fund. The dates for the education session are on October 18, 19, and 20. Mileage and Hotel will be paid out of the general fund for board members wishing to attend.

Mr. Miller made a motion to approve attendance at the 2026 PSBA School Leadership Conference for Dr. Baldino and Mr. Wykoff, including hotel and mileage reimbursement for Board members attending the conference in accordance with Board policy. The motion was seconded by Mr. Kshir. Discussion included a that, if they attend, a summary report be provided to the full Board following the conference. The Board President asked if there was any further discussion. Hearing none, discussion was closed. All those in favor responded "aye," with none opposed. The motion was carried unanimously.

6.C. Studies and Assessments

With the recommendation of the Administration, BE IT RESOLVED that the Keystone Central School District Board of School Directors approve authorizing the Acting Superintendent to contact third-party consultants regarding potential studies and assessments, including staffing analyses, curriculum evaluations, KCSD Cyber School evaluations, a district-wide functional and operational study, and a special education review.

The Board discussed prioritizing potential third-party studies and assessments, including staffing analyses based on enrollment and economic factors, curriculum and KCSD Cyber School evaluations, a comprehensive district-wide functional and operational study, and a special education review. The Board directed that, in collaboration with Dr. Lonoconus, a prioritized list of study areas to be developed for future consideration.

The Board President requested suggestions regarding additional studies, assessments, or areas of focus for the District. Discussion followed regarding the need to continue reviewing district operations, identifying potential efficiencies, and evaluating areas that may require additional review. After discussion, the Board identified three priority areas for the Superintendent to explore: school culture/climate, curriculum (including charter school and transportation considerations), and a comprehensive review of the special education program.

6.D. Superintendent Search

With the recommendation of the Administration, BE IT RESOLVED that the Keystone Central School District Board of Directors approve the proposal for Superintendent Search and Transition Assistance Services as presented in the proposal dated July 8, 2026, and submitted to the Board President by Mr. Tom Templeton, Founder and Creative Director of Templeton Advantage, LLC, and Dr. Christina Steinbacher-Reed, Executive Director of BLaST IU #17. The Keystone Central School District Board of Directors will meet in Executive Session on Wednesday, July 15, at 5:30 p.m. for the purpose of discussing the Superintendent search. Mr. Templeton joined the meeting virtually and provided a brief overview of the superintendent search presentation previously shared with the Board. He reviewed the search process, including candidate recruitment, development of the superintendent job description, evaluation goals, contract considerations, and the Board's expectations for identifying the next Superintendent of Keystone Central School District. Mr. Templeton offered to answer any additional questions. Mr. Templeton stated that he would begin preparing the necessary documents and anticipates returning to the District during the week of July 27, 2026, to begin moving forward with the superintendent search process. Mr. Scaff made a motion for the Keystone Central School District to enter an agreement with Templeton Advantage for the price of \$15000 plus traveling and printing as presented in the exhibit, seconded Mr. Kshir. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

6.E. Business Privilege Tax Appeal

With the recommendation of the administration , RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:
A motion to deny the Business Privilege Tax Appeal.

6.F. Technology – Laptop Carts

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board: Approve the laptop carts.

Purchase/replacement/addition of laptop carts to support student access to devices in classrooms. Estimated cost attached.

6.G.Merakey Behavioral Health Contract Renewal

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the attached exhibit as presented.

The purpose of this contract is to provide educational services through an Approved Private School (APS) placement for identified special education students whose needs, as determined by the Individualized Education Program (IEP) Team, cannot be appropriately met within district programs. These services are provided in accordance with applicable state and federal special education regulations to ensure students receive a free appropriate public education (FAPE). KCSD has had a contract with Merakey Behavioral Health for the past five years, we do not always have students placed at Merakey, however, having the contract is necessary if the need arises during the school year for an out of district placement. There is a current recommendation from a psychiatrist for a student who has been unsuccessfully discharged from a partial hospitalization program that he be enrolled in a behavioral health school. Merakey in State College is the only behavioral health school in proximity to KCSD. The only other option would be for the student to return to district programming, which is not the least restrictive environment at this time.

Mr. Scaff made a motion to accept the Merakey Behavioral Health Contract Renewal, seconded by Mr. Kshir. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

7.H. Therapy Services - Contract Renewal

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the attached exhibit as presented.

Approval of this contract will provide speech and language therapy services through teletherapy for students whose Individualized Education Programs (IEPs) identify speech and language therapy as a required related service. The contracted speech-language pathologist will provide services three days per week to ensure continuity of services and compliance with students' IEPs. Funding for this contract will be supported through the Pennsylvania School-Based ACCESS Program.

KCSD has contracted with Therapy Services for the past two years for both speech and language services and for a tele-therapy school psychologist. Although the District has hired a fifth speech therapist for in person services, caseloads are increasing. The caseload limit set by the PA Department of Education is 65. Due to caseload requirements a part time remote therapist is requested in order to provide direct speech therapy and keep the District within compliance with caseload requirements. The special education department will monitor caseloads and the contract can be discontinued if there is no longer a need for this part time position.

The need for this additional contracted support was discussed with both Dr. Redmon and Mr. Evey. It will be paid for from school based medical ACCESS funds.

Mr. Scaff made a motion to approve Therapy Services - Contract Renewal, seconded by Mr. Wykoff. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

Mr. Scaff made a motion to approve Section 7 (A, B, and C), with the exception of items pulled for separate consideration, seconded by Mr. Kshir. The Board President asked if there was any further discussion. Hearing none, discussion was closed. All those in favor responded "aye," with one opposed (Dr. Baldino). The motion carried.

7. Policy - Second Read

7.A. Policy 716 - Second Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 716.

7.B. Policy 805 - Second Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 805.

7.C. Policy 140 - Second Read

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board:

A motion to approve Policy 140.

Mr. Scaff made a motion to approve Section 8 (A, B, D, E, F, G, and H), with the exception of items pulled for separate consideration, seconded by Mr. Kshir. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

8. Business

8.A. Resolution Career & Technology Access

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approved the following recommendation for the board: Approve the attached shown exhibits.

Authorization for a designee to electronically sign Pennsylvania Department of Education contracts, grants, and agreements on behalf of the District.

8.B. Acadience Reading and Math

With the recommendation of the administration, RESOLVED, that the Keystone Central School District approve the following recommendation for the board: Approve the use of Acadience Reading and Math assessments for students in grades K-2. The cost will be paid by the General Fund.

The Acadience Reading and Math assessments for students in grades K-2 are brief, reliable measures that identify foundational skills and help determine whether students are on track for early academic success. These assessments support early identification of students who may need additional instruction or intervention in reading or math.

Approval is requested to renew the district's K-4 Acadience software, which is used in all elementary schools as the district's universal screener for MTSS and Title requirements. The assessment is administered three times annually to support screening and progress monitoring for Tier 2 and Tier 3 students. The 2026-2027 renewal cost is lower because the Acadience Math component has been replaced by Spring Math, which provides math screening, progress

monitoring, and intervention tools. Funding has been budgeted in the Curriculum Instructional Software account.

With the recommendation of the administration, RESOLVED, that the Keystone Central School District approve the following recommendation for the board: Approve the use of Acadience Reading and Math assessments for students in grades K-2. These brief, reliable assessments identify foundational skills and determine whether students are on track for early academic success. The cost will be paid by the General Fund.

8.C. NWEA MAP Growth K-12

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the NWEA MAP Growth assessment in ELA and Math for students in grades 3-9, to be funded by the General Fund.

The NWEA MAP Growth assessment measures what students know and what they are ready to learn next, providing personalized data to inform instruction. It helps teachers track academic growth over time and tailor support to meet individual student needs. The 2025-2026 SY cost 27,825.00.

NWEA MAP Growth Assessment Software Renewal - The annual renewal for NWEA MAP Growth assessment software, which is used to monitor English Language Arts (ELA) and Mathematics growth for students in grades 3-8. The Board will also receive information regarding the program's funding history and the proposed funding source for the 2026-2027 school year.

Mr. Scaff made a motion to approve NWEA MAP Growth K-12, seconded by Mr. Kshir. Discussion occurred regarding the item, noting that the only reason it was pulled was to update the primary contact's name on the form. Dr. Lonoconus explained that this reflects the company's current process and that name updates will be made as the paperwork moves through the process. Additional discussion occurred regarding the service and its ability to identify student growth, providing teachers with data to monitor student progress and support instruction.

The Board President discussed replacing the School of the Month recognition with a presentation format that would provide valuable information and greater understanding of district initiatives and topics. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

8.D. Joint Purchasing Paper Bid (update)

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board Directors approve the award of the copy paper bid to the CIU Joint Authority, as outlined in the attached the updated amount of \$23,288.00, to be paid from the General Fund. The award amount has been updated from \$22,488.00 to \$23,288.00. No other changes have been made to the recommendation or the bid award. The following Vendor was awarded the Paper Bid: CIU Joint Authority \$22,488.00. The numbers were transposed to the last board meeting.

8.E. Insurance Rates

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board: Approve the Insurance Quote for renewing coverage for Property, Inland Marine, General Liability, School Leaders, Law Enforcement, Crime, Auto, Umbrella, and Cyber as presented. Approve the quote for renewing worker's compensation coverage as presented.

8.F. Devon Energy Company - Donation

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the following recommendation for the board. Approve the donation from Devon Energy in the amount of \$12,500.00.

Devon Energy and The Commonwealth Charitable Management Organization looks forward to partnering with you to provide valuable scholarship opportunities to eligible students attending your school during the 2026/2027 school year. These scholarships help cover out-of-pocket expenses required for students to attend and fully participate in Career and Technical Education programs. Eligible expenses include items such as tools, boots, uniforms, certification exams, program kits, and other required materials.

Student Eligibility Requirements: To qualify, students must reside in a Pennsylvania household with an adjusted gross income of \$116,000 or less, plus \$20,400 for each dependent listed on the family's 2025 Federal 1040 tax return.

Funding Information: Our donor, Devon Energy, has designated up to \$12,500.00 in scholarship funding for Keystone Central School District Career & Technology Education students depending on the number of eligible applicants.

8.G. Affiliation Agreement with Walden University

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve a five-year Memorandum of Agreement between Walden University and the Keystone Central School District to provide field experience opportunities for students enrolled in Walden University's Education Programs.

8.H. Memorandum of Agreement - PSU

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve a five-year Memorandum of Agreement between The

Pennsylvania State University, College of Education, and the Keystone Central School District to provide Curriculum and Instruction field experience opportunities within the District.

Mr. Wykoff made a motion to approve Section 9A, Personnel and Negotiations, seconded by Mr. Scaff. Discussion occurred regarding the employment of an Emotional Support Teacher. The Board President noted that the item had been reviewed during the Executive Session and the Personnel Committee meeting. Dr. Lonoconus provided clarification regarding the position. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Nay (virtual)		

Five members voted in favor of the motion, with one member opposed. The motion carried.

9. Personnel and Negotiation

9. A. Personnel and Negotiation

The Human Resources exhibit includes the recommended leave of absences, employment, transfers, resignations and retirements. Existing positions will be identified as filled due to vacancy and any newly added position will be identified as a new position.

Employee leave—whether medical, personal, disciplinary or otherwise—can imply sensitive personal information about an employee’s health, family, or personal circumstances. Publicly posting the employee’s name could inadvertently disclose private details protected under laws such HIPPA or ADA. Even without specifying the type of leave, others may be able to infer private details based on timing or patterns if names are listed. By using an employee ID, the district ensures transparency of board actions (e.g., approving leaves) without the risk of violating confidentiality provisions.

With the recommendation of the administration, RESOLVED, that the Keystone Central School District Board of Directors approve the Athletic and Student Activities Personnel Recommendations as presented in the Exhibit.

9.B. Contracted Sign Language Interpreter

Motion to authorize the Superintendent, or designee, to negotiate and execute a contract for Sign Language Interpreter services, in an amount not to exceed \$77,905.53, with the final contract subject to review by the District Solicitor and approval by the Board of School Directors prior to execution.

Mr. Scaff made a motion to approve the contracted sign language interpreter, seconded by Mr. Kshir. Discussion occurred regarding the contracted sign language interpreter agreement. It was noted that the District previously received these services through IU10, but the interpreter is now contracting independently. The Board President asked if there was any further discussion; hearing none, discussion was closed. A roll call vote was then conducted.

Dr. Baldino	Yay	Mr. Rodriguez	Absent
Ms. Bohartz	Absent	Mr. Scaff	Yay
Mr. Kshir	Yay	Mr. Smith	Absent
Ms. Lynch	Yay	Mr. Wykoff	Yay
Mr. Miller	Yay (virtual)		

Six members voted in favor of the motion.

11. Future Discussions

11. A. Future Discussions

Board members requested future discussions on the differences between remote learning days and traditional snow make-up days, including the educational benefits of each approach. Dr. Lonoconus and his team will gather additional information for a future meeting. The Board also requested a discussion regarding concerns with the Berkheimer tax transition and suggested inviting Rick from Berkheimer to a future meeting to explain the transition process and address questions from the Board and the public.

A Board member requested that committee assignments be revisited to provide opportunities for additional Board members to serve on committees, noting Mr. Smith had been interested. The committee particularly spoke about the Facilities Committee, and bringing the topic back for further consideration at a future meeting.

Dr. Lonoconus asked to have a brief executive session after this meeting.

12. A. Future Meeting

The next Board Meeting will be held on Thursday, August 6, at 6:30 PM in the Administration Board Room.

13. Adjournment

Board President Lynch adjourned meeting. The meeting was adjourned at 8:06 PM.

Christine Taylor
Board Secretary

Keystone Central School District

86 Administration Drive

Mill Hall, PA 17751

Board Affirmation Statement

As required by the Pennsylvania Department of Education and State Board Regulations, the Board of Education for the **Keystone Central School District** reviewed and approved the plan(s) at the following Board Meeting, held on **August 13, 2026**. The plan(s) was (were) approved by a vote of _____ **(yes)** and _____ **(no)**.

Plan(s) Approved at School Board Meeting:

Place a check in the box next to the board approved plan(s).

☐

Comprehensive Plan

Board Affirmation also includes review and approval of the following state reports:

- Induction Plan (Chapter 49)
- Professional Development Plan (Act 48)
- Gifted Education Plan Assurances* (Chapter 16)

☒

School Plan(s)

List school name and plan type on the next page.

Affirmed on this _____ day of _____, 20____

By: _____ **(Signature of Board President)**

_____ **(Print Name)**

_____ **Board of Education**

<u>School Name</u>	<u>Plan Type</u>
Central Mountain High School	ATSI non-Title 1 School Plan

Plan Types:

- Non-Designated – non – Title I
- Schoolwide Title I
- CSI
- ATSI – Title I
- **ATSI – non – Title I**
- TSI – Title I
- TSI – non – Title I

Note: Blanks for Approved On, Name of School Entity, date, yes and no should be completed either digitally or handwritten. Signature, Print Name and Board of Education are hard copy required (Board President must actually sign and complete).

Replace the following text in the header: LEA Name, Address, School Logo/Icon placeholder image.

Delete this notes section (red text) before printing and uploading.

Central Mountain HS

ATSI non-Title 1 School Plan | 2026 - 2027

Profile and Plan Essentials

School		AUN/Branch
Central Mountain HS		110183602
Address 1		
64 Keystone Central Dr		
Address 2		
City	State	Zip Code
Mill Hall	PA	17751
Chief School Administrator		Chief School Administrator Email
Dr Alan J Lonoconus		alonoconus@kcsd.k12.pa.us
Principal Name		
Nick A Verrelli		
Principal Email		
nverrell@kcsd.us		
Principal Phone Number		Principal Extension
5708934900		4521
School Improvement Facilitator Name		School Improvement Facilitator Email
Dawn Hayes		dhayes@ciu10.org

Steering Committee

Name	Position/Role	Building/Group/Organization	Email
Nick Verrelli	Principal	CMHS	nverrell@kcsd.us
Deb Kline	Principal	CMHS	dkline@kcsd.us
Kurt Lynch	Other	CMHS	klynch@kcsd.us
Brett Umbenhouer	Other	KCSD	bumbenhouer@kcsd.us
Tina Snook	Community Member	Clinton County Probation	csnook@clintoncountypa.com
Christine Koch	Parent	CMHS	ckoch@kcsd.us
Mary Beth Hanna Long	Community Member	CMHS	mlong@lockhaven.edu
Gary Proctor	Community Member	CMHS	gproctor2@comcast.net
Cole Bitner	Data Analyst	CMHS	cbitner@kcsd.us
Elizabeth Barnhart	District Level Leaders	KCSD	ebarnhart@kcsd.us
Dawn Hayes	Education Specialist	CIU 10	dhayes@ciu10.org
Molly Leitch	Teacher	CMHS	mleitch@kcsd.us
Allison Koch	Student	CMHS	agk699@kcsd.us
Jeff Williams	Principal	CMHS	jwilliams@kcsd.us
Al Lonoconus	Chief School Administrator	KCSD	alonoconus@kcsd.us
Rick Wykoff	Board Member	KCSD	rwykoff@kcsd.us
Hayley Orndorf	District Level Leaders	KCSD	horndorf@kcsd.us
Carolyn Wheeler	Paraprofessional	CMHS	cwheeler@kcsd.us

Vision for Learning

Vision for Learning

Preparing citizens for the challenges and opportunities of the future. To develop lifelong learners who are adaptable, resilient, productive, and of high moral character.

Future Ready PA Index

Proficient or Advanced in English Language Arts/Literature

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

53.8%. Statewide average was 49.9%.

False Strengths	True Challenges	False N/A
------------------------	------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
Students with Disabilities	Average is up compared to last year. We are also over the state average of 49.9% of students.

Challenges

ESSA Student Subgroups	Indicator
Economically Disadvantaged	35.3 %. This was below the state average.

Proficient or Advanced in Mathematics/Algebra

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

Our proficient or advanced in Math was 35.0%. The state average was 41.7%

False Strengths	True Challenges	False N/A
------------------------	------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	Test scores for this sub group increased from last year.
Combined Ethnicity	Test scores for this sub group increased from last year.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Test scores for this sub group decreased from last year.

Meeting Annual Academic Growth Expectations (PVAAS) in English Language Arts/Literature

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

Growth score was 50% and statewide was 75%.

False Strengths	True Challenges	False N/A
------------------------	------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
White	Test score are trending upward.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Below scores from last year.

Meeting Annual Academic Growth Expectations (PVAAS) in Mathematics/Algebra

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

Very close to meeting the state wide standard of 70%. We were at 69%.

True Strengths	False Challenges	False N/A
-----------------------	-------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	Met state wide growth with 70%.

Challenges

ESSA Student Subgroups	Indicator
White	Not meeting goal at the state wide level by 2% points.

English Language Growth and Attainment

True We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

False Strengths	False Challenges	False N/A
------------------------	-------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator

Challenges

ESSA Student Subgroups	Indicator

Regular Attendance

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

59.4%. State average is 79.6%

False Strengths	True Challenges	False N/A
------------------------	------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
White	Numbers are increasing to meet the state average.

Challenges

ESSA Student Subgroups	Indicator
Economically Disadvantaged	Under the state average at 53.1%.

Career Standards Benchmark

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

We were 99.6%. Statewide average is 91.5%. We are above the statewide performance standard of 98%.

True Strengths	False Challenges	False N/A
-----------------------	-------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	98.8%, above the state average.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Students placed outside of the district are not completing the Smart Futures activities.

High School Graduation Rate Four-Year Cohort

False We do not have Future Ready Pa Index Data for this indicator

Comments/Notable Observations

90.9%. Above the state average of 88%.

True Strengths	False Challenges	False N/A
-----------------------	-------------------------	------------------

Strengths

ESSA Student Subgroups	Indicator
Economically Disadvantaged	THis is trending up and close to the state average.

Challenges

ESSA Student Subgroups	Indicator
Students with Disabilities	Not meeting the state standard., They are at 72.9%

Summary

Strengths

Review the strengths listed. Select the strengths that have had the most significant impact in addressing your most pressing challenges.

Average is up compared to last year. We are also over the state average of 49.9% of students.
Test scores for this sub group increased from last year.
Met state wide growth with 70%.
98.8%, above the state average.

Challenges

Review the challenges listed. Select the challenges that, if improved, would have the most impact in achieving your Future Ready PA index targets.

35.3 %. This was below the state average.
Test scores for this sub group decreased from last year.
53.8%. Statewide average was 49.9%.
Our proficient or advanced in Math was 35.0%. The state average was 41.7%

Local Assessment

English Language Arts

Data	Comments/Notable Observations
NWEA MAP Reading- the median percentile of achievement is 69.	The median percentile of achievement is within the proficient range according to NWEA MAP.

English Language Arts Summary

Strengths

The median percentile of achievement for ELA is 68, according to NWEA MAP. This is within the proficient range.

Challenges

Students not answering the extended responses questions.

Mathematics

Data	Comments/Notable Observations
NWEA MAP Algebra 1- the median percentile of achievement is 48.	NWEA MAP Algebra 1- the median percentile of achievement is 48, which is stating that we are making 1-year worth of growth.

Mathematics Summary

Strengths

NWEA MAP Algebra 1- the median percentile of achievement is 48, which is stating that we are making 1-year worth of growth.

Challenges

We are not to the proficient level and in the green section.

Science, Technology, and Engineering Education

Data	Comments/Notable Observations
Common assessment.	Common assessment score average is 73%

Science, Technology, and Engineering Education Summary

Strengths

Common assessment score average is 73%

Challenges

Common assessment score average is 73% which could be higher especially in our non-honors classes.

Related Academics

Career Readiness

Data	Comments/Notable Observations
90.9% graduation rate	As per 2024-25 Future Ready Index
67.9% rigorous course of study	As per 2024-25 Future Ready Index
99.6%. Career standards benchmark	As per 2024-25 Future Ready Index

Career and Technical Education (CTE) Programs

True Career and Technical Education (CTE) Programs Omit

Arts and Humanities

True Arts and Humanities Omit

Environment and Ecology

True Environment and Ecology Omit

Family and Consumer Sciences

True Family and Consumer Sciences Omit

Health, Safety, and Physical Education

True Health, Safety, and Physical Education Omit

Social Studies (Civics and Government, Economics, Geography, History)

True Social Studies (Civics and Government, Economics, Geography, History) Omit

Summary

Strengths

Review the comments and notable observations listed previously and record 2-5 strengths which have had the most impact in improving your most pressing challenges.

90.9% graduation rate (above the state average)
67.9% rigorous course of study (above the state average)
99.6%. Career standards benchmark (above the state average)

Challenges

Review the comments and notable observations listed previously and record 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

Improve the rigorous course of student percentage for 2024-25 school year

Equity Considerations

English Learners

True This student group is not a focus in this plan.

Students with Disabilities

False This student group is not a focus in this plan.

Data	Comments/Notable Observations
In ELA, only 6.3% of students with disabilities scored proficient or advanced.	In ELA, only 6.3% of students with disabilities scored proficient or advanced.
In math, only 6.3% of students with disabilities scored proficient or advanced.	In math, only 6.3% of students with disabilities scored proficient or advanced.

Students Considered Economically Disadvantaged

False This student group is not a focus in this plan.

Data	Comments/Notable Observations
In ELA, 35.5% of economically disadvantaged students scored proficient or advanced.	In ELA, 35.5% of economically disadvantaged students scored proficient or advanced.
In math, 24% of economically disadvantaged students scored proficient or advanced.	In math, 24% of economically disadvantaged students scored proficient or advanced.

Student Groups by Race/Ethnicity

True This student group is not a focus in this plan.

Summary

Strengths

Review the comments and notable observations listed previously and record the 2-5 strengths which have had the most impact in improving your most pressing challenges.

In ELA, 35.5% of economically disadvantaged students scored proficient or advanced.
In math, 24% of economically disadvantaged students scored proficient or advanced.

Challenges

Review the comments and notable observations listed previously and record the 2-5 Challenges which if improved would have the most impact in achieving your Mission and Vision.

In ELA, only 6.3% of students with disabilities scored proficient or advanced.
In math, only 6.3% of students with disabilities scored proficient or advanced.

Conditions for Leadership, Teaching, and Learning

Focus on Continuous improvement of Instruction

Align curricular materials and lesson plans to the PA Standards	Operational
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	Emerging
Use a variety of assessments (including diagnostic, formative, and summative) to monitor student learning and adjust programs and instructional practices	Operational
Identify and address individual student learning needs	Emerging
Provide frequent, timely, and systematic feedback and support on instructional practices	Emerging

Empower Leadership

Foster a culture of high expectations for success for all students, educators, families, and community members	Operational
Collectively shape the vision for continuous improvement of teaching and learning	Emerging
Build leadership capacity and empower staff in the development and successful implementation of initiatives that better serve students, staff, and the school	Operational
Organize programmatic, human, and fiscal capital resources aligned with the school improvement plan and needs of the school community	Operational
Continuously monitor implementation of the school improvement plan and adjust as needed	Operational

Provide Student-Centered Support Systems

Promote and sustain a positive school environment where all members feel welcomed, supported, and safe in school: socially, emotionally, intellectually and physically	Operational
Implement an evidence-based system of schoolwide positive behavior interventions and supports	Operational
Implement a multi-tiered system of supports for academics and behavior	Operational
Implement evidence-based strategies to engage families to support learning	Emerging
Partner with local businesses, community organizations, and other agencies to meet the needs of the school	Operational

Foster Quality Professional Learning

Identify professional learning needs through analysis of a variety of data	Operational
Use multiple professional learning designs to support the learning needs of staff	Operational
Monitor and evaluate the impact of professional learning on staff practices and student learning	Operational

Summary

Strengths

Which Essential Practices are currently Operational or Exemplary and could be leveraged in your efforts to improve upon your most pressing challenges?

>

Building leadership capacity and empowering staff through professional development
Implement an evidence-based system of schoolwide positive behavior interventions and supports

Challenges

Thinking about all the most pressing challenges identified in the previous sections, which of the Essential Practices that are currently Not Yet Evident or Emerging, if improved, would greatly impact your progress in achieving your mission, vision and Future Ready PA Index interim targets in State Assessment Measures, On-Track Measures, or College and Career Measures?

>

Identify professional learning needs through analysis of a variety of data
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based

Summary of Strengths and Challenges from the Needs Assessment

Strengths

Examine the Summary of Strengths. Identify the strengths that are most positively contributing to achievement of your mission and vision. Check the box to the right of these identified strength(s).

Strength	Check for Consideration in Plan
Average is up compared to last year. We are also over the state average of 49.9% of students.	False
Test scores for this sub group increased from last year.	False
Met state wide growth with 70%.	False
98.8%, above the state average.	False
THis is trending up and close to the state average.	False
Very close to meeting the state wide standard of 70%. We were at 69%.	False
We were 99.6%. Statewide average is 91.5%. We are above the statewide performance standard of 98%.	False
90.9%. Above the state average of 88%.	False
The median percentile of achievement for ELA is 68, according to NWEA MAP. This is within the proficient range.	False
NWEA MAP Algebra 1- the median percentile of achievement is 48, which is stating that we are making 1-year worth of growth.	False
Common assessment score average is 73%	False
90.9% graduation rate (above the state average)	False
67.9% rigorous course of study (above the state average)	False
99.6%. Career standards benchmark (above the state average)	True
In ELA, 35.5% of economically disadvantaged students scored proficient or advanced.	False
In math, 24% of economically disadvantaged students scored proficient or advanced.	False
Building leadership capacity and empowering staff through professional development	False
Implement an evidence-based system of schoolwide positive behavior interventions and supports	True

Challenges

Examine the Summary of Challenges. Identify the challenges which are most pressing at this time for your School and if improved would have the most pronounced impact in achieving your mission and vision. Check the box to the right of these identified challenge(s).

Strength	Check for Consideration in Plan
35.3 %. This was below the state average.	True
Test scores for this sub group decreased from last year.	False

53.8%. Statewide average was 49.9%.	False
Our proficient or advanced in Math was 35.0%. The state average was 41.7%	False
Growth score was 50% and statewide was 75%.	False
59.4%. State average is 79.6%	False
Students not answering the extended responses questions.	False
We are not to the proficient level and in the green section.	False
Common assessment score average is 73% which could be higher especially in our non-honors classes.	False
Improve the rigorous course of student percentage for 2024-25 school year	False
In ELA, only 6.3% of students with disabilities scored proficient or advanced.	True
In math, only 6.3% of students with disabilities scored proficient or advanced.	True
Identify professional learning needs through analysis of a variety of data	False
Use systematic, collaborative planning processes to ensure instruction is coordinated, aligned, and evidence-based	False

Most Notable Observations/Patterns

In the space provided, record any of the comments and notable observations made as your team worked through the needs assessment that stand out as important to the challenge(s) you checked for consideration in your comprehensive plan.

Improve achievement and growth for all students, especially in the students with disability subgroup.

Analyzing (Strengths and Challenges)

Analyzing Challenges

Analyzing Challenges	Discussion Points	Check for Priority
35.3 %. This was below the state average.	The Algebra 1 scores are below the state average and not on pace to meet the statewide target	False
In ELA, only 6.3% of students with disabilities scored proficient or advanced.	The percentage of students with disabilities greatly underperforms the all student group	True
In math, only 6.3% of students with disabilities scored proficient or advanced.	The percentage of students with disabilities greatly underperforms the all student group	True

Analyzing Strengths

Analyzing Strengths	Discussion Points
99.6%. Career standards benchmark (above the state average)	The career benchmark standards are above the state average and state target.
Implement an evidence-based system of schoolwide positive behavior interventions and supports	Implement an evidence-based system of schoolwide positive behavior interventions and supports

Priority Challenges

Analyzing Priority Challenges	Priority Statements
	The percentage of students with disabilities greatly underperforms the all student group
	The percentage of students with disabilities greatly underperforms the all student group

Goal Setting

Priority: The percentage of students with disabilities greatly underperforms the all student group

Outcome Category			
Mathematics			
Measurable Goal Statement (Smart Goal)			
By the end of the school year, the median percentile of achievement for students with disabilities will increase from 49 to 60, according to NWEA MAP. This will be achieved by supporting targeted Algebra-readiness interventions, small-group instruction informed by MAP data, and monthly progress-monitoring cycles.			
Measurable Goal Nickname (35 Character Max)			
Students with Disabilities-Math			
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
Administer fall MAP and analyze individual and group learning profiles. Identify priority Algebra-readiness skills	Administer winter MAP and analyze individual and group learning profiles. Identify priority Algebra-readiness skills	Identify priority Algebra-readiness skills Begin targeted small-group instruction based data Continue monthly progress-monitoring	Administer spring MAP and analyze individual and group learning profiles.

Priority: The percentage of students with disabilities greatly underperforms the all student group

Outcome Category			
English Language Arts			
Measurable Goal Statement (Smart Goal)			
By the end of the school year, the median percentile of achievement for students with disabilities will increase from 50 to 60, according to NWEA MAP. This will be achieved by supporting targeted English Language Arts Instruction, small-group instruction informed by MAP data, and monthly progress-monitoring cycles.			
Measurable Goal Nickname (35 Character Max)			
Students with Disabilities- ELA			
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
Administer fall MAP and analyze individual and group learning profiles.	Administer winter MAP and analyze individual and group learning profiles.	Identify priority readiness skills Begin targeted small-group instruction based data Continue monthly progress-monitoring	Administer spring MAP and analyze individual and group learning profiles.

Outcome Category			
Regular Attendance			
Measurable Goal Statement (Smart Goal)			
By the end of the 2027 school year, the percentage of students with disabilities who are chronically absent (not attending at least 90% of school days) will decrease from 56.5% to 46.5%, supported by biweekly attendance monitoring, targeted family outreach, individualized attendance plans, and coordinated supports from the special education and student services teams.			
Measurable Goal Nickname (35 Character Max)			

Students with Disabilities- Regular Attendance			
Target 1st Quarter	Target 2nd Quarter	Target 3rd Quarter	Target 4th Quarter
Reduce chronic absenteeism from 56.5% ? 54% (Initial 2.5% reduction as monitoring and interventions begin.)	Reduce chronic absenteeism from 54% ? 51% (Continued 3% drop as routines and interventions deepen.)	Reduce chronic absenteeism from 51% ? 48.5% (Moderate improvement; attendance often stabilizes mid-year.)	Reduce chronic absenteeism from 48.5% ? 46.5% (final target) (The final 2% drop is realistic with spring re-engagement efforts.)

Action Plan

Measurable Goals

Students with Disabilities-Math	Students with Disabilities-ELA
Students with Disabilities- Regular Attendance	

Action Plan For: Implement evidence based instructional practices, such as small group instruction and targeted interventions that are research-based

Measurable Goals:
- By the end of the school year, the median percentile of achievement for students with disabilities will increase from 49 to 60, according to NWEA MAP. This will be achieved by supporting targeted Algebra-readiness interventions, small-group instruction informed by MAP data, and monthly progress-monitoring cycles. - By the end of the school year, the median percentile of achievement for students with disabilities will increase from 50 to 60, according to NWEA MAP. This will be achieved by supporting targeted English Language Arts Instruction, small-group instruction informed by MAP data, and monthly progress-monitoring cycles.

Action Step		Anticipated Start Date	Anticipated Completion Date
Small group instruction to target skill development in areas identified by MAP, common assessment data, and formative assessment data		2026-08-25	2027-06-03
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	
Instructional Coach	NWEA Data and Common Assessments	Yes	

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
Targeted small-group instruction will be implemented using MAP data, common assessments, and ongoing formative assessments to group students by specific skill needs, provide focused instructional support, and monitor progress, resulting in measurable growth toward grade-level proficiency.	documentation of small group instruction in lesson plans, walkthroughs, monitor student data through data team meetings

Action Plan For: Check in, Check out/ Check and Connect

Measurable Goals:
By the end of the 2027 school year, the percentage of students with disabilities who are chronically absent (not attending at least 90% of school days) will decrease from 56.5% to 46.5%, supported by biweekly attendance monitoring, targeted family outreach, individualized

attendance plans, and coordinated supports from the special education and student services teams.

Action Step		Anticipated Start Date	Anticipated Completion Date
Counselors and case managers will monitor attendance data and implement an evidence-based strategy, such as check in/check out or check and connect		2026-08-25	2027-06-03
Lead Person/Position	Material/Resources/Supports Needed	PD Step?	
Counselors, Case Managers	None	No	

Anticipated Output	Monitoring/Evaluation (People, Frequency, and Method)
Counselors and case managers will document bi-weekly attendance monitoring and record the implementation of at least one evidence-based strategy (e.g., Check-In/Check-Out or Check & Connect) for identified students, including notes on student engagement, intervention fidelity, and follow-up actions.	School administrators, bi-weekly, admin-counselor check in meetings

Expenditure Tables

School Improvement Set Aside Grant

True School does not receive School Improvement Set Aside Grant.

Schoolwide Title 1 Funding Allocation

True School does not receive Schoolwide Title 1 funding.

Professional Development

Professional Development Action Steps

Evidence-based Strategy	Action Steps
Implement evidence based instructional practices, such as small group instruction and targeted interventions that are research-based	Small group instruction to target skill development in areas identified by MAP, common assessment data, and formative assessment data

Small Group Instruction

Action Step		
Small group instruction to target skill development in areas identified by MAP, common assessment data, and formative assessment data		
Audience		
All staff		
Topics to be Included		
Small group instruction, effective tier 1 instruction		
Evidence of Learning		
Staff surveys		
Lead Person/Position	Anticipated Start	Anticipated Completion
Instructional Coach	2026-08-25	2027-06-03

Learning Format

Type of Activities	Frequency
Coaching (peer-to-peer; school leader-to-teacher; other coaching models)	twice a month
Observation and Practice Framework Met in this Plan	
4d: Participating in a Professional Community	
This Step Meets the Requirements of State Required Trainings	
Teaching Diverse Learners in Inclusive Settings	

Approvals & Signatures

Uploaded Files

Chief School Administrator	Date
Building Principal Signature	Date
Nick A Verrelli	2026-07-27
School Improvement Facilitator Signature	Date



Jersey Shore Area School District

LEARNING | GROWING | SERVING | THRIVING

TITLE I INTERDISTRICT AGREEMENT 2026-2027

A. Agreement:

Keystone Central School District agrees to provide supplementary Title I services for one educationally disadvantaged child who reside within the Jersey Shore Area School District but attend Lock Haven Catholic Academy located in the Keystone Central School District.

Title I services, as described below, will be in accordance with the approved Title I equitable nonpublic share of \$1,371.50 with an additional \$14 for parent involvement activities.

B. Brief Description of Title I Services Being Provided:

The Keystone Central School District provides a Title I reading specialist to Lock Haven Catholic. The reading specialist works with small groups of identified Title I children to provide intensive reading instruction.

C. Required Signatures:

1. Signature of Authorized Representative from school district providing services/receiving district.

Name:

Title:

Date:

2. Signature of Authorized Representative from school district requesting services/sending district.

Name:

Title:

Date:

District Service Center
175 A&P Drive
Jersey Shore PA 17740

Dr. Brian Ulmer, Superintendent
Phone 570.398.1561
Fax 570.398.5089

AGREEMENT

THIS AGREEMENT (the “**Agreement**”) is made and entered into as of the **21st** day of **September 2026** (the “**Effective Date**”), by and between **Keystone Central School District** (hereinafter referred to as the “**School District**”) and **AMY CLARK, AN EDUCATOR AT ST. JOHN CATHOLIC SCHOOL** (hereinafter referred to as “[Ms. Amy Clark]”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1. TERM

The Term of this Agreement (the “**Term**”) shall commence on or around September 21, 2026 and terminate on June 4, 2027 unless earlier terminated in accordance with Section 6 hereof.

2. DESCRIPTION

Upon the terms and conditions set forth herein, Keystone Central School District is desirous of obtaining certain remedial reading instructional services in accordance with the Title I Reading Program at St. John Catholic School.

Description of Services

Reading Intervention Services will be provided to eligible students at St. John Catholic School during the 2026-27 academic year. Eligible students in grades K-5 will receive small group instruction 3-5 times a week for 30 minutes a session between September 21, 2026 and June 4, 2027. Reading instruction will be individualized and include letter/letter-sound knowledge, phonological and phonemic awareness, decoding, word reading fluency, oral reading fluency, vocabulary, and comprehension.

3. FEES AND PAYMENT

3.1 In consideration of the services mutually agreed upon as described 1 herein, Keystone Central School District shall pay Ms. Amy Clark a **\$5,473.76** fee (the “**Fee**”) for remedial reading services. The fee will be payable with an invoice at the end of the 2026-2027 school year.

3.2 Ms. Amy Clark shall invoice the District for after the fact completion of services. The invoice shall be due and payable by the District within thirty (30) days of the receipt of said invoices.

4. Ms. Amy Clark’s RESPONSIBILITIES:

4.1 *To use appropriate evaluative testing/screening procedures and materials as required by Title I.*

4.2 *To provide small group and/or individual title I reading instruction for eligible nonpublic participants.*

4.3 *To complete the following requirements in addition to providing the weekly instructional periods:*

4.3.1 *Meet with Title I nonpublic parents for conferences.*

4.3.2 *Send a progress report to each participant’s home at least two times per year.*

4.3.3 *Conduct progress monitoring and/or diagnostic testing as needed on eligible nonpublic participants.*

4.3.4 *Create daily lesson plans as needed.*

4.3.5 *Complete a Student Progress Report at the end of the year for each eligible nonpublic participant (Report may be done when student is released).*

4.4 *To be responsible for the following:*

- 4.4.1 *Provide the District with a list of names of students to be tested.*
- 4.4.2 *Provide the District with a list of students to be served.*
- 4.4.3 *Report reading assessment evaluations to the Pennsylvania Department of Education per Title I responsibilities.*
- 4.4.4 *Provide the District with any data necessary for them to complete their Title I responsibilities.*
- 4.4.5 *Notify via established procedures and assist the District in resolving parent complaints for Equitable Services at the nonpublic school.*
- 4.4.6 *Provide the District with Performance Goal reports and data for federal program and Title I requirements, including an end of the year data summary for the specific Performance Goal(s)*

5. SCHOOL DISTRICT RESPONSIBILITIES

- 5.1 *Provide necessary forms or documents to nonpublic reading teacher.*
- 5.2 *Provide nonpublic reading teacher with applicable district services and supports, and reporting schedules.*
- 5.3 *Provide any supplemental information for applicable School District events and services that may benefit nonpublic students.*

6. BREACH AND TERMINATION

- 6.1 This Agreement may be terminated by either party if the other party is in breach of any material provision of this Agreement, but only after written notice of default and an opportunity to cure has been given to the breaching party.
- 6.2 In the event either party elects to terminate this Agreement pursuant to Section 6.1, **Ms. Amy Clark** shall be entitled to an equitable adjustment hereunder. Said equitable adjustment shall include all fees for services rendered up to the date of termination and costs reasonably incurred by **Ms. Amy Clark** in connection with such termination.

7. INDEMNIFICATION

- 7.1 The School District shall defend, indemnify and hold harmless **Ms. Amy Clark** against and from all costs, expenses, damages, injury or loss to which **Ms. Amy Clark** may be subject by reason of any wrongdoing, misconduct, want of care, skill, negligence, or default by the School District, its agents, employees, or assigns, in the execution or performance of this Agreement.
- 7.2 **Ms. Amy Clark** shall defend, indemnify and hold harmless the School District against and from all costs, expenses, damages, injury or loss to which The School District may be subjected by reason of any wrongdoing, misconduct, want of care, skill, negligence, or default by Ms. Amy Clark.

In the event that any action, suit, proceeding or investigation relating hereto or to the transactions contemplated by this Agreement is commenced, the parties hereto agree to immediately notify each other in writing of the pending action, suit, proceeding or investigation, and to cooperate to the extent possible to defend against and respond thereto and make available to each other such personnel, witnesses, books, records, documents or other information within its control that are reasonably necessary or appropriate for such defense.

8. INSURANCE

Ms. Amy Clark maintains and keeps in force such insurance as Compensation, Liability, and Property Damage, as will protect it from claims under Workman's Compensation Acts and also such insurance as will protect it and the School District from any other claims for damages for personal injury, including

death, and claims for damages to any property of the School District or of the public, which may arise from operations under this Agreement, whether such operations be by Ms. Amy Clark or by any subcontractor or anyone directly or indirectly employed by any of them.

Ms. Amy Clark shall maintain and keep in force liability insurance which shall under no circumstances be less than One Million Dollars (\$1,000,000.00) for injuries sustained by any one person and Two Million Dollars (\$2,000,000.00) for injuries sustained by two or more persons in any one accident. The amount of property damage insurance shall not be less than One Million Dollars (\$1,000,000.00).

The School District will maintain and keep in force such insurance as Compensation, Liability, and Property Damage, as will protect it from claims under Workman's Compensation Acts and also such insurance as will protect it and Ms. Amy Clark from any other claims for damages for personal injury, including death, and claims for damages to any property of Ms. Amy Clark, which may arise from operations under this Agreement, whether such operations be by the School District or by any subcontractor or anyone directly or indirectly employed by any of them.

Upon request, both parties shall exchange proofs of the insurances as necessitated in Sections 8.1, 8.2 and 8.3.

9. STATUS CHANGE

- 9.1 Ms. Amy Clark shall inform the School District of any and all circumstances which may impede the progress of the work or inhibit the performance of this Agreement including, but not limited to, bankruptcy, dissolution or liquidation, merger, sale of business, assignment, etc.
- 9.2 In addition, the School District shall inform Ms. Amy Clark and St. John Catholic School of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including, but not limited to change in School District or school administration, decrease in original funding source, etc.

10. NOTICES

- 10.1 All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given to the party to whom intended if (i) delivered (with an acknowledgment) by hand, (ii) sent by facsimile machine or (iii) sent by certified or registered mail postage pre-paid, return receipt requested. Any notice so delivered or sent shall be deemed to have been duly given on the date of receipt.
- 10.2 Until changed by notice in the manner specified above, the addresses and telephone numbers of the parties to this Agreement for purposes of this Paragraph shall be:

FOR KEYSTONE CENTRAL SD

Dr. Alan Lonoconus
86 Administration Dr.
Mill Hall, PA 17751
Telephone: 570-893-4900

FOR THE THIRD PARTY :

Ms. Amy Clark
116 E. Bishop St.
Bellefonte, PA 16823
Telephone: 814-355-7859

11. MISCELLANEOUS

- 11.1 Force Majeure. Neither party will be liable to the other party hereunder or in default under this Agreement for failures of performance resulting from acts or events beyond the reasonable control of such party, including, by way of example and not limitation, acts of God, civil disturbances, war, and strikes.

- 11.2 No Agency. Nothing in this Agreement shall be deemed to create or give rise to a partnership or joint venture between the parties. Neither party shall have the authority to, or shall attempt to, bind or commit the other party for any purpose except as expressly provided herein.
- 11.3 Applicable Law. In providing all services under this Agreement, Ms. Amy Clark shall abide by all applicable federal, state and local statutes, ordinances, rules, regulations, and standards, as well as the standards and requirements imposed upon the School District by federal and/or state agencies providing funding to the School District for the purchase of Third Party services.
- 11.4 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania.
- 11.5 Non-discrimination. Keystone Central School District is an equal opportunity employer. It conducts all business activities, including hiring, without regard to age, race, color, sex, disability, marital status, national origin, citizenship status, or other legally protected category.
- 11.6 No Waiver. No failure on the part of either party to exercise, no delay in exercising, and no course of dealing with respect to any right, power or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
- 11.7 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and all previous agreements or discussions between the parties relating to the subject matter hereof, written or oral, are hereby terminated and/or superseded by this Agreement. This Agreement may be amended or modified only by a written instrument signed by both parties. If any provision of this Agreement is held invalid, the validity of the remainder of this Agreement shall not be affected. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 11.8 Publicity. Each party may disclose the existence, subject matter, size, and/or value of this Agreement in press releases and public announcements and in such connection may refer by name to the other party, subject to the other party's consent which consent shall not be unreasonably withheld.
- 11.9 Number and Gender. Whenever the singular number is used in this Agreement and when required by the context, the same shall include the plural, and the masculine gender shall include the feminine and neutral genders.
- 11.10 Binding Effect. This Agreement will be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the Effective Date first above written.

KEYSTONE CENTRAL SCHOOL DISTRICT

**MS. AMY CLARK,
ST. JOHN THE EVANGELIST SCHOOL**

By: _____

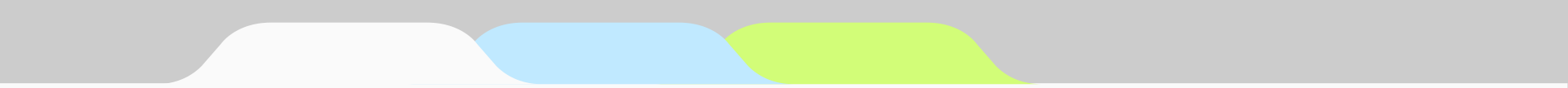
By: Amy Clark

Title: _____

Title: Reading Teacher

Date: _____

Date: 07/27/2026



Science Resources for Middle School

PHASE 3 - RESOURCE SELECTION & PROFESSIONAL TRAINING

- [Resource Selection Process](#)
 - Professional Learning as needed for new course or content
 - Professional Learning as needed from new resource
 - When science curriculum was board approved in August 2024, there weren't many available resources that aligned with the new NGSS standards and PA standards (many textbooks/resources were still tied to the old standards).
 - The curriculum development team decided to find their own resources to support the written curriculum
 - After one full year of implementation, new resources are available and would be beneficial
 - After evaluating several resources, the teachers chose the option that best fits the curriculum and their needs
 - [Evaluation Tool 1](#)
 - [Evaluation Tool 2](#)
 - [Resource Request Form](#)
-

Option 1: 5th/6th grade- print and multi-year digital

\$193,907.70

Option 2: 5th and 6th grade- print only

\$19,640.67

Option 3: 5th-8th- print and multi-year digital

\$248,119.48

Option 4: 5th-8th- print only

- A) \$32,940.60 (print only)
- B) \$41,712.83 (print only plus one-year online subscription to access digit worksheets and resources)

Recommendation:

- Purchase option 4: grades 5-8 print only

Next Steps:

- Follow Policy 106
 - Allow for public review of the resource
 - Consider for board approval
-



Keystone Central Sch District
Quote Number Q-238772

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Angelo Picerno
Teacher/Instructor
Keystone Central Sch District
86 Administration Dr
Mill Hall, PA 17751-8462

Quote Creation Date: 4/20/2026
Quote Expiration Date: 9/30/2026

V3 Keystone Central SD (Elevate Sci Cons. SE/TE only G5-8)Apr 2026
Price Quote Summary

Solution	Base Amount	Total
Elevate Science K-5	\$6,221.00	\$6,221.00
Elevate Science Middle Grades	\$32,224.00	\$32,224.00
Solution Subtotal:	\$38,445.00	\$38,445.00
Shipping and Handling:		\$3,267.83
Total:		\$41,712.83



Price Quote Detail

Elevate Science K-5

Elevate Science K-5 ©2019 - Grade 5

ISBN	Description	Price	Charged Qty	Total Charged
9780328949212	ELEVATE ELEMENTARY SCIENCE 2019 TEACHER EDITION GRADE 5	\$179.00	4	\$716.00
9780328948772	ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION GRADE 5	\$33.50	30	\$1,005.00
9780328989461	ELEVATE ELEMENTARY SCIENCE 2019 STUDENT EDITION 1-YEAR + DIGITA LCOURSEWARE 1-YEAR LICENSE GRADE 5	\$37.50	120	\$4,500.00
Elevate Science K-5 ©2019 - Grade 5 - Subtotal:				\$6,221.00

Elevate Science Middle Grades

Elevate Science Middle Grades ©2019 - Life

ISBN	Description	Price	Charged Qty	Total Charged
9780328994663	ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1- YEAR LICENSE LIFE	\$47.50	120	\$5,700.00
9780328948574	ELEVATE MIDDLE GRADE SCIENCE 2019 LIFE STUDENT EDITION	\$45.00	30	\$1,350.00
9780328948680	ELEVATE MIDDLE GRADE SCIENCE 2019 LIFE TEACHER EDITION	\$251.50	4	\$1,006.00
Elevate Science Middle Grades ©2019 - Life - Subtotal:				\$8,056.00

Elevate Science Middle Grades ©2019 - Earth

ISBN	Description	Price	Charged Qty	Total Charged
9780328994670	ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1- YEAR LICENSE EARTH GRADE 6/7	\$47.50	240	\$11,400.00
9780328948567	ELEVATE MIDDLE GRADE SCIENCE 2019 EARTH STUDENT EDITION	\$45.00	60	\$2,700.00
9780328948673	ELEVATE MIDDLE GRADE SCIENCE 2019 EARTH TEACHER EDITION	\$251.50	8	\$2,012.00
Elevate Science Middle Grades ©2019 - Earth - Subtotal:				\$16,112.00

Elevate Science Middle Grades ©2019 - Physical



Keystone Central Sch District
Quote Number Q-238772

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

ISBN	Description	Price	Charged Qty	Total Charged
9780328994687	ELEVATE MIDDLE GRADES SCIENCE 2019 STUDENT EDITION + DIGITAL COURSE WARE1-YEAR LICENSE PHYSICAL GRADE 6/8	\$47.50	120	\$5,700.00
9780328948581	ELEVATE MIDDLE GRADE SCIENCE 2019 PHYSICAL STUDENT EDITION	\$45.00	30	\$1,350.00
9780328948697	ELEVATE MIDDLE GRADE SCIENCE 2019 PHYSICAL TEACHER EDITION	\$251.50	4	\$1,006.00
	Elevate Science Middle Grades ©2019 - Physical - Subtotal:			\$8,056.00

Solution Subtotal:	\$38,445.00
Shipping and Handling:	\$3,267.83
Total:	\$41,712.83

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. We have several ways you can place your order with Savvas Learning Company:

- **my Savvas Orders:**
www.mysavvasorders.savvas.com
- Create a case online at:
<https://support.savvas.com/support/s/>
by clicking the **Place and Manage Orders** tile on the my Savvas Support home page
- **Phone:** 800-848-9500

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or my Savvas Orders. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site: <https://worktext-subscriptions.savvas.com>

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here:
<https://support.savvas.com/support/s/customer-service-support-form>

Technical support services are included with purchase of Savvas digital products. **Online help:**
<https://support.savvas.com/support/s/k12-curriculum-support-form>
phone: 1-800-848-9500



Keystone Central Sch District
Quote Number Q-238772

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products

<https://mysavvastraining.com>

Liberty Curtin New Construction - Fund 10

Vendor Name	Description	Date	Check No	Amount
L/B WATER SERVICE, INC.		5/3/2024	00068507	1,746.02
EAGLE RESPONSE SERVICES		6/25/2024	00068504	6,380.04
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	10/4/2024	00069886	881,301.15
	PAYMENT RECOVERY			(879,732.61)
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	10/11/2024	00069909	12,926.44
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	10/18/2024	00069973	1,899.40
TURN-KEY TECHNOLOGIES, INC	Equipment for LC E-rate Network Project	10/18/2024	00069997	23,090.08
TURN-KEY TECHNOLOGIES, INC	Equipment for LC E-rate Network Project-	10/18/2024	00069997	253.30
ePLUS TECHNOLOGY OF PA, INC.	E-Rate Discount (DISCOUNT: \$1,483.74)	11/1/2024	00070110	(1,483.74)
ePLUS TECHNOLOGY OF PA, INC.	SMART UPS SRT 1500VA RM 120V NETWORK CAR	11/1/2024	00070110	1,745.58
			Total	48,125.66
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	9/5/2025	00000375	1,591.20
HALLSTROM	LIBERTY CURTIN CONSTRUCTION	9/5/2025	00000383	13,331.25
HOSLER CORP	LIBERTY CURTIN CONSTRUCTION	9/5/2025	00000385	25,053.33
SILVERTIP	LIBERTY CURTIN CONSTRUCTION	9/5/2025	00000436	85,520.50
BARRY ISETT & ASSOCIATES, INC.	MONITORING & REPORTING, TESTING, ADJUSTING	9/19/2025	00000448	5,926.00
CRABTREE, ROHRBAUGH & ASSOCIATES	CONSTRUCTION ADMIN, ECS SOIL EXPLORATION, RE	9/19/2025	00000454	6,857.25
	COMMITTED FUNDS - TRANSFER TO FUND 39			1,000,000.00
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	10/3/2025	0000564	39,711.30
HOSLER CORP	LIBERTY CURTIN CONSTRUCTION	10/10/2025	0000604	40,744.32
HALLSTROM	LIBERTY CURTIN CONSTRUCTION	10/17/2025	0000660	118,723.12
BARRY ISETT & ASSOCIATES, INC.	MONITORING & REPORTING, TESTING, ADJUSTING	10/17/2025	0000645	24,325.40
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	10/17/2025	0000654	4,674.50
			Total	1,414,583.83
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	11/7/2025	0000829	67,844.07
			Total	1,482,427.90
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	11/28/2025	0000904	21,906.25
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	11/28/2025	0000912	201.60
			Total	1,504,535.75
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	12/19/2025	0001019	99.54
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	12/19/2025	0001030	47,394.08
SILVERTIP	LIBERTY CURTIN CONSTRUCTION	12/19/2025	0001039	5,243.99
			Total	1,557,273.36
HALLSTROM	LIBERTY CURTIN CONSTRUCTION	1/16/2026	0001125	98,325.00
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	1/16/2026	0001133	15,000.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	1/23/2026	0001178	62.58
			Total	1,670,660.94

No Invoices for February - March 2026				-
			Total	1,670,660.94
HALLSTROM	LIBERTY CURTIN CONSTRUCTION	4/10/2026	001564	50,962.75
			Total	1,721,623.69
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	5/22/2026	001817	3,784.86
			Total	1,725,408.55
CRABTREE, ROHRBAUGH & ASSOCIATES	VOIDED MAY CHECK		001817	(3,784.86)
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	6/5/2026	001878	350.00
			Total	1,721,973.69

Liberty Curtin New Construction - Fund 39

	Description	Check No	Date	Amount
2023 GOB Bond Deposit			1/2024	\$ 9,560,568.05
Janauary Interest				\$ 21,719.25
Janauary Total				\$ 9,582,287.30
CRABTREE, ROHRBAUGH & ASSOCIATES	DECEMBER 2023 SERVICES	00000105	2/9/2024	\$ 33,447.88
LIBERTY TOWNSHIP SUPERVISORS	ZONING PERMIT	00000106	2/14/2024	\$ 1,000.00
February Interest				\$ 31,633.06
February Total				\$ 9,579,472.48
CRABTREE, ROHRBAUGH & ASSOCIATES	JANUARY 2024 SERVICES - LIBERTY CURTIN	00000107	3/1/2024	\$ 11,995.29
LOBAR INC	LIBERTY CURTIN PROJECT	00000108	3/8/2024	\$ 178,356.60
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000109	3/22/2024	\$ 31,779.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000110	3/22/2024	\$ 32,805.00
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000111	3/22/2024	\$ 655,394.17
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000112	3/22/2024	\$ 4,822.88
CRABTREE, ROHRBAUGH & ASSOCIATES	CONSTRUCTION AT LIBERTY CURTIN	00000113	3/29/2024	\$ 12,360.70
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000114	3/29/2024	\$ 116,486.09
March Interest				\$ 31,000.33
March Total				\$ 8,566,473.08
LOBAR INC	DRAW 2303900003-LIBERTY CURTIN PROJECT	00000115	4/5/2024	\$ 561,887.64
QUALITY ASSURANCE PLUS	SOILS & EARTHWORK	00000116	4/5/2024	\$ 1,802.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000117	4/19/2024	\$ 81,175.50
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000118	4/26/2024	\$ 11,277.51
April Interest				\$ 29,852.01
April Total				\$ 7,940,182.44

LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000119	5/3/2024	\$	1,121,556.96
QUALITY ASSURANCE PLUS	LIBERTY CURTIN CONSTRUCTION	00000120	5/3/2024	\$	12,163.10
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000121	5/3/2024	\$	184,201.43
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000122	5/10/2024	\$	90,670.85
CRABTREE, ROHRBAUGH & ASSOCIATES	CONSTRUCTION LIBERTY CURTIN	00000123	5/31/2024	\$	7,398.21
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000124	5/31/2024	\$	837,677.87
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000125	5/31/2024	\$	189,726.07
May Interest				\$	24,145.31
May Total				\$	5,520,933.26
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000126	6/7/2024	\$	247,468.50
CRABTREE, ROHRBAUGH & ASSOCIATES	MAY 2024 PROFESSIONAL SERVICES	00000127	6/21/2024	\$	7,039.89
HALLSTROM CLARK ELECTRIC, INC.	APPLICATION NO. 4	00000128	6/28/2024	\$	30,170.25
HOSLER CORP.	APPLICATION NO. 4	00000129	6/28/2024	\$	13,112.10
HOSLER CORP.	APPLICATION NO. 5	00000129	6/28/2024	\$	169,666.31
LOBAR INC	LIBERTY CURTIN PROJECT	00000130	6/28/2024	\$	1,828,306.16
SILVERTIP, INC.	APPLICATION NO. 6	00000131	6/28/2024	\$	88,710.98
June Interest				\$	17,479.71
June Total				\$	3,153,938.78
BARRY ISETT & ASSOCIATES, INC.	SERVICES 06.02.24-06.29.24	00000133	7/19/2024	\$	3,394.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN PROJECT	00000134	7/26/2024	\$	6,482.85
BARRY ISETT & ASSOCIATES, INC.	MONITORING AND REPORTING* *A MONTHLY FE	00000132	7/5/2024	\$	250.00
July Interest				\$	12,667.29
July Total				\$	3,156,479.22
CRABTREE, ROHRBAUGH & ASSOCIATES	JULY 2024 CONSTRUCTION SERVICES	00000136	08/16/24	\$	6,910.56
HALLSTROM CLARK ELECTRIC, INC.	JULY 2024 LIBERTY CURTIN CONSTRUCTI	00000135	08/09/24	\$	35,775.00
QUALITY ASSURANCE PLUS	LIBERTY CURTIN CONSTRUCTION	00000139	08/23/24	\$	3,593.88

SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000141	08/30/24	\$	484,710.40
August Interest				\$	10,737.03
August Total				\$	2,636,226.41
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000142	9/6/2024	\$	25,726.50
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION AUG 2024	00000143	9/6/2024	\$	1,031,231.17
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION JULY 2024	00000143	9/6/2024	\$	343,815.25
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000144	9/6/2024	\$	1,928,191.21
Transfer from GF			9/11/2024	\$	1,000,000.00
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000145	9/13/2024	\$	2,200.00
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000146	9/20/2024	\$	250.00
September Interest				\$	3,874.40
September Total				\$	308,686.68
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000147	10/4/2024		43,924.50
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000148	10/4/2024		185,738.96
2024 GOB DEPOSIT			10/22/2024		9,577,539.82
October Interest				\$	10,836.96
October Total				\$	9,667,400.00
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000149	11/1/2024	\$	250.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000150	11/15/2024	\$	8,573.89
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000151	11/22/2024	\$	861.40
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000152	11/22/2024	\$	110,016.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000153	11/22/2024	\$	586,699.35
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000154	11/22/2024	\$	716,245.14
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000155	11/22/2024	\$	211,371.44
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000156	11/29/2024	\$	881,301.15
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000157	11/29/2024	\$	98,569.82

November Interest				\$ 29,308.18
November Total				\$ 7,082,819.99
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000158	12/13/2024	\$ 6,704.34
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000159	12/13/2024	\$ 241,854.30
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000160	12/13/2024	\$ 452,945.94
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000161	12/20/2024	\$ 250.00
December Interest				\$ 23,053.25
December Total				\$ 6,404,118.66
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000162	1/10/2025	76,707.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000163	1/10/2025	197,615.10
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000164	1/10/2025	563,467.02
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000165	1/10/2025	13,184.14
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000166	1/17/2025	250.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000167	1/17/2025	6,543.05
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000168	1/31/2025	63,148.87
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000169	1/31/2025	539,382.90
January Interest				\$ 18,411.41
January Total				\$ 4,962,231.99
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000170	2/7/2025	281,882.70
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000171	2/14/2025	6,733.41
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000172	2/21/2025	2,610.20
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000173	2/28/2025	127,595.88
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000174	2/28/2025	151,113.67
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000175	2/28/2025	7,290.78
February Interest				\$ 13,344.37
February Total				\$ 4,398,349.72

HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000176	3/7/2025	\$	47,496.36
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000177	3/7/2025	\$	31,927.98
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000178	3/21/2025	\$	6,753.05
CDWG	LIBERTY CURTIN CONSTRUCTION	00000179	3/28/2025	\$	4,815.31
March Interest				\$	12,694.02
March Total				\$	4,320,051.04
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000180	4/4/2025	\$	150.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000181	4/4/2025	\$	12,991.25
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000182	4/4/2025	\$	407,103.16
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000183	4/4/2025	\$	2,148.90
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000184	4/11/2025	\$	186,850.80
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000185	4/18/2025	\$	7,417.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000186	4/18/2025	\$	6,753.61
April Interest				\$	10,965.12
April Total				\$	3,707,601.44
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000187	5/2/2025	\$	226,424.07
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000188	5/2/2025	\$	473,601.05
NITTANY WOODCRAFTS LLC	LIBERTY CURTIN CONSTRUCTION	00000189	5/2/2025	\$	1,000.00
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000190	5/2/2025	\$	2,302.75
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000191	5/9/2025	\$	250.00
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000192	5/9/2025	\$	58,663.10
NITTANY WOODCRAFTS LLC	LIBERTY CURTIN CONSTRUCTION	00000193	5/9/2025	\$	27,500.00
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000194	5/16/2025	\$	6,397.67
SIGNS PLUS, NEW IDEAS-NEW TECHNOLOGY INC	LIBERTY CURTIN CONSTRUCTION	00000195	5/16/2025	\$	19,990.00
WEST PENN POWER	LIBERTY CURTIN CONSTRUCTION	00000196	5/16/2025	\$	10,807.40
PA ONE CALL SYSTEM, INC	LIBERTY CURTIN CONSTRUCTION	00000197	5/23/2025	\$	125.00

SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000198	5/23/2025	\$	1,416.82
May Interest				\$	8,592.74
May Total				\$	2,887,716.32
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000199	6/6/2025	\$	178,951.50
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000200	6/6/2025	\$	14,307.97
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000201	6/6/2025	\$	94,137.58
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000202	6/6/2025	\$	1,694.80
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000203	6/13/2025	\$	6,716.28
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000205	6/30/2025	\$	386,034.44
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000206	6/30/2025	\$	617.50
June Interest				\$	8,739.92
June Total				\$	2,213,996.17
HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000001		\$	4,061.99
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000002		\$	453.40
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000003		\$	7,186.57
NITTANY WOODCRAFTS LLC	LIBERTY CURTIN CONSTRUCTION	00000004		\$	53,032.22
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000005		\$	1,377.50
July Interest				\$	7,618.40
July Total				\$	2,155,502.89
HALLSTROM CLARK ELECTRIC, INC.	LIBERTY CURTIN CONSTRUCTION	00000006		\$	278,559.00
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000007		\$	408,628.43
BARRY ISETT & ASSOCIATES, INC.	LIBERTY CURTIN CONSTRUCTION	00000008		\$	45,858.75
CRABTREE, ROHRBAUGH & ASSOCIATES	LIBERTY CURTIN CONSTRUCTION	00000009		\$	7,283.88
KAY-TWELVE	LIBERTY CURTIN CONSTRUCTION	00000010		\$	350,013.08
August Interest				\$	5,441.32
August Total				\$	1,070,601.07

HOSLER CORP.	LIBERTY CURTIN CONSTRUCTION	00000011		\$ 52,531.36
LOBAR INC	LIBERTY CURTIN CONSTRUCTION	00000012		\$ 1,017,784.71
SILVERTIP, INC.	LIBERTY CURTIN CONSTRUCTION	00000013		\$ 285.00
September Interest				
September Total				\$ 0.00

Keystone Central School District

K-12 Virtual Academy

Student Handbook

2026-2027



Acting Superintendent

86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2326 Fax: (570) 745-2026

Dr. Alan Lonoconus

Acting Superintendent

Central Mountain High School

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Nick Verrelli
Deb Kline
Jeff Williams
Dave Peters
Kurt Lynch

Principal
Assistant Principal
Assistant Principal
Virtual Academy Principal/Athletic Director
Director of Career & Technical Education

Bucktail Middle / High School

1300 Bucktail Avenue Renovo, PA 17764
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James Poleto

Principal

Mike Poorman

Assistant Principal

KCSD Virtual Academy

64 Keystone Central Drive Mill Hall, PA 17751
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Dave Peters

Principal

Special Education Department

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Dr. Elizabeth Barnhart
Hayley Orndorf

Director of Special Education
Supervisor of Special Education

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Christina Manning

Director of Pupil Services

Director of Curriculum and Innovation

86 Administration Dr. Mill Hall, PA 17751
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TBD

Director of Curriculum and Innovation

Introduction to the KCSD K-12 Virtual Academy

Welcome to the Keystone Central School District K-12 Virtual Academy. We are excited that you have chosen to be part of our online learning community and look forward to supporting you throughout your educational journey.

The KCSD K-12 Virtual Academy offers a flexible and engaging blended learning experience designed to help students meet graduation requirements, pursue enrichment opportunities, or recover credits. Courses are offered through a partnership with the Central Intermediate Online Learning Association (CIOLA) and the Capital Area Online Learning Association. The online curriculum is aligned with the Keystone Central School District Program of Studies as well as Pennsylvania Department of Education academic standards.

As a Virtual Academy student, you remain fully enrolled as a Keystone Central School District student, which allows you to continue participating in school programs, extracurricular activities, athletics, student organizations, and graduation ceremonies.

Purpose of This Handbook

This handbook has been created to help students and families understand the expectations, procedures, and resources associated with the KCSD K-12 Virtual Academy. The information included is intended to support student success in the online learning environment.

Please note that all KCSD K-12 Virtual Academy students are expected to follow the policies and procedures outlined in their respective elementary or secondary student handbook.

Students and families should pay particular attention to guidelines related to:

1. Goals and expectations for the Virtual Academy
2. Course enrollment procedures and timelines
3. Attendance and pacing requirements
4. Online grading policies
5. Online Vendor Teachers role vs. Online Advisor role
6. Multiple vendor platforms
7. Course Catalog - credits per course
8. Wellness checks

Enrollment Process

1. All students must complete a KCSD K-12 Virtual Academy enrollment form to be considered for enrollment.
2. Students and families should communicate with their home school counselor and/or administrator regarding their interest or intentions to access online learning.
3. Enrollment forms, which can be found online at oll.kcsd.us should be given to the home school counselor or administrator, who will forward them to the Virtual Academy Principal or designated secretary.

For students enrolling in a full-time virtual schedule, a parent or guardian is required to attend the initial enrollment meeting. Student success in an online environment depends heavily on family support and involvement. Therefore, no student will be enrolled in courses without parent or guardian awareness, consent, and support.

Questions and Support

We encourage open communication and are committed to building a strong partnership with students and families. If you have questions regarding Virtual Academy policies, procedures, or expectations, please contact:

Dave Peters

Virtual Academy Principal
Keystone Central School District

dpeters2@kcsd.k12.pa.us
570-893-4900 x. 4583

Goals of the KCSD K-12 Virtual Academy

The KCSD K-12 Virtual Academy is designed to provide students with flexible learning opportunities while maintaining the high standards and expectations of the Keystone Central School District. The goals of the program are to:

- Provide a flexible, non-traditional learning environment that supports the mission and vision of the Keystone Central School District.
- Offer students the opportunity to earn a diploma from Central Mountain High School or Bucktail High School through an online learning pathway.
- Create a balanced educational experience that combines quality instruction, meaningful teacher interaction, and opportunities to participate in school activities and programs.
- Develop individualized learning plans that align with Pennsylvania academic standards and district graduation requirements.
- Encourage students and families to take an active role and shared responsibility in the educational process.
- Utilize high-quality online learning providers to deliver instruction, monitor progress, and support student success

Online Student Expectations

Success in the KCSD K-12 Virtual Academy requires students to be organized, self-motivated, responsible, and actively engaged in their learning. Online learning provides flexibility, but students are expected to remain on pace, communicate regularly, and take ownership of their academic progress.

Students enrolled in the Virtual Academy are expected to:

- **NEW – Weekly Wellness Check Requirement for Full-Time at Home Students**

All students enrolled as **Full-Time at Home** are required to participate in a weekly Wellness Check with their assigned advisor. The Wellness Check will consist of a scheduled virtual or in-person meeting designed to support student engagement, academic progress, and overall well-being.

During each Wellness Check, students must be visually present either in person or through a live virtual meeting. Failure to participate in a scheduled Wellness Check will result in a **1/4-day absence** being recorded.

Students who repeatedly miss scheduled Wellness Checks will be required to participate in a conference involving the student, parent/guardian, and school staff to determine whether the full-time at-home placement remains appropriate or if a return to in-person instruction should be considered.

- Complete the required number of weekly assignments as outlined in their individual enrollment plan. Additional attendance information can be found in the Attendance Policy section of this handbook.
- Remain on pace and maintain passing grades in all courses. Students who fall behind or

are failing may be required to attend school and work in the online learning room until academic progress improves. Failure to comply may result in dismissal from the online program.

- Log in to the CIOLA platform each school day to review announcements, instructor communications, and important updates.
- Maintain regular communication with teachers, advisors, and school staff by responding promptly to emails, phone calls, and meeting requests.
- Complete and submit all work independently. Academic integrity policies outlined in the student handbook apply to all online coursework. Cheating, plagiarism, use of AI or submitting another individual's work may result in disciplinary action or removal from the program.
- Complete coursework within the designated enrollment timeline. Extensions are only considered in exceptional circumstances and require district approval.
- Seek assistance early when additional support is needed. Students are encouraged to contact vendor teachers or KCSD advisors before academic concerns develop.
- Follow all school policies and procedures when visiting school buildings during regular school hours, including signing in or out through the main office.

Pacing & Attendance Expectations

Attendance is an extremely important part of student success in the online learning environment. Online students will follow the attendance guidelines from their assigned home school within KCSD. Because online learning differs from a traditional classroom, online attendance is measured by academic progress and assignment completion (pacing) rather than physical presence.

The following attendance guidelines apply:

- Attendance weeks run from **Monday through Sunday**, giving students seven days to complete required coursework.
- Attendance is based on assignment completion and progress toward weekly goals established in each student's enrollment plan. **Logging in alone does not count as attendance.**
- Students are responsible for remaining on pace in all courses. Failure to complete required assignments for pacing will result in absences being recorded.
- **NEW – Attendance Intervention Procedures**

Students who accumulate **six (6) unlawful absences** will be required to report to the Online Learning and Technology Center for a minimum of one (1) week. Students may be required to continue attending beyond one week until they demonstrate satisfactory academic progress, including passing all courses, completing coursework at the expected rate, and meeting attendance and participation requirements.

For the purposes of this handbook, an **unlawful absence** is defined in accordance with Keystone Central School District attendance policies and Pennsylvania compulsory attendance laws.

Students who accumulate **eight (8) or more unlawful absences** while enrolled in the Virtual Academy will be required to participate in a meeting with the student, parent/guardian, school counselor, and Virtual Academy Principal. During this meeting, the team will review the student's attendance record, academic performance, course completion progress, and overall success in the virtual learning environment.

Based on the outcome of this review, the team will determine whether continued participation in the Virtual Academy is appropriate or if a return to full-time in-person instruction is necessary to support the student's academic success and compliance with attendance requirements.

Example:

A student required to complete 25 assignments who completes only 20 assignments would receive one unlawful absence based on missed progress expectations.

- Attendance notifications are typically sent to parents/guardians the following week after attendance calculations are completed for Monday-Sunday work completion per the student's individual work plan. Families then have three (3) school days to submit attendance excuses.
- Students are expected to log in daily when school is in session to check messages and course updates. Daily login alone does not satisfy attendance requirements.
- Absences will remain coded as unexcused until documentation is submitted and processed through the school attendance office.
- After ten (10) absences (excused or unexcused), only medical excuses may be accepted in accordance with district attendance procedures.
- District attendance policies, including truancy procedures outlined in the Elementary and Secondary Student Handbooks, remain in effect for Virtual Academy students.
- Families are responsible for maintaining access to a functioning computer and reliable internet service. Technology or internet issues do not automatically excuse absences.
- Technical concerns affecting course participation should be reported immediately to an assigned advisor **and** submission of a Technology Helpdesk ticket for assistance.
- Online courses are available 24 hours a day, seven days a week. Students may complete coursework at times that best fit their schedule, including evenings and weekends, as long as weekly requirements are met.

Online Learning Classroom Access and Expectations

As part of the unique online learning experience provided by KCSD, an Online Learning & Technology Center is available to function as a multi-functional learning and research center. The online learning center allows students to enrich their classroom experiences and personal growth. The room is located at CMHS and is open daily during regular school hours (8:25 am to 3:31 pm) for research, assigned work, or individual support.. Online students are permitted to use the cyber room throughout the school day. Elementary age students can make arrangements with the elementary advisor to meet at an elementary location. When visiting our Online Learning & Technology Center, students are expected to conduct themselves in a manner consistent with all school rules and policies. Failure to adhere to the guidelines specified in the student code of conduct may result in the suspension of cyber room privileges and/or disciplinary consequences.

Submission of Excuses

Full-time online students who fail to submit the established amount of assignments per week are expected to submit an excuse to their respective school Attendance Secretary for absences. Excuses can be emailed directly to the secretary of your child's homeschool:

Central Mountain HS
cmhsattendance@kcsd.us Central
Mountain MS
cmmsattendance@kcsd.us Bucktail
HS/Renovo Elem
btattendance@kcsd.us Liberty Curtin
Elem lcattendance@kcsd.us
Robb Elem
robbattendance@kcsd.us
Woodward Elem
wwattendance@kcsd.us Mill
Hall Elem
mhattendance@kcsd.us

Failure to submit an excuse as outlined in the KCSD K-12 Virtual Academy Student Handbook will result in unexcused absences per KCSD policy.

~~KCSD ONLINE GRADING POLICY~~

~~All online courses are graded on a marking period or semester basis, depending on your course enrollment. Students are expected to complete all courses within the confines of the KCSD school calendar.~~

- ~~• Any assignments not completed by the course end date will receive a grade of zero.~~
- ~~• Online grades will be averaged with previous grades from any institution to determine final grades for courses.~~
- ~~• It is the **responsibility of the student and parent to monitor academic progress** throughout the school year. Progress can be checked daily by logging into the CIOLA site and visiting the student's home page (see "student snapshot" tab).~~
- ~~• Regular progress toward graduation requirements is expected of all KCSD students. Continuation in the full-time online program will be evaluated on a yearly basis. Repeated failure of courses can result in being dismissed from the full-time program.~~
- ~~• The grading scale used by CIOLA will be converted to the scale utilized by KCSD in order to maintain fairness and consistency. A copy of the conversion scale is included at the end of this handbook (Appendix A).~~
- ~~• Final grades are determined using the CIOLA guidelines.~~

Grading and Academic Progress

Students enrolled in the KCSD K-12 Virtual Academy are expected to make consistent academic progress and complete all coursework within the timelines established by the Keystone Central School District calendar. Courses may operate on a marking period or semester schedule, depending on a student's enrollment with a particular vendor.

Course Completion and Grading

- Students are expected to complete all assignments and coursework by the established course end date.
- Any assignments not completed by the course deadline will receive a grade of zero, unless an extension is approved by the Virtual Academy Principal.
- Final grades for online courses are determined according to KCSD grading guidelines.
- For students transferring into a course or completing coursework across multiple educational settings, online grades may be combined with previous grades to determine a final course grade when appropriate.

Grade Monitoring

Students and parents/guardians share the responsibility for monitoring academic performance throughout the school year. Academic progress can be reviewed regularly through the CIOLA platform (Genius) by accessing the student homepage and reviewing the **Academic Snapshot** section.

Academic Standing and Program Eligibility

All KCSD students are expected to make satisfactory progress toward graduation requirements. Student participation in the full-time Virtual Academy program is reviewed annually. Truancy issues and/or academic difficulties, including repeated course failures or lack of progress, may impact enrollment in the program. KCSD Administration will make educational decisions and recommendations for students enrolled within the Virtual Academy based upon consideration of all of these factors.

KCSD Standardized Testing

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8. In addition, all students enrolled in Algebra 1, Biology, and English 10 are required to participate in the Keystone Exam at the end of the appropriate course. Students and their parents/guardians are responsible for ensuring that they report to the school for testing on the designated day. Students will be supplied with the testing calendar established by the district.

Students may also be required to come on-site for state or local district assessments that cannot be administered online. It is expected that the student/parent cooperate with any and all of these requests.

Please Note: Online students are welcome to participate in various standardized tests administered throughout the year, including the ASVAB, PSAT, and SAT. Please discuss these options with your counselor if you are interested in participating.

KCSD Online Health Records Policy

Students enrolled in online classes are required to undergo regular health screenings, receive or update immunizations, and maintain a school health record in accordance with the regulations set forth by the Pennsylvania Department of Health and Education. Every student, in every grade, must undergo a height, weight, Body Mass Index (BMI), and vision screening for each year enrolled in public school. These screenings are provided free of cost by the KCSD Health Office staff. Arrangements for yearly screenings can be made through the online principal. In addition, the following health services are required by grade level:

- 6th Grade: Medical Exam and Scoliosis Screening
- 7th Grade: Hearing Test, Scoliosis Screening, and Dental Exam
- 11th Grade: Medical Exam and Hearing Test

These services can also be provided by KCSD Health Office staff at no cost, or the student can choose to have the services provided by his/her regular physician or dentist. If the student chooses to see a private provider for these services, written documentation of the screening results must be provided to the Health Office (forms can be obtained from the online principal or the Health Office). Should an online student fall out of compliance with regulations, he or she will be notified by the Health Office. Failure to comply with required screenings can result in school exclusion.

KCSD Standardized Testing

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8. In addition, all students enrolled in Algebra 1, Biology, or English 10 are required to participate in the Keystone Exam at the end of the appropriate course. Students and their parents/guardians are responsible for ensuring that they report to the school for testing on the designated day. Students will be supplied with the testing calendar established by the district.

Students may also be required to come on-site for local district assessments that can not be administered online. It is expected that the student/parent cooperates with any and all of these requests.

Please Note: Online students are welcome to participate in various standardized tests administered throughout the year, including the ASVAB, PSAT, and SAT. Please discuss these options with your counselor if you are interested in participating.

Homeless Information

School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters, or
- Abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call KCSD’s Homeless Liaison, Christina Manning, at (570) 893-4900 ext. 3102.

POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for **all students**, *including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency*:

For Concerns Related to Students:	For Concerns Related to Students with Disabilities:	For Staff Related Concerns:
Christina Manning 35 King Street Lock Haven, PA 17745 cmanning@kcsd.k12.pa.us 570-893-4900 ext. 3102	Dr. Elizabeth Barnhart 86 Administration Drive Mill Hall, PA 17751 ebarnhart@kcsd.k12.pa.us 570-893-4900 ext. 2116	Justin Evey 86 Administration Drive Mill Hall, PA 17751 jevey@kcsd.k12.pa.us 570-893-4900 ext. 4506

Online Student Participation in Extracurriculars and Interscholastic Competition

KCSD Virtual Academy students are permitted and encouraged to participate fully in all district activities, including athletics, music programs, school-sponsored clubs, and other school activities. School activities include, but are not limited to: Prom, Graduation ceremonies, school dances, and school-sponsored trips. All students who participate in extracurricular activities are held to the same standards for academic performance and behavior as in-person district students (see elementary/secondary Student Handbook for details).

Athletic Eligibility

KCSD Virtual Academy students can enjoy full participation rights in all eligible athletic teams. For the purposes of academic athletic eligibility, students will follow the established guidelines of the Student Athlete handbook.

Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in the section are available online at www.piaa.org.

A. Academics

WEEKLY ACADEMIC ELIGIBILITY

(Updated to match the 26/27 Extracurricular & Interscholastic Handbook)

1. Academic eligibility is based on current course grades. Eligibility reports will be run Friday morning of each week or on the morning of the last day of school for the week.
2. When a student is **failing one (1)** or more than one subject of all subjects taken, their name will appear on the weekly academic eligibility list.
3. BHS/BMS/CMMS students **failing one (1)(due to block scheduling)** course and CMHS students **failing two (2)** courses must work on educational material or tutoring for the first 30 minutes of practice. A student must sit for the first 30 minutes of practice for the upcoming week. **12:00 am Sunday through 11:59 pm Saturday (see below for an example). They are permitted to participate in competitions. (Pending decision regarding staffing study - May 2026 School Board Meeting)**
4. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses will meet with the Athletic Director to discuss their eligibility for the following week. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses by 3 pm on the day of the academic eligibility checks will be academically ineligible for one week. Students must contact their teachers with discrepancies in their grades. If a said discrepancy exists, their teacher must update the grade in the digital grading system by 3pm Friday, the day eligibility reports are run.
5. Ineligibility period will begin at midnight Sunday and through 11:59 pm Saturday (see below for an example). **Ineligible student-athletes are not permitted to attend extracurricular events/activities during the ineligibility period (practice, home contest, away contest, tournament, etc.). Ineligible student-athletes should not be transported to or from an event using school transportation or be dismissed early for team events.**
6. Any student enrolled in classes outside of KCSD will be responsible for weekly eligibility checks. The student will provide the athletics office a weekly signature from their course instructor by noon on Monday for the prior week's work. Students will follow guidelines and consequences listed above if eligibility requirements are not met or eligibility check is not submitted to the athletics office.
7. The Athletics Secretary will inform the coaching staff of academically ineligible student-athletes via email. The coaching staff will have a conversation with all ineligible student-athletes and explain the ineligibility consequences. The head coach (or designee) will contact the player's parents regarding ineligibility for the player.
8. Weekly eligibility sheets will not be run for one week at the start of each marking period and/or semester due to the small number of grades available at that time. Weekly eligibility sheets will be run the second week of each marking period and/or semester.
9. If the teacher and/or student are absent, the grade currently reflected in PowerSchool will be used to determine eligibility.
10. All mitigation procedures will be followed in regards to illness or diseases based on current district safety plans. Each instance will be monitored on a case by case basis.

Go to the KCSD Athletic Handbook on the district homepage to view the entire athletic handbook.

KCSD Chromebook Acceptable Use Policy

KCSD ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS AND PARENTS/GUARDIANS

See KCSD Acceptable Use of the Communications and Information Systems Policy #815 Under the One to One initiative, students enrolled in grade 9 or full time online at Keystone Central School District will receive the following equipment for educational use both in school and at home: a Chromebook laptop computer (with preinstalled software), charger, and protective carrying case. This equipment is the property of the Keystone Central School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student should complete the technology orientation program provided at Keystone Central School District.
2. The student and parent/guardian must read the terms and conditions outlined in this "Acceptable Use of Technology" document and then sign the "Equipment Loan Agreement" form at the end.
3. The student and parent/guardian must have a signed copy of the "Acceptable Use of the Communications and Information Systems Policy #815" on file with the district.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- Students are expected to follow KCSD Policy No. 708, "The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return...." Families should read this policy and be familiar with its content.
- Do not alter or modify the pre-installed software in any way.
- The equipment is the property of the Keystone Central School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.
- The Keystone Central School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tools used with the district equipment.
- When the laptop is required for classwork, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery charged and ready to go.
- Be sure to return any and all equipment when requested by the Keystone Central School District.
- In accordance with KCSD Policy No. 208 (Withdrawal From School), if a student withdraws from the Keystone Central School District before the end of the school year, all equipment must be returned to the district in a timely manner. If the equipment is not returned within a reasonable timeframe, KCSD has the right to charge the student for the full replacement cost of the equipment.

- In accordance with KCSD Policy No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. For more information consult the district's Policy 814.
- Each laptop has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact the Keystone Central School District for a replacement.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The district has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances are strictly prohibited.
- Communication methods such as instant messaging, chatrooms, social networking, and e-mail that are not sanctioned or moderated by a teacher or administrator are prohibited during the school day.
- Computers should be taken home each night. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Computers should not be left in lockers.

Using the Internet and Email :

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Communications and Information Systems Policy (KCSD Policy No. 815). Families should read this policy and be familiar with its content.
- Students should use the district assigned email for all educational purposes.
- While on the school's wireless network attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited (KCSD Policy No. 815).
- In compliance with the Children's Internet Protection Act (CIPA), KCSD filters Internet content accessed using the school network. Parental supervision is encouraged while the district equipment is being used at home in adherence to Acceptable Use of the Communications and Information Systems Policy (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly on to your KCSD network account or on to a CD, jump drive, or other portable media. The Keystone Central School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired, or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.

Safety and Security:

- No student or other participant may include any information or images on school-related websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify a classroom teacher immediately and submit a "Trouble Ticket" online at <http://helpdesk.kcsd.k12.pa.us>.
- No student may share his/her login information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.

- Students and participants are not permitted to add, delete, or modify other user accounts in any way.
- Students must not knowingly upload or introduce an electronic virus to any district equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful of their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated (KCSd Policy No. 815, 248, and 249).

Care, Service, and Repair:

- In accordance with KCSd Policy No. 224 (Care of School Property), "The Board charges each student in the schools of this district with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents and guardians of students shall be held accountable for student actions." Families should read this policy and be familiar with its content.
 - o Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
 - o Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
 - o Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, bring the laptop to school. Please submit a "Trouble Ticket" on-line at <http://helpdesk.kcsd.k12.pa.us>.
 - o Additional stickers, labels, tags, or other markings should not be added to the equipment. Students may purchase a protective plastic cover and apply it to their computer. This cover may be decorated.
 - o Avoid getting the equipment wet or damp.
 - o Do not leave the equipment outdoors or inside a car in extreme temperatures.
 - o The laptop must be placed inside a protective carrying case when not in use. Cases are available at school. Students may also use their own case.
 - o The laptop computer should go home every night with the student. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Time allowances will have to be made for securing the computer at the end of the day and for pick-up at the beginning of the next day.
 - o Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other disciplines under the school code of conduct.
- At the teacher's discretion, a warning may be given in the case of minor infractions.

- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

Please maintain a copy of these terms and conditions for your records. To provide consent to this agreement, please sign and complete the form on the following page. Completion of this document is required for participation in the One-to-One Computer Initiative Equipment Take-Home Program. Both the student and a parent/guardian must sign this form.

Chromebook Take-Home Program Agreement

Participation in the KCSD K-12 Virtual Academy One-to-One Chromebook Take-Home Program requires students and parents/guardians to review and agree to the terms and conditions of device use.

Students and families should retain a copy of the Chromebook Take-Home Agreement for their records. Participation in the program requires completion and signatures from both the student and parent/guardian on the required agreement form.

Chromebook Care and Use Expectations

To ensure proper use and care of district-issued devices, students are expected to follow these guidelines:

- Wash and dry hands before using the Chromebook. Excessive lotions, dirt, or residue may damage the keyboard or touchpad.
- Keep food and drinks away from the Chromebook to prevent spills and damage.
- Avoid exposing the Chromebook to extreme temperatures or sudden temperature changes.
- Handle all district-issued devices responsibly and with care.

Protecting Your Chromebook

Students and families are responsible for safeguarding district-issued Chromebooks and accessories while assigned to the student.

To help prevent theft:

- Never leave a Chromebook unattended.
- Do not leave a Chromebook visible inside a vehicle.
- If a Chromebook must be left in a vehicle, place it in a locked trunk or secure location out of sight.
- Report any lost or stolen Chromebook immediately to the Technology Department and Virtual Academy Principal.

Students and parents/guardians may be held financially responsible for district-issued equipment that is lost, stolen, or damaged while assigned to the student.

Optional Insurance Information

Families may wish to explore insurance options for personal protection of district-issued devices. Some homeowner policies may provide limited coverage and may include deductibles.

Additional information regarding optional coverage may be obtained from local insurance providers.

Your homeowners may cover your computer at your homeowners' deductible that is usually \$500 to \$1,000 with limited coverage.



[Personal Articles Policy Brochure from State Farm](#)

For more information, contact the David Wrona Insurance Agency,
258 Hogan Blvd #2, Mill Hall, PA 17751 Call (570) 748-3283 or visit
<http://www.davidwrona.com>

Keystone Central School District



2026-2027

EXTRACURRICULAR & INTERSCHOLASTIC SPORTS HANDBOOK



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MESSAGE FROM THE ATHLETICS DEPARTMENT

Welcome to another exciting year in the Keystone Central School District. We're excited that you have chosen to participate in our extracurricular activities and interscholastic athletics, as they're integral components of the educational process. Participation in extracurricular activities, and interscholastic athletics will provide you with many challenging and rewarding experiences; however, we do not want you to lose sight of educational values such as sportsmanship, citizenship, health, character education, and educational attainment. We wish you great experiences and rewards filled with memories and relationships that will last a lifetime. Make it a great year!

INTRODUCTION

For purposes of this handbook, the term "extracurricular and interscholastic" shall mean those activities sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. Such activities shall ordinarily be:

- Conducted wholly or partly outside the regular school day;
- Marked by student participation in the processes of initiation, planning, organizing and execution;
- Available to all students who voluntarily elect to participate;
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Examples of such activities include, but are not necessarily limited to, intramural sports, interscholastic sports, musical organizations (such as marching band) and cheerleading. A complete list of extracurricular activities and interscholastic sports may be found on the school district website.

This handbook outlines, and explains the policies and procedures set forth by the Keystone Central School District, which will be followed by all students and parents/guardians to develop and maintain consistency within our programs. Any exceptions to these guidelines will be handled individually with the Principal at the middle school and high school and the Athletic Director.

The opportunity to participate in extracurricular activities and interscholastic athletics is a privilege provided by the taxpayers of the Keystone Central community. Participation in extracurricular activities and interscholastic athletics is a privilege of honor, responsibility, sacrifice, and commitment. It is not a right. Those who choose to participate will be expected to follow all policies, procedures and code of conducts established by the Keystone Central School District, Keystone Central School District Athletic Department as well as any additional rules and expectations set forth by the coaches in their respective sports.

Students who participate in Keystone Central School District's extracurricular activities and interscholastic athletics are expected to represent the Keystone Central School District, their team, family, and community in a positive manner. It's expected that all athletes, coaches, staff, families, and fans conduct themselves to uphold a positive image of our programs and the Keystone Central School District at all times.

Bucktail Area Middle/High School, Central Mountain High School, and Central Mountain Middle School are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and therefore are bound by the rules and regulations of that governing body. In addition, Bucktail Area Middle/High School interscholastic teams are a member of District IV, Northern Tier League and Mid-Penn Conference. Central Mountain High School and Central Mountain Middle School are members of District VI and the Pennsylvania Heartland Athletic Conference (PHAC).

PHILOSOPHY OF EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETICS

The purpose of these activities as they relate to the participant and coach in this District is to:

- Develop good sportsmanship and appropriate standards of behavior.
- Develop an environment that teaches self-control, self-discipline, cooperation, fairness, and honesty; respect for individual associates and opponents; and leadership and acceptance of the leadership of others.
- Encourage the highly skilled to compete with opponents of comparable skill.
- Develop higher levels of vitality, endurance, strength, and physical conditioning.
- Develop desirable health habits and avoid injury.
- Develop courage, tenacity, resourcefulness, alertness, and maximum effort.
- Develop social expression, feelings of self-worth, life-long recreation skills, and self-expression.

The purpose of these activities as they relate to the student body in this District is to:

- Create an atmosphere of unity; to foster school spirit that will make the educational process more effective.
- Allow the student body to become better acquainted with athletics and to better appreciate the role of spectator.
- Motivate wider sports participation of the student body by providing examples of superior performances.
- Promote good sportsmanship.

The purpose of these activities as they relate to the community in this District is to:

- Provide wholesome objectives of recreational interest.
- Create interest and support for the total school program.
- Educate the community regarding the educational and social values of athletics.
- Support and encourage the will to excel.

MISSION STATEMENT

Our mission is to cultivate and create leaders within our programs and community.

RATIONALE

Keystone Central School District believes that a dynamic program of student activities is vital to the educational development of our students. Our mission is to provide our students with an opportunity to enrich their educational experience with participation in extracurricular activities and interscholastic athletics. We are committed to connecting the whole student: academically, socially, emotionally, and physically through intentional preparation and planning throughout the school day and season. We will strive to provide a culture whose foundation is based on leadership, personal growth, diligent action, and character development. We focus on providing opportunities for all students to develop their skill sets through instruction, peer interaction, and competition. While winning is not an end in itself, we believe that our student-athletes' efforts to be their best will lead them to succeed personally, academically, and athletically.

We hope that the individuals associated with the Keystone Central School District's extracurricular activities and interscholastic athletics will value character traits developed through participation. We expect all participants to demonstrate respect, responsibility, integrity, loyalty, honesty, school pride, a strong work ethic, and sportsmanship throughout our program.

VISION STATEMENT

Inspire students to strive for excellence personally, academically, and athletically.

SEASONAL PARENT-ATHLETE MEETINGS

The head coach will schedule mandatory parent-athlete meetings for the fall, winter, and spring sports seasons. Student-athletes and their parent/guardian(s) are highly encouraged to attend these meetings. If you cannot attend due to conflicting schedules, you will be responsible for seeking out the information delivered at the team meetings. These meetings will provide the coach an opportunity to review ~~our~~ **team** policies, procedures, and expectations and review the structure of their program and disseminate practice schedules, game schedules, transportation schedules, etc.

Seasonal sports meetings are held in the following month(s):

- Fall – Mid-July/ August
- Winter – Mid-Late October
- Spring – Mid-Late February

KEYSTONE CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

To ensure the consistent enforcement of the Keystone Central School District Code of Conduct, it applies to all students participating in extracurricular activities and interscholastic athletics enrolled in grades 7 through 12. The terms of this policy apply throughout the year to conduct occurring on or off school property. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations specific to their extracurricular activity or athletic sport.

Extracurricular activities and interscholastic athletics participants are often in the public eye, so their conduct must always be above reproach. They are always obligated to project a positive image of themselves and the Keystone Central community they represent. Failure can lead to immediate dismissal from the team or activity. A coach/advisor has the authority to levy additional consequences within their program. **The Athletic Director will have the authority to make the final determination.**

Inherent in interscholastic athletics are such principles as an athletic courtesy, ethics, conduct, and player and spectator decorum. For example, each person associated with athletics should exemplify and advocate these principles. The following are guidelines governing the conduct of schools, principals, athletic directors, coaches, students (players and other performers and spectators), and adult spectators.

A. The school community should strive for sportsmanlike conduct, such as

- The development of pride in school and community is a primary goal of the interscholastic program.
- Sportsmanship and fair standards are to be exhibited.
- The rules of the game are to be regarded as mutual agreements.
- Visiting teams are honored guests of the home team and should be treated as such.
- Abiding by all decisions of officials.

B. The Principal should designate an individual (Athletic Director, etc) to provide the leadership in enforcing the athletic code of conduct: and should:

- Heartily endorse the code's provisions and transmit the same (by appropriate means) to the student body, athletes, coaches, and spectators.
- Issue verbal and written instructions to the athletic director to assist in carrying out these provisions.
- ~~● Remind coaches that the athletic area is their classroom as an extension of the educational program.~~
- ~~● Be visible at athletic events to indicate support of the program and a readiness to take immediate action, should the situation warrant.~~
- ~~● Properly plan for crowd control before, during, and after interscholastic contests.~~
- ~~● Ensure the hiring of competent officials based on their ability.~~
- ~~● Directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.~~

C. The Athletic Director should develop all arrangements to ensure that each contest is

- Conducted in the proper atmosphere, including
- Having a solid and mutual understanding of operations with the principal and the respective coaches.
- Arranging for contests that are educationally and physically sound for the athlete.
- Ensuring the proper game management of all home athletic events.
- Striving to cooperate with all district, school, community, and league entities to maintain a wholesome athletic program.
- Treat visiting teams and officials as guests.
- Meet before the game with game officials to review game operation procedures and provide facilities and privacy for officials.
- Remind coaches that the athletic area is their classroom as an extension of the educational program.
- Be visible at athletic events to indicate support of the program and a readiness to take immediate action, should the situation warrant.
- Properly plan for crowd control before, during, and after interscholastic contests.
- Ensure the hiring of competent officials based on their ability.
- Directly, or by designee, serve as host to visiting school officials, athletic directors, game officials, and spectators.

D. The coaches should serve as models for those participating in the program and those assuming the spectator role. All coaches should:

- Adhere to PIAA standards, rules and regulations.
- Demonstrate a professional attitude in the conduct of classroom performance and coaching in this priority order.
- Be people of integrity whose primary concern is for the welfare of the athletes.
- Strive to make each athlete's experience positive, never sacrificing the safety or welfare of an athlete in an effort to win.
- Operate the athletic program within the guidelines of the Keystone Central School District.
- Support the athletic success of all teams and remember that each coach is an integral member of the school and district "team."
- Be instrumental in crowd control. The coaches' behavior must be of the highest caliber, so it does not induce a negative reaction from the players and spectators.
- Develop a code of conduct for players, which is administered fairly and consistently and has been approved by the administration and explained to athletes before the season.
- Be knowledgeable of the game's rules, attending rules interpretation meetings as required.

- Maintain positive relationships with parents and other supporting groups.
- Respect the privacy of the officials before and after the game.

E. The student-athlete/participant should exhibit leadership in the school system and community. Since athletic participation is voluntary and is a privilege, those chosen to participate must adhere to a code of conduct that operates within a framework of rules and regulations. Those athletes whose conduct falls outside this code will place themselves in a position to be excluded from the athletic program.

Athletes will strive to

- Behave according to all rules and regulations adopted by the coach or supervisor of the activity.
- Exhibit leadership qualities, both in the classroom and in the athletic endeavor.
- Per [Secondary Student Handbook](#) (link new handbook) page 40

F. An Athlete

- Will adhere to PIAA standards, rules and regulations.
- Will not consume, possess, or distribute alcoholic beverages, mood-altering substances, or tobacco products as defined by the Keystone Central School District Code of Conduct.
- Will attend every practice session and meeting unless excused by the coach or absent from school with an acceptable excuse.
- Will treat coaches, players, team managers, and officials with respect.
- Will not use profanity or illegal tactics during practices or competitions.
- Will always display good sportsmanship in victory and defeat.
- Will be responsible for all equipment. Any obligation for equipment lost or misused must be paid for at the end of the athlete's season. It is the athlete's responsibility to return all equipment at that time.
- Will not use the athletic area for horseplay or loitering.
- Will be expected to respect and maintain cleanliness in locker rooms, team rooms, and training rooms.
- Will follow team training rules as stated by Athletic Training Staff.
- Will not be involved in hazing of any type.

SCOPE OF KEYSTONE CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

Students participating in extracurricular activities and interscholastic athletics will be subject to the following rules listed below:

Students and parent(s)/guardian(s) must ~~download~~ **read** the student-athlete handbook when registering their child for said sport. After reviewing the student-athlete handbook, the student and parent(s)/guardians(s) are required to check the following:

- Must check the "Yes, I Agree boxes that both the Student and Parent have read the handbook and agree to the conditions
- After the boxes have been checked the parent and student must type their electronic signature.

The above information must be complete before the athlete can participate. The penalties imposed against a student for violating any of these rules will be assessed immediately, whether or not they are currently participating in their sport or activity.

UNSPORTSMANLIKE CONDUCT/DISQUALIFICATION FROM CONTEST

Student-Athletes are to demonstrate appropriate “on the field” and “off the field” conduct to serve as a quality role model for others.

Students shall behave in a dignified and sportsman-like manner while participating in extracurricular activities. A display of unsportsmanlike conduct, including profanity toward a teammate, coach, advisor, opponent, or official during practice, a contest, or an activity, may result in counseling, disciplinary actions by the advisor/coach and administration, and possible suspension from the program.

The coach will immediately inform the Athletic Director if an athlete representing Keystone Central School District is ejected from a contest. The student-athlete will serve any consequence given by the PIAA without question. The Athletic Director will convene a committee to review all aspects of the alleged infraction. The committee will consist of the Building Principal, Administrators, Athletic Director, and head coach of the ejected player. The head coach, game officials, and any other individuals who might offer fair testimony on the incident can submit in writing the alleged incident from their perspective. The committee will review all aspects of the testimony offered and determine if the behavior is unsportsmanlike and whether further disciplinary action needs to be applied. An ejection from an athletic contest does not automatically constitute the need for additional discipline. The circumstances surrounding the ejection will be weighed to determine a fair judgment.

All infractions will follow the guidelines recommended and established by the Keystone Central School District Code of Conduct in the [Student Handbooks](#).(update student handbook link)

COACH/ATHLETE/PARENT RELATIONSHIP

An effective working relationship among the “athletic triangle” of coach, athlete, and parent benefits the quality of each person’s experience. It contributes significantly to the success of the entire team. Establishing this relationship requires that each of the three individuals understands their role in the process and communicates openly and honestly with the other persons.

The coaching staff is responsible for staging a pre-season orientation meeting to open communication channels. At this time, they will cover topics such as the following:

- Introduction and related background experiences of the coaching staff and program support.
- General plans for the upcoming season.
- PIAA, District, school, department, and team philosophies, procedures, rules, and expectations as covered in the handouts.
- Locations and times of practices and competitions.
- Helpful tips on how parents/guardians can best support their child during the season.
- How best to reach the coach (by phone or email) and confirm how best to reach each parent/guardian.

Athletes and their parents are responsible for asking questions to clarify their understanding of any topics discussed at a meeting or published in any other printed material. Athletes and parents are also responsible for confirming mailing addresses, phone numbers, and email addresses and must inform coaches of any anticipated conflicts in the proposed practice/competition schedule.

With this foundation in place, it is anticipated that communication between parties can easily and respectfully be conducted throughout the season. However, the most critical time for the working relationship to be employed is when a concern of conflict arises about an expectation or comprehension of a policy/procedure.

Topics **accepted as appropriate for discussion are**

- The athlete's academic performance
- The athlete's behavior in school, with the team, or in the general public regarding the team's reputation.
- The athlete's role on the team
- The application of PIAA, District, department, and team philosophies, procedures, rules, and expectations for our athletes.
- Suggestions to improve an athlete's skill acquisition, knowledge, and attitudes relevant to the support.
- Information about recruiting and recommendations about an athlete's suitability for play at collegiate levels
- Management of injuries incurred by the athlete.

However, there are also topics which **are NOT appropriate for discussion**. These include certain prerogatives for which the coach alone has jurisdiction with the bounds of school district philosophies, regulations, and policies.

- Selection, placement, and determination of playing time
- Other player's roles on the team
- Establishment and enforcement of all guidelines and training rules related to the activity
- Appointment of practice times, dates, and procedures
- Preparation and execution of all travel arrangements for the team
- Creation and implementation of competition strategies
- Management/determination of all awards

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in the attempt to resolve the problem:

- Avoid telephone and email discussions if possible. Speak face-to-face with another individual(s) so that complete communication occurs.
- Follow the chain of command:
 - Immediate Coach/Supervisor
 - Head Coach
 - Athletic Director
 - Building Principal
 - Superintendent
 - School Board
- The **first** level of contact should always be between the **athlete** and **coach**; however, this contact should be made at a time other than during practice or competition. Speaking privately in the coach's office or in a place away from other team members is preferred.
- If the problem is not resolved at this primary-level meeting, a conference, which includes the coach, athlete, and parent/guardian, is in order. However, none of these persons should be confronted immediately before or after a practice/competition to discuss the matter; always call or email to set up an appointment. If a coach cannot be reached in this manner, the parent/guardian should contact the athletics office in order to obtain assistance in reaching the coach.
- If a resolution still is not gained after this conference, contact the athletics director for his input as to how to proceed. They will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion.
- If a resolution is not gained after contact with the Athletic Director – we will proceed up the chain of command until we have a reasonable conclusion to the issue at hand.

REQUIREMENTS FOR PARTICIPATION

Consideration for participation in an interscholastic athletic team and extracurricular activity requires that a student meets the following conditions:

- A. Student in the Keystone Central School District
- B. Student in Approved Schools with a Cooperative Agreement
- C. Adhere to the Keystone Central School District Code of Conduct
- D. Satisfy all Pennsylvania Interscholastic Athletic Association, and Keystone Central School District Eligibility Requirements
- E. Meet the eligibility requirements by whichever **DEADLINE** listed below comes **FIRST**:
 - 14 days after the PIAA official start date
 - The team's scheduled cut date
 - The team's first scrimmage

• **A student-athlete is not permitted to join a team after the first PIAA competition.**

***Student-athletes looking to register after one of the deadlines listed above will be dealt with on a case-by-case basis with the Athletics Department. Extenuating circumstances will be considered – ex. Military Boot Camp, Transfer Student – Injury. Vacations will not be considered an extenuating circumstance. ***

- F. Complete the Keystone Central School District Eligibility Requirements. The following information must be received by the Athletics Office **BEFORE** the student can participate in practice or interscholastic competition.

A. Online registration

- Students interested in participating in athletics in the Keystone Central School District must register for said sport using the district's online registration. The online registration can be found at <https://students.arbitersports.com/keystone-central-sd>
- The deadline for joining a team will be the **14 days after the first official practice date** of the season for the sport in which the student-athlete is going out except for a transfer student.
- LATE REGISTRATION – The Athletic department affirms the need for pre-season mental and physical preparation. ***If a student registers for a sport after the initial starting date, they are not eligible to participate in scheduled interscholastic competition until meeting the PIAA required practice guidelines. practice time has matched the missed number of days/weeks***

B. Submission of PIAA CIPPE Packet (PIAA Constitution and By-Laws: Article 5)

- Any student wishing to participate in practices, inter-school practices, scrimmages and contests for a PIAA-affiliated sports teams for the first time during the school year must meet the following requirement(s):
 - o Complete PIAA physical application (CIPPE) on/after May 1st of said year.
 - o Upload PIAA Physical Packet Sections 5 & 6 to the online registration site with the appropriate signatures and dates
- Any student who fulfills the requirements to participate in a PIAA interscholastic sport during a school year and seeks to participate in subsequent sport(s) in the same school year, must complete the recertification questions during the registration process and upload the Dr. Recertification form if needed by the first official day of the subsequent sports season.
- Finally, if the student-athlete is participating in wrestling, they must have established a minimum wrestling weight class utilizing the *National Wrestling Coaches Association (NWCA), Optimal Performance Calculator* as the mechanism to calculate the minimum wrestling weight. *(The KCSD Certified Athletic Trainers will perform all required testing.)*

C. Submit a copy of the insurance card

- It is the policy of Keystone Central School District to require that some form of accident insurance covers all athletes in order for them to participate in any sport with Keystone Central School

District. Therefore, it's important that parents or guardians of athletes provide proof of accident insurance coverage to the athletics department.

ATHLETIC DEPARTMENT PROCEDURES

A. Lack of Participation

Lack of participation in an interscholastic sport may lead to that sport being suspended for that academic year. The first time a game must be forfeited due to lack of participation, or in individual sports such as wrestling, swimming, etc. when a team has no chance of winning at the beginning of the event (due to participation numbers) that sport will be suspended and the coaching salary will be prorated. The athletic ~~council~~ **director** will consider each case separately.

Example: Wrestling less than 2/3 of the listed weights will not be considered a team.

The following are guidelines and expectations that every co-curricular and extracurricular participant must meet. In addition, consequences are also listed should a co-curricular and extracurricular participant not meet the outlined expectations and guidelines.

B. Squad Limits and Selection Guidelines

Junior High, Junior Varsity, and Varsity

The Keystone Central School District values the ideal of maximum participation. Still, the nature of interscholastic sports makes it necessary to limit the roster size in some sports. Tryouts and "cuts" are probably the most painful experience for coaches, students, and parent(s)/guardian(s). While we would like to accommodate every student who wants to participate in a sport, limitations in facilities, coaches, and other resources and safety factors make tryouts and "cuts" necessary.

The head coach and staff are responsible for establishing guidelines for tryouts and "cuts" in their respective sport. Coaches are responsible for submitting their guidelines to the Athletic Department for approval on the date selected for the seasonal coaches' meeting. Once approved by the Athletic Department, this information must be communicated with the parents and athletes at the seasonal parent-athlete meeting and with the athletes on the first official day of practice.

General guidelines must include:

- EXTENT OF TRY OUT PERIOD – 3 DAYS MINIMUM
- CRITERIA USED TO SELECT THE TEAM
- EVALUATION DOCUMENTATION – MUST BE OBJECTIVE – SKILL SHEETS, CHECKLISTS, ETC. MUST BE UTILIZED
- PUBLICIZE THE NUMBER OF ROSTER SPOTS
- CAN NOT CUT ONLY 1 PLAYER
- ATHLETE MUST BE PERSONALLY INFORMED OF THE CUT BY THE COACH AND THE COACH MUST PROVIDE THEM WITH AN EXPLANATION/REASON AS TO WHY THEY WERE CUT/RECOMMEND OTHER ATHLETIC/INTRAMURAL OPPORTUNITIES

A tryout/cut process at the junior high level is not recommended but supported if the number of participants interested exceeds the maximum number of team members listed below. **Final approval regarding participation limits and ability to cut will be evaluated on a case by case basis per program by the Athletic Director.**

The junior high coaches will not be solely responsible for the tryout process. The varsity head coach and junior varsity coach must be present during tryouts, assist with the evaluation process and provide their input when discussing selections for the team. Due to their participation in the process, tryouts may be held at a later time to avoid conflicts with junior varsity and varsity practices.

The following Junior High sports are not permitted to be cut:

Football	Boys' Soccer	
Wrestling	Girls' Soccer	JH Softball
Girls' Track and Field	Boys' Track and Field	

The following ~~Junior High~~ sports are permitted to cut **BUT** must have a roster size **NO FEWER** than the following:

JH Girls Basketball/JH Girls Volleyball:

~~7th grade: 15~~

~~8th grade: 15~~

JH Boys Basketball:

~~7th grade: 15~~

~~8th grade: 15~~

~~9th grade: 15~~

All "cutting" decisions are at the discretion of the coach(es); however, their procedures must be well communicated, consistent, and fair. The coach(es) may keep more than the minimum number to fill their roster. ~~The coach is not permitted to cut if participation numbers are lower than the minimum listed above.~~

Missing any beginning-of-the-season try-out or practice sessions because of family vacation is permissible only when the athlete provides written notice of their plans to the head coach at least one week before the first day of official practice/try-outs. **In addition, the athlete must be in attendance for their try-out session(s) for teams that make cuts before the final squad selection has been made.**

Students not selected for a squad may be permitted to try out for another sport during the same season, provided the selection process for that team has not been completed, and the head coach is agreeable to the tryout. The student-athlete must obtain approval from the coach no later than two days after receiving notification that they were not selected for the first sport they attempted to join.

C. Multi-Sport Participation

It is the position of Keystone Central School District that a student-athlete who maintains academic eligibility may participate in more than one sport within the same season. Students are encouraged to participate on as many different sports teams as they can during their school careers. **However, for a student to participate on more than one team per season is extraordinarily difficult and most often not in the student's best interest or the team's. Exceptions to this policy require approval from the Athletic director.** The athlete's best interest as a

productive student and citizen comes first; however, if an agreement is reached between the Athletic Department, Administration, and the parent, the athlete may participate in two sports under the following conditions.

- A **mandatory** meeting must occur between the student, the parent, and both head coaches. The athletic director and/or the principal will make the final decision as to the student's ability to participate in both sports.
- The student must declare a **primary** sport and a **secondary** sport.
- The two head coaches, the student, the parent, and the athletic director, must meet to determine a pre-season practice and game event schedule.
- The agreed-upon practice/event schedule takes precedence over schedule changes and conflicts throughout the season.
- Unresolved differences between coaches will be considered and ruled upon by the AD/Principal, with the decision being final.
- **NO appeals will be honored at the board level.**
- **Students wishing to participate in an outside second sport, team, or activity during the KCSD structure season are permitted to do so at the discretion of the parent(s) of a said athlete.** All rules set forth by the KCSD coach are still in effect regarding practice/playing time.

D. Playing Up

There may be circumstances in which the skill level of a student enrolled at a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team if offered for students of a higher grade. When an initiative to do so is made, PIAA By-Laws must be followed; coaches, parents, the student, and administrators must agree that this move is in the student's best interest. This option is never available to students below the entry-level at which a particular sport is offered. (Example: 6th grade and 8th grade for a sport with no junior high team.)

E. Quitting

A student may not quit one activity and participate in another after the first two (2) weeks of practice without discussing this proposed change with the appropriate advisors/coaches and athletic director.

F. Participation in out-of-season activities KCSD athletic programs. All student-athletes, coaches, and other personnel will follow the guidelines set forth by the PIAA. (***PIAA Constitution and By-Laws: Article 16***) while meeting with KCSD students, not during the traditional structured PIAA season. Participating must be voluntary and not influence any roster decisions for the upcoming season. Participant and Legal Guardian, both individually and on behalf of minor participant/attendee, acknowledge and agree that they knowingly, freely, and voluntarily assume and accept full responsibility for all risks, both known and unknown, including but not limited to the risk to the participant/attendee of personal injury, disability, death, and property loss, concerning the attendance of and/or participation in off-season events even if such risks arise from the negligence of others which includes the Event sponsors, officers, hosts, officials, employees, agents, independent contractors, directors, volunteers, event owners, all states, cities, counties, or localities in which Event or segments thereof are held, the Keystone Central School District and/or ~~Lock Haven~~ **Commonwealth** University sponsors, officers, hosts, officials, employees, agents, independent contractors, directors, volunteers, and the Keystone Central School District itself.

G. Transportation to Activities

The athletic department will make arrangements for all Keystone Central School District Athletic teams, **Marching Band**, and Cheer travel. The Athletic Director will approve travel routes, time allocations, and any other such necessary arrangements in consultation with the head coaches and bus contractors. Charter buses will not be used

for Senior High or Middle School sports. A school bus will be used no matter what the mileage is. However, at times, the bus contractor may send a charter if there are no available school buses for athletic transportation. Districts & Inter-State playoffs will be given consideration for Charter Buses. The athletic department does reserve the right to request a passenger coach bus or request additional transportation given extenuating circumstances or deemed necessary by the Athletic Director/Principal.

~~Cheerleaders attending Varsity, Junior Varsity, or Junior High events will be provided space on the team or band bus; however, they will be seated as a group with their advisor at the front of the bus.~~

It is expected that all student-athletes will use school-provided transportation to travel **TO** and **FROM** activities away from Central Mountain and Bucktail campuses. There are several reasons for this procedure, but safety, security, and legal liability are foremost. The school district recognizes that there are **exceptions for extenuating circumstances** that may be approved by the Athletic Director/Principal. For those circumstances, the following procedures must be followed:

- All students wishing to ride home from an event with their family may do so, but **ONLY** with their parents or legal guardian.
- Students are expected to provide their coach with a written note excusing them from traveling back to their home school with their parents or legal guardian.
- Students who require another family to transport them home due to **extenuating circumstances** must receive approval from their coach and Principal/Athletic Director. The Principal/Athletic Director has the final decision and will approve the request if they and the coach have a written note from **BOTH** the parent or legal guardian **AND** the family with which the student is riding home.
- Off-season transportation for camps/ clinics or other functions where transportation is requested, payment will be responsible for the booster club program, not KCSD.
- Efforts and good judgment by the Athletic Director are to be made in decisions on the number of buses necessary for the student and equipment transportation.

H. Meals and Lodging

Lodging will be provided for PIAA state playoffs and PIAA State tournaments **ONLY**. We will only provide lodging for those who are participating and coaches. No meals will be provided. However, efforts will be made to provide students with a bagged lunch if requested three days in advance when participating in a same-day post-season event.

I. School Athletic Lockers

Student/athletic lockers are school district property. An administrator may search lockers when a reasonable cause exists that a student is concealing evidence of an illegal act, illegal substance, or other violation of school rules. The school authorities may seize any illegal or unauthorized materials found during a search.

Circumstances justifying a reasonable cause search also authorize school district personnel to require students to submit to a thorough search of clothing, handbags, and wallets to seize any unauthorized material. Students who do not cooperate with a reasonable cause search will be suspended immediately from the co-curricular program, extracurricular program, and interscholastic sport. All searches conducted by school personnel shall be consistent with school district policy.

School officials may inspect the content of student lockers as part of routine maintenance inspections.

J. School-Issued Equipment

The equipment issued for practice and competition should be cared for properly. Loss of equipment or failure to turn in equipment at the end of the season will result in payment to replace it. Student-athletes **are required to return all equipment and uniforms and pay all debts incurred for one sport season before they may begin participating in another season.**

If equipment is not returned in a timely manner:

- The student will be notified by the coach.
- The student will be notified by the athletic director
- The student will be sent an invoice for missed equipment and uniform
- If the items are not returned and payment is not received; the missing items will be turned over to the KCSD Police as stolen property, and the student/athlete may face possible prosecution.

K. Senior High Letters and Awards

The High School athletic programs will award athletic letters, with pins to designate each sport and bars to designate multi-year earnings. Individual head coaches will determine the criteria for earning a letter; inform the student/athlete and Athletic Director of the criteria for their sport before the first game/match of the season. Awards should be distributed to recipients at their team banquets.

L. Event Cancellations

In the event of inclement weather and/or other circumstances that result in a delay, early dismissal, or the cancellation of school, the athletic events, practices, and meetings will abide as follows:

An official determination regarding the status of practice, meetings, home and/or away events will be made by the Athletic Director with the consultation of school administration. ~~by 1:00 PM and~~ **An official announcement will be made by the Athletic Director.** The decision is final. If a contest is canceled later than 1:00 pm, the Athletic Director will make every effort to communicate that with the coaches, players, parents, media, and community. In the event of school closure due to inclement weather and the building being closed, no athletic events, practices, or workouts will be held that day.

M. Post-Season Qualifications

Athletic teams must communicate in writing with the Athletic Director and complete any necessary District VI post-season tournament paperwork one week before the district entry deadline. Athletic teams will automatically qualify for districts if the team record/winning percentage is .400 or better. Any team interested in participating in districts with a winning percentage below .400 must submit a written request to the Athletic Director, including reasons to support their request to enter the district tournament. The letter must be submitted no later than the week of the district entry deadline. The Athletic Director will review and discuss with Administration, and Superintendent will then approve or disapprove the request based on the information provided. Athletic teams that win districts or meet specified qualifications will advance to regional and state tournaments; if and when applicable.

Athletic teams that are individualized by nature (cross country/track and field/wrestling) must meet District 6 qualifying standards to participate in districts. Student-athletes will advance to regionals and states if they either win districts or qualify by meeting the specified standards. If either the leagues in which Central Mountain or

Bucktail are participating provide a different criterion for league championships, then teams may compete if they meet the league requirements.

N. Athletic Training Staff,

The Keystone Central School District is most concerned for the health and safety of its student-athletes. We believe that proper care of injuries is critical to the students in the athletics program. The school district provides certified athletic trainers to furnish care and rehabilitation of athletic injuries. However, given the size of the athletics program, it may be impossible to provide coverage at every scheduled event. The athletic office will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be **high injury-risk sports** will receive primary coverage. In the event a certified trainer is not present, the coach in charge of the activity will assume responsibility.

O. Concussion Recognition and Management

Keystone Central School District will comply with the National Federation of State High School Associations guidelines for managing concussions in sports. Keystone Central School District's contracted Athletic Trainers will oversee treatment and will conduct Return to Play Protocol as per UPMC Susquehanna Policy.

Below is an example of a return to physical activity program; **however, each case will be treated individually by our Athletic Trainers in accordance with UPMC Susquehanna's standing orders.** The National Federation of State High School Associations guidelines can be found at the conclusion of this document (pages 27-32).

Concussion Protocol (Return to Play):

After suffering a concussion, no athlete should return to play or practice on that same day. An athlete should *never* be allowed to resume play following a concussion until symptom-free and approved to resume physical activity by an appropriate healthcare professional. Once an athlete no longer has signs or symptoms of a concussion and is cleared to return to activity by an appropriate health-care professional, they should proceed stepwise to allow the brain to re-adjust to exercise. In most cases, the athlete should progress no more than one step each day, and at times each step may take more than one day. Below is an example of a return to physical activity program:

Progressive Physical Activity Program (ideally under supervision)

Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training or any other exercises.

Step 2: Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without equipment.

Step 3: Non-contact training drills in full uniform – students may begin weightlifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full gameplay.

If symptoms of a concussion recur, or if concussion signs and behaviors are observed at any time during the return-to-activity program, the athlete must discontinue all activity immediately. Depending on previous instructions, the athlete may need to be re-evaluated by the healthcare provider, or may have to return to the previous step of the return-to-activity program.

ELIGIBILITY REQUIREMENTS

Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in the section are available online at www.piaa.org.

A. Academics

WEEKLY ACADEMIC ELIGIBILITY

1. Academic eligibility is based on-current course grades. Eligibility reports will be run Friday morning of each week or on the morning of the last day of school for the week.
2. When a student is **failing one (1) or more than one subject of all subjects taken**, their name will appear on the weekly academic eligibility list.
3. BHS/BMS/CMMS students **failing one (1)(due to block scheduling)** course and CMHS students **failing two (2)** courses must work on educational material or tutoring for the first 30 minutes of practice. A student must sit for the first 30 minutes of practice for the upcoming week. **12:00 am Sunday through 11:59 pm Saturday (see below for an example). They are permitted to participate in competitions. (Pending decision regarding staffing study - May 2026 School Board Meeting)**
4. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses will meet with the Athletic Director to discuss their eligibility for the following week. Any BHS/BMS/CMMS student failing more than one course and any CMHS student failing more than two courses by 3 pm on the day of the academic eligibility checks will be academically ineligible for one week. Students must contact their teachers with discrepancies in their grades. If a said discrepancy exists, their teacher must update the grade in the digital grading system by 3pm Friday, the day eligibility reports are run.
5. Ineligibility period will begin at midnight Sunday and through 11:59 pm Saturday (see below for an example). **Ineligible student-athletes are not permitted to attend extracurricular events/activities during the ineligibility period (practice, home contest, away contest, tournament, etc.). Ineligible student-athletes should not be transported to or from an event using school transportation or be dismissed early for team events.**
6. Any student enrolled in classes outside of KCSD will be responsible for weekly eligibility checks. The student will provide the athletics office a weekly signature from their course instructor by noon on Monday for the prior week's work. Students will follow guidelines and consequences listed above if eligibility requirements are not met or eligibility check is not submitted to the athletics office.
7. The Athletics Secretary will inform the coaching staff of academically ineligible student-athletes via email. The coaching staff will have a conversation with all ineligible student-athletes and explain the ineligibility consequences. The head coach (or designee) will contact the player's parents regarding ineligibility for the player.
8. Weekly eligibility sheets will not be run for one week at the start of each marking period and/or semester due to the small number of grades available at that time. Weekly eligibility sheets will be run the second week of each marking period and/or semester.
9. If the teacher and/or student are absent, the grade currently reflected in PowerSchool will be used to determine eligibility.
10. All mitigation procedures will be followed in regards to illness or diseases based on current district safety plans. Each instance will be monitored on a case by case basis.

ELIGIBILITY AT THE END OF A MARKING PERIOD/SEMESTER (Pending decision regarding staffing study - May 2026 School Board Meeting)

1. BMS/BHS/CMMS students not passing **two (2)** courses, and CMHS students not passing **three (3)** courses at the end of a marking period or semester, will be ineligible to participate in co-curricular activities, extracurricular activities and/or interscholastic athletics for **fifteen (15)** school days of the next marking period, beginning on the day that report cards are issued.
2. BMS/BHS/CMMS students not passing **two (2)** courses at the end of a marking period or semester, and CMHS students not passing **three (3) courses or** at the end of the marking period or semester, will be ineligible to participate in co-curricular activities, extracurricular activities and/or interscholastic athletics for **fifteen (15)** school days of the next applicable sport season or activity during the next school year. **The student may attend a district approved summer school program or other academic program in the failed subject area and must receive a passing grade to be eligible and not serve the fifteen (15) day suspension.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Students ruled academically ineligible. Can still participate	7 Can still participate
8 12am Ineligible	9 Ineligible	10 Ineligible	11 Ineligible	12 Ineligible	13 Ineligible Academic review completed- If eligible, students can participate again beginning on Sunday. If not, the same process will continue.	14 Ineligible
15 12am Eligible	16 Eligible	17 Eligible	18 Eligible	19 Eligible	20 Eligible	21 Eligible

**WEEKLY ACADEMIC INELIGIBILITY EXAMPLE: KEYSTONE CENTRAL SCHOOL DISTRICT
SUPPORT STRATEGIES for PLANNED ABSENCES**

Please refer to the tips below as a regular best practice when missing instruction.

**Student-Athletes: Plan to connect with your teachers before the season & share your schedule.
If you are struggling with a class, communicate with your teachers, counselor & coaches ASAP.**

Student Strategy / Communication Guide		
Before	During	After
Before my absence I... ☐ Bookmark each of my teacher's online resources for quick reference ☐ Inform my teacher via email, or in person, in advance, regarding my absence ☐ Make a "to-do" list of work that will be missed during absence from teacher's online resource or from direct communication ☐ Ask my teacher if I could sit in during another class to compensate for the one I will be missing ☐ Email and/or meet with my teacher to offer several times (before/after school, study hall, or over lunch, etc.) to make up the assignment in person ☐ May ask for an extension in advance rather than waiting until it is due or past due if I know I can't meet the deadline	While I am absent I... ☐ Use the district wifi (when available) to complete my work ☐ Email my teacher if I have questions ☐ Get in touch with a reliable classmate while I am away ☐ Take and use reading or other materials with me on the bus/van that I will need to study or prepare for class ☐ Touch base with students/teammates who share similar classes and/or teachers to clarify work and discuss questions	When I return back to school I... ☐ Turn in work that was due while I was out ☐ Check Schoology for any missing work or indicators that I missed something ☐ Check in with a reliable peer and my teacher regarding missed work ☐ Review notes or other class materials that may help me understand missed instruction

B. Age - (PIAA Constitution and By-Laws: Article I)

1. A student-athlete may not have reached their 19th birthday by the date of June 30 that immediately precedes the beginning of the school year.
2. In sports where interscholastic competition is limited to grades 7 through 9, the student-athlete may not have reached their 16th birthday by the date of June 30 that immediately precedes the beginning of the school year.
3. In sports where interscholastic competition is limited to grades 7 and 8, the student-athlete may not have reached their 15th birthday by the date of June 30 that immediately precedes the beginning of the school year.

C. Amateur Status - (PIAA Constitution and By-Laws: Article II)

1. To be eligible to participate in a sport, a student must be an amateur in that sport. A student loses amateur status in a sport if the student, or the student's parent(s) or guardian(s), receives money or property for or related to the student's athletic ability, participation, performance, services, or training in a sport.
2. A student may accept awards from the student's school or the student's school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by the student's school Principal, or the news media. Permissible awards are items of apparel, a blanket, watch, ring, ~~scroll~~, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification. The fair market value of items provided to any such student may not exceed \$200.
3. Students may only receive consideration for their own name, image, and likeness (NIL) per PIAA Bylaws - Article II - Section J.

D. Attendance - (PIAA Constitution and By-Laws: Article III)

Given that the competition is extremely keen among KCSD students to be selected for a position on a team's roster or to achieve a starting role on one of our teams, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity. Missing practice or competition may hinder an athlete's individual skill, attitude and knowledge development; weaken his/her role on the team; and affect the team's performance and chances of success.

1. A student must be regularly enrolled in a secondary school in full-time attendance. A student is eligible only at the school at which the student is enrolled. Exceptions exist for home-schooled students and students enrolled in Charter or Cyber Schools.
2. A student must be in attendance at school by **9:00 am** in order to attend or participate in an activity, practice or contest that day. An exception will be made if the student has a written excuse from the parent *and* a building administrator in conformance with the school district's attendance policies and guidelines approves the written excuse. **Examples of acceptable reasons to be late are health care appointments, and family/personal matters.**
3. **For** any unlawful absence, ~~whether 1/2 day or full day,~~ a student/athlete will not be permitted to practice or participate in an athletic event on that day. Administrators and coaches have the right to add further consequences and restrictions depending on the number of attendance infractions.

4. ~~Any student/athlete who accumulates 10 or more excused, unexcused, or unlawful throughout the entire school year (excluding doctors excused or educational trips) absences will meet with an administrator or designee to determine eligibility for participation.~~
5. Per PIAA Constitution and By-Laws, a student who has been absent from school during a semester for a total of twenty (20) or more school days, is **ineligible** to participate in an Inter-School practice, scrimmage, or contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence. A PIAA district committee may consider an exception when there is an extended absence because of approved reasons.
6. If a student is absent on the last day of school before a competition, practice, or any event, the student is **ineligible** unless the student receives permission from a building Principal and the Athletic Director to participate. Consideration will be given when the student provides the administration with a written excuse from the parent. Acceptable reasons for not being in attendance the last school day before a competition or an event on a non-school day include: approved dental, legal, or medical appointment, field trip, educational trip, or death in the immediate family. Every effort should be made to make prior notification of the intended absence well in advance of the actual absence date. The coach will call the parent/guardian **and notify the athletic director if this situation arises.**
7. **Post-Season Eligibility**, according to the PIAA By-Laws, is based on an athlete's attendance at their school's practices and competitions: **Article IX, Section 5 states,**

"A student who participates as an individual or as a member of a team in a sport in an athletic program other than that of student's school, who is enrolled at a school having a team in that sport, shall be ineligible to participate in the District or Inter-District Championship Contests in that sport unless the student has been in uniform and available to participate as a member of the student's school team in that sport for at least 75% of the regular season contests; and if a student's practice in an athletic program other than that of the student's school does not meet the practice requirements of the student's school as determined by the Principal, the student shall be ineligible to participate in the District or Inter-District Championship Contests in that sport.

E. Period of Participation - (PIAA Constitution and By-Laws: Article VIII)

A student-athlete is eligible for practice or participation in interscholastic athletics upon entry into seventh grade. A student-athlete loses eligibility when the student-athlete has reached the end of the student's fourth consecutive year beyond the eighth grade. If the student repeats a grade after eighth, the student will be ineligible as a senior. Students are limited to six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.

F. Participation of Charter and Secondary Home School Students in PIAA Athletics

Secondary students attending a charter school of the Keystone Central School District shall be eligible to participate in interscholastic athletics if:

1. Said school does not offer a particular sponsored interscholastic sport and an approved cooperative sponsorship has been established.
2. Must participate at said school in which they would reside and regularly attend
3. Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions.

Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) with their participation.

~~G. Participation of Secondary Homeschooled students in PIAA Athletics~~

~~Homeschooled secondary students residing in the Keystone Central School District shall be eligible to participate in interscholastic athletics.~~

~~1. They must participate at the school they reside in and regularly attend.~~

~~2. Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions.~~

~~Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) with their participation~~

H. Transfer Students

It's the responsibility of the student transferring into the school district to notify the Athletic Department of their intent to participate in athletics. The Keystone Central School District will abide by the PIAA's policy regarding student transfers. Please view the PIAA's Constitution and By-Laws for further information regarding their student transfer policy. The handbook can be found at <https://www.piaa.org/resources/handbook/default.aspx>.

GENERAL INFORMATION

A. SPECTATOR DECORUM

There are a variety of popular activities for Keystone Central students to attend throughout the year. When you attend an athletic contest, a play, a competition, a field trip, etc., you assume the role of spokesperson for our school. Your actions are viewed, and family, friends, opposing fans, the local community, the media, and those participating in the event hear your comments. Always be respectful and project your school in a positive light. Support your peers with encouragement and enthusiasm, and remember that all school rules apply across all these environments.

We expect that you will use good judgment in fulfilling your responsibility as a school representative, thereby displaying sincere pride in yourself, your school, and your community. Your words and your actions will identify you as a leader and supporter of your peers. You may be removed from the event if your behavior does not meet these expectations. The provisions of the school discipline code will be enforced if applicable. **Student spectators who display unsportsmanlike conduct at any activity will be subject to disciplinary action, including loss of privilege to attend events.** If a student is removed from a contest, they will be required to complete a Free NFHS Sportsmanship Course and provide a certificate of completion to the Athletic Director / Principal or designee prior to being permitted to attend another contest.

A ticket is a privilege to attend, observe and support scholastic sports.

The following rules of sportsmanship serve as a behavior guide for spectators at KCSD athletic events. We hope that they offer you direction and guidance that help to make the contests enjoyable and educational for all in attendance.

- Learn the rules of the sport so that you may understand and appreciate the action that takes place.
- Show respect for the opposing players, coaches, spectators and cheerleaders. ~~Treat them as you would treat a guest in your own home.~~
- Encourage our athletes to perform their best by applauding good performances and accepting that mistakes are sometimes made.
- Remember that athletics are a learning experience and praise your classmates for assuming the risk of testing their abilities in the open field, court or arena of play.
- Exhibit respect for the integrity and judgment of contest officials. Understand that they are doing their best to help and promote the student-athletes and admire their willingness to participate in full view of the public.
- Use only those cheers/chants and gestures that support and uplift the teams ~~involved~~ competing. Discourage any that would redirect that focus by antagonizing the teams or drawing attention away from the game.
- Demonstrate concern for an injured player regardless of the team.
- Sit in appropriate sections of the arena, stadium or gym that may be designated for student fans.

Actions meant to demean opposing contestants, teams, spectators, officials, and game event staff is not in the highest ideal of interscholastic education and will not be tolerated. Spectators who display unacceptable behaviors will be subject to, but not limited to, a verbal warning, removal from the event and premises, consequences subject to the school code, and banishment from attendance at athletic events for a period of time or even permanently.

Students and spectators are not permitted to bring personal sporting equipment or toys, such as footballs, basketballs, or soccer balls, of anything of that nature into an athletic event. All items will be confiscated and may not be returned. Please leave all personal items at home to alleviate any issues with horseplay throughout an event.

B. Admission Fees

Admission fees will be charged for the following sporting events:

- Football
- Volleyball
- Girls & Boys Soccer
- Girls and Boys Wrestling
- Girls & Boys Basketball.

Admission fees for **regular season contests** will be as follows:

Junior Varsity/Varsity Adult ~~\$5~~ **\$7** Student ~~\$3~~ **\$5** (KCSD STUDENT ~~\$1~~ **FREE** WITH ID)

JV Only or Junior High Only Adult ~~\$3~~ **\$5** Student ~~\$2~~ **\$4** (KCSD STUDENT ~~\$1~~ **FREE** WITH ID)

All Students under the age of 12 get in FREE

All postseason admission fees are set by PIAA District 4 and District 6.

C. Athletic Passes

Passes must be purchased either online using a credit or debit card. You will receive a QR code that can be scanned at the gate. Any individual misusing a sports pass will have their pass revoked. Ex –giving the pass to another student and family member to use.

Annual Student Pass	\$15.00 \$10.00
Annual Adult passes for Central Mountain	\$50.00 \$70.00
Central Mountain Fall Sports Pass	\$35.00 \$50.00
Central Mountain Winter Sports Pass	\$35.00 \$50.00
Annual Adult Pass for Bucktail Area	\$30.00 \$45.00
Employee Annual Pass	\$25.00 \$40.00
Senior Citizen Pass	Free

D. Athletic Admission Cards

Athletic admission cards can be issued to each active school district employee who works 16 or more hours per week for a minimum of 9 months per year; and to each board-approved volunteer coach wishing to purchase one for ~~\$25.00~~ \$40.00 per card pass. The card will admit the employee only. The distribution of the cards is to be handled through the Athletic office.

E. Senior Citizen Pass (Gold Card)

The ~~Golden-Ager-pass~~ Card is available free of charge to those residents of Keystone Central School District residents who are 62 years of age and are retired. Applications can be picked up in the Athletic and Administration offices. The pass admits one person to all Keystone Central School District events that do not involve reserved seats. The pass is non-transferable. The pass is only for KCSD sponsored athletic events.

Keystone Central School District



ATHLETIC COACHES' HANDBOOK



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PURPOSE OF HANDBOOK

These guidelines have been established to provide a framework of reference under which the athletic program of the Keystone Central School District can be organized, administered, and adequately supervised. All coaches and volunteers are expected to be thoroughly familiar with this handbook's provisions and carry out their responsibilities.

The Keystone Central School District coaches' ~~manual~~ **handbook** is intended to guide and assist you in performing your duties as a coach more effectively and efficiently. It is expected that you will meet with the athletes you coach and reinforce those sections of the handbook that deal more specifically with the expectations we have of Keystone Central School District athletes. Please become familiar with the contents of this handbook and refer to them whenever necessary. ~~The policies and guidelines of all coaches, advisors, and students involved in extracurricular/co-curricular activities in grades seven through twelve.~~

MISSION STATEMENT

Our mission is to cultivate and create leaders within our programs and community.

RATIONALE

Keystone Central School District believes that a dynamic program of student activities is vital to the educational development of our students. Our mission is to provide our students with an opportunity to enrich their educational experience with participation in ~~co-curricular activities,~~ extra-curricular activities and interscholastic athletics. ~~We are committed to connecting the whole student: academically, socially, emotionally, and physically through intentional preparation and planning throughout the school day and season. We will strive to provide a culture whose foundation is based on leadership, personal growth, diligent action, and character development. We focus on providing opportunities for all students to develop their skill sets through instruction, peer interaction, and competition. While winning is not an end in itself, we believe that our student-athletes' efforts to be their best will lead them to succeed personally, academically, and athletically.~~ **We are committed to developing the whole student—academically, socially, emotionally, and physically—through intentional planning and daily experiences. Our program promotes leadership, personal growth, strong character, and hard work while providing opportunities for all students to build skills through instruction, teamwork, and competition. While winning isn't the primary goal, striving for excellence leads to success in school, athletics, and life.**

We hope that the individuals associated with the Keystone Central School District's ~~co-curricular activities,~~ extra-curricular activities and interscholastic athletics will value character traits developed through participation. ~~We expect all participants to demonstrate respect, responsibility, integrity, loyalty, honesty, school pride, a strong work ethic, and sportsmanship throughout our program.~~ **Participants are expected to consistently demonstrate respect, responsibility, integrity, loyalty, honesty, school pride, strong work ethic, and good sportsmanship.**

VISION STATEMENT

Inspire students to strive for excellence personally, academically, and athletically.

*****We hope that The policies and procedures in our handbook will be continually evaluated so that a constantly improving sports program can be made available to the Keystone Central School District students.***

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS IN THE KEYSTONE CENTRAL SCHOOL DISTRICT

Keystone Central School District Athletic Department is viewed as an important, integral part of the total educational program. The program intends to impart to students sound learning experiences, skills, attitudes, and ideals. This would enable students to strive competitively within athletic environments and equip them to attain physical, mental, and emotional maturity. Thus, even though the program's goal is to compete on an even basis with other schools, the aim is subjugated to the safety, sportsmanship, academic priority, and general welfare of the school and students.

The KCSD Athletic Department is an integral part of the educational program, focused on developing students' skills, character, and overall growth. While promoting competitive athletics, the program prioritizes safety, sportsmanship, academics, and the well-being of all students.

A. All students are provided the opportunity to participate in Keystone Central School District's extra-curricular and/or co-curricular activities.

- All students are allowed to compete for a spot on the team with a try-out process.

B. Athletic programs must have educational value:

- They must contain desirable learning experiences.
- They must relate harmoniously with the overall educational program.
- The designated school authorities must control them.
- Coaches must always provide academic, athletic, and sportsmanship leadership. promote academic growth, athletic development, and sportsmanship.

C. Athletic team participation should contribute to:

- Health and happiness
- Development
- Emotional maturity
- Social competence
- Moral values
- A sense of cooperation
- A spirit of competition
- Self-discipline
- A realization of the value of group goals
- A sense of loyalty
- Development of self-esteem

D. All athletes should deem it a privilege to participate in the Keystone Central School District's extra-curricular/~~co-curricular~~ **and interscholastic** activities.

The purpose of these activities as they relate to the participant and coach in this district is to:

- ~~Develop good sportsmanship and appropriate standards of behavior.~~
- ~~Develop an environment that teaches self-control, self-discipline, cooperation, fairness, and honesty; respect for individual associates and opponents; and leadership and the acceptance of the leadership of others.~~
- ~~Encourage the highly skilled to compete with opponents of comparable skill.~~
- ~~Develop higher vitality, endurance, strength, and physical conditioning levels.~~
- ~~Develop desirable health habits and avoid injury.~~
- ~~Develop courage, tenacity, resourcefulness, alertness, and maximum effort.~~
- ~~Develop social expression, feelings of self-worth, life-long recreation skills, and self-expression.~~

The purpose of these activities as they relate to the student body in this district is to:

- ~~Create an atmosphere of unity; to foster school spirit that will make the educational process more effective.~~
- ~~Allow the student body to become better acquainted with athletics and appreciate the spectator role.~~
- ~~Motivate wider sports participation of the student body by providing examples of superior performances.~~
- ~~Promote good sportsmanship.~~

The purpose of these activities as they relate to the community in this district is to:

- ~~Provide wholesome objectives of recreational interest.~~
- ~~Create interest and support for the total school program.~~
- ~~Educate the community regarding the educational and social values of athletics.~~
- ~~Support and encourage the will to excel.~~

Participation in KCS D extracurricular and interscholastic activities is a privilege that supports the development of well-rounded students. These programs promote sportsmanship, character, leadership, teamwork, and physical fitness while building confidence, resilience, and lifelong skills. They also foster school unity, pride, and engagement among the student body, and strengthen community support by highlighting the educational, social, and recreational value of athletics.

PHILOSOPHY OF COACHING

The following coaching philosophy has been extracted from the booklet *“Sportsmanship – Citizenship,”* published by the National Federation of State High School Associations.

“The athlete identifies with the coach as someone special. There is no doubt the shaping of the athlete’s general attitude is in part molded by the coach. A good

example is an attitude of winning. It is an admirable goal, but victory is a rather hollow feeling at the expense of morals, ethics, and just plain common sense. You measure a man by how tall he stands in life, much as the athlete does his coach. Success is not always measured in terms of awards but in terms of the lasting values received for having participated. Learning how to lose with grace is a vital gift. Naturally, if all the necessary ingredients are present, the wins seem to take care of themselves. One often hears the remark, 'Only when you win do you have fun.' One can hardly grasp that as being a healthy by-product of competition. Yes, winning is fun, but being able to participate should be fun, also, or perhaps it is not a worthy activity."

"The middle school/senior high athlete is at a very impressionable age. Their coach is someone special to them. Sometimes they substitute for a parent. The coach is a leader. To be a leader, you must care about people. A coach must be a good listener. Negative coaching never really accomplishes a great deal, but accentuating a positive approach will do wonders. You've got to be positive. This can all be done through the teaching of good sportsmanship through example and practice."

"Total involvement of all athletes is most important. How much should young athletes dedicate themselves? Too often, the athlete is required or requested to dedicate themselves to a great deal more than we, as coaches or former coaches, ever did or were willing to do."

In summary, the coach must see themselves as an educator so that he does not lose the proper perspective of what interscholastic athletics is all about. There is no doubt the coach bears the most significant responsibility for sportsmanship. The coach must, for example, respect the official's judgment in interpreting the rules.

ATHLETIC DEPARTMENT

PRINCIPAL(S)/ATHLETIC SUPERVISOR:

Principals are responsible for all matters of the school's athletic program. They may delegate some power, but such delegation does not relieve them of any responsibility for any infraction by the school of the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association.

ATHLETIC DIRECTOR(S):

Athletic Directors are the coordinators of all athletic activities and the representatives of the Principal at athletic activities involving the school. They have delegated authority and responsibility in the following areas:

1. Observe **and evaluate** the overall performance of the head coach in all sports.
2. Confirms with the Athletic Secretary that all coaching personnel forms, pre-seasonal documentation, and coaching certifications are in before the start of the season. If forms are

missing the AD must inform the head coach that those that do not have forms in are not allowed to coach, **in any capacity**, until those are completed.

3. Keep the Principal(s) **and** Assistant Principal(s), ~~and Supervisor of Athletics~~ fully informed of all the information concerning the program.
4. Schedule all athletic contests subject to the approval of the Principal (may consult with a coach concerning all scheduling arrangements, but all scheduling, including changes, must be discussed with the Principal).
5. Arrange necessary transportation for all away contests (schedule trips and coordinate with the bus company to ensure minimal loss of school time).
6. Oversee all contracts, permission forms, facility use forms, eligibility lists, and other documents required by the PIAA.
7. Work with the Athletic Secretary for the purchase of athletic materials, supplies, and equipment (following Board Policy on solicitation of quotations of bids from responsible manufacturers and dealers).
8. Make sure that all coaches have turned in their end of season paperwork and evaluations, and have had their end of season conference with AD within two weeks after their last game. Failure to do so will delay payment to all paid coaches, and could impact coaching evaluation.

HEAD COACH

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties. The head coach may delegate these responsibilities among their assistant coaches. However, the delegation of duties by the head coach does not relieve the head coach of the responsibilities. The head coach maintains overall responsibility for the effectiveness of the program. **Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Athletic Director. ~~The Athletic Director will be responsible for evaluating the head coach.~~**

The head coach shall:

1. Be responsible for coordinating the total program from grades seven through twelve (**all other coaches in that sport are directly responsible to the head coach**).
2. Make sure all volunteer and/or paid coaches have all applicable paperwork before the beginning of practices. Failure to do so will restrict them from participating in all activities until those are turned in.
3. Develop a disciplined, well-conditioned team representing the school and the community.
4. Ensure that all requirements by PIAA and the Board of School Directors are met for participation in all athletic contests.
5. Follow and enforce the School Board Policy on Code of School Conduct. (**may establish additional **team** rules upon approval of the Athletic Director**).
6. Demand the best in sportsmanship, conduct, and appearance from the assistant coaches, managers, statisticians, and team at all practices and games.

7. Assist in the selection of assistant coaches.
8. Recruit and select competent student managers and statisticians.
9. ~~Organize a program of practice sessions, systems of play, and training rules with the proper clearance of authorized personnel~~
10. Institute practices that assure the safety of players when under supervision.
11. Reports unsafe equipment and facilities to the Athletic Director.
12. Permit no practice or squad activity without proper supervision by the head coach or a **KCSD-paid assistant coach**.
13. Individually coach participants in the skills necessary for achievement in the sport.
14. Supervise locker room activities and remain until all players have cleared the school district property after practice or game. At no time shall a coach provide transportation to student-athletes using their vehicle.
15. Make sure all lights are out after practice.
16. Make sure that all entrance ways to buildings are properly secured.
17. Assume responsibility for the care of all athletic equipment, supplies, and materials assigned to each sport and collect all equipment and uniforms at the end of the season.
18. Keep a list of needed equipment.
19. Have the necessary game equipment packed before away games and ensure its proper storage upon return.
20. Report injuries to the Athletic Trainer, maintain ATS Account and follow notifications.
21. Work with the Athletic Trainer to ensure that each injured player receives proper medical attention.
22. Refer a student for proper professional staff counseling if a student presents a personal problem to the coach, and the problem cannot be resolved at that level.
23. Be responsible for all game statistics and update team websites with scores as soon as possible after the event. Maintain the team web page with current, up-to-date information. Communication of scores and information is vital to the success of our programs.
24. Maintain necessary attendance forms, insurance forms, and similar assigned paperwork.

25. Sign off on the team roster provided by the athletic secretary and ensure that all eligibility paperwork has been collected and turned in to the athletic secretary.
26. Submit a Season End Report before the end of the season conference with the athletic director with the final season roster, lettermen, season record and results, highlights, special recognitions, self-evaluation (strong and weak points), and recommendations for the future.
27. Submit an evaluation of all KCSD paid assistant coaches in your program. You must meet with the assistant coach and have them sign the evaluation. This must all be done within two weeks after the last game of the season.
28. Become familiar with the [Extra-Curricular and Interscholastic Handbook](#).(update)
29. Become familiar with [Policy 915](#) (update)– Relations with PTO & Booster Organizations.
30. Maintained accurate records with the athletic director regarding the rotation of equipment and uniforms.
31. Prepare annual equipment inventory and budgetary request forms. These must be completed no later than November 30. All sports uniforms must be kept on KCSD property during the off-season. Each school will have a designated location for inventorying uniforms.
32. Any events/activities performed outside of the PIAA sports season are the responsibility of the coach **and/or booster club** to finance, supervise, arrange transportation, and ensure compliance with PIAA/NCAA eligibility requirements. See [Extra-Curricular and Interscholastic Handbook](#). (update)
33. Current KCSD staff will be allotted two additional coaching days to be used during the offseason for professional development or off-season events within the scope of their hired position. Prior approval from the Athletic Director is required. Volunteer coaches will not be permitted to submit coaching days as an acceptable absence from school.
34. All coaches will be issued and required to use a “@kcsd.k12.pa.us” google email address for all communication through the athletic department. All communications will be sent through this school email account.
35. All coaches will be required to maintain a KCSD account with ATS (Athletic Trainer System) and adhere to all recommendations provided by UPMC-Certified Athletic Trainers. Coaches should review emails sent to their KCSD email account with student-athlete Athletic Training Consultations. The injury report will be provided by UMPC weekly via email.
36. Coaches will attend and sign off on mandatory training with UPMC athletic trainers on the EAP and sign the Emergency Action Plan to understand all protocols.

37. ~~Complete any transportation requests via r-SchoolToday Trip Request Program. Maintain an accurate transportation log and communicate with the Athletic Director. In the case of an emergency, the head coach must reach out to the Athletic Director and follow the Athletic Staff Emergency Checklist.~~
38. Submit ~~team a~~ Team Policy Manual/Handbook, Team Tryout and Team Cut-Policy, and Team Manager list. Sign off on KCSD Coaches Handbook, sign off on KCSD EAP and attend EAP Training.
39. Perform other duties as may be assigned or delegated by the Athletic Director or Principal.

****The above responsibilities may be delegated to paid assistant coaches****

The head coach is primarily responsible for the program's effectiveness. They may be held accountable for failure with any program phase unless they are relieved of this responsibility. Head coaches ensure that all athletic paperwork is completed and submitted to ~~The r-School-~~ **the Athletic Department**. Refer to the head coaches binder issued from the athletic department. ~~at the beginning of the fiscal year).~~

JUNIOR HIGH HEAD COACHES

The Head Junior High Coach is primarily responsible for the effectiveness of the Jr. High program. Head Jr. High coaches are responsible for ensuring that all athletic paperwork for the Jr. High program is complete and submitted when due. Refer to the head coaches binder issued from the athletic department. ~~at the beginning of the fiscal year).~~

ASSISTANT COACHES

Assistant coaches are expected to perform assigned responsibilities and to fulfill all obligations as specified by the Head Coach. The head coach is responsible for evaluating their assistant coaches and delegating assignments to the staff. Refer to the head coaches binder issued from the athletic department. ~~at the beginning of the fiscal year).~~

VOLUNTEER COACHES

All head coaches can select qualified individuals (volunteer coaches) to supplement their contracted coaching staff. Volunteer coaches must be in good standing with the school district and approved by the KCSD Board of Directors.

Volunteer coaches must clearly understand their duties and responsibilities, including the duty to comply with all school district rules, policies and regulations. A volunteer coach may serve only in a support capacity under the supervision of the head coach and assistant coach employed by the school district. This means a volunteer coach is not permitted to supervise or conduct practices/workouts independently. Volunteer coaches shall receive no financial remuneration from the school district. ~~or athletic booster clubs.~~

COACHING REQUIREMENTS

1. According to PIAA and Keystone Central School District policy, all head coaches, assistant coaches, and volunteer coaches must obtain the following coaching education requirements:
 - a. Coaching Principles or Fundamentals of Coaching Certification
 - b. First Aid, Health and Safety, or Sport First Aid Certification

Coaches are required to create a PIAA coaching profile and upload their certificates to it.

2. In accordance with PIAA and Keystone Central School District policy, all head coaches, assistant coaches, and volunteer coaches must obtain and submit the following clearances to the Athletic Department as well as update them accordingly.
 - a. Act 34 – PA State Criminal History Clearance (updated every five years)
 - b. Act 151 – Child Abuse Clearance (updated every five years)
 - c. Act 114 – FBI Fingerprinting Clearance (updated every five years)
 - d. Act 31 – Mandated Reporter Certificate (updated every five years)
 - e. Act 24 / Act 82 – Arrest / Conviction Report Certification Form (Once at time of hire)
 - f. Sexual Abuse Misconduct (Act 168) (Once at time of hire)
 - g. Concussion Certificate (needs redone every year)
 - h. Sudden Cardiac Arrest Form (needs redone every year)
 3. Per Keystone Central School District policy, all head coaches and assistant coaches are required to submit the following payroll information to the ~~Athletics~~ **Human Resources** Office:
 - a. Authorization Agreement for Automated Direct Deposits
 - b. W-4
 - c. Local Earned Income Tax Residency Certification
 - d. Employment Eligibility Verification
 - e. School Personnel Health Record – TB Test/Physical
- **Failure to turn in all of the above will restrict you from participating in all season activities until everything is completed and turned in.**

COACHING ETHICS

1. ~~The first quality of every teacher/coach should be their professional ability as a teacher on the staff. They are a teacher first, then a coach. Teaching is important, whether conducted in the classroom or on the playing field. This does not mean that coaching is of lesser importance to teaching. It means that the school curriculum encompasses both academic learning in the classroom and athletic learning through extra-curricular activities. Each individual employed as a coach who is not on the faculty should model their behavior accordingly.~~ **Coaches are teachers first, responsible for educating through athletics. Athletics are part of the broader educational program, and all coaches—faculty or not—are expected to model professionalism and effective teaching.**

2. The coach should exemplify all they are attempting to develop in those affiliated with the team. The coach should serve as the prime example of good sportsmanship. ~~and wholesome living.~~
3. There should be ~~harmony~~ **unity** among the entire coaching staff. Coaches should cooperate, not compete against each other.
4. ~~On the field, coaches must be the example of the good sportsmanship they are trying to teach, defend the team's rights at all times, but do not overdo differences with officials.~~
5. No smoking or use of other tobacco products (including smokeless tobacco and vape pens) will be permitted **while coaching/supervising the team on any school property.** ~~on the field or in the gymnasium at any time by members of the coaching staff.~~
6. ~~The use of profanity by coaches at any time will not be tolerated and may result in removal from the program.~~
7. The coaches are required to follow the assigned schedule. Changes to a schedule can only come through the Athletic Director. ~~The coaches will make no arbitrary change in the schedule or rescheduling of contests without the consent or approval of the Athletic Director and the Principal.~~
8. Abide by the rules of PIAA and KCS D Policies.
9. Do not interfere in a student's participation in other extra-curricular activities, including off-season workouts.
10. A coach is a professional representative of their school, sport, and community and must maintain professional conduct and language at all times.
11. Place the student athlete's welfare and the school's reputation above the outcome of the sport.
12. Coaches of different programs will work together to develop off-season training programs to allow athletes to participate in multiple sports programs.

ATHLETIC TRAINERS

~~The Keystone Central School District is most concerned with its student-athletes safety. We believe proper care of injuries is critical to the students in the athletics program. The school district provides certified athletic trainers to furnish care and rehabilitation of athletic injuries. However, given the size of the athletics program, it may be impossible to provide coverage at every scheduled event. The athletic office will make every effort to see that your sport receives attention based on the available personnel. Sports judged to be **high injury-risk sports** will receive primary coverage. If a certified trainer is not present, the coach in charge of the activity will assume responsibility.~~

~~The head coach is ultimately responsible for reporting injuries to the Athletic Trainer. They may delegate this responsibility to an assistant coach.~~

The KCSD Athletic Department prioritizes student-athlete safety by providing certified athletic trainers for injury care, treatment, and rehabilitation, with priority given to high-risk sports. When a trainer is unavailable, the coach assumes responsibility. Athletic trainers handle first aid, injury management, communication with parents, and return-to-play decisions, while head coaches are responsible for reporting injuries.

The duties of the Athletic Trainer include:

1. First Aid and emergency care.
2. Taping and treatment before practice.
3. Notifying the parents of the injured player.
4. Supervision of Student Trainers.
5. Ordering, distribution, and care of supplies.
6. Making arrangements for trainers for away games that we are not covering.

The Athletic Trainer is medically responsible for the athletes. Following an injury, the Athletic Trainer will determine if and when the athlete is physically able to resume participation.

CONCUSSION RECOGNITION AND MANAGEMENT

Keystone Central School District will comply with the National Federation of State High School Associations guidelines for managing concussions in sports. Keystone Central School District's contracted Athletic Trainers will oversee treatment and conduct Return to Play Protocol as per UPMC Susquehanna Policy.

Below is an example of a return to physical activity program; **however, our Athletic Trainers will treat each case individually per UPMC Sports Medicine standing orders.** The National Federation of State High School Associations guidelines can be found in this document.

CONCUSSION PROTOCOL (RETURN TO PLAY):

After suffering a concussion, no athlete should return to play or practice on that same day. An athlete should *never* be allowed to resume play following a concussion until symptom-free and approved to resume physical activity by an appropriate healthcare professional. Once an athlete no longer has signs or symptoms of a concussion and is cleared to return to activity by an appropriate health-care professional, they should proceed stepwise to allow the brain to re-adjust to exercise. In most cases, the athlete should progress no more than one step each day, and at times each step may take more than one day. Below is an example of a return to physical activity program:

A Progressive Physical Activity Program (ideally under supervision).

Step 1: Light aerobic exercise - 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or other exercises.

Step 2: Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without equipment.

Step 3: Non-contact training drills in full uniform – students may begin weightlifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full gameplay.

If symptoms of a concussion recur or concussion signs and behaviors are observed at any time during the return-to-activity program, the athlete must discontinue all activity immediately.

Depending on previous instructions, the athlete may need to be re-evaluated by the healthcare provider, or may have to return to the previous step of the return-to-activity program.

STUDENT-ATHLETES

For any athlete to compete in interscholastic athletics, athletes must fulfill all the regulations and requirements set forth by the PIAA and Keystone Central School District. Please thoroughly review the requirements for participation listed below.

Note: All required forms and notifications are expected to be submitted by the announced deadlines. Further details and updated PIAA rules and regulations referred to in the section are available online at www.piaa.org.

ACADEMICS

WEEKLY ACADEMIC ELIGIBILITY (Pending decision regarding staffing study - May 2026 School Board Meeting)

1. Academic eligibility is based on-current course grades. Eligibility reports are run Friday morning of each week or in the morning of the last day of school for the week.
2. When a student who attends Bucktail MS/HS or CMMS (block schedule) **fails one (1)** or more than one subject of all subjects taken, their name will appear on the weekly academic eligibility list. When a student CMHS **fails one (2)** or more than one subject of all subjects taken, their name will appear on the weekly academic eligibility list. (CMHS has 8 periods/no block)
3. Students who are **failing one or two (1 or 2) courses (as stated above)** are required to work on educational material or tutoring for the first 30 minutes of practice. A student must sit for the first 30 minutes of practice for the upcoming week. **Midnight Sunday through 11:59 pm Saturday (see below for an example). They are permitted to participate in competitions. Any exceptions to this must be approved by the Principal / Athletic Director, and the head coach of the program will be notified.**
4. Any Bucktail MS/HS or CMMS student failing more than one **(2 total)** course will meet with the Athletic Director/School Counselor/School Administrator to discuss their eligibility for the following week. Any CMHS student failing three **(3 total)** courses will meet with the Athletic Director to discuss their eligibility for the following week. Any student failing more than the stated course guidelines (for their school) by 3:00 pm on the day of the academic eligibility checks will be academically ineligible for one week. Students must contact their teachers with discrepancies in their grades. If a said discrepancy exists, their teacher must complete a required form to the Athletic Director before 3:00 PM Friday, the day eligibility reports are run.

5. Ineligibility period will begin 12:00 am Sunday through 11:59 pm Saturday (see page 14 for an example). **Ineligible student-athletes are not permitted to attend extracurricular and cocurricular events/activities during the ineligibility period (practice, home contest, away contest, tournament, etc.). Ineligible student-athletes should not be transported to or from an event using school transportation or be dismissed early for team events.**

6. Any student enrolled in classes outside of KCSD will be responsible for weekly eligibility checks. The student will provide the athletics office a weekly signature from their course instructor by noon on Monday for the prior week's work. Students will follow the guidelines and consequences listed above if eligibility requirements are not met or the eligibility check is not submitted to the athletics office.

7. The Athletics Secretary will inform our coaching staff of academically ineligible student-athletes via email. The coaching staff will converse with all ineligible student-athletes and explain the ineligibility consequences.

8. Weekly eligibility sheets will not be run for one week at the start of each marking period and semester due to the small number of grades available. Weekly eligibility sheets will be run the second week of each marking period and semester.

- If the teacher and student are absent, the grade currently reflected in PowerSchool will be used to determine eligibility.

9. All mitigation procedures will be followed regarding illness or diseases based on current district safety plans. Each instance will be monitored on a case-by-case basis.

ELIGIBILITY AT THE END OF A MARKING PERIOD/SEMESTER

1. Students not passing **two (2)** courses at the end of a marking period or semester will be ineligible to participate in co-curricular activities, extracurricular activities, and/or interscholastic athletics for **fifteen (15)** school days of the next marking period, beginning on the day that report cards are issued.

2. Students not passing **two (2)** courses at the end of a marking period or semester will be ineligible to participate in co-curricular activities, extracurricular activities, and interscholastic athletics for **fifteen (15)** school days during the next applicable sports season or activity during the next school year. **The student may attend a district-approved summer school or other academic programs in the failed subject area and must receive a passing grade to be eligible and not serve the fifteen (15) day suspension.**

WEEKLY ACADEMIC INELIGIBILITY EXAMPLE:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Students ruled academically ineligible. Can still participate	7 Can still participate
8 12am Ineligible	9 Ineligible	10 Ineligible	11 Ineligible	12 Ineligible	13 Ineligible Academic review completed- If eligible, students can participate again beginning on Sunday. If not, the same process will continue.	14 Ineligible
15 12am Eligible	16 Eligible	17 Eligible	18 Eligible	19 Eligible	20 Eligible	21 Eligible

BHS/BMS/CMHS/CMMS Athletics

Weekly Academic Eligibility Form

Student Name: _____

It is the responsibility of the student to see your teacher(s) in order to confirm the current grade in PowerSchool. If your current grades remain as is, you will lose your eligibility from the immediately following Sunday through Saturday. Academic eligibility will be reviewed every Friday throughout the season at the end of a marking period, the end of a semester, and the end of the school year. Please refer to the CMHS student-athlete handbook for specific eligibility requirements and regulations.

Course	Grade

*****Attention teachers:** The above grades are what is currently being reported in PowerSchool. Please review the student's grades and confirm by completing the google form survey that is sent with the eligibility report. Please indicate whether or not the grades above are correct - by 4:00 PM - TODAY!! This will help us maintain an accurate account of academic eligibility for our student-athletes. Any students' grades that are not reported in this format will be deemed ineligible for the upcoming week.

Student-athlete eligibility will be suspended from _____ (12am Sunday) through _____ (11:59pm Saturday). The next academic eligibility check will be run on _____ (Friday or last day of school for the week). If eligible after the next academic check, the student can resume participation on _____ (Sunday).

Keystone Central School District

SUPPORT STRATEGIES for PLANNED ABSENCES

Please refer to the tips below as a regular best practice when missing instruction.

Student Athletes: Plan to connect with your teachers before the season & share your schedule. If you are struggling with a class, communicate with your teachers, counselor & coaches ASAP.

Student Strategy / Communication Guide		
Before	During	After
Before my absence I... ☐ Bookmark each of my teacher's online resources for quick reference ☐ Inform my teacher via email, or in person, in advance, regarding my absence ☐ Make a "to-do" list of work that will be missed during absence from teacher's online resource or from direct communication ☐ Ask my teacher if I could sit in during another class to compensate for the one I will be missing ☐ Email and/or meet with my teacher to offer several times (before/after school, study hall, or over lunch, etc.) to make up the assignment in person ☐ May ask for an extension in advance rather than waiting until it is due or past due if I know I can't meet the deadline	While I am absent I... ☐ Use the district wifi (when available) to complete my work ☐ Email my teacher if I have questions ☐ Get in touch with a reliable classmate while I am away ☐ Take and use reading or other materials with me on the bus/van that I will need to study or prepare for class ☐ Touch base with students/teammates who share similar classes and/or teachers to clarify work and discuss questions	When I return back to school I... ☐ Turn in work that was due while I was out ☐ Check Schoology for any missing work or indicators that I missed something ☐ Check in with a reliable peer and my teacher regarding missed work ☐ Review notes or other class materials that may help me understand missed instruction

1. Age - (PIAA Constitution and By-Laws: Article I)

- A student-athlete may not have reached their 19th birthday by the date of June 30 that immediately precedes the beginning of the school year.
- In sports where interscholastic competition is limited to grades 7 through 9, the student-athlete may not have reached their 16th birthday by the date of June 30 that immediately precedes the beginning of the school year.
- In sports where interscholastic competition is limited to grades 7 and 8, the student-athlete may not have reached their 15th birthday by the date of June 30 that immediately precedes the beginning of the school year.

2. Amateur Status - (PIAA Constitution and By-Laws: Article II)

- To be eligible to participate in a sport, a student must be an amateur in that sport. A student loses amateur status in a sport if the student, or the student's parent(s) or guardian(s), receives money or property for or related to the student's athletic ability, participation, performance, services, or training in a sport.
- A student may accept awards from the student's school or the student's school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by the student's school Principal, or the news media. Permissible awards are items of apparel, a blanket, watch, ring, ~~scroll~~, carry-on or warm-up bag, photograph, medal, plaque, or similar award, with appropriate institutional insignia or comparable identification. The fair market value of items provided to any such student may not exceed \$200.
- Students may only receive consideration for their own name, image, and likeness (NIL) per PIAA Bylaws - Article II - Section J.

3. Attendance - (PIAA Constitution and By-Laws: Article III)

Given that the competition is extremely keen among KCSD students to be selected for a position on a team's roster or to achieve a starting role on one of our teams, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity. Missing practice or competition may hinder an athlete's individual skill, attitude and knowledge development; weaken his/her role on the team; and affect the team's performance and chances of success.

1. A student must be regularly enrolled in a secondary school in full-time attendance. A student is eligible only at the school at which the student is enrolled. Exceptions exist for home-schooled students and students enrolled in Charter or Cyber Schools.
2. A student must be in attendance at school by **9:00 am** in order to attend or participate in an activity, practice or contest that day. An exception will be made if the student has a written excuse from the parent *and* a building administrator in conformance with the school district's

attendance policies and guidelines approves the written excuse. **Examples of acceptable reasons to be late are health care appointments, and family/personal matters.**

3. **For** any unlawful absence, ~~whether 1/2 day or full day,~~ a student/athlete will not be permitted to practice or participate in an athletic event on that day. Administrators and coaches have the right to add further consequences and restrictions depending on the number of attendance infractions.
4. ~~Any student/athlete who accumulates 10 or more excused, unexcused, or unlawful throughout the entire school year (excluding doctors excused or educational trips) absences will meet with an administrator or designee to determine eligibility for participation.~~
5. Per PIAA Constitution and By-Laws, a student who has been absent from school during a semester for a total of twenty (20) or more school days, is **ineligible** to participate in an Inter-School practice, scrimmage, or contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence. A PIAA district committee may consider an exception when there is an extended absence because of approved reasons.
6. If a student is absent on the last day of school before a competition, practice, or any event, the student is **ineligible** unless the student receives permission from a building Principal and the Athletic Director to participate. Consideration will be given when the student provides the administration with a written excuse from the parent. Acceptable reasons for not being in attendance the last school day before a competition or an event on a non-school day include: approved dental, legal, or medical appointment, field trip, educational trip, or death in the immediate family. Every effort should be made to make prior notification of the intended absence well in advance of the actual absence date. The coach will call the parent/guardian **and notify the athletic director if this situation arises.**
7. **Post-Season Eligibility**, according to the PIAA By-Laws, is based on an athlete's attendance at their school's practices and competitions: **Article IX, Section 5 states,**

"A student who participates as an individual or as a member of a team in a sport in an athletic program other than that of student's school, who is enrolled at a school having a team in that sport, shall be ineligible to participate in the District or Inter-District Championship Contests in that sport unless the student has been in uniform and available to participate as a member of the student's school team in that sport for at least 75% of the regular season contests; and if a student's practice in an athletic program other than that of the student's school does not meet the practice requirements of the student's school as determined by the Principal, the student shall be ineligible to participate in the District or Inter-District Championship Contests in that sport.

4. Period of Participation - (PIAA Constitution and By-Laws: Article VIII)

A student-athlete is eligible for practice or participation in interscholastic athletics upon entry into seventh grade. A student-athlete loses eligibility when the student-athlete has reached the end of the student's fourth consecutive year beyond the eighth grade. If the student repeats a grade after

eighth, the student will be ineligible as a senior. Students are limited to six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.

5. Participation of Charter and Secondary Home School Students in PIAA Athletics

Secondary students attending a charter school of the Keystone Central School District shall be eligible to participate in interscholastic athletics if:

1. Said school does not offer a particular sponsored interscholastic sport and an approved cooperative sponsorship has been established.
2. Must participate at said school in which they would reside and regularly attend
3. Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions. Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) with their participation.

~~6. Participation of Secondary Homeschooled students in PIAA Athletics~~

~~Homeschooled secondary students residing in the Keystone Central School District shall be eligible to participate in interscholastic athletics.~~

- ~~● They must participate at the school they reside in and regularly attend.~~
- ~~● Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions. Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) with their participation~~

REQUIREMENTS FOR PARTICIPATION

Consideration for participation in an interscholastic athletic team and extracurricular activity requires that a student meets the following conditions:

- A. Student in the Keystone Central School District
- B. Student in Approved Schools with a Cooperative Agreement
- C. Adhere to the Keystone Central School District Code of Conduct
- D. Satisfy all Pennsylvania Interscholastic Athletic Association and Keystone Central School District Eligibility Requirements
 - Complete Online Registration
 - Complete and Submit PIAA CIPPE Packet
 - Complete and Submit PIAA Recertification Form (2nd and 3rd sports season)
 - Submit Copy of Insurance Card
- E. Meet the eligibility requirements by whichever **DEADLINE** listed below comes **FIRST**:
 - 14 days after the PIAA official start date
 - The team's scheduled cut date
 - The team's first scrimmage

- **A student-athlete is not permitted to join after the first PIAA competition.**
- The Deadline for joining a team will be the **first athletic event** of the season. An exception may be made for a transfer student given all the PIAA transfer paperwork is complete and approved by the PIAA District Committee.
- **LATE REGISTRATION** – The Athletic department affirms the need for pre-season mental and physical preparation. ***Suppose a student registers for a sport after the initial starting date. In that case, they are not eligible to participate in scheduled interscholastic competitions until practice time has matched the missed number of days/weeks.***

*Student-athletes looking to register after one of the deadlines listed above will be dealt with on a case-by-case basis with the Athletics Department. Extenuating circumstances will be considered – ex. Military Boot Camp, Transfer Student – Injury. Vacations will not be considered an extenuating circumstance.

ATHLETIC DEPARTMENT STRUCTURES

The athletic programs of the Keystone Central School District are governed by policies established by the Board of School Directors, the Pennsylvania Interscholastic Athletic Association (PIAA), District IV, District VI, and the Pennsylvania Heartland Athletic Conference, Northern Tier League and Small Mid-Penn. Since the Keystone Central School District schools are members of these agencies, adherence to the established principles of each in interscholastic athletics is paramount. As members, district schools are obligated to adhere strictly to all the rules and regulations of these agencies. It is the responsibility of the Principals and the Athletic Directors to see that athletic programs meet all requirements. To this end, a copy of the PIAA Handbook which contains the Constitution, By-Laws, and Rules and Regulations of the PIAA, is on file in the office of the Athletic Director. The document is available for review by all coaches. Likewise, a copy of the Constitution and By-laws of the Pennsylvania Heartland Athletic Conference, Northern Tier League, and Small Mid-Penn is on file in the office of the Athletic Director.

The PIAA conducts mandatory rules meetings in each sport on an annual basis. It is the head coach's responsibility to attend the mandatory meeting. The district will not accept liability for non-attendance; i.e., the head coach shall be responsible for any non-attendance fee levied by PIAA.

HOME SCHOOL/CHARTER/CYBER/LOCK HAVEN CATHOLIC SCHOOL STUDENTS

Homeschooled and Cyber secondary students residing in the Keystone Central School District shall be eligible to participate in interscholastic athletics.

8. They must participate at the school they reside in and regularly attend.
9. Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions.

Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) concerning their participation.

Secondary students attending Charter School of the Keystone Central School District shall be eligible to participate in interscholastic athletics if:

1. Said school does not offer a particular sponsored interscholastic sport
 2. Must participate at the school where they reside and regularly attend
 3. Transportation to and from scheduled practices and events is the responsibility of the parents of the students. Students must be transported to said school for departure to away competitions.
- Each student shall be required to follow the rules of the team, the policies of the Keystone Central School District, and the rules and regulations of the Pennsylvania Interscholastic Athletic Association (PIAA) about their participation.

Lock Haven Catholic School students can participate in Central Mountain Middle School athletic programs if they do not offer a particular sport. Students are transported to Central Mountain Middle School or Central Mountain High School for practices or games by LHC-sponsored bus. Please contact Lock Haven Catholic School Administration for further questions. Lock Haven Catholic School students are expected to abide by PIAA and KCSD student-athlete policies.

TRANSFER STUDENTS

It's the responsibility of the student transferring into the school district to notify the Athletics Department of their intent to participate in athletics. The Keystone Central School District will abide by the PIAA's policy regarding student transfers. Please view the PIAA's Constitution and By-Laws for further information regarding their student transfer policy. The handbook can be found at <https://www.piaa.org/resources/handbook/default.aspx>.

LACK OF PARTICIPATION

~~Lack of participation in an interscholastic sport may lead to that sport being suspended for that academic year. The first time a game must be forfeited due to lack of participation, or in individual sports such as wrestling, swimming, etc. when a team has no chance of winning at the beginning of the event (due to participation numbers) that sport will be suspended and the coaching salary will be prorated. The athletic council will consider each case separately.~~

TIMELINE FOR PARTICIPATION

The deadline for joining a team will be the **first athletic event** of the season for the sport the student-athlete is interested in joining. Exceptions to the rule will be examined case-by-case due to injury, transfer into the school district, or an exchange program student.

ATHLETIC DEPARTMENT PROCEDURES

A. Lack of Participation

Lack of participation in an interscholastic sport may lead to that sport being suspended for that academic year. The first time a game must be forfeited due to lack of participation, or in individual sports such as wrestling, swimming, etc. when a team has no chance of winning at the beginning of the event (due to participation numbers) that sport will be suspended and the coaching salary will be prorated. The athletic ~~council~~ **director** will consider each case separately.

Example: Wrestling less than 2/3 of the listed weights will not be considered a team.

The following are guidelines and expectations that every co-curricular and extracurricular participant must meet. In addition, consequences are also listed should a co-curricular and extracurricular participant not meet the outlined expectations and guidelines.

B. Squad Limits and Selection Guidelines

Junior High, Junior Varsity, and Varsity

The Keystone Central School District values the ideal of maximum participation. Still, the nature of interscholastic sports makes it necessary to limit the roster size in some sports. Tryouts and “cuts” are probably the most painful experience for coaches, students, and parent(s)/guardian(s). While we would like to accommodate every student who wants to participate in a sport, limitations in facilities, coaches, and other resources and safety factors make tryouts and “cuts” necessary.

The head coach and staff are responsible for establishing guidelines for tryouts and “cuts” in their respective sport. Coaches are responsible for submitting their guidelines to the Athletic Department for approval on the date selected for the seasonal coaches' meeting. Once approved by the Athletic Department, this information must be communicated with the parents and athletes at the seasonal parent-athlete meeting and with the athletes on the first official day of practice.

General guidelines must include:

- ☐ EXTENT OF TRY OUT PERIOD – 3 DAYS MINIMUM
- ☐ CRITERIA USED TO SELECT THE TEAM
- ☐ EVALUATION DOCUMENTATION – MUST BE OBJECTIVE – SKILL SHEETS, CHECKLISTS, ETC. MUST BE UTILIZED
- ☐ PUBLICIZE THE NUMBER OF ROSTER SPOTS
- ☐ CAN NOT CUT ONLY 1 PLAYER
- ☐ ATHLETE MUST BE PERSONALLY INFORMED OF THE CUT BY THE COACH AND THE COACH MUST PROVIDE THEM WITH AN EXPLANATION/REASON AS TO WHY THEY WERE CUT/RECOMMEND OTHER ATHLETIC/INTRAMURAL OPPORTUNITIES

A tryout/cut process at the junior high level is not recommended but supported if the number of participants interested exceeds the maximum number of team members listed below. **Final approval regarding participation limits and ability to cut will be evaluated on a case by case basis per program by the Athletic Director.**

The junior high coaches will not be solely responsible for the tryout process. The varsity head coach and junior varsity coach must be present during tryouts, assist with the evaluation process and provide their input when discussing selections for the team. Due to their participation in the process, tryouts may be held at a later time to avoid conflicts with junior varsity and varsity practices.

The following Junior High sports are not permitted to be cut:

Football	Boys' Soccer	
Wrestling	Girls' Soccer	JH Softball

~~Girls' Track and Field~~ ————— ~~Boys' Track and Field~~

The following ~~Junior High~~ sports are permitted to cut **BUT** must have a roster size **NO FEWER** than the following:

JH Girls Basketball/JH Girls Volleyball:

~~7th grade: 15~~ —————

~~8th grade: 15~~

JH Boys Basketball:

~~7th grade: 15~~

~~8th grade: 15~~

~~9th grade: 15~~

All “cutting” decisions are at the discretion of the coach(es); however, their procedures must be well communicated, consistent, and fair. The coach(es) may keep more than the minimum number to fill their roster. ~~The coach is not permitted to cut if participation numbers are lower than the minimum listed above.~~

Missing any beginning-of-the-season try-out or practice sessions because of family vacation is permissible only when the athlete provides written notice of their plans to the head coach at least one week before the first day of official practice/try-outs. **In addition, the athlete must be in attendance for their try-out session(s) for teams that make cuts before the final squad selection has been made.**

Students not selected for a squad may be permitted to try out for another sport during the same season, provided the selection process for that team has not been completed, and the head coach is agreeable to the tryout. The student-athlete must obtain approval from the coach no later than two days after receiving notification that they were not selected for the first sport they attempted to join.

C. Multi-Sport Participation

It is the position of Keystone Central School District that a student-athlete who maintains academic eligibility may participate in more than one sport within the same season. Students are encouraged to participate on as many different sports teams as they can during their school careers. **However, for a student to participate on more than one team per season is extraordinarily difficult and most often not in the student's best interest or the team's. Exceptions to this policy require approval from the Athletic director.** The athlete's best interest as a productive student and citizen comes first; however, if an agreement is reached between the Athletic Department, Administration, and the parent, the athlete may participate in two sports under the following conditions.

- A mandatory meeting must occur between the student, the parent, and both head coaches. The athletic director and/or the principal will make the final decision as to the student's ability to participate in both sports.
- The student must declare a primary sport and a secondary sport.

- The two head coaches, the student, the parent, and the athletic director, must meet to determine a pre-season practice and game event schedule.
- The agreed-upon practice/event schedule takes precedence over schedule changes and conflicts throughout the season.
- Unresolved differences between coaches will be considered and ruled upon by the AD/Principal, with the decision being final.
- **NO appeals will be honored at the board level.**
- **Students wishing to participate in an outside second sport, team, or activity during the KCSD structure season are permitted to do so at the discretion of the parent(s) of a said athlete.** All rules set forth by the KCSD coach are still in effect regarding practice/playing time.

UNIFORMS

Selection of uniforms, warm-ups, and travel suits must be approved by the **Principal/Athletic Director** prior to purchase. A quote with uniform design should be provided to the **Principal/Athletic Director**. A meeting between head coach, Principal/Athletic Director, and Booster Club president should be scheduled to discuss. The head coach of the program should make every effort to include student-athletes into the selection and design process of new uniforms. The Athletic Department has set a uniform rotation cycle for Junior High and JV/Varsity programs. head coaches are advised to stay within the money allotted for new uniforms. If the head coach selects uniforms that exceed the money allotted, their booster club will be responsible for the difference. The head coach is expected to discuss with their club and receive approval for payment prior to submitting to the Athletic Department. The booster club must submit a check to the Athletic Department for the difference before the uniform purchase is finalized. All district policies must be followed when purchasing new uniforms. Teams or booster clubs are not permitted to sell or dispose of district uniforms or equipment without prior approval from the **Principal/Athletic Director and Business Manager**.

ORDERING OF EQUIPMENT

The head coach of each sport is responsible for following school district policy when requesting to purchase equipment and supplies for that particular sport. The head coach is responsible for:

- Submitting equipment inventory and budget request form by November 30th.
- Must attach quotes for any requests to the budget request form.
All requests will be reviewed and approved by the athletic department, business manager, and superintendent during the annual budget meetings, and budget amount agreed upon. The agreed upon budget amount will be given to the coaches in ~~May~~ **June** after board approval and the coaches must then submit their Purchase order request and quotes at that time.

*If any additional items are needed that do not fit in the approved budget it must be discussed with the Athletic Director who will decide if needed and can be purchased.

The Athletic Director/Principal will review all orders, including booster club purchases before items can be ordered/ purchased.

SCHEDULING

The Athletic Director will schedule all interscholastic contests. As a member of the Pennsylvania Heartland Athletic Conference, Northern Tier League and Small Mid-Penn, we are obligated to play the conference schedule. The Athletic Director will give consideration to the Head Coaches suggestions/requests regarding non-conference games and tournaments/invitationals. Every effort will be made to honor suggestions/requests, but the team will be required to participate in the given schedule, and the Athletic Director will make the final decision. No coach is authorized to schedule or reschedule an athletic contest. Per the PIAA contracts with other schools all schedules must be played as scheduled. Per the league rules and regulations all suspended games must be made up with in-conference schools determined by the league.

Tournaments or Play Dates that the coach, Boosters, or Athletic Team wishes to participate in will be communicated to the Athletic Director/ Principal to add to the season schedule prior to the start of the PIAA season. Coach or designer is required to complete all necessary paperwork and submit it to the Tournament Director/ or organizer. A copy of the completed registration form will be sent to the Athletic Director/ Principal before officially scheduling said event. KCSD will not be responsible for any event entry fees for Tournaments or Play Dates.

If a KCSD Athletic Program wishes to host a Tournament or Play Date, they must do so following the KCSD Facilities Scheduler and Facility Use Rental Fees & Personnel Rates. An invoice will be sent at the conclusion of the activity. PIAA Officials and Game Worker personnel will be at the responsibility of the team to hire and schedule. Teams are required to pay said personnel. Concession stands may be opened and utilized as a way to raise funds. Additionally, team entry and or event admission entry fees may also be collected by the organizing team in an effort to raise funds. All organizations will go through the coach, Boosters, or Athletic Team wishing to host an event. If applicable, the Athletic Director/ Principal may help to communicate with other schools or PIAA official Assignors.

SCRIMMAGES

All scrimmage sessions must be approved by the Athletic Director before being held. Coaches are encouraged to seek out scrimmage opportunities and inform the Athletic Director so they can make the initial arrangements with the opposing school's Athletic Director. PIAA scrimmage limitations must be followed.

SCHOOL CLOSURE/EARLY DISMISSAL

If school is closed because of weather conditions or other extraordinary circumstances, there will be no practice or events for athletic teams that day. If school is dismissed early due to weather conditions or other extraordinary circumstances, there will be no practice or events for athletic teams that day. An exception can be made by the Athletic Director and Building Principal with final approval by the Superintendent.

POSTPONEMENT PROCEDURE

1. The Athletic Directors or designee of the two schools will decide whether the contest will or will not be played. The Athletic Director/designee will inform the Principal and Superintendent of any postponement.
2. The Athletic Director will notify the coaches and families through the scheduling program and attempt to find a suitable make-up date. The head coach may provide input; however, the Athletic

Director will make the final decision. Consideration will be given to our/opposing team's game schedules, facility schedules, and conflicting dates. PHAC by-laws state any postponement will be played on the next available play date mutually agreed upon by both schools.

3. The Athletic Director will notify game help, officials, transportation personnel, security, athletic trainer, cheerleader advisor, media outlets, property services, and anyone else involved in the event.

ATHLETIC TRANSPORTATION

The athletic department will make arrangements for all Keystone Central School District Athletic, Band, and Cheer travel. Travel routes, time allocations, and any other such necessary arrangements will be approved by the Athletic Director in consultation with the head coaches and bus contractors. Charter buses will not be used for Senior High or Middle School sports. A school bus will be used no matter what the mileage is. However, at times, the bus contractor may send a charter if there are no available school buses for athletic transportation. Districts & Inter-State playoffs will be given consideration for Charter Buses. The athletic department does reserve the right to request a passenger coach bus or request additional transportation deemed necessary by the Athletic Director/Principal.

Cheerleaders attending Varsity football games will be provided space on the team or band bus; however, they will be seated as a group with their advisor at the front of the bus.

All student-athletes are expected to use school-provided transportation when traveling **TO** and **FROM** activities away from Central Mountain and Bucktail campuses. There are several reasons for this procedure, but foremost are safety, security, and legal liability. The school district realizes that there are **exceptions for extenuating circumstances** that may be approved by the Athletic Director/Principal. For those circumstances, the following procedures must be followed:

- All students wishing to ride home from an event may do so but **ONLY** with their parent(s) or legal guardian(s). Said parent or legal guardian must sign out their student-athlete with the Head Coach on a provided official document.
- Students are expected to provide their coach with a written note excusing them from traveling back to their home school with their parent(s) or legal guardian(s).
- Students who request another family to transport them home due to **extenuating circumstances** must notify their coach and Principal/Athletic Director in advance of the scheduled competition. The Principal/Athletic Director has the final decision and will approve the request if they and the coach have a written note from **BOTH** the parent or legal guardian **AND** the family with which the student is riding home.
- Off-season transportation for camps/clinics or other functions of the program will not be the responsibility of KCSD.
- Efforts and good judgment by the Athletic Director are to be made in decisions on the number of buses necessary for the student and equipment transportation.
- **At no time will any coach be permitted to transport athletes in their personal vehicle. There are no allowable exceptions for a coach to transport athletes in their personal vehicles.**

POST-SEASON QUALIFICATIONS

A. Post-Season Qualifications

Athletic teams must communicate in writing with the Athletic Director and complete any necessary District post-season tournament paperwork one week before the district entry deadline. The postseason qualification will be based on District and League qualification measures.

Athletic teams that are individualized by nature (cross country/track and field/wrestling) must meet District 6 qualifying standards to participate in districts. Student-athletes will advance to regionals and states if they either win districts or qualify by meeting the specified standards. If either the leagues in Central Mountain or Bucktail participate provide different criteria for league championships, then teams may compete if they meet the league requirements.

SENIOR HIGH LETTERS AND AWARDS

The High School athletic programs will award athletic letters, with pins to designate each sport and bars to designate multi-year earnings. Individual head coaches will determine the criteria for earning a letter; inform the student/athlete and Athletic Director of the criteria for their sport before the first game/match of the season. Coaches must complete their End of Season report and submit it to the athletic office to receive letters, pins, and bars. These items should be distributed to athletes at the teams' banquet.

DISCIPLINE

Coaches are expected to follow and enforce the School Board Policy on the Code of School Conduct **(May establish additional rules upon approval of the Athletic Director)**. Coaches must maintain discipline in their squad and can expect full administrative support in this area. Use the philosophy of **"FIRM, FAIR, AND CONSISTENT"** as your discipline.

Be familiar with the [KCSO Student Activities Handbook \(update\)](#) and the Levels of infractions/consequences for student discipline in and away from the school building. Student-athletes are school-district representatives and must be held to high standards of behavior.

EQUIPMENT AND UNIFORMS

ISSUING EQUIPMENT/UNIFORMS– (Coach or designee)

1. Arrange for a date with the Athletic Director to issue equipment or uniforms to all athletes.
2. Notify athletes well in advance of this date so that they may plan their schedules.
3. ~~Record all equipment distributed on R-SchoolToday Equipment Check-Out Program.~~
4. Impress upon the athlete that all equipment issued must be returned whenever called for by the coach.
5. Make it clear that practice gear should be cleaned frequently for health purposes and advise, in writing, the frequency and method for cleaning all practice gear.
6. Have the athlete check the equipment form to see if all equipment listed and numbered correspond with what has been received.
7. Have the athlete sign form indicating that equipment has been received and will be returned when requested.

8. Every effort will be made to have same-gender supervision during the uniform fitting process. Coach, Assistant Coach, Volunteer, or Parent.

RETURNING EQUIPMENT/UNIFORMS– (Coach or designee)

1. Let the athlete know when the collection date will be (immediately after the end of the season). Each athlete must turn in their equipment/uniform.
2. Ensure that all returned equipment corresponds with the equipment listed on the equipment form. Notify the Athletic Director of all equipment that has not been collected. (Appendix – Missing Equipment)
3. Ensure that the student pays for any missing equipment. If not paid, report to the Athletic Director, and the student's name will be placed on a list for the Principal's review.
4. Ensure that all parts of uniforms are returned in a clean, well-kept condition.
5. All uniforms, warm-up jackets, bags, or issued equipment will be stored neatly in the designated athletic storage area designated by the Athletic Director/Principal. Uniforms will be hung up in designated areas. Coaches should arrange with the Athletic Director/Principal/ Athletic Intern to facilitate this process. ~~Record of all distributed equipment should be checked on R-SchoolToday Equipment Check-Out Program.~~

LOCKER ROOM/EQUIPMENT ROOM

The head coach will be responsible for

1. Cleanliness of the room.
2. Equipment in the locker room.
3. Supervision of the locker room at the time it is being used.
4. Keeping players out of the First Aid, Training Room, and equipment rooms except when supervised.

PERMANENT RECORDS

Each coach must submit the following records:

4. Eligibility lists from the first week of practice. (Signed roster)
5. Individual game and season record (this includes letter winners and other outstanding performances). The following should be included in the season record: (End of Season Report) All information must be submitted through the google form sent by the Athletic Director/Principal
 - a. Team honors
 - b. Individual honors
 - c. Recommendations
 - d. A completed evaluation of the season as requested by the Athletic Director. (Frontline)

PRACTICES

It is the coach's responsibility to ensure that players do not enter any part of the building or use any facilities except those necessary for practice. To ensure this rule is effective, the coach should:

1. Be there fifteen (15) minutes before practice and be the last to leave the building.
2. One coach must remain with students until they have been picked up from practice or a game.

3. Check the doors to ensure they are properly secured (do not prop doors open during practices).
4. Discipline any student disregarding these regulations.
5. Coordinate with the Athletic Director to schedule practices during vacations and other days when school is not in session.
6. Communicate with assistant coaches' practice schedule before practice. Coaches are encouraged to write practice plans and share them with the coaching staff.
7. Give practice schedules with times and locations to the athletic director before the season begins.
8. Take "attendance" at all practices and keep records of all athletes' practice and game attendance. r-SchoolToday Mobile Pro application, will have an accurate list for taking attendance on a mobile device.

PRE-SEASON CHECKLIST

1. Before the first practice session, the coach working with the Athletic Office must ensure that the following have been accomplished:
 - a. **All paid coaches must attend the Pre-Season Coaches meeting. If a coach fails to attend, due to unforeseen circumstances, then they MUST schedule a time to meet with AD and athletics secretary to discuss expectations.**
 - i. Enter Practice Schedules (~~R-schools~~ Arbiter Facility Scheduler), Team Guidelines & Expectations, Departure/Dismissal Times (~~Google Sheet/ R-School AS Transportation~~)
 - b. Head coach and assistant coaching must attend Pre-Season Parent-Athlete Meeting and be ready to host a breakout room with families.
 - c. All athletes have received a PIAA physical and/or PIAA recertification.
 - d. Have completed the online registration.
 - e. Have turned in a copy of their medical insurance card.
 - f. All assistant coaches and volunteers have proper clearances with KCSD and certificates for safety reasons, such as concussion, cardiac arrest, coaching principles, and sports first aid. **Under no circumstances shall any coach participate in any workouts, practices, or work with student-athletes before submission of all clearances, certifications, and approval from the athletic office.**

Anyone(College Students, Former Students, etc.) working with students in the summer will need to have applied to be a volunteer, through the portal by completing the Volunteer Application and all clearances and documentation submitted to the athletic office in May. The AD, along with the athletics secretary will provide updated lists of those that need to complete documentation. You will receive them a month, two weeks, and then one week before the first day of the season.

END-SEASON CHECKLIST

1. At the end of each season, the coach works with the Athletic Office to ensure that the following have been completed.

- a. The head coach completes all **paid** assistant coach evaluations and holds ~~discussion~~ meetings with the ~~said~~ coach. The Head Junior Coach will do the same with coaches at the junior high-level.
- b. Assistant coaches/Head Junior High coaches must sign their evaluations. Head Coach will then upload the assistant coaches/head junior high coach evaluation to Frontline as an artifact
- c. All uniforms are collected and inventoried in designated locations determined by the Athletic Director. All uniforms should be washed, and any damage should be reported on the ~~R-School Equipment Check-Out program~~ **Equipment Inventory Sheet**. Any missing equipment should be reported ~~through the R-School Equipment Check-Out program~~ **on the Missing Equipment Sheet**.
- d. Every head coach/ junior high head coach should submit the End of Season reflection to the Athletic Director during their end-of-season meeting. ~~(Frontline)~~. All paperwork and end of year meetings must occur within two weeks after the last game of the completed season. Please get with the AD to schedule those.
- e. ~~Turn in the official parent or guardian sign-out sheet.~~
- f. Turn ~~at~~ the End of Season report with all required lettering and banner information provided.

REPORTING OF SCORES

The head coach or designee is responsible for reporting the scores of all games to the ~~VNN press box website. Team scores and a narrative report about the competition can be submitted. All scores should also be submitted to Maxpreps~~ **(TBD). The head coach, Athletic Director/Principal, or designee is also responsible for reporting scores to the District 4/6 website for playoff power ratings.**

[PIAA District IV Website - Gimpware Instructions](#)
[PIAA District VI Website](#)

STUDENT MANAGERS

MANAGERS

Student managers must be selected by the head coach. Team managers must be listed on the Team Manager form and submitted to the athletics office. The athletic director will include the manager's name(s) on the team roster as a manager. The coach will indicate on the end-of-season report if the manager is to receive a varsity or participation letter per the varsity letter guidelines. If a student wishes to work as a Student Worker, they must apply on Frontline to be hired, scheduled, and compensated for their efforts. [KCS D Employee Application - Frontline](#)

GUIDELINES

Student managers are recognized as a valuable addition to the athletic program. These students should be easily distinguished from the team they are working with. At no time are these students permitted on the field of play or court during competition. The head coach will provide additional guidelines as suited for their sport.

(Job descriptions will be distributed at time of hire and when they receive their contract)

HEAD ATHLETIC COACH JOB DESCRIPTION

TITLE: Head Athletic Coach

QUALIFICATIONS:

- ~~Previous head coaching experience preferred.~~
 - ~~Previous coaching experience in the assigned sport is desired.~~
 - ~~Has knowledge and background in the assigned sport.~~
 - ~~Knowledge of the technical and fundamental aspects of the assigned sport.~~
 - ~~High moral character, a proper role model for the students and the community, integrity, and effectively communicates well with players, parents, community members, coaches, and school officials.~~
 - ~~Ability to organize, supervise and give direction to a sports team/program.~~
 - ~~A commitment and willingness to continue to learn and examine new ideas pertinent to the assigned sport.~~
 - ~~Proper working knowledge of rules and regulations established by the Keystone Central School District, Pennsylvania Interscholastic Athletic Association (PIAA), and Pennsylvania Heartland Athletic Conference (PHAC).~~
 - ~~Must obtain or be willing to obtain the following:~~
 - a. ~~PA Criminal Background Check (Act 34)~~
 - b. ~~Child Abuse History (Act 151)~~
 - c. ~~Federal Criminal History (FBI)~~
 - d. ~~Arrest Conviction Report and Certification Form (Act 24)~~
 - e. ~~Mandated Reporter Training~~
 - f. ~~Sexual Abuse Misconduct~~
 - g. ~~Concussion Certification~~
 - h. ~~Sudden Cardiac Arrest Form~~
 - ~~Must obtain or be willing to obtain PA Coaching Certifications~~
 - a. ~~Fundamentals of Coaching~~
 - b. ~~First Aid, Health, and Safety for Coaches~~
- ~~**New (first year) coaches will have up to 2 years after the hire date**~~

REPORTS TO:

- ~~Central Mountain Coaches report to the Central Mountain High School Athletic Director and Central Mountain High School Principal.~~
- ~~Bucktail Coaches report to the Bucktail Area High School Athletic Director and Bucktail Area Principal.~~

JOB GOALS:

- ~~To instruct student-athletes in the fundamental skills, strategies, and training necessary for them to realize the degree of individual and team success.~~

- To provide instruction that will lead the athletes to the formulation of moral values, academic achievement, strong work ethic, responsibility, teamwork, sportsmanship, self-discipline, leadership, self-confidence, and personal growth.
- Provide supervision of student-athletes, assistant coaches, and volunteer coaches affiliated with the program.
- Serving as a positive role model to the student-athletes and representing the Keystone Central School District in a well-respected manner.
- Upgrading their knowledge and skills through coaching clinics, observations consultation, etc.

COACHING PERFORMANCE RESPONSIBILITIES:

- Has thorough knowledge of and implements all the athletic policies approved by the KCSB School Board of Education.
- Has thorough knowledge of and implements rules and regulations established by the Pennsylvania Interscholastic Athletic Association (PIAA) and Pennsylvania Heartland Athletic Conference (PHAC).
- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels.
- Establishes clear goals and direction for the team, the coaches, and the players.
- Develops procedures to keep parents and players informed.
- Establishes clear policies with parents and players to address issues and concerns.
- Monitors student athletes' academic performance.
- Establishes high academic expectations and assists the student-athlete in improving their academic growth.
- Maintains discipline and works to increase morale and cooperation within the school sports program.
- Effectively engages the community and develops positive public relations and good community relationships.
- Regularly organizes and attends coaches, players, parents, and booster club meetings.
- Assist in the selection of assistant coaches.
- Demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Provide training rules, and any other unique sports regulations to each athlete considered a participant.
- Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents.
- Foster a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.
- Assess players' skills and monitor players during practice and competitions.
- Supervises all practices, games, and team trips.
- Maintain a record of team statistics and requirements for lettering and report to the Athletic Department at the end of the season.
- Select and direct student managers, student assistants, and statisticians.
- Frequently update the athletic director during the season about any issues, concerns, highlights, or events.
- Provides detailed oriented practice plans to the regularly scheduled practice sessions.

- Inform players and parents of NCAA rules and guidelines for academic requirements and deadlines about participating in college athletics.
- Understand the policies concerning injuries, medical attention, and emergencies.
- Communicates effectively with the athletic trainers.
- Organizes, plans, and helps manage the season-end awards ceremony or team banquet.
- Perform other such duties that are consistent with the nature of the position, which may be requested by the Athletic Director or Supervisor of Athletics.

EQUIPMENT AND FACILITIES RESPONSIBILITIES:

- Maintains accurate documentation for the team and program.
- Collect the cost of any equipment lost or not returned and submit it to the athletic department.
- Arrange for issuing and storing of equipment.
- Recommend to the athletic department budgetary items for next year in your program.
- Monitor the equipment rooms and coaches' offices and authorize who may enter.
- Permit the athletes to only be in authorized areas of the building at the appropriate times.
- Examine the locker rooms before and after practices and games, checking on the general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sports equipment.
- Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
- Instill in each player respect for equipment and school property, care, and proper use.

JUNIOR-HIGH HEAD ATHLETIC COACH JOB DESCRIPTION

Supervised by: Head Coach and Athletic Director

Job Summary

The position is responsible for coaching junior high student athletes, organizing practices, teaching skill development, game strategies, and techniques to prepare them for athletic competition.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below represent the knowledge, skill, and ability required.

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform essential functions.

Minimum Qualifications

- Must complete Pennsylvania Coaching Education Requirements.
- Must possess effective coaching techniques and skills.
- Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
- Must possess the ability to establish and maintain effective working relationships with school administrators, head coach, parents, and students.

Essential Duties

1. Teach fundamental sports skills and game strategies.
2. Instruct players on the rules, regulations, and techniques of the sport.
3. Organize and direct individual and small group practice activities.
4. Act as an appropriate role model.
5. Emphasize good sportsmanship and appropriate sports participant behaviors.
6. Follows established procedures in the event of an athlete's injury.
7. Adheres to the Code of Ethics for high school coaches (attached).
8. Models appropriate behavior towards players, officials, and spectators.
9. Provide a supportive environment during practices and games.
10. Keep track of athletic equipment and uniforms issued to your team.
11. Follow district transportation policies.
12. Prepare facilities for all home games.
13. Performs any other related duties as assigned by the head coach and Activities Director.

This job description in no way states or implies that these are the only duties to be performed by this employee. The head Jr. High coach will be required to follow any other instructions and perform any related duties as assigned by the Head Coach and Athletics Director.

ASSISTANT ATHLETIC COACH JOB DESCRIPTION

TITLE: Assistant Coach (High School and Middle School)

JOB DESCRIPTION: The job of Assistant Coach is done for the purpose/s of assisting in the designing and implementing of the athletic program for the assigned sport per the applicable rules and regulations:

- Providing supervision of students during all aspects of the program.
- Serving as a positive role model to the student-athletes and representing the Keystone Central School district in a well-respected manner.
- Upgrading their knowledge and skills through coaching clinics, observations consultation, etc.

QUALIFICATIONS:

- Previous coaching experience in the assigned sport is desired.
 - Has knowledge and background in the assigned sport.
 - Knowledge of the technical and fundamental aspects of the assigned sport.
 - High moral character, a proper role model for the students and the community, integrity, and effectively communicates well with players, parents, community members, coaches, and school officials.
 - Ability to organize, supervise and give direction to a sports team/program.
 - A commitment and willingness to continue to learn and examine new ideas pertinent to the assigned sport.
 - Proper working knowledge of rules and regulations established by the Keystone Central School District, Pennsylvania Interscholastic Athletic Association (PIAA), and Pennsylvania Heartland Athletic Conference (PHAC).
 - Must obtain or be willing to obtain the following:
 - a. PA Criminal Background Check (Act 34)
 - b. Child Abuse History (Act 151)
 - c. Federal Criminal History (FBI)
 - d. Arrest Conviction Report and Certification Form (Act 24)
 - e. Mandated Reporter Training
 - f. Sexual Abuse Misconduct (Act 168)
 - g. Concussion Certification
 - h. Sudden Cardiac Arrest Form
 - Must obtain or be willing to obtain PA Coaching Certifications
 - a. Fundamentals of Coaching
 - b. First Aid, Health, and Safety for Coaches
- **New (first year) coaches will have up to 2 years after the hire date****

REPORTS TO:

- The head coach, in conjunction with the athletic director and respective principal.

DUTIES AND RESPONSIBILITIES:

- Has thorough knowledge of all the athletic policies approved by the KCSD School Board of Education and is responsible for its implementation.
- Understands the proper administrative chain of command and refers all student/parent requests or grievances through the proper channels.
- Maintains discipline and works to increase morale and cooperation within the school sports program.

COACHING RESPONSIBILITIES TO THE STUDENTS:

- To demonstrate trustworthiness, respect, responsibility, fairness, caring, and citizenship character traits.
- Give constant attention to a student athlete's grades and conduct.
- Be present at all practices, games, and while traveling.
- Provide assistance, guidance, and safeguards for each participant.
- Provide training rules, and any other unique sports regulations to each athlete considered a participant.
- Understand the policies concerning injuries, medical attention and emergencies.
- Direct student managers, student assistants, and statisticians.
- Determine discipline, help delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents.
- To foster a desire to win, an attitude of good sportsmanship, personal pride, and pride for their school and community.

EQUIPMENT AND FACILITIES:

- Collect the cost of any equipment lost or not returned.
- Arrange for issuing and storing equipment and submit to the head coach an annual inventory and current records concerning the same.
- Recommend budgetary items for next year to the head coach in their program area.
- Monitor the equipment rooms and coaches' offices and authorize who may enter.
- Permit the athletes to only be in authorized areas of the building at the appropriate times.
- Examine the locker rooms before and after practices and games, checking on general cleanliness of the facility.
- Responsible for cleanliness and maintenance of specific sport equipment.
- Secure all doors, lights, windows and locks before leaving the building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

- Assist the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- Assess player's skills, monitor players during competition and practice, and keep the head coach informed of the athletic performance of the students.
- Maintain a record of team statistics and requirements for lettering. (For both head coach and athletic director)

- ~~Work within the basic framework and philosophy of the head coach of that sport and assists with determining game strategy.~~
- ~~Assist the head coach with supervising athletes during practices and competition.~~
- ~~Attend all staff meetings and carry out scouting assignments as outlined by the head coach.~~
- ~~Model sport-like behavior and maintain appropriate conduct towards players, officials, and spectators.~~
- ~~Arrive 15 minutes before practice, contests and meetings to adequately prepare and remain long enough afterwards to help players with problems or to become involved in staff discussions.~~
- ~~Help in the planning and implementation of both in-season and out-of-season conditioning and weight programs. Attendance should be consistent.~~
- ~~Never criticize, admonish, or argue with the head coach or any staff member within ears or eyes of players or parents.~~
- ~~Never leave practices, games, or any other contest where a student's attendance is requested until the last student has left.~~
- ~~Perform other such duties that are consistent with the nature of the position and that may be requested by the head coach.~~



I have read and understood the contents of the Keystone Central School District Athletic Coaches' handbook. As a coach for Keystone Central School District, I will adhere to the policies and guidelines set forth within this handbook.

Print Name

Signature

Date

(Head and Assistant Coaches are to sign, date, and return this page to the Athletic Director or designee upon completion of reviewing this handbook. Review must be completed seasonally for updates and changes to policy or guidelines)

Keystone Central School District

Mid-Level Student Handbook
2026 - 2027



www.kcsd.us



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~~Dr. Megan Hull~~ TBD

Director of Curriculum and Innovation



KEYSTONE CENTRAL SCHOOL DISTRICT MID-LEVEL STUDENT HANDBOOK

MISSION

We are committed to developing lifelong learners who are adaptable, resilient, productive, and of high moral character.

BELIEFS

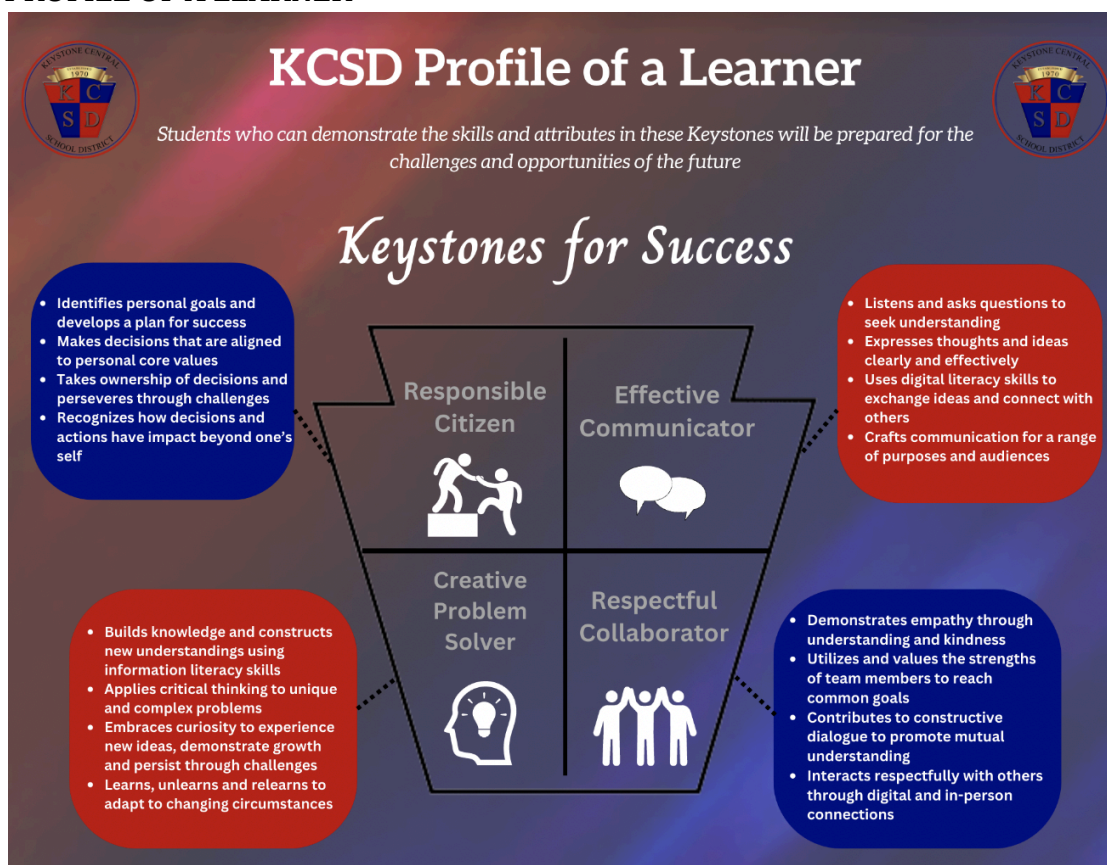
We believe in a school that provides:

- Equitable access to rigorous curriculum and effective instruction to all students
- Critical thinking and solution-focused opportunities to all learners
- A safe, healthy, and inclusive culture
- High expectations and support for all
- Opportunities for an engaged and empowered community and families
- Policies and procedures that promote learning and leadership

VISION

Preparing citizens for the challenges and opportunities of the future.

PROFILE OF A LEARNER



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FOREWORD

Welcome to the new school year! It is great to have you with us if you are a new student. If you are returning, we are glad to have you back with us.

This handbook is for you. It contains the procedures you are responsible for during your years at one of the KCSD middle schools. **Policies established by the District are available online by [clicking here](#) and in each school throughout the Keystone Central School District.**

Your conduct, at all times, should reflect good citizenship. You are expected to show respect for the property, rights, and privileges of others. In return, you may expect this respect from others. Positive behavior can help make your school life a happy and rewarding one. Please pay careful attention to what is in your handbook, discuss it with your parents, and if you have any questions, we encourage you to talk to us. Together, we can make this school year successful.

HANDBOOK GUIDELINES

These guidelines may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to decide in some instances. As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and the results of an investigation pertaining to an incident.

VIDEO/AUDIO SURVEILLANCE NOTICE

The Keystone Central School District utilizes video surveillance and recordings to keep students, staff, and property safe. All District facilities and property have video recorders in use, and all buses used by the District utilize both video and audio recordings. All those entering district buildings and property should be aware that their activities may be video recorded, and those using buses may have their activities recorded by video and audio at any time.

ATTENDANCE REGULATIONS

There is a direct and positive correlation between regular school attendance and achievement. Students are, therefore, encouraged to avoid any unnecessary absences from school. Below are the attendance regulations adopted by the KCSD Board of Directors. Please refer to the district website for additional information about the [Attendance Policy \(Policy 204\)](#).

Excused absences may include: illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.

Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence



Unexcused absences may include: oversleeping, car issues, missing the bus, hunting, or shopping.

Returning to school: The student should turn the excuse in to the attendance office. If the student fails to submit their excuse **within three days** of the absence, the absence will be counted as unexcused or unlawful, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your child's school.

Request for leaving school: Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is recommended that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents are encouraged to schedule appointments with physicians and dentists after school hours, if possible. *Requests to be excused for hair appointments, shopping, etc. will be denied, and absences for these reasons will be unexcused.*

Following is a summary of key points from the [KCS D Attendance Policy \(204\)](#) and steps that will be followed if there is a concern with school attendance:

Absences will be marked as unlawful/unexcused if there is no excuse turned in to the attendance office by the third (3rd) school day following the absences. *If the absence extends five (5) days, communication (through email or physical note) must be provided to the school's attendance office. A doctor's excuse must be submitted for absences of five (5) or more consecutive days.	For example, if your student is absent on Monday, you MUST send in an excuse for that absence by Thursday of that week, or it will be marked as an unlawful/unexcused absence. If the student is absent Monday-Friday for one week, communication must be received by the attendance office by Friday (day 5) of the absence. Excuses may be submitted in writing or electronically by email. Please include a phone number in the email for the building secretary to confirm the excuse.
School attendance secretaries/ administration will notify you, by mail or phone call, when your student has accumulated three (3) unlawful days. This may be a combination of partial days or whole days.	This letter will also include the time and date for your child's School Attendance Improvement Conference (SAIC). Neither the student nor the parent/guardian will be required to participate. The SAIC will be held regardless of attendance by the student and/or parent/guardian on the date indicated on the letter. A two-week follow-up meeting will be scheduled to monitor ongoing attendance and compliance with the established plan. Educational trips will not be approved once students accrue three (3) unlawful absences.



If your student has accumulated six (6) unlawful days the school will refer your student to the children and youth school-based truancy worker.	The school may file a citation with the district magistrate against the person in parental relation who resides in the same household as the child. Under Pennsylvania law (Act 47 of 2025), students considered habitually truant—defined as having six or more unexcused absences—are prohibited from transferring to a cyber charter school during the school year. Exceptions require a judicial determination that the transfer is in the best interest of the student.
After your student is absent for ten (10) cumulative days, including parental excused days and/or unlawful/unexcused days (this could be a combination of partial days and/or full days), you will receive a letter informing you that your student has reached ten (10) days of absences.	After this, a physician's note MUST be turned in for every absence for the remainder of the school year. Educational trips will not be approved once a student has accrued ten (10) absences.
At eighteen (18) days of accumulated student absence (this could be a combination of partial days and/or full days), excluding absences with physician's excuses or approved educational trips, a student will no longer be allowed to participate in non-compulsory activities which could include co-curricular activities, dances, field trips, graduation, etc.	Parents/guardians will get a letter upon the student's fourteenth (14th) absence informing them of the number of absences and the potential consequences if they reach 18 days.

Additional unlawful absences may be referred to the Keystone Central School District Attendance Officer for additional referrals, citations, or further legal action.

Please refer to the district website for additional information about the [Attendance Policy \(Policy 204\)](#).

If you have any questions, please contact the counselor and/or attendance secretary at your student's school.

EDUCATIONAL TRIPS: A student may legally make a trip of an educational nature with their parents or guardians. Students may be excused for family educational tours or trips for no more than seven (7) school days in any one (1) year. A parent note requesting an educational trip stating the specific dates and the reason must be sent to the school office at least five (5) days before the trip.

Students will then be given an Educational Trip Review form to take around to each of their teachers for their signature. Once the student has ALL teacher signatures, the Educational Trip Review form must be returned to the main office for the principal to review. **If approved, students will not be permitted to join classes remotely during the trip.** Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family.

- Trips shall be denied to students who:
 - Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
 - Have three (3) or more days of unexcused/illegal absences



- Are considered in poor academic standing (quantifiable by meeting athletic eligibility requirement status)
- Request an Educational trip during the PSSA testing window during which the student should testing. (Refer to PDE for testing dates)

Educational trip requests submitted during state testing windows will generally not be approved as student participation in testing is critical. However, exceptions may be made for extenuating circumstances at the discretion of school administration. Families are encouraged to consult with the school prior to making any travel arrangements during these periods.

HOMEWORK COLLECTION FOR EXTENDED ABSENCES: If it is known that a student is going to be absent for an extended period of time (3 days or more), the counseling office will collect assignments, upon request from a parent/guardian. Upon the student's return to school, following the absence, the teacher and student will set a deadline for completing the make-up assignments. Parents are strongly encouraged to notify guidance **before** a known, extended absence. Contact can be made by calling the school guidance office at 570-893-4900 ext. 2952.

MAKE-UP WORK: In cooperation with the teacher, the student will be responsible for making arrangements to make up work. **Students are responsible for any, and all work missed while absent from school.**

NON-CUMULATIVE ABSENCES: The following absences will NOT appear on the student's permanent record:

- Absence for school-approved activities
- Physical disability of extended duration (after homebound instruction has begun)

POSITIVE ATTENDANCE: Students who attend regularly will be recognized through the School Wide Positive Behavior program. There will be an acknowledgment every month for positive school attendance.

REQUEST FOR LEAVING SCHOOL: Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is required that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. If possible, parents are encouraged to schedule appointments with doctors and dentists after school hours. *Requests to be excused for hair appointments, shopping, etc., will be denied, and absences for these reasons will be unexcused.*

RETURNING TO SCHOOL: The excuse is to be submitted to the office. If the student fails to submit their excuse **within three school days** of the absence, the absence will be counted as unexcused or illegal, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your student's school.

Attendance Secretary	EMAIL	PHONE	FAX
	btattendance@kcsd.us		570-923-2233



Bucktail Area Middle & High School		(570)-893-4900 ext.3501	
Central Mountain Middle School	cmmsattendance@kcsd.us	(570)-893-4900 ext.2938	570-726-7227

TARDY TO SCHOOL: If a student arrives at school after the designated start time established in each building, they should report to the office for an admittance slip. This is the only late pass the office will issue. **No late passes between classes will be issued from the office.** *If a student is late to class without a written excuse, the teacher will record the lateness according to the tardy and absence procedure found in Appendix A.*

- If a student is detained in the office or by a teacher, they should ask for an excuse from the person who detained them before going to class. Such a tardy will not be counted against the student. Students must enter their school building before the late bell and should plan their day accordingly.
- After the late bell, students must enter school at the front entrance and sign in at the main office.
- If a student arrives at school between 8:40 am and 8:50 am, they will be marked **tardy**. For every four tardies a student accumulates, they will accrue a quarter day unlawful absence.
- Please refer to Appendix A for expectations and responses to repeated tardy to school.

Below is a chart outlining how partial day attendance will be counted if students arrive after the tardy window:

Arrive late or leave school between the following times:	Percentage of absence either excused or unexcused for late arrival	Percentage of absence either excused or unexcused for early dismissal
8:40 am - 8:50 am 8:30 am - 8:40 am	Tardy	4 TARDIES = .25 DAY
8:51 am - 10:23 am 8:41 am - 10:13 am	.25	100
10:26 am - 12:09 pm 10:16 am - 11:59 am	.50	.75
12:12 pm - 1:55 pm 12:02 pm - 1:45 pm	.75	.50
1:58 pm - 3:35 pm 1:48 pm - 3:25 pm	100	.25



STUDENT SERVICES & SUPPORTS

A variety of student services are available to support students throughout their school career, examples of student services are listed alphabetically below:

DIVERSITY, EQUITY, AND INCLUSION: The Vision of the KCSD Diversity, Equity & Inclusion Committee is to foster a safe, healthy, and inclusive culture where students, faculty, staff, and families of all backgrounds and identities can succeed and feel at home. Please contact Christina Manning, Director of Student Services (cmanning@kcsd.us or ext.2105) if you want to discuss inclusivity issues, including bullying and harassment.

HEALTH SCREENING AND PHYSICAL EXAMINATIONS: According to a Pennsylvania state mandate, all students will have health screening for height, weight, body mass index, and vision each year. Seventh and eleventh graders, all students with an IEP, and students new to the district must also have a hearing screening. In addition, students entering 7th grade must have a dental exam. Private physicals completed anytime from twelve months before the eleventh grade school year through the end of the eleventh grade school year will satisfy the examination requirement.

HOMEBOUND INSTRUCTION: If a student experiences a disability or an extended illness, a parent may request homebound instruction by calling the Director of Pupil Services, at 570-893-4900 ext 3102 or by emailing cmanning@kcsd.k12.pa.us. For the school district to obtain approval from the State for homebound instruction, certain information must be submitted relative to each case. If a student is an identified special education student, the IEP team will reconvene in order to determine FAPE for the student during the time of extended illness.

HOMELESS INFORMATION: School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act. Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

- **The term includes children and youths who are:**
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of adequate alternative accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals;
 - Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings;
 - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in the circumstances described above.
- If you are experiencing Homelessness or know someone who is, please call KCSD’s Homeless Liaison Christina Manning at (570) 893-4900 ext. 3102 or cmanning@kcsd.us

MEDICATIONS: *The nurse will administer all medications. This includes both prescription and non-prescription (over-the-counter) medications. Medications to be administered by the nurse will be*



stored in the Nurse's office. A completed medication request form signed by the physician for the prescription is required. The District **requires** a guardian or guardian designated adult to deliver all medication to the nurse. If a student shares, for free or payment, any medication (prescription or non-prescription), it will be dealt with on a case-by-case basis as a violation of the Keystone Central School District Drug and Alcohol Policy. The student will receive appropriate consequences as outlined in the **Code of Student Behavior**.

MULTI-TIERED SYSTEM OF SUPPORTS AND CHILD STUDY TEAMS: Teams are available in every building for a student who is experiencing academic or behavioral difficulty. Early intervention services support students by identifying areas of concern through multiple data sources and providing targeted intervention to improve student achievement based on the implementation of evidence-based practices. Teachers, students, counselors, and parents may make a referral to the MTSS team at any time. Referrals should be made in conjunction with the school counselor and school psychologist.

NURSING SERVICES: Any student who is ill during the school day should report to the school nurse after first obtaining a pass from the teacher whose class the student will be missing. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff. Upon returning to school if absent due to injury please provide a doctor's note with any restrictions/limitations. If returning to school from illness, students must be fever free for 24 hours without use of fever reducing medication.

HEALTH SCREENINGS

In compliance with Pennsylvania state mandates, all students will receive annual health screenings for height, weight, body mass index (BMI), and vision.

Hearing screenings are required for students in Kindergarten, 1st, 2nd, 3rd, **7th**, and 11th grade, **as well as for students with an Individualized Education Program (IEP)** regardless of grade level.

Physical examinations are required for all students in Kindergarten, **6th** and 11th grade.

Scoliosis screenings are mandated for students in **6th and 7th grade**.

Dental examinations are required for students in Kindergarten, 3rd and **7th grade**.

These examinations may be completed by a family physician at the family's expense or by the school physician during school hours at no cost. Private exams can be completed up to one year in advance.

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS

Under regulation of the Pennsylvania Department of Health, ALL children entering school are required to provide written proof of having received immunizations. The school nurse will contact families whose children's records are incomplete. Students can be prevented from attending school if the proper documentation is not received. **There is a five (5) day provisional period to complete immunizations. The provisional period will end on the students 5th day of school.**

PARENT CONFERENCES: Parents/guardians are urged to contact the school about any questions regarding their student's academic and/or social-emotional needs. By calling the appropriate school's counseling office, appointments for conferences with teachers, counselors, and/or principals may be



arranged. Parents/guardians may email their student's teacher or counselor to initiate conversation. All parents/guardians are encouraged to use the [PowerSchool Parent Login](#).

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS: All students shall be immunized against specific diseases in accordance with state law and regulations unless specifically exempt for religious or medical reasons. The school nurse will contact families if a child's records are incomplete. Students can be prevented from attending school if the proper documentation is not received. Please refer to the district website for additional information about [Immunizations and Communicable Diseases \(Policy 203\)](#).

SAFE 2 SAY SOMETHING: Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. To submit an anonymous tip, go to safe2saypa.org

SCHOOL COUNSELORS: In cooperation with parents, teachers, administration, and the community, the counselors of the District will provide developmental, educational, preventative and responsive services with the intent of encouraging and supporting the lifelong development of the personal/social, academic and career growth of each student.

- **CMMS Counselors & Staff**
 - Ms. Monica Graham - 5th Grade
 - Mr. Phil Williams - 6th Grade
 - Mrs. Karen Bossert - 7th & 8th Grade
 - Ms. Chelsea Miller - Student Services Secretary
- **Bucktail & Renovo Elementary Counselors & Staff**
 - Devin Everett - 5th-6th grade Renovo Elementary
 - Rhonda Balchun - Renovo Elementary secretary
 - Jamie Bressler - 7th-8th grade Bucktail
 - Dionne Werts - Bucktail secretary
- **District-wide Social Worker:** Hilaire Reese
- **District-wide Social Worker:** Kyle Galer

SPECIAL EDUCATION SERVICES: The District provides a continuum of special education services for all eligible students. The district's support teams will work with students who experience learning, social-emotional, and/or behavioral needs to ensure the delivery of research-based instructional methodology in the general education curriculum. If data indicates that the student is "thought to be exceptional", a multidisciplinary evaluation (MDE) will be conducted with written permission from the parent/guardian. The district will evaluate the student at no expense to the parent. The multidisciplinary team, including the parents, will determine if a need for special education services exists within the parameters of federal and state regulations. Please contact the Director of Special Education, Dr. Elizabeth Barnhart, with any questions (Ext. 2116 or ebarnhart@kcsd.us).

STUDENT ASSISTANCE PROGRAM (SAP): The Student Assistance Program (SAP) is made up of teachers, counselors, nurses, and principals who have special training in areas such as drug and alcohol, depression, family problems, suicide, and other adolescent concerns that are causing interference for the teen. The student assistance team accepts referrals from staff, students or parents. All information is kept confidential. SAP is an identification program, an intervention program, and a referral program.



- **When to make a SAP referral:** It may be time to refer yourself, a friend, or your student if you notice the following signals
 - Drop in grades
 - Cutting school
 - Change in personal appearance
 - Erratic behavior
 - Physical symptoms- runny nose, watery eyes, frequent illness, listlessness
 - Illegal activities- theft, selling/buying drugs, extorting money, etc.
 - Family problems
 - Visible signs or talk of harming oneself or others
- **How to make a SAP referral**
 - Talk to a teacher
 - Contact a guidance counselor
 - Contact a school nurse
 - Contact a principal

TECHNOLOGY MONITORING AND SUPPORT: Keystone Central School District is committed to supporting students as they navigate district-issued technology. All student devices and accounts will be monitored 24/7, with safety alerts sent to building administrators, counselors, and other child study team members. All school code of conduct expectations apply and will be enforced, and/or counseling services will be provided at any time the team identifies a concern.

ANNUAL PUBLIC NOTICE

POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for ***all students***, *including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency*:



For Concerns Related to Students:	For Concerns Related to Students with Disabilities:	For Staff Related Concerns:
Christina Manning 35 King Street Lock Haven, PA 17745 cmanning@kcsd.k12.pa.us 570-893-4900 ext. 3102	Dr. Elizabeth Barnhart 86 Administration Drive Mill Hall, PA 17751 ebarnhart@kcsd.k12.pa.us 570-893-4900 ext. 2116	Justin Evey 86 Administration Drive Mill Hall, PA 17751 jevey@kcsd.k12.pa.us 570-893-4900 ext. 4506

GIFTED EDUCATION

The Keystone Central School District gifted program reflects our vision and mission statements. The ongoing assessment ensures that our program provides for the needs of gifted students in all grade levels. Gifted support services ranging from enrichment to acceleration are coupled with the core curriculum to maximize the individual learning needs of identified students while providing an environment where students can maximize their exceptional ability and learning potential.

- KCSd has clearly defined guidelines for the screening and identification process of potentially gifted students.
 - **Level I - Universal Screening**
 - A universal screener is in place for grades K-8 that includes teacher and data team input. Data collected includes, but is not limited to, aimswebPlus Benchmark Math and Reading, MAP assessment, PSSA assessment, and in grades (5-8), report card grades are included. If a teacher/team suspect policy 114s a student is demonstrating giftedness based on the universal screening, the teacher/team completes the "Gifted Screening Referral Form" and submits it to the special education office.
 - **Level II - Individual Screening**
 - Permission to evaluate is issued to complete the Kaufman Brief Intelligence Test (KBIT-2). With a score of 125+, the student is referred for full gifted evaluation. Permission to evaluate is issued to the parents. If the student scores below 125, parents are informed in writing that a full gifted evaluation is not recommended. Parents still maintain the right to request a full gifted evaluation through the special education office.
 - **Level III - Full Gifted Evaluation**
 - If the student meets the criteria of the universal and individual screening, and upon receipt of the signed permission to evaluate, the Gifted Multidisciplinary Team completes the evaluation within 60 calendar days. Parents and teachers provide input by completing rating scales and input forms. A certified school psychologist administers comprehensive assessments of cognitive/intellectual functioning and academic achievement. Results are summarized in the Gifted Written Report. The Gifted Individual Education Program team convenes to determine if the student qualifies for gifted services and to develop a GIEP to provide gifted support services.



- For students with dual exceptionalities, it is not necessary to conduct separate screenings and evaluations, develop separate IEPs, or use separate procedural safeguards processes to provide a student's needs as both gifted and eligible students.
- Please refer to KCSD [Policy 114](#)

SCHOOL-WIDE ACTIVITIES & EVENTS

BEHAVIOR AT ALL SCHOOL SPONSORED EVENTS: There are a variety of popular activities for Keystone Central students to attend throughout the year. When you attend any athletic event or school-sponsored event, you represent your school and our district. Your actions are viewed by family, friends, opposing fans, the local community, the media, and those participating in the event. Please refer to the District Athletics Handbook for more information regarding student behavior at sporting events.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

"Co-curricular and/or extracurricular" shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. Such activities shall ordinarily be

- Conducted wholly or partly outside the regular school day
- Marked by student participation in the processes of initiation, planning, organizing, and execution
- Available to all students who voluntarily elect to participate
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all students regardless of individual differences, including students with disabilities. Through voluntary participation, the student is expected to give time, energy, and commitment to the activity in which they participate. They are also expected to abide by training rules, regulations, and responsibilities unique to the activity.

To ensure the consistent enforcement of the KCSD Code of Conduct, it applies to all students participating in co-curricular and/or extracurricular activities enrolled in grades seven through twelve. The terms of this policy apply throughout the year (24 hours a day, seven (7) days a week, and 365 days a year) to conduct occurring on or off school property. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations specific to their co-curricular and/or extracurricular activity. ISS and OSS may keep individuals from participating in practices/games/etc. for that day.

Co-curricular and extracurricular participants are often in the public eye, so their conduct must always be above reproach. They must always project a positive image of themselves and the Keystone Central community they represent. Failure to do so can lead to immediate dismissal from co-curricular and/or extracurricular activities. A coach/advisor can levy additional consequences within their program.

A detailed handbook for co-curricular and extracurricular activities can be obtained through the KCSD student activities handbook on the KCSD website



DANCES: Any student organization planning a dance must obtain permission from the faculty sponsor or advisor. The representative students and the advisor will meet with the principal and arrange for final approval after working out the details, including chaperones, police, etc. This must be accomplished at least two weeks before the anticipated date of the dance.

- There must be approved adult chaperones at each school-sponsored dance. **All adult chaperones must have the proper clearances registered with the KCSD Human Resource Department.** The activity sponsor/advisor will be in attendance, and/or other teachers to assist them. All KCSD students must present their student identification cards for admission.
- **Non-KCSD students are not permitted to attend school-sponsored dances.**
- **Only students enrolled in middle school may attend middle school dances.**
- Any student leaving before the end of the dance must sign out. Parents may also be contacted if students leave early. Once a student leaves the event, they may not return.
- Any student serving In School Suspension or Out of School Suspension on the day of the dance will not be permitted to attend. Students absent on the day of the dance will not be permitted to attend.
- Administration reserves the right to make final decisions regarding student participation/attendance at school-sponsored events.

SCHOOL SAFETY & SECURITY

BUILDING EVACUATION: In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations. CMMS, CMHS, Mill Hall, Robb, and Woodward Elementary will be moved to Lock Haven University - Zimmerli Gymnasium. Bucktail MS/HS and Renovo Elementary will be directed to go to the Chapman Township Fire Hall. Liberty Curtin Elementary School will be directed to go to the Blanchard Church of Christ. ***The parent reunification process will take place from those locations.***

EVACUATION DRILLS

- When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing to the nearest or designated exit and then proceed away from the building as directed. Students from class must remain together.
- During a drill, an exit may be closed to simulate a condition that could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
- The exit procedure will be posted near the door of each room.
- Administration will announce "all clear," at which time the students will return quietly to their assigned classrooms.

LOCKDOWN DRILLS: In the event of a threat outside the school, such as a threatening person and/or severe weather conditions, the following procedure should be followed:

- The teacher should lock the classroom door (if safe to do so).
- The teacher should instruct the students to remain in the classroom and move away from the door.



- The teacher should ask the students to remain quiet.
- The teacher should await further instructions from a building principal.
- **NOTE:** Students who are not in class must go to the nearest room. Students with other personnel should stay in that location.
- All procedures and plans follow KCSD School [Board Policy - 805](#) – Emergency Preparedness.

SAFETY AND SECURITY: In the event of a threat inside or outside of the school, such as an armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, please remain quiet and calm and follow the described district protocol.

TRAUMATIC EVENTS: An event in which a crisis exists which requires an immediate response.

GENERAL BUILDING INFORMATION

General building information is listed alphabetically below.

ACADEMIC PROGRESS REPORTS: If a student is having difficulty in any subject and/or is in danger of failing, parents and/or guardians will receive a progress report. **Parents are encouraged to monitor academic progress through PowerSchool Parent Login ([click here for the link](#)) and maintain communication with the teachers and school counselor in order to support the student.**

CAFETERIA: Keystone Central School District offers both breakfast and lunch daily. All schools operate on a CLOSED LUNCH PERIOD. All students are to remain on the building property for lunch. No outside deliveries of food are permitted.

- Breakfast selections vary and all schools offer FREE BREAKFAST AND FREE LUNCH TO EVERY STUDENT. For breakfast, students may choose an entree, fruit and/or juice, and milk. For lunch, students may choose an entree, a fruit and/or a vegetable serving, and milk. A choice of fat free chocolate milk and 1% white milk is available. A variety of a la carte snack choices are available for purchase. Students must have money in their cafeteria account to purchase a la carte foods/beverages. Check with your school's cafeteria to find out what a la carte foods are available.
- The Food and Nutrition Service Department uses a declining balance computer system for the purchase of a la carte foods at school cafeterias. Students may make free of charge cash or check deposits into their accounts before homeroom or at the cashier station during breakfast or lunch. Deposits may also be made on line 24/7 by using EZ School Pay with a \$2.00 per transaction fee. Directions for using EZ School Pay are found on the Food and Nutrition Service website.
- Cafeteria account checks made payable to the Keystone Central School District will be deposited in their entire amount. Cafeteria staff will not give students change for a check.
- Any money a student brings in will be placed toward their debt, and students will not be permitted to purchase a la carte items until debt is paid in full. Letters are sent to households informing them of unpaid meal charge debt. Food and Nutrition Services Unpaid Meal Charge



Procedure may be found on line under District Offices - Food Services at

<https://www.kcsd.us/district-offices/food-nutrition-services>

- Students' accounts are accessed when they come into the cafeteria at the cashier station. The amount of purchase is deducted from the student's account. Students may also pay cash for transactions. Students must have cash or enough money in their account to pay for all a la carte purchases.
- Current a la carte milk prices for the KCSd School Cafeterias are posted on the Food and Nutrition Service website.
- Student behavior in the cafeteria shall follow the rules of courtesy and respect. Theft of food/beverages from the cafeteria will result in disciplinary consequences. Additional information concerning the Food and Nutrition Service program can be found on the district web site at <https://www.kcsd.us/district-offices/food-nutrition-services> Students and parents are also encouraged to call the Food and Nutrition Services Department at 570-893-4900 ext. 2301, with any questions.
- Locations throughout the building may be used to best accommodate students during lunches.

CARE OF SCHOOL PROPERTY: Students are responsible for properly caring for all books, calculators, supplies, equipment (including computer/software and other computer equipment), and furniture supplied by the school.

- Damage or unauthorized use of a KCSd-issued computer or software on the computer system could result in the student being asked to pay for the cost of correcting the system.
- Students shall not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, paint, or any other instrument.
- Students who tamper with fire alarms, fire extinguishers, electrical systems, or damage/deface school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.
- Textbooks and school-issued equipment are the responsibility of the students to whom they are assigned. Students assume full responsibility for caring for the books and equipment assigned to them. Books, calculators, devices, etc., are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed the replacement cost. Loss due to theft or other circumstances will not be accepted as an excuse for nonpayment.
- If a student pays for a lost item and it is found and returned, the student will be refunded.
- If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued.

EMERGENCY SCHOOL CLOSINGS: When it is necessary to close or delay school due to inclement weather or any other emergency, an announcement will be made through our notification system on local radio/TV stations as well on our district website and app.



FUNDRAISING: Before a school-sponsored activity can sell any product in the school or community, it must secure approval from the building administration. No products are to be sold by individuals during school hours without prior administrative approval. Refer to district [Policy 229](#) for additional information.

GRADING GUIDELINES: The school year is divided into two semesters, with report cards issued every nine weeks. Report cards also show the number of days the student has been absent. Grades are rounded to the nearest whole number. The grading system is as follows:

CONVERSION SCALE - BASED ON A 4.0 SCALE

100 -	90	=	A	=	4
89 -	80	=	B	=	3
79 -	70	=	C	=	2
69 -	60	=	D	=	1
59 -	0	=	F	=	0

Honor roll: 89.5% - 94.4%

High Honor Roll: 94.5% and above

INDIVIDUAL SEARCHES: The search and seizure of the person and/or personal property of any student shall be supported by reasonable suspicion and, in such circumstances, any student may be subject to search and seizure without notice or warning to the student and/or the student's parent(s) and/or guardian. Any contraband and/or unauthorized items or materials discovered pursuant to any search can be seized at the sole discretion of the Keystone Central School District and may be subject to disciplinary action and/or criminal charge(s). Students who refuse to comply with an attempted search by school personnel will face school disciplinary action, which may include the involvement of State Police.

LIBRARY: The school library will be open during school hours; however, at times, it may be closed due to classes being held in this location. Students can check out most books for three weeks at a time. Specific reference materials can be checked out on an overnight basis only.

- Students are responsible for any items that they check out. Students with outstanding books may lose the privilege to check out additional materials until overdue materials have been returned. Damaged or unreturned items will be assessed a replacement fee. Reminder notices of overdue materials and other library obligations will be sent home to students. If the student does not meet obligations, the parent or guardian will be contacted.
- "Overnight" circulation will be discontinued one week before the close of school. Exceptions will be granted on an overnight basis in special circumstances. Library materials are kept on reserve for student and faculty use. Students needing library resources for assignments have access to the library and its materials until the last day of the school year.

LOCKER USE & SEARCHES: All lockers on school premises are the sole and exclusive property of the Keystone Central School District and are under the supervision and regulation of the school at all times. Students should not consider a locker as private property. At any time, lockers are subject to being opened, examined, inspected, or searched under the proper supervision of school officials.

- The locker is provided to the student for storing school-related items. The school has an obligation to ensure that the locker is properly used and not used for the storage or



keeping of any item which is illegal, against school rules, or which jeopardizes the health, safety, and welfare of the students, faculty, school property or the educational process. Students must use school-issued locks on their locker(s).

- It is recommended that students not bring large sums of money or valuables to school. The school is not responsible for lost or stolen articles from the individual or their school locker.
 - It is the practice of the Keystone Central School District to conduct, in certain circumstances, periodic searches of the lockers located in the school facilities. School authorities may search a student's locker and seize any illegal or unauthorized items or materials, including but not limited to weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products (including e-cig/electronic smoking devices), "look-a-likes" and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item.
 - Searches may include but are not limited to the utilization of a certified police drug detection dog or any other device deemed useful to protect the school population's health, safety, and welfare.
 - In accordance with [Policy 226](#), when there is a reasonable suspicion that a locker contains materials that threaten the school population's health, welfare, or safety, student lockers may be searched without prior notice to the student. Any and all lockers may be searched, and any contents therein can be seized. Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

LOST AND FOUND: Students who find lost articles are asked to take them to the office where the owner can claim them. If you lose something, report it immediately to security or the main office.

PHYSICAL EDUCATION: Students must participate in and pass physical education classes as mandated by the Pennsylvania Department of Education. *A change of clothes is recommended when participating in physical education classes.* Appropriate dress for indoor and outdoor activities is necessary. Athletic shoes are required. Physical Education teachers reserve the right to determine safe attire before each unit, including but not limited to: hats/hoods that interfere with the safe participation in the activity. Jewelry is not permitted in any physical education class. Students should not bring valuables to the locker room or to class. **All electronic devices should be stored in a secure locker. The school district is not responsible for lost or stolen items.**

When a student cannot participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the Physical Education teacher. The excuse will give the nature of the injury or illness, the length of time to be excused from regular Physical Education classes, and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program different from the regular physical education program (Ex: Google classroom assignments, Sport-specific Google slides, Google forms, typed reports, projects, etc.).

POSTERS AND SIGNS: All posters and signs must be approved and signed by an administrator. Persons posting the signs and posters are responsible for removing and cleaning the area used. Information may be posted only on the cork strips, tile walls, or glass. Posters should not be taped, glued, or stapled to other surfaces in the display case or walls.



- Images viewed by the general public and student population should reflect our high standards and educational purpose. Images displayed in hallways and spaces of the school used by the general public must not depict content that could be viewed as advocating or promoting sex, drugs, nudity, violence, or hatred, nor be vulgar or obscene in nature.
- The display of such pictures or messages violates district [Policy 220](#) and [Policy 249](#), and those who post them are subject to disciplinary action according to the Code of Student Conduct below.

RESTROOM PRIVILEGES: If any emergency necessitates using the restroom during a class, the following procedures should be observed:

- Follow procedures established by the teacher.
- Use the restroom closest to their classroom and/or the restroom designated by their teacher.
- Have a teacher-issued hall pass when leaving the classroom.
- Students are expected to report any restroom damage or malfunction immediately to a staff member.

SCHEDULE OF CLASSES: Classes are scheduled during the spring of the year. Counselors, teachers, instructional coaches, and administration will collaborate and support the development of student schedules for the following school year. Every effort is made to honor course requests; however, this is not always possible. Schedule changes are extremely limited and will be done only under extenuating circumstances. If a student transfers from honors to a non-honors course, or vice versa, their percentage and grade will remain the same.

- At times, students may be assigned to elective courses based on identified needs for academic interventions and support. Assignments to these courses will be evaluated throughout the year.
- Students will be assigned to honors courses based on identified criteria (i.e., teacher recommendation, PSSA scores, MAP assessment data, etc.).

SCHOOL BUSES: School bus transportation is provided for students' safety. **Transportation is provided as a privilege; it is not a mandate and, therefore, can be revoked at any time for misconduct.** Students are expected to help maintain the condition of the bus they ride. **Please refer to APPENDIX E ([policy 810](#)) for more information regarding expectations and procedures related to bus violations.**

SCHOOL WELLNESS

- Keystone Central School District recognizes student wellness and proper nutrition are related to student's physical well-being, growth, development, and readiness to learn. The School Board of Directors are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive nutrition and lifestyle practices that can improve student achievement.
- Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board [Policy 246](#) and administrative regulations.



- For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under Our District - Policy Manual section or District Offices - Food Service - Student Wellness Committee.

SCHOOL-WIDE RULES FOR THE MIDDLE SCHOOLS: The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-8. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade, and individual level, depending on the needs of the students. The PDE has recognized the district for the implementation of SWPB in its schools. Through the use of K-8 consistent expectations, students are taught the 5 B's:

1. Be Safe 2. Be Responsible 3. Be Respectful 4. Be Kind 5. Be Present

The basic expectations are listed on the matrix below. The ultimate goal is that students understand there is a level of expectation for behavior and demonstrate their ability to regulate their own behaviors. Every student has the right to an education free from disruption.

Throughout the year, Central Mountain Middle School will hold events during and after school that tie in as rewards and incentives for Positive School Wide Behavior. Access to these events will be based on parameters set by the PBIS team in regards to points earned and past disciplinary action.



School Wide Positive Behavior Support Matrix					
	Be Safe	Be Responsible	Be Respectful	Be Kind	Be Present
Classroom/ School Events	- Keep all hands, feet, and objects to yourself - Maintain a safe environment - Use materials appropriately - Follow all emergency/safety procedures	- Be on time and prepared - Keep electronic devices charged, off and away as instructed - Complete all work as assigned - Be honest - See something, say something	- Use appropriate language, tone, and volume - Always treat others as you would want to be treated - Be mindful of the property and materials of others	- Include others in seating and conversations - Offer help	- Come to school every day - Be attentive - Be on task and actively participate - Use time wisely - Grow your sense of curiosity and resiliency
Cafeteria/ Lunch Locations	- Keep all hands, feet, and objects to yourself - Stay in your own space - Follow all cafeteria routines and rules	- Follow directions the first time given - Only take what you pay for - Eat and stay in assigned location - See something, say something	- Use appropriate language, tone, and volume - Use table manners - Clean up your physical space - Be patient and wait your turn	- Offer help - Include others	- Be on time - Remain in designated area - Be aware of your surroundings - Be aware of the space your body and voice is taking up - Enter and exit the cafeteria quietly using designated hallways
Bathroom	- Keep all hands, feet, and objects to yourself - Wash your hands with warm water and soap - See something, say something - One person per stall	- Flush the toilet and clean up after yourself - Use assigned/closest restroom - Get in, get out - See something, say something	- Use appropriate language, tone, and volume - Respect the privacy of others	Be respectful of others personal space	- Use only when necessary - Use closest facility - Return to class promptly
Hallways/ Common Areas/ Gymnasium	- Keep all hands, feet, and objects to yourself - Walk at all times on the right side of the hallway - Keep doors closed and only allow school staff to admit visitors into building	- Be mindful of classes that are in session - Use school appropriate language, tone, and volume - Go directly to your assigned area or classroom - See something, say something	- Use appropriate language, tone, and volume - Be considerate of the personal property and space of others - Respect hallway decorations/signs - Respond to others appropriately and honestly	- Help others when needed - Be aware of hallway traffic - Be friendly - Use polite conversation	- Move quickly and quietly to your destination - Be aware of your surroundings - Be aware of the space your body and voice is taking up - Use time wisely
Bus	- Keep all hands, feet, and objects to yourself - Stay Seated - Face Forward - Keep aisles clear - Use appropriate language, tone, and volume	- Clean up after yourself - Get bus notes approved prior to riding a different bus - Be on time - See something, say something	- Listen to the bus driver and follow directions the first time given - Be considerate of the personal property and space of others	- Be polite to others - Greet bus driver/ others appropriately	- Be on time - Be on assigned bus - Be at designated area on time - Be aware of the space your body and voice is taking up
Chromebook	- Access appropriate content - Protect Information - Report unsafe activity	- Keep charged - Bring daily - Use for learning - Report damage	- Use quietly - Respect digital property - No unauthorized access	- Not purposefully damaging - No cyberbullying - Respecting privacy	- Focus on learning - Avoid distractions - Know when you put away

VIDEO SURVEILLANCE CAMERAS: Surveillance cameras are located throughout the school district, in school buses, and in school vehicles to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by school district policy, the School Code, and related laws. Students observed by video surveillance in acts that violate school district policy, procedures, or guidelines (for example, disciplinary guidelines) will be subject to the consequences, or sanctions, imposed for violating those policies, procedures, or guidelines. **Access to the School District's video surveillance footage may not be disclosed unless the law permits.**

VISITORS: All visitors must enter and sign in to the Main Office of the building to obtain a Visitor's Pass. Appointments should be scheduled in advance to have the appropriate staff available. Non-resident students may visit the school only if they are participating in a school-sponsored program. Passes are only issued to those visiting specifically to contribute to the academic or extracurricular program.

- For reasons of school safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.



- For the safety and security of our students, appropriate clearances will be requested from outside agency service providers, university students, and **volunteers** (according to school policy). Please contact the Human Resource Department for the appropriate clearances to serve as a volunteer in a KCSD school.

WITHDRAWAL PROCEDURES: Any student who needs to withdraw from school should begin the withdrawal procedure by contacting a school counselor or principal, preferably two weeks in advance of leaving. The student can receive a withdrawal form from the guidance office.

CODE OF STUDENT BEHAVIOR

The Keystone Central School District believes that appropriate conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow school rules and regulations governing student conduct. These expectations are for the school day, after-school extra-curricular events, and during the time spent traveling to and from school. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, identity, and property of others.
- Preserve the degree of order necessary to the educational program they are engaged in.
- Respond positively and promptly to those adults responsible for monitoring student behavior.
- Refrain from public displays of affection (PDA) throughout the school environment.

To ensure a safe learning environment, students must have appropriate behavior and attendance. Detentions, suspensions, and possible expulsion from school could result when students are guilty of infractions. Participation in any school function or activity, including athletics, is prohibited for the duration of a suspension and could result in exclusion from extracurricular activities for part or all of the school year. The student will receive appropriate discipline based on the infraction.

Specific information related to the consequences and responses can be found in APPENDIX A.

The District Administration reserves the right to, **and in its sole discretion, may** modify disciplinary action based on individual circumstances and investigation.

During any investigation regarding student discipline, District Administration reserves the right to **and may, in its sole discretion**, investigate students without notification **to** or **the** presence of a parent.

CELL PHONES AND ELECTRONIC / MULTIFUNCTIONAL DEVICES

- Devices may not be disruptive to the education process.
- **Devices must be turned off** and in communal device storage or backpack upon entering **instructional areas unless the instructor has permission.**
- Students should have no expectation of privacy when using district-owned electronic devices and when using the district's WiFi or other service(s). In addition, students should have no expectation of privacy when they use personal electronic devices connected to the district's computer network, WiFi or other service(s). The district is not responsible for any device theft, loss, or damage.
- If technology is needed, the student will have the use of their KCSD-issued device.



DISCIPLINARY RESPONSES FOR CELL PHONE/DEVICE INFRACTIONS

First Offense	Reteaching of device expectations. The phone/device will be turned over to the teacher and will be given back at the end of the block. Teacher contacts the parents/guardians.
Second Offense	Reteaching of device expectations. One detention assigned, the phone/device will be turned over to the teacher and will be given back at the end of the day (phone/device will be in the main office). Teacher contacts the parents/guardians.
Third Offense	Reteaching of device expectations. Two detentions are assigned, parent/guardian must pick up the phone/device from the main office. An Administrator or facilitator contacts the parents/guardians.
Fourth Offense	Reteaching of device expectations. One day of in-school suspension assigned, the parent/guardian must pick up the phone/device from the main office, loss of phone/device privileges. An Administrator or facilitator contacts the parents/guardians.

- If a student loses cell phone privilege but needs to bring their phone for after-school activities, the phone must be checked in at the office daily.
- Ear pods/headphones of any type are **not** permitted in hallways or instructional spaces. Plug-in headphones may **ONLY** be used in the classroom with the explicit permission of the instructor.

PERSONAL APPEARANCE

The Keystone Central School District, out of concern for the safety, health, and welfare of students as well as the prevention of disruption to the education program, has adopted a Personal Appearance guideline, as listed below and found in [Policy 221](#):

With this in mind, the following guidelines have been established:

- Shoes must be worn at all times. Footwear or other attire that constitutes a safety hazard is not allowed.
- The wearing of clothing that exposes the buttocks or breasts is not permitted.
- Hoods are to be removed when students enter the building.
- Undergarments (i.e. sports bras, bralettes, bandeaus, boxers, muscle tanks, or briefs) must be covered.
- Clothing, buttons, jewelry, or other attire/items displaying messages either explicitly or implied relating to drugs, alcohol, sex, gangs, profanity, or violence are prohibited. ~~This includes Confederate Flags and swastikas.~~ Also prohibited are items with sexually suggestive, degrading, gender bias, or messages supporting death/suicide.
- Chains or spikes are not to be worn during school.
- Face paint, or costumes that could disrupt or distract from the educational environment are not to be worn in the school.



This is not intended to be an exhaustive list. The administration reserves the right to have any student change clothing or other items that reasonably present a danger to others, distract from the learning environment, or are prohibited by other school policies. Violations of the student attire guidelines will be dealt with on an individual basis. Students will be required to correct their appearance and may be subject to disciplinary measures.

It may be necessary for students to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, graduation, or other situations where special attire may be required to assure the health or safety of the student. Career Technical Education students must wear trade-appropriate clothing to enhance safety and a positive working environment. Each specialized course will specify in the course syllabus the required clothing. For safety reasons, certain types of jewelry are prohibited. Failure to comply will result in disciplinary action.

The administration reserves the right to make the final determination as to whether clothing or jewelry is inappropriate for school and/or a disruption to the educational process.

First Violation	The student will be asked to exchange inappropriate clothing for more suitable attire. Parent/Guardian notified.
Second Violation	The student will be asked to exchange inappropriate clothing for more suitable attire, AND detention will be assigned. Parent/Guardian notified.
Third Violation	The student will be asked to exchange inappropriate clothing for more suitable attire, AND an additional detention and/or suspension will be assigned.

DISCIPLINARY RESPONSES FOR SUBSTITUTE BEHAVIOR

To ensure a productive and respectful learning environment for everyone, our school maintains consistent expectations for student behavior, even when a substitute teacher is leading the classroom. Substitute teachers play a vital role in the education of our CMMS students, and we expect the same courtesy, cooperation, and respect shown to regular teachers.

When a substitute teacher is present, all classroom and school-wide rules remain in effect. Students are expected to follow the substitute's instructions promptly and respectfully, which have been left by the classroom teacher for daily instruction. Any disciplinary issues that arise during a substitute's class will be reported to the school administration and will be handled according to the substitute behavior policy outlined below. This includes, but is not limited to, infractions such as defiance, disruption, disrespect, or failure to complete assigned work as outlined in the student expectations section of the student handbook.

First Offense	Reteaching of substitute expectations. Two lunch detentions. Teacher contacts the parents/guardians.
Second Offense	Reteaching of substitute expectations. One day in the Learning Center. Facilitator or Administrator contacts the parents/guardians.



Third Offense	Reteaching of substitute expectations. One day of out of school suspension (OSS), followed by a parent-teacher conference upon the student's return. Administrator or facilitator contacts the parents/guardians.
Fourth and subsequent Offenses	Reteaching of substitute expectations. One day of out of school suspension (OSS). Disorderly conduct charge. Administrator or facilitator contacts the parents/guardians.

WEAPONS

It is the guiding principle of the Keystone Central School District that all students will attend schools that are safe, secure, and free from the threat of harm. Possession of weapons in any of the aforementioned locations threatens the safety of students and staff and is prohibited by law.

The Keystone Central School District prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any public conveyance providing transportation to or from school or a school-sponsored activity. If weapons are found in any of the aforementioned locations, the District will take all appropriate steps to remove the weapons and carry out the relevant provisions of Act 26 of 1995, which is referenced in school policy. Please refer to KCSD [Policy 218-1](#)

Parental and Employee Notification

In accordance with Pennsylvania Act 44 of 2025, the District is required to notify parents/guardians and school employees of qualifying incidents involving the possession of a weapon on school property or at school-sponsored activities, as required by state law. Notifications will be made in accordance with applicable legal requirements while protecting student privacy under federal and state law.

INFORMAL HEARING

When an out-of-school suspension is of more than three school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours (or by the end of the next day school is in session) of discussion of such consequences with the student. Informal hearings may occur over the phone at the request of a parent/guardian.



ACADEMIC CALENDAR

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

AUGUST 2026

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					5

FEBRUARY 2027

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28						19

SEPTEMBER 2026

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30						20

MARCH 2027

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28	29	30	31			20

OCTOBER 2026

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30	31					19

APRIL 2027

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30	31					20

NOVEMBER 2026

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29	30					17

MAY 2027

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30	31					20

DECEMBER 2026

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27	28	29	30	31		14

JUNE 2027

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20	21	22	23	24	25	26
27	28	29	30			3



2026-2027 School Calendar

August 8 - Bucktail Campus Orientation & Open House - 6 - 7:30PM
 August 11 - CMMS - 5th Grade and New Student Tours-
 By Appointment (Call CMMS)
 August 12 - CMHS - 9th Grade and New Student Orientation - 6 - 7:30PM
 August 19 - Teacher Induction Day
 August 20, 21, & 24 - Professional Learning Days (21 & 24 - Clerical)
 August 24 - Open Houses:
 • Liberty-Curtin - 5:00-8:00PM
 • Mill Hall - 5:00-8:00PM
 • Robb - 5:00-8:00PM
 • Woodward - 5:00-8:00PM
 August 25 - First Day of Classes

September 4 - No School
 September 7 - Labor Day - No School
 September 10 - Open House
 • CMHS - 9th, 10th, 11th & 12th Grades 5:00-8:00PM
 September 17 - Open House
 • CMMS - 5th, 6th, 7th & 8th Grades 5:00-8:00PM

October 12 - Columbus Day - No School
 October 13 - Professional Learning Day
 October 30 - No School for Students & 1/2 Clerical Day

November 12 - Open House/Conferences (1/2 day), 3hr early dismissal
 November 25 thru December 1 - Thanksgiving Break - No School

December 18 - King of the Mountain - No School
 December 23 thru January 1 - Winter Break - No School

January 18 - Martin Luther King Day - No School
 January 25 - Professional Learning Day - No School & 1/2 Clerical Day

February 15 - President's Day - No School

March 12 - Professional Learning Day - AM-Senior Projects

March 26 thru March 29 - No School
 March 30 - No School - 1/2 Clerical Day

April 19 - No School

May 31 - Memorial Day - No School

June 3 - Last Day of Classes
 June 4 - Clerical Day
 June 7 & 8 - Professional Learning Day

End of Marking Period

(Qtr. 1)	(Qtr.2)	(Qtr.3)	(Qtr.4)
Oct. 29	Jan 22	March 25	June 3

PSSA Testing Window (subject to change from PDE) Grades 3-8
 English/Language Arts April 26 - 30, 2027
 Mathematics/Science May 3 - 7, 2027
 Mathematics/Science/Make-ups (Optional)

Keystone Exams (subject to change from PDE)

Winter Testing Window (Wave 1)	Dec. 7 - 18, 2026
Winter Testing Window (Wave 2)	Jan. 4 - 15, 2027
Spring Testing Window	May 17 - 28, 2027
Summer Testing Window	July 26 - 30, 2027

Pre-NOCTI Window

October 14, 2026 - November 6, 2026

NOCTI Window

April 12, 2027 - April 23, 2027

Approved: 12/11/2025



KCSD has been approved for 5 remote learning days due to inclement weather. Anything over 5 will be added to the end of the school year.



APPENDIX A
STUDENT BEHAVIOR EXPECTATIONS/PROCEDURES/RESPONSES

Minor Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Level I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Bus disturbance Classroom disruption Dress Code Violation Classroom tardiness Abusive/ Inappropriate language Non-defiant failure to complete assignments or carry out directions Technology Violation	a. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. b. Repeated misbehavior requires a conference with appropriate school personnel. c. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.	Reteaching of Expectations Restorative Circle Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention
Level II. Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors, require the interventions of personnel on the administrative level because the execution of disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational	Cheating & lying Repeated misbehavior School tardiness Truancy Smoking/Vaping Using forged notes or excuses Continued disruptive classroom behavior Cutting class Misbehavior for a substitute teacher	a. The student is referred to the administrator for appropriate disciplinary action. b. The facilitator/administrator meets with the student and/or teacher and affects the most appropriate response. c. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. e. A parental conference may be held.	Reteaching of Expectations Restorative Circle and/or Conference Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention Referral to outside agency



consequences are serious enough to require corrective action on the part of the administrative personnel.			Suspension of busing privileges Out-of-School Suspension
Major Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Level III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but the most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.	Repeated Misbehavior Flagrant inappropriate use of electronic devices Student fighting Harassment: sexual, racial, ethnic, and/or gender - verbal OR written Verbal assault of a student or staff member Possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance Insubordination in detention or Learning Center Failure to report to the office on command	a. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. b. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. c. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. d. There is restitution of property and damages.	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Placement in Learning Center Detention Parental Intervention Alternative programs Alternative Educational Placement Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention KCSD Police intervention
Level IV. Acts which result in violence to another person or	Repeated Misbehavior	a. The administrator verifies the offense, confers	Expulsion



property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.	Extortion Bomb threat Possession / use / transfer of A dangerous weapon Assault/battery Vandalism Possession/sale of stolen property Arson Furnishing/selling/possession of unauthorized substances	with the staff involved and meets with the student. b. The student is immediately removed from the school environment. Parents are notified. c. Law enforcement officials are contacted. d. A complete and accurate report is submitted to the superintendent for board action. e. The student is given a full due process hearing before the board	Alternative Educational Placement Police intervention
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- Building administration will determine the appropriate consequence per situation based on evidence.
- Any major violation (level 3 or 4) has the potential to be designated as Disorderly Conduct which will result in a citation by the school district police.



APPENDIX B

ACADEMIC INTEGRITY

- **DEFINITION OF PLAGIARISM:** Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Intentional plagiarism occurs when a student knowingly submits someone else's words or ideas as if they were their own. Unintentional plagiarism occurs when writers and researchers use the words or ideas of others but fail to quote or give credit (perhaps because they don't know how). When in doubt, students must check with a teacher or librarian.
- Examples of plagiarism may include but are not limited to:
 - purchasing or copying work produced by others (homework, reports, take-home exams, tests, research papers, music, art, images, etc.)
 - direct copying ("cutting and pasting") of selected sections (words, phrases, sentences, paragraphs) from another source without quotation marks and/or documentation.
 - paraphrasing, summarizing, or otherwise rewording another's original work that is not common knowledge without documentation.
 - failing to document the use of charts, graphs, diagrams, statistics, or other materials not created or compiled by the student.
 - working together on an independent assignment and then submitting individual copies of the assignment as one's own individual work.
 - fabricating data or in any way falsifying the results of an experiment or inquiry process
- **DEFINITION OF CHEATING:** Cheating includes, but is not limited to, a student copying an assignment or test and submitting it as their own; allowing someone to copy an assignment or test and submit it as their own; unauthorized use of or communicating with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.
- **CONSEQUENCES OF PLAGIARISM AND CHEATING:** We expect our students to understand what plagiarism/cheating are and to know how to avoid it. As a result, consequences will vary based on the extent of the plagiarism/cheating and the degree of intentionality/number of incidents.

Level	Behavior	May look like/sound like	5th & 6th Grade Consequences	7th & 8th Grade Consequences
I	Cheating and/or plagiarism	Unauthorized collaboration on assignments Copying small or ungraded classroom assignments Inaccurate or uncited paraphrasing, or borrowing of another's words Using a cheat sheet or any other means of getting information	Disciplinary Consequences: Discuss behavior with the student Discuss and find a solution strategy Notify the parent/guardian Issue a verbal warning and document Grading Consequences "Zero" on the work and a requirement to re-submit it or to do an alternative	Disciplinary Consequences: Discuss behavior with the student Discuss and find a solution strategy Notify the parent/guardian, Issue a verbal warning, and document Grading Consequences "Zero" on the work and a requirement to re-submit it or to do an alternative assignment for full credit.



			assignment for full credit.	
Level	Behavior	May look like/sound like	5th & 6th Grade Consequences	7th & 8th Grade Consequences
II	Cheating or plagiarism Repeated small-scale cheating or plagiarism within an assignment	Inaccurate paraphrasing or direct borrowing of others' words (without the use of quotation marks and direct reference of individual) Inventing or falsely attributing the sources used in a paper or other work. Submitting one assignment for two courses without permission of both instructors (The work will count for one course only) OR: A second Level 1 offense	Disciplinary Consequences: Discuss behavior with the student and develop a solution strategy Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor/facilitator who will support with restorative practices as appropriate Grading Consequences: "Zero" on the work with the possibility of re-submitting it or doing an alternative assignment for 70% of the highest grade possible	Disciplinary Consequences: Discuss behavior with the student and develop a solution strategy Submit a referral: issue and assign 1-3 detentions Notify the parent/guardian Notify the counselor/facilitator who will support with restorative practices as appropriate Grading Consequences: "Zero" on the work with the expectation that an alternative assignment will be given and the student may earn a 70% as the highest grade possible
Level	Behavior	May look like/sound like	5th & 6th Grade Consequences	7th & 8th Grade Consequences
III	Cheating or plagiarism Repeated Level II offense	Direct borrowing of others' words (without the use of quotation marks) affects a large portion of the paper, and the source is not cited in the bibliography or in the body of the paper. Little or none of the paper is the student's original work. Submitting a paper as one's own that has been wholly or mostly written by someone else, whether that paper has been wholly or mostly written by someone else, whether that paper has been purchased, borrowed, found, stolen, etc. OR: Repeated Level II offense	Disciplinary Consequences: Student/parent/ administrator conference Office assigns ½ day of in-school suspension No competition or participation in extracurricular activities for one week. Attendance/practice are permitted. Notify the counselor/facilitator who will support with restorative practices as appropriate Grading Consequences: "Zero" on the work and a requirement to re-submitting it or doing an alternative assignment for 70% of the highest grade possible	Disciplinary Consequences: Student/parent/ administrator conference Office assigns one (1) day of in-school suspension No competition or participation in extracurricular activities for one week. Attendance/practice are permitted. Notify the counselor/facilitator who will support with restorative practices as appropriate Grading Consequences: "Zero" on the work with the expectation that an alternative assignment will be given and the student may earn a 70% as the highest grade possible



APPENDIX C

ANTI-HARASSMENT/ANTI-BULLYING POLICY

HARASSMENT, BULLYING, and CYBERBULLYING: The Keystone Central School District has policies prohibiting the harassment, bullying, and cyberbullying of students, employees, volunteers, third parties, and others in the school district.

The Unlawful Harassment [Policy 249](#), [Policy 103](#), and attached forms sets guidelines for reporting, investigations, reports, and school district actions dealing with situations involving possible verbal, written, graphic, or physical conduct that relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Unlawful harassment takes place when the conduct is sufficiently severe, persistent, or pervasive so that it has the effect of substantially or unreasonably interfering with one's academic performance, or creating an intimidating, threatening, hostile, abusive, or offensive educational or work environment.

Definitions A. Harassment: The term "harassment" as used in this Policy means verbal, written, electronic, graphic, physical conduct, or instigation of such acts, which does or is reasonably believed under the totality of the circumstances to

1. substantially or materially interfere with a student's or student's educational performance;
and/or
2. deny any student or students the benefits or opportunities offered by the School District;
and/or
3. substantially disrupt school operations or activities;
and/or
4. create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed.

The term "harassment" for purposes of the Policy does not mean merely offensive expression, rudeness, or discourtesy, nor does the term "harassment" mean the legitimate exercise of constitutional rights within the school setting. The School District recognizes there is a right to express opinions, ideas, and beliefs so long as such expression is not lewd or profane, or materially disruptive of school operations or the rights of others.

The Bullying and Cyberbullying [Policy 249](#) prohibits bullying and cyberbullying because it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for teaching and learning, and may lead to more serious violence. The policy provides that bullying and cyberbullying of students involves the intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of interfering with a student's education. It creates a threatening atmosphere or substantially disrupts the orderly operation of the school.

The Keystone Central School District uses many ways to provide safe schools. Below are examples of some of the bullying and cyberbullying materials used.

BULLYING: As a part of safe schools, we are committed to providing an environment where students feel safe and secure. Therefore, bullying behavior is not tolerated within any Keystone Central Schools. Below are definitions of what constitutes bullying.



- **BULLYING:** A student is being bullied or victimized when they are exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort upon another.
- **DIRECT BULLYING:** A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), threatening, taunting, teasing, and calling names.
- **INDIRECT BULLYING:** Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.
- **CYBER-BULLYING:** Using electronic device mediums such as but not limited to computers, cell phones, and pagers to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and email. This cyber-bullying behavior is not confused with terroristic threats, which can be communicated through similar methods.
- **RELATIONAL AGGRESSION:** Describes behavior that can undermine and destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.
 - Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature, utilizing various methods of communication. For example, the term 'cyber-bullying' is being used to describe behavior that occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students.

BEHAVIOR IS CLEARLY BULLYING WHEN

1. There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.
2. There is intensity and duration. The taunting continues over a period of time and is not welcomed by the target.
3. The events are happening to a person with less power.

Students and/or parents should report bullying and cyberbullying to school personnel immediately.

- **Safe 2 Say Something:** Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. To submit an anonymous tip, go to safe2saypa.org

All reported bullying and cyberbullying incidents will be fully investigated by school administrators, and discipline will be decided on a case-by-case basis. In certain circumstances, information may be turned over to a school district resource officer or law enforcement and may result in a possible citation(s).



APPENDIX D

EDUCATIONAL NETWORK GUIDELINES/ACCEPTABLE USE

The Keystone Central School District strives to provide up-to-date computers, electronic devices, hardware, software, networks, and systems to access the Internet and information. Access is restricted to school district-related purposes that include instructional, curricular, and co-curricular support to enhance teaching and learning. Use of these resources, as well as the accounts and information/data, are subject to the school district's Acceptable Use [Policy 815](#) and other policies referred to in the Acceptable Use Policy. Students must become familiar with the Policy. **Prior to being issued a school district device, a technology usage agreement must be signed.**

Parents and guardians are urged to discuss the Acceptable Use Policy and related policies (on the school district's website) and procedures, as well as the proper and ethical use of the resources before approving their child's use. Teachers and other employees of the school district are available to answer questions of students and parents. Students applying for and accepting a USER ID are committing to adhere to those policies and to conduct themselves according to the highest standards. Students must be aware of the prohibitions and what constitutes violations of the Acceptable Use Policy because there are consequences for inappropriate, unauthorized, and/or illegal use that vary depending on the violation, which is determined on a case-by-case basis.

This informational summary should not be interpreted as a replacement or conflict with the Acceptable Use [Policy 815](#); The Acceptable Use Policy is fully incorporated into this Handbook as if it was fully stated in its entirety.

ACCEPTABLE USE

Access to inappropriate material and other prohibitions (as defined in the policy) is prohibited. Generation and/or transmission of any material in violation of any federal, state, or local law, website, service provider, app terms, and school district policies, regulations, rules, and procedures also are prohibited. Examples include using owners copyright protected materials without the owner's permission, or a permitted exclusion such as fair use, using threatening, obscene or racist language or material; violating the privacy or security of other students', employees' and school districts' data/information/resources; and bypassing or disabling any filtering or blocking.

USER IDs

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information, news, access to databases and websites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

SECURITY

Users will be responsible for keeping individual accounts secure. Keeping passwords secret, using the software provided by the school district, and keeping up-to-date about not falling for malicious hacking attempts are only a few of the ways to help. The school district has installed network security filters to ensure appropriate usage. Any user(s) with a history of computer misuse may be denied access to an account. The only school district-approved and issued encryption technology may be used with prior approval by the network administrator. Users who believe they have identified a security problem must notify a teacher or administrator with the details of the problem as soon as possible.

LIABILITY

The School District does not guarantee service, nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The



school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardians(s) shall indemnify the School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

ACCIDENTAL / INTENTIONAL DAMAGE

The user is responsible for damages to computers or other technology devices resulting from accidental, negligent, deliberate, and willful acts as outlined in the Acceptable Use Policy 815. Investigations will be conducted by the administrator of the building to determine the cause and extent of damage to school district property, and invoices for repair or replacement of the damaged device will be issued through the technology department. A replacement device will be issued in the case of accidental damages if there are no outstanding balances on the student account for previously damaged devices. If the damages are a result of intentional acts, a replacement device will be issued after the outstanding balance has been paid in full.

VANDALISM

Vandalism includes any attempt to harm any hardware or software or the data of another user of the network. This includes but is not limited to uploading or creating viruses, worms, or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account and could be referred to law enforcement and other appropriate legal authorities.

PRIVACY

E-mail is not guaranteed to be secure. The user should assume that electronic communications sent through a network are not private but can be read. In addition, the school district may access e-mail and/or files stored in user accounts of the School District for various reasons.



APPENDIX E

TRANSPORTATION

TRANSPORTATION AND SAFETY: District transportation is provided for the purpose of facilitating student participation in education and co-curricular programs. Transportation is provided as a privilege; it is not a mandate, and therefore, can be revoked at any time for misconduct. Students are expected to help maintain the condition of the vehicle on which they ride. Refer to district [Policy 224](#) for additional information.

STUDENT TRANSPORTATION: Students wishing to ride in a vehicle other than the one assigned must present a written request from a parent or guardian to ride, board or depart a vehicle other than the one assigned. An Administrator or designee must approve the request. Requests should be turned into the main office before the student reports to homeroom. Students may pick up their notes after 1:30pm in the main office. The approved note must be presented to the driver on the day listed. This request can only be granted if there is seating available.. A student exiting the vehicle at any stop other than his/her own without an approved note signed by the school administrator is in violation of school policy.

TRANSPORTATION DISCIPLINE PROCEDURES: A student who cannot maintain self-discipline while using transportation endangers the health and safety of other passengers and therefore forfeits this privilege and must rely on other means of transportation. A school administrator may suspend riding privileges. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely. Drivers will report all incidents to the Administrator on a "Transportation Discipline Form". Students who do not follow transportation policy may receive detention, riding suspension or other appropriate disciplinary action in accordance with the infraction. **Vehicles will be monitored using video and audio surveillance to maintain a secure environment so that our drivers can focus their attention on providing safe transport to and from school.**

Violations and procedures affecting safety are listed in the following table. See [Policy 810](#)

Minor Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Disrespect/disruption Failure to comply with bus safety expectations	Insubordination to the driver or monitor Bullying other passengers, driver or monitor Refusing to sit in assigned seat Standing or changing seats while the vehicle is in motion Riding a vehicle that the student is not assigned to ride without approval	a. There is immediate intervention by the bus driver/staff member who is supervising the student or who observes the misbehavior. b. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form c. Parent/Guardian	Reteaching of Expectations Restorative Circle Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention First Offense Transportation Discipline



	Getting on/off at an unassigned stop Crowding the door or isle before the vehicle stops Pushing or inappropriate contact when getting on/off Eating/drinking on the vehicle and placing litter inside the vehicle Other offenses are defined in building level policy	Notification of the incident. d. Repeated misbehavior requires a conference with appropriate school personnel.	Form, written by driver/monitor, submitted to building administrator, <u>and</u> disciplinary action by category. Second Offense Suspension from daily transportation for up to three (3) days <u>and</u> disciplinary action by category. Third Offense Suspension from daily transportation for up to five (5) days <u>and</u> disciplinary action by category.
Major Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Any action that creates an unsafe environment for the bus driver and/or other passengers.	Fighting or rough horseplay Damaging, destroying or altering the vehicle or video/audio equipment in any way Throwing any objects inside the vehicle or out the window or door Loud or offensive language and/or obscene gestures Placing hands, feet or any part of the body outside of the vehicle Striking matches or lighters; lighting fireworks or other incendiary devices Smoking, vaping or using/possessing tobacco in any form	a. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form b. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. c. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. d. There is restitution of property and damages.	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention Alternative programs Alternative Educational Placement Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention



	Controlled substance possession or use Any conduct that endangers the lives of the passengers or distracts the driver Other offenses as defined in the building level policy		KCSD Police intervention First Offense Suspension from daily transportation for up to three (3) days <u>and</u> disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to five (5) days. Second Offense Suspension from daily transportation for up to five (5) days <u>and</u> disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to an additional five (5) days. Third Offense Suspension from daily transportation for ten (10) days <u>and</u> disciplinary action by category.
--	---	--	--

The Keystone Central School District has taken proactive measures to improve passenger safety on our vehicles. A student that continues to violate district transportation policy may lose riding privileges for the entire school year. Families are responsible for the transportation of pupils suspended from riding. The compulsory school attendance laws remain in effect while the student is suspended from riding.



Keystone Central School District

High School Student Handbook

2025--2026

2026-2027



www.kcsd.us

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Curriculum and Innovation

86 Administration Dr. Mill Hall, PA 17751

KEYSTONE CENTRAL SCHOOL DISTRICT SECONDARY STUDENT HANDBOOK

MISSION

We are committed to developing lifelong learners who are adaptable, resilient, productive, and of high moral character.

BELIEFS

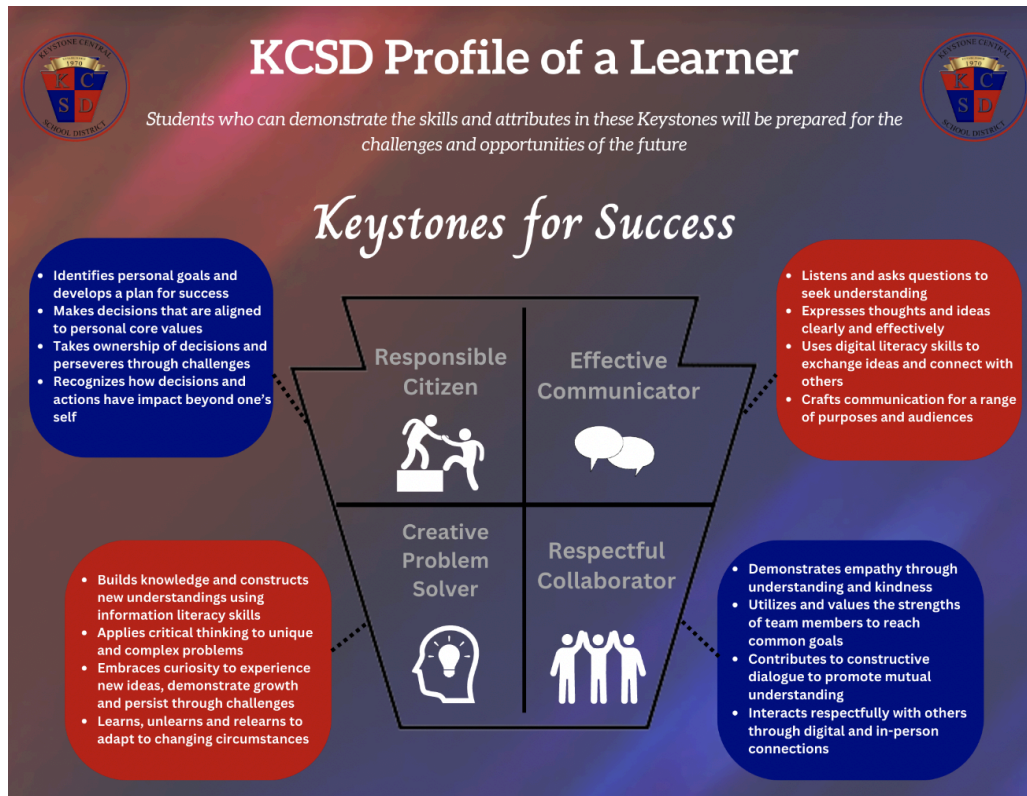
We will provide:

- Equitable Access to Rigorous Curriculum and Effective Instruction
- Critical Thinking and Solution-Focused Learners
- A Safe, Healthy, and Inclusive Culture
- High Expectations and Support for All
- Engaged and Empowered Community and Families
- Policies and Procedures that Promote Learning and Leadership

VISION

Preparing citizens for the challenges and opportunities of the future.

PROFILE OF A LEARNER



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FOREWORD

Welcome to the new school year! If you are a new student, it is great to have you with us. If you are returning, we are glad to have you back with us.

This handbook is for you. It contains the procedures you are responsible for during your years at Keystone Central School District. It was prepared with your needs and the needs of all members of the school community in mind. Policies established by the District are available online [here](#) and in each school throughout the Keystone Central School District.

Your conduct, at all times, should reflect good citizenship. You are expected to show respect for the property, rights and privileges of others. In return, you may expect this respect from others. Positive behavior can help make your school life a happy and rewarding one. Please pay careful attention to what is in your handbook, discuss it with your parents and classmates; and if you have any questions, we encourage you to talk to us. Together, we can make this school year successful.

HANDBOOK GUIDELINES

This handbook may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination in some instances. As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and the results of an investigation pertaining to an incident.

ATTENDANCE REGULATIONS

There is a direct and positive correlation between regular school attendance and achievement. Students are, therefore, encouraged to avoid any unnecessary absences from school. Below are the attendance regulations adopted by the KCSD Board of Directors. Please refer to the district website for additional information about the [Attendance Policy \(Policy 204\)](#).

Excused absences may include: illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.

Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence

Unexcused absences may include but are not limited to: oversleeping, car issues, missing the bus, hunting, or shopping.

Returning to school: The student should turn an excuse in **within three days** of the absence. If an excuse is not turned in within 3 days, the absence will be counted as unexcused or unlawful, in alignment with state regulations. Excuses may be submitted in writing, electronically, or by email to the attendance secretary at your child's school.

Request for leaving school: Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary in the morning. If the excuse is accepted, the attendance office notifies teachers that an excused absence has been received. For safety reasons, it is recommended that the student's parent/guardian sign the student out in the main office when leaving the building for early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents are encouraged to schedule appointments with physicians and dentists after school hours, if possible. *Requests to be excused for hair appointments, shopping, etc. will be denied, and absences for these reasons will be unexcused.*

Attendance	EMAIL	PHONE	FAX
Bucktail Area Middle & High School	btattendance@kcsd.us	(570)-893-4900 ext.3501	570-923-5005
Central Mountain High School	cmhsattendance@kcsd.us	(570)-893-4900 ext.4508	570-893-4640

Summary of key points from the KCSD attendance policy (204) and steps that will be followed if there is a concern with school attendance:

Compulsory Age Students:

Absences will be marked as unlawful/unexcused if there is no excuse turned in to the attendance office by the third (3rd) day following the absences.	For example, if your son or daughter is absent on Monday, you MUST send in an excuse for that absence by Thursday of that week or it will be marked as an unlawful/unexcused absence. If the student is absent Monday-Friday for one week, communication must be received by the attendance office by the Friday that is day 5 of the absence. Excuses may be submitted in writing or electronically by email, to the attendance secretary at your student's school. Please include a phone number in the email for the building secretary to confirm the excuse.
School attendance secretaries will send a letter when your student has accumulated a total of 3 unlawful days (this may be a combination of partial days or whole days). After receipt of the 3 day letter, a SAIC (Student Attendance Improvement Conference) will be scheduled.	Every attempt will be made to reach the family to schedule the SAIC. If the school is unable to reach the parent/guardian, a letter will be delivered that includes the time and date for your student's SAIC. Neither the student nor the parent/guardian will be required to participate. The SAIC will be held regardless of attendance by the student and/or parent/guardian on the date indicated on the letter. A two-week follow-up meeting will be scheduled to monitor ongoing attendance and compliance with the established plan. <i>Educational trips will not be approved once a student has accrued 3 unlawful absences.</i>
If your student has accumulated 6 unlawful days, the school will refer your child to a school-based or community-based attendance improvement program.	The school may file a citation with the district magistrate against the person in parental relation who resides in the same household as the student.
If your student has accumulated 3 unlawful/unexcused days parking privileges on school property will be revoked.	The student will turn in their issued parking permit. The student will be issued a warning on the first offense after privileges have been revoked, then a citation by KCSD police on the next and any subsequent offenses.
After your student is absent for 10 days (parental excuse days and) you will receive a letter informing you that your student has reached 10 days.	After this, a physician's note MUST be turned in for every absence for the remainder of the school year. Educational trips will not be

	approved once a student has accrued 10 excused absences.
Act 47 Restrictions on Attendance/Cyber Charter	Students considered habitually truant—defined as having six or more unexcused absences—are prohibited from transferring to a cyber charter school during the school year. Exceptions require a judicial determination that the transfer is in the best interest of the student.

Additional regulations regarding non-compulsory Age students **(18 years of age or older)**:

School attendance secretary will notify you, by mail or phone call, when your student has accumulated a total of 3 unlawful days . This may be a combination of partial days or whole days.	Educational trips will not be approved once a student has accrued 3 unlawful absences.
A letter from the building principal or designee will notify non-compulsory students who have accumulated 10 consecutive days of absence from school that the student will be removed from the school roles and reported as a dropout.	Upon receipt of the letter, the parents/guardian have 5 days to request a hearing with the building principal or designee.

If you have any questions regarding this policy, please contact the principal at your child's school.

Make-Up Work: Students are responsible for any and all work missed while absent from school. **If a student has an EXC or DE absence, the student will have the same number of days as the number of days missed to make up any missed assignments.**

Homework Collection for Extended Absences: Upon the student's return to school, following an excused extended absence, the teacher and student will set a deadline for completion of the make-up assignments. Parents are strongly encouraged to notify the school **prior** to a known, extended absence. Please contact your school's attendance secretary to make this notification.

Late to school: Students must enter their school building before the late bell and should plan their day accordingly. After the late bell, students must enter school at the front entrance and sign in at the main office. If a student is late to school, they will need to turn in a parent note to have the lateness be considered excused. If a note is not provided, the lateness will remain unlawful/unexcused. **A student is considered tardy if they arrive after 8:25 am.**

Below is a chart outlining how partial day attendance will be counted.

Arrive late or leave school between the	Percentage of absence either excused or unexcused for late	Percentage of absence either excused or unexcused for early
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following times:	arrival	dismissal
8:25 - 8:35	Tardy to school (4 = .25 absence)	100
8:35 - 10:00	.25	100
10:00 - 12:00 PM	.50	.75
12:00 pm - 2:00 pm	.75	.50
2:00 pm - 3:31 pm	100	.25

Tardies To Class

If a student is late to class without a written excuse, the teacher will record the lateness according to the tardy procedure found below. If a student is detained, in the office or by a teacher, they should ask for a pass from the person who detained them before going to class. Such a tardy will not be counted against the student.

UNEXCUSED TARDIES TO CLASS
Tardy #1: Warning
Tardy #2: Warning
Tardy #3: Warning
Tardy #4: 1 Detention
Tardy #5: 2 lunch detention

Positive Attendance: Students who attend on a regular basis will be recognized through the School Wide Positive Behavior program.

Leaving School Grounds: Students are not to leave the building or school area once they have arrived at school. *Any student leaving school grounds without following proper sign-out procedures, will be considered truant and receive a day in the Learning Center. Students may be subject to a search when they leave school property without permission – including those going to the parking lot without permission.*

Class Cut: Students who cut a class will be assigned a full day in the Learning Center. Students will not be permitted to participate in extracurricular activities on the day of the class cut or the day assigned to the Learning Center.

Educational Trips: A student may legally take a trip of an educational nature with their parents or guardians. Students may be excused for family educational trips for no more than seven (7) school days in any one (1) year. A parent note requesting an educational trip stating the specific

dates and the reason must be sent into the school office at least five (5) days prior to the trip. Students will then be given an Educational Trip Review form to take around to each of their teachers for their signatures. Once the student has ALL teacher signatures, the Educational Trip Review form needs to be turned back into the main office for the principal to review. Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family. **Students will not be permitted to join classes remotely during the duration of the trip if approved.**

Trips shall be denied to students who:

- Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
- Have three (3) or more days of unexcused/unlawful absences
- Are considered in poor academic standing (quantifiable by meeting athletic eligibility requirement status)

Educational trip requests submitted during state testing windows will generally not be approved as student participation in testing is critical. However, exceptions may be made for extenuating circumstances at the discretion of school administration. Families are encouraged to consult with the school prior to making any travel arrangements during these periods.

Support Strategies for Planned Absences

Please refer to the tips below as a regular practice when missing instruction.

Student Strategy / Communication Guide		
Before	During	After
Before my absence I... ☐ Bookmark each of my teacher's online resources for quick reference ☐ Inform my teacher via email, or in person, in advance, regarding my absence ☐ Make a "to-do" list of work that will be missed during absence from teacher's online resource or from direct communication ☐ Ask my teacher if I could sit in during another class to compensate for the one I will be missing ☐ Email and/or meet with my teacher to offer several times (before/after school, study hall, or over lunch, etc.) to make up the assignment in person ☐ May ask for an extension in advance rather than waiting until it is due or past due if I know I can't meet the deadline	While I am absent I... ☐ Use the district wifi (when available) to complete my work ☐ Email my teacher if I have questions ☐ Get in touch with a reliable classmate while I am away ☐ Take and use reading or other materials with me on the bus/van that I will need to study or prepare for class ☐ Touch base with students/teammates who share similar classes and/or teachers to clarify work and discuss questions	When I return back to school I... ☐ Turn in work that was due while I was out ☐ Check Schoology for any missing work or indicators that I missed something ☐ Check in with a reliable peer and my teacher regarding missed work ☐ Review notes or other class materials that may help me understand missed instruction

STUDENT SERVICES: A variety of student services are available to support students throughout their school career, examples of student services are listed below:

School Counseling Program & Services:

Students may make an appointment to see their school counselor, preferably during WIN or lunch. When school counselors are not in their offices, students are encouraged to make an appointment by using the online meeting request form. The Counseling Department encourages all students to think seriously about their future vocations when selecting courses for their schedules. The primary role of the Counseling program is to address all students' academic, career, and social/emotional development needs by offering comprehensive school counseling services that promote and enhance student success. The counseling offices offer the following services (among many others):

1. Individual counseling
2. Small group counseling
3. Classroom guidance lessons
4. Crisis intervention
5. Consulting with parents/guardians and teachers
6. Coordination with outside agencies & therapists referrals for communication services

Counselors are assigned by grade level at CMHS:

Class of 2027:	Christine Koch
Class of 2028:	Holly Carey Moore
Class of 2029:	Madison Yunker
Class of 2030:	Molly Leitch

Counselor at BHS: Jamie Bressler

District-wide Social Worker:	Hilaire Reese
District-wide Social Worker:	Kyle Galer

Parent Communication: Students and parents are encouraged to make appointments via: phone, email, or by stopping by the office to make one. All parents/guardians are encouraged to use the PowerSchool Parent Portal and the DoJo communication app.

Diversity, Equity, and Inclusion: The Vision of the KCSO Diversity, Equity, and Inclusion Committee is to foster a safe, healthy, and inclusive culture where students, faculty, staff, and families of all backgrounds and identities can succeed and feel at home. Please contact Christina Manning, Director of Pupil Services (cmanning@kcsd.us or ext.3102) if you would like to discuss inclusivity issues, including bullying and harassment.

PA FAFSA Requirement: Pennsylvania law requires all high school seniors to take one of the following actions before graduation:

- Complete and submit the **Free Application for Federal Student Aid (FAFSA)**, or
- Submit an official **FAFSA Opt-Out Form**.

The FAFSA is the application used by colleges, universities, technical schools, and many scholarship programs to determine eligibility for financial aid, including grants, scholarships, work-study opportunities, and student loans. Completing the FAFSA does not obligate a student to attend college or accept financial aid.

Students and families who choose not to complete the FAFSA may submit an official opt-out form. Students who are 18 years of age or older may sign their own opt-out form. For students under 18, a parent or legal guardian may complete the form.

Central Mountain High School will provide information about the FAFSA, make opt-out forms available, and communicate with families who have not submitted either a FAFSA or an opt-out form.

Important: A student will not be denied a diploma, prevented from graduating, or otherwise penalized if they choose to opt out or do not complete the FAFSA. The purpose of this requirement is to ensure that all students and families are informed about financial aid opportunities available after high school.

NURSING SERVICES: Any student who is ill during the school day should report to the school nurse after first obtaining a pass from the teacher whose class the student will be missing. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification. When the nurse is not available, students should report to the Main Office. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff.

MEDICATIONS: *The nurse will administer all medications. This includes both prescription and non-prescription (over the counter) medications. Medications to be administered by the nurse will be stored in the Nurse's office. The medication must be provided in the original pharmacy bottle or product labeled container, and a completed medication request form signed by the physician for prescription or the parent for over-the-counter medication.* The District **requires** parents to deliver all medication to the nurse or building administrator.

- o If a student shares, for free or payment, any of his/her medication (prescription or non-prescription), it will be dealt with as a violation of the Keystone Central School District Drug and Alcohol Policy. The student will receive appropriate consequences.

HEALTH SCREENING AND PHYSICAL EXAMINATIONS: According to a Pennsylvania state mandate, all students will have health screening for height, weight, body mass index, and vision each year. Seventh and eleventh graders, all students with an IEP, and students new to the

district must also have a hearing screening. In addition to the health screenings, eleventh grade students are required to have a physical examination. The examination may be completed by your family physician at your own expense, or by the school physician (scheduled during school hours, without charge. Private physicals completed anytime from twelve months prior to the eleventh grade school year through the end of the eleventh grade school year will satisfy the examination requirement.

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS

Under regulation of the Pennsylvania Department of Health, **ALL** children entering school are required to provide written proof of having received immunizations. The school nurse will contact families if a child's records are incomplete. Students can be prevented from attending school if the proper documentation is not received.

HOMEBOUND INSTRUCTION: If a student experiences a disability or an extended illness, a parent may request homebound instruction by calling Elizabeth Barnhart, Director of Special Education (570-893-4900 ext.2116 or by email, ebarnhart@kcsd.us). In order for the school district to obtain approval from the State for homebound instruction, a form completed by the parent and a physician must be submitted relative to each individual case.

Homeless Information: School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing homelessness or know someone who is, please call KCSD's Homeless Liaison at: Christina Manning cmanning@kcsd.us (570) 893-4900 ext. 3102.

SAFE 2 SAY SOMETHING: Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may

be a threat to themselves or others and to “say something” before it is too late. To submit an anonymous tip, go to safe2saypa.org

Student Assistance Program (SAP): The Student Assistance Program (SAP) is made up of teachers, counselors, nurses, and principals who have special training in areas such as drug and alcohol, depression, family problems, suicide, and other adolescent concerns that are causing interference for the teen. The student assistance team accepts referrals from staff, students or parents. All information is kept confidential. SAP is an identification program, an intervention program, and a referral program.

When to make a SAP referral...

It may be time to refer yourself, a friend or your child if you notice the following signals:

- Drop in grades
- Cutting school
- Change in personal appearance
- Erratic behavior
- Physical symptoms- runny nose, watery eyes, frequent illness, listlessness
- Illegal activities- theft, selling/buying drugs, extorting money etc.
- Family problems
- Visible signs or talk of harming oneself or others

How to make a SAP referral...

- Talk to a teacher
- Contact a school counselor
- Contact a school nurse
- Contact a principal
- To make a referral at CMHS, please use this [SAP Referral Form](#)

Extra Help: Students may always seek extra help from teachers if they are having problems or if they have been absent. Students may arrange a conference with a teacher before or after school or at a time convenient to both during the day. Students may contact the school counselor for more information about the potential for after-school tutoring programs.

Multi-Tiered System of Supports: Teams are available in every building for a student who is experiencing academic or behavioral difficulty. Early intervening services work to support students by identifying areas of concern, through multiple sources of data, and providing targeted intervention to improve student achievement, based upon the implementation of evidence-based practices. Teachers, students, counselors, and parents may make a referral to the MTSS team at any time. Referrals should be made in conjunction with the school counselor and school psychologist.

Special Education Services: The District provides a continuum of special education services for all eligible students. The district's support teams will work with students who experience learning, social-emotional, and/or behavioral needs to ensure the delivery of research-based instructional methodology in the general education curriculum. If data indicates that the

student is "thought to be exceptional", a multidisciplinary evaluation (MDE) will be conducted with written permission from the parent/guardian. The district will evaluate the student at no expense to the parent. The multidisciplinary team, including the parents, will determine if a need for special education services exists within the parameters of federal and state regulations. Please contact the Director of Special Education, Dr. Elizabeth Barnhart with any questions (Ext. 2116 or ebarnhart@kcsd.us)

Technology Monitoring and Support: Keystone Central School District is committed to supporting students as they navigate district issued technology. All student devices and accounts will be monitored 24/7 with safety alerts sent to building administrators, counselors, and other child study team members. All school code of conduct expectations apply and will be enforced and/or counseling services will be provided at any time the team identifies a concern.

ANNUAL PUBLIC NOTICE

POLICY STATEMENT ON DISCRIMINATION IN KCS D

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for ***all students, including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency:***

For Concerns Related to Students:	For Concerns Related to Students with Disabilities:	For Staff Related Concerns:
Christina Manning 35 King Street Lock Haven, PA 17745 cmanning@kcsd.k12.pa.us 570-893-4900 ext. 3102	Dr. Elizabeth Barnhart 86 Administration Drive Mill Hall, PA 17751 ebarnhart@kcsd.k12.pa.us 570-893-4900 ext. 2116	Justin Evey 86 Administration Drive Mill Hall, PA 17751 jevey@kcsd.k12.pa.us 570-893-4900 ext. 4506

Gifted Education

The Keystone Central School District gifted program reflects our vision and mission statements. Ongoing assessment ensures that our program provides for the needs of gifted students in all grade levels. Gifted support services ranging from enrichment to acceleration are coupled with the core curriculum to maximize the individual learning needs of identified students while providing an environment where students can maximize their exceptional ability and learning potential.

KCSD has clearly defined guidelines for the screening and identification process of potentially gifted students.

Level I - Universal Screening

A universal screener is in place for grades K-8 that includes teacher and data team input. Data collected includes, but is not limited to, aimswebPlus Benchmark Math and Reading, MAP assessment, PSSA assessment, and in grades (5-8), report card grades are included. If a teacher/team suspects that a student is demonstrating giftedness based on the universal screening, the teacher/team completes the "Gifted Screening Referral Form" and submits it to the special education office.

Level II - Individual Screening

Permission to evaluate is issued in order to complete the Kaufman Brief Intelligence Test (KBIT-2). With a score of 125+ the student is referred for full gifted evaluation. Permission to evaluate is issued to the parents. If the student scores below 125, parents are informed in writing that a full gifted evaluation is not recommended. Parents still maintain the right to request a full gifted evaluation through the special education office.

Level III - Full Gifted Evaluation

If the student meets criteria of the universal and individual screening, and upon receipt of the signed permission to evaluate, the Gifted Multidisciplinary Team completes the evaluation within 60 calendar days. Parents and teachers provide input through the completion of rating scales and input forms. A certified school psychologist administers the comprehensive assessments of cognitive/intellectual functioning and academic achievement. Results are summarized in the Gifted Written Report. The Gifted Individual Education Program team convenes to determine if the student qualifies for gifted services; and to develop a GIEP to provide gifted support services.

For students who have dual exceptionalities, it is not necessary to conduct separate screenings, and evaluations, develop separate IEP's or use separate procedural safeguards processes to provide a student's needs as both gifted and eligible students.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES:

“Co-curricular and/or extracurricular” shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. Such activities shall ordinarily be:

- Conducted wholly or partly outside the regular school day
- Marked by student participation in the processes of initiation, planning, organizing and execution
- Available to all students who voluntarily elect to participate
- Where eligibility requirements are necessary or desirable, the Board of School Directors shall be so informed and must approve the establishment of eligibility standards before they may be operable.

Co-curricular and/or extracurricular activities are an important part of the total school program and are open to participation by all students regardless of individual differences, including students with disabilities. Through voluntary participation, the student is expected to give time, energy and commitment to the activity in which he/she participates. He/she is also expected to abide by training rules, regulations and responsibilities unique to the activity.

To ensure the consistent enforcement of the KCSO Code of Conduct, it applies to all students participating in co-curricular and/or extracurricular activities enrolled in grades seven through twelve.

The terms of this policy apply throughout the year **(24 hours a day, 7 days a week, and 365 days a year)** to conduct occurring on or off school property. This Code of conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations, which are specific to their co-curricular and/or extracurricular activity.

Co-curricular and extracurricular participants are often in the public eye, hence their personal conduct must always be above reproach. They have an obligation to project at all times, a positive image of themselves and the Keystone Central community they represent. Failure to do so can lead to immediate dismissal from co-curricular and/or extracurricular activities. A coach/advisor has the authority to levy additional consequences within his/her program.

A detailed handbook for co-curricular and extracurricular activities can be obtained through the KCSO student activities handbook on the KCSO website

Behavior at All School Sponsored Events: There are a variety of popular activities for Keystone Central students to attend throughout the year. When you attend an athletic contest, a play, a competition, a field trip etc., you assume the role of spokesperson for our school. Your actions are viewed by family, friends, opposing fans, the local community, and the media as well as those participating in the event.

Please refer to the District Athletics Handbook for more information regarding student behavior at sporting events.

Dances: Any student organization planning a dance must obtain permission from the faculty sponsor or advisor. The representative students, together with the advisor, will meet with the principal and arrange for final approval after working out the details, including chaperones, police, etc. This must be accomplished at least two weeks prior to the anticipated date of the dance. There must be approved adult chaperones at each school-sponsored dance. **All adult**

chaperones must have the proper clearances registered with the KCSD Human Resource Department. The activity sponsor/advisor will be in attendance and/or other teachers to assist them.

KCSD students requesting to bring a non-KCSD student to the dance must first obtain a form from the main office and submit it to the administration for approval. Not all dances will allow non-KCSD guests. No guests over 20 years of age will be approved to attend dances. All guests to a dance MUST receive permission from KCSD administration BEFORE attending a school-sponsored dance. KCSD administration reserves the right to deny entrance of any non-KCSD enrolled individual into a school dance.

Any extraordinary situations must come before the administration two weeks in advance of the event for approval. The guest permission form must be completed and returned one week prior to the dance. Any student leaving before the end of the dance must sign out. Parents may also be contacted if students leave early. Once a student leaves the event, they may not return. Furthermore, all KCSD students must be in good standing to attend school-sponsored dances. Any student serving ISS or OSS on the day of a school dance is not eligible to attend. Students absent from school on the day of the dance are not eligible to attend. KCSD rules and policies apply at on and off-campus events.

Anti-Harassment/Anti-Bullying Policy:

Harassment, Bullying, and Cyberbullying: The Keystone Central School District has policies prohibiting the harassment, bullying, and cyberbullying of students, employees, volunteers, third parties, and others in the school district.

The Unlawful Harassment policy 248, 348 and attached Forms set guidelines for reporting, investigations, reports, and school district actions dealing with situations involving possible verbal, written, graphic, or physical conduct that relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion. Unlawful harassment takes place when the conduct is sufficiently severe, persistent, or pervasive so that it has the effect of substantially or unreasonably interfering with one's academic performance, or creating an intimidating, threatening, hostile, abusive, or offensive educational or work environment.

To anonymously report bullying, please visit the PA Attorney General's Safe 2 Say Something website at: safe2saypa.org where you can submit a tip that will be immediately reported to school authorities.

Definitions:

A. Harassment: The term "harassment" as used in this Policy means verbal, written, electronic, graphic, physical conduct, or instigation of such acts, which does or is reasonably believed under the totality of the circumstances to:

1. substantially or materially interfere with a student's or students' educational performance; and/or

2. deny any student or students the benefits or opportunities offered by the School District; and/or
3. substantially disrupt school operations or activities; and/or
4. create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's or students' educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed.

The term "harassment" for purposes of the Policy does not mean merely offensive expression, rudeness, or discourtesy; nor does the term "harassment" mean the legitimate exercise of constitutional rights within the school setting. The School District recognizes there is a right to express opinions, ideas, and beliefs so long as such expression is not lewd or profane, or materially disruptive of school operations or the rights of others.

The Bullying and Cyberbullying Policy 249 prohibits bullying and cyberbullying because it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for teaching and learning, and may lead to more serious violence. The policy provides that bullying and cyberbullying of students involves the intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of interfering with a student's education. Creates a threatening atmosphere, or creates a substantial disruption to the orderly operation of the school.

The Keystone Central School District uses many ways to provide safe schools. Below are examples from some of the bullying and cyberbullying materials that are used.

BULLYING: As a part of safe schools we are committed to providing an environment where students feel safe and secure. Therefore, bullying behavior is not tolerated within any Keystone Central Schools. Below are definitions of what constitutes bullying.

BULLYING: A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

DIRECT BULLYING: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

INDIRECT BULLYING: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

CYBER-BULLYING: Using electronic device mediums such as but not limited to computers, cell phones, or others methods such as posting/sharing comments or pictures on blogs or websites,

text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

RELATIONAL AGGRESSION: Describes behavior that can undermine and destroy relationships and is often used when identifying “female” bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.

COMMENTS: Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term ‘cyber-bullying’ is being used to describe behavior that occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students.

Behavior is clearly bullying when:

1. There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target’s distress is obvious. Mutual “teasing” should not be confused with bullying behavior.
2. There is intensity and duration. The taunting continues over a period of time and is not welcomed by the target.
3. The events are happening to a person with less power.

Students and/or parents should report bullying and cyberbullying to school personnel immediately.

All reported bullying and cyberbullying incidents will be fully investigated by school administrators and discipline will be decided on a case-by-case basis. In certain circumstances, information may be turned over to a school district resource officer, or law enforcement, and may result in a possible citation(s).

GENERAL BUILDING INFORMATION:

School Delays/Closings/Early Dismissals Due to Weather: When it is necessary to close or delay school due to inclement weather or any other emergency an announcement will be made through our Rapid Notification system, on local radio/TV stations, as well our district website and app. In the case of an early dismissal, students are expected to report to all classes prior to the early dismissal.

POSTERS AND SIGNS: All posters and signs must be approved and signed by an administrator. Persons posting the signs and posters are responsible for their removal and for clean up of the area used.

Information may be posted only on the cork strips, tile walls or glass. Posters should not be taped, glued, or stapled to other surfaces in the display case or walls.

- Images viewed by the general public and student population should reflect our high standards and educational purpose.

- Images that are displayed in hallways and spaces of the school used by the general public must not depict content that could be viewed as advocating or promoting sex, drugs, nudity, violence, or hatred, nor be vulgar or obscene in nature.
 - The display of such pictures or messages is in violation of district [policy 220](#) and those who post them are subject to disciplinary action according to the Code of Student Conduct below.

LABORATORY SAFETY: Laboratory activities are essential components of many of our classes. Following safe procedures is crucial. Safety in the laboratories is essential for the wellbeing of students and staff. Thus, students must practice safe use of chemicals, materials, and equipment in the lab. Spills or accidents must be reported to the teacher immediately. General safety instructions, presented by the teacher, must be followed at all times. Disciplinary consequences may also be applied.

FUNDRAISING: *Before a school-sponsored activity can sell any product in the school or community, it must secure approval from the building administration.* No products are to be sold by individuals during school hours without prior administrative approval. Refer to district [policy 229](#) for additional information.

SCHEDULE OF CLASSES: Classes are selected by students, with parent permission, during the winter / spring of the year, in collaboration with school counselors, in order to plan for the following school year. Every effort is made to honor those requests, however, due to conflicts within the schedule or graduation requirements this is not always possible. Schedule changes are extremely limited and will be done only under extenuating circumstances (example: missing a graduation requirement). No changes will be made after one week into the course. Students may only enter and exit the Virtual Academy at quarter and/or semester changes.

If a student transfers from an advanced to non-advanced course, or vice versa, his/her percentage and grade will remain the same.

ACADEMIC PROGRESS REPORTS: If a student is having difficulty in any subject, and/or is in danger of failing, parents and/or guardians will receive a progress report. **Parents are encouraged to monitor academic progress through the [PowerSchool Parent Login](#) (available on KCSD homepage) and maintain communication with the teachers and school counselor in order to support the student.**

GRADUATION REQUIREMENTS: To graduate from the Keystone Central School District, students must successfully complete the academic credits distributed across a variety of content areas, outlined in Chapter 4 state regulations. Current graduation requirements are located on the District website under curriculum. School counselors will work with students to monitor completion of mandated coursework.

Course	Class of 2027	Class of 2028	Class of 2029	Class of 2030
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English	4	4	4	4
Math	3	3	3	3
Science	3	3	3	3
Social Studies	3 (2 for CTE completers)	3 (2 for CTE completers)	3 (2 for CTE completers)	3 (2 for CTE completers)
Health	.5	.5	.5	.5
Physical Education	1	1	1	1
Elective Courses (Fine Arts, Business/Technology, FCS, World Language, etc.)	.5 Personal Finance (required in 11th) Additional 13.5 electives	.5 Personal Finance (required in 11th) Additional 12.5 electives	.5 Exploring Your Future (required in 9th for non-CTE students) .5 Personal Finance (required in 11th) Additional 9.5 electives	.5 Exploring Your Future (required in 9th for non-CTE students) .5 Personal Finance (required in 11th) Additional 8.5 electives
Total Credits	28	27	25	24

Elective credits can be earned by taking any course in the course guide once the credit requirement for that content area has been fulfilled. For example, once three social studies credits have been fulfilled, students can take additional social studies courses that will count towards the elective credit requirements. Regardless of a student's chosen pathway, they can take any elective within the course guide.

To Progress to the next grade, you must meet the following credit requirements:

10th grade - minimum of 5 credits

11th grade - minimum of 12 (class of 2028), 11 (class of 2029), 10 (class of 2030) credits

12th grade - minimum of 19 (class of 2027), 18 (class of 2028), 17 (class of 2029), 16 (class of 2030) credits

Note: Students who carry at least 5 full credit hours (not including lunch) will be considered full-time

Graduation Pathways (PA Act 158): Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). The following options exist to meet the statewide graduation requirements:

Pathway 1: Keystone Proficiency	Pathway 2: Keystone Composite Score = 4452 or greater
☐ Proficient or Advanced in Algebra 1, Biology and Literature	☐ Proficient or Advanced on at least 1 exam ☐ No score is below basic
Pathway 3: CTE (Career and Technical Education) Concentrator	Pathway 4: Alternative Assessment
☐ Pass Keystone content course in which student scored less than Proficient AND meet 1 of the following: ☐ Earn an industry-based competency certification (NOCTI or NIMS) ☐ Demonstration of high likelihood of industry-based competency assessment success ☐ Demonstration of readiness for continued engagement in a CTE Concentrator Program of Study	☐ Pass Keystone content course in which student scored less than Proficient AND meet 1 of the following: ☐ ASVAB AFQT score of 31 or better ☐ PSAT score of 970 or better ☐ SAT score of 1010 or better or ACT score of 21 or better ☐ AP score of 3 or higher in each Keystone content area in which less than Proficient ☐ Successful completion of dual enrollment course related to each Keystone content area in which less than Proficient ☐ Successful completion of a Pre-Apprenticeship Program (Precision Machining) ☐ Acceptance into 4-year Institution of Higher Learning for college-level coursework
Pathway 5: Evidence-Based Pathway	Pathway 6: IEP Goals

☐ Pass Keystone content course in which student scored less than Proficient AND meet THREE of the following with ONE or more from the first five and no more than TWO from the last five: ☐ Score of 3 or better on any AP exam ☐ Successful completion of any dual enrollment or post-secondary course ☐ Industry-recognized credential ☐ Acceptance into any other-than-4 year Institution of Higher Learning for college-level coursework ☐ Attainment of Proficient or Advanced on any Keystone Exam ☐ Successful completion of a service-learning project ☐ Letter guaranteeing full-time employment or military enlistment ☐ Completion of an internship, diversified occupations or cooperative education placement ☐ Meet NCAA Division II academic requirements for college-bound athletes	☐ Satisfactory completion of a special education program developed by an IEP team
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GRADING GUIDELINES:

The school year is divided into two semesters with report cards issued every nine weeks. Report cards also show the number of days the student has been absent. Grades are rounded to the nearest whole number. The marking system is as follows:

CONVERSION SCALE - BASED ON A 4.0 SCALE

100 - 90	=	A	=	4
89 - 80	=	B	=	3
79 - 70	=	C	=	2
69 - 60	=	D	=	1
Below 60	=	F	=	0

WITHDRAWAL PROCEDURES: Any student who needs to withdraw from school should begin the withdrawal procedure by contacting a school counselor or principal, preferably two

weeks in advance of leaving. The student can receive a withdrawal form from the guidance office.

GENERAL EDUCATION DEVELOPMENT (GED): The GED test is an alternative way to obtain a high school equivalency diploma. Students are eligible for GED classes after the age of 18 or after their cohort has graduated from high school. Students who withdraw from high school are NOT eligible to participate in graduation ceremonies.

PHYSICAL EDUCATION: Students are required to participate and pass physical education classes as mandated by the Pennsylvania Department of Education. Clothing should include appropriate dress for indoor and outdoor activities. Clean athletic shoes are required. Physical education teachers reserve the right to determine appropriate attire prior to each unit (i.e. loose fitting shorts, sweat pants, T-shirts and warm clothing for outdoor activities). Jewelry is not permitted in any physical education class. Students should not bring valuables to the locker room or to class. **All electronic devices should be stored in a secure locker. The school district is not responsible for lost or stolen items.**

When a student is unable to participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the PE teacher. The excuse will give the nature of the injury or illness, length of time to be excused from regular physical education classes and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program, different from the regular physical education program.

Cafeteria: Keystone Central School District offers both breakfast and lunch daily. All schools operate on a CLOSED LUNCH PERIOD. All students are to remain on the building property for lunch. No outside deliveries of food are permitted.

Breakfast selections vary and all schools offer FREE BREAKFAST AND FREE LUNCH TO EVERY STUDENT. For breakfast, students may choose an entree, fruit and/or juice, and milk. For lunch, students may choose an entree, a fruit and/or a vegetable serving, and milk. A choice of fat-free flavored milk and 1% white milk is available. A variety of a la carte snack choices are available for purchase. Students must have money in their cafeteria account to purchase a la carte foods/beverages. Check with your school's cafeteria to find out what a la carte foods are available.

The Food and Nutrition Service Department uses a declining balance computer system for the purchase of a la carte foods at school cafeterias. Students may make deposits into their accounts before at the cashier station during breakfast or lunch. Deposits may also be made on line 24/7 by using EZ School Pay. Directions for using EZ School Pay are found on the Food and Nutrition Service website.

Cafeteria account checks made payable to the Keystone Central School District will be deposited in their entire amount. Cafeteria staff will not give students change for a check.

Any money a student brings in will be placed toward their debt, and students will not be permitted to purchase a la carte items until the debt is paid in full. Letters are sent to households informing them of unpaid meal charge debt. Food and Nutrition Services Unpaid Meal Charge Procedure may be found online under District Offices - Food Services at <https://www.kcsd.us/district-offices/food-nutrition-services>

Students' accounts are accessed when they come into the cafeteria at the cashier station. The amount of purchase is deducted from the student's account. Students may also pay cash for transactions. Students must have cash or enough money in their account to pay for all a la carte purchases.

Current a la carte milk prices for the KCSd School Cafeterias are available on the Food and Nutrition Service website.

Student behavior in the cafeteria shall follow the rules of courtesy and respect. Theft of food/beverages from the cafeteria will result in disciplinary consequences. Additional information concerning the Food and Nutrition Service program can be found on the district website at <https://www.kcsd.us/district-offices/food-nutrition-services> Students and parents are also encouraged to call the Food and Nutrition Services Department at 570-893-4900 ext. 2301, with any questions.

Students at the secondary level may be eating in areas outside of the cafeteria. Cafeteria procedures apply no matter where a student eats (field trip, homeroom, outside, etc.)

School Wellness

Keystone Central School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board of Directors are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive nutrition and lifestyle practices that can improve student achievement.

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board policy and administrative regulations. For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under District Offices - Food & Nutrition Services - Student Wellness Policy.

Video Surveillance Cameras: Surveillance cameras are located throughout the school district, in school buses, and in school vehicles to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by school district policy, the School Code, and related laws. Students observed by video surveillance in acts that violate school district policy, procedures, or guidelines (for example, disciplinary guidelines) will be subject to the consequences of sanctions imposed for violating

those policies, procedures, or guidelines. **Access to the School District's video surveillance footage may not be disclosed unless permitted by law.**

Lockers: All lockers on school premises are the sole and exclusive property of the Keystone Central School District and are under the supervision and regulation of the school at all times. [Policy 226](#)

Students should not consider a locker as private property. Lockers are subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. School officials may access student lockers at any time for upkeep and to make general repairs as needed without notice to the students.

Locker Searches: It is the practice of the Keystone Central School District to conduct, in certain circumstances, periodic searches of the lockers located in the school facilities. School authorities may search a student's locker and seize any illegal or unauthorized items or materials, including but not limited to, weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products (including e-cig/electronic smoking devices), "look-a-likes" and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, or any other device deemed useful in protection of the health, safety, and welfare of the school population. Before School District personnel open a locker, a student shall be notified and given the opportunity to be present, but not to stop the search. Any and all lockers may be searched and any contents therein can be seized. Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

Individual Searches: The search and seizure of the person and/or personal property of any student shall be supported by reasonable suspicion and, in such circumstances, any student may be subject to search and seizure without notice or warning to the student and/or the student's parent(s) and/or guardian. Any contraband and/or unauthorized items or materials discovered pursuant to any search can be seized, at the sole discretion of the Keystone Central School District, and may be subject to disciplinary action and/or criminal charge(s). Students who refuse to comply with an attempted search by school personnel will face school disciplinary action which may include the involvement of State Police.

Care of School Property: Students are responsible for the proper care of all books, calculators, supplies, equipment (**including computer/software and other computer equipment**) and **furniture supplied by the school**).

- Damage or unauthorized use of a KCSO issued computer or software on the computer system could result in the student being asked to pay for the cost of correcting the system.
- The user is responsible for damages to computers or other technology devices resulting from accidental, negligent, deliberate, and willful acts as outlined in the Acceptable Use Policy [815](#). Investigations will be conducted by the administrator

of the building to determine the cause and extent of damage to school district property, and invoices for repair or replacement of the damaged device will be issued through the technology department. A replacement device will be issued in the case of accidental damages if there are no outstanding balances on the student account for previously damaged devices. If the damages are a result of intentional acts, a replacement device will be issued after the outstanding balance has been paid in full.

- Students shall not mark school furniture, walls, ceilings, floors or equipment with a pen, pencil, paint or any other instrument.
- Students who tamper with fire alarms, fire extinguishers, electrical systems, or damage/deface school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.
- Textbooks and school issued equipment are the responsibility of the students to whom they are assigned. Students assume full responsibility for the care of the books and equipment assigned to them. Books, calculators, devices, etc., are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed the replacement cost. Loss due to theft or other circumstances will not be accepted as an excuse for nonpayment.
- If a student pays for a lost item and it is found and returned, a refund will be made to the student.
- If an item is damaged the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued.

Restroom Privileges: To maximize instructional time it is recommended that students use the restroom between periods. If any emergency necessitates using the restroom during a class, the following procedures should be observed:

- Follow eHallPass procedures established by administration.
- Use the restroom closest to their classroom.
- Have an eHallPass when leaving the classroom.

Please report any restroom damage or malfunction that you see immediately to any staff member.

Visitors: All visitors must sign into the Main Office of the building to obtain a Visitor's Pass. Appointments should be scheduled in advance in order to have appropriate staff available.

Non-resident students may visit the school only if they are participating in a school-sponsored program. Passes are only issued to those who are visiting specifically to contribute to the academic program or extracurricular program.

For reasons of school safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permissions, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.

*For the safety and security of our students, appropriate clearances will be requested from outside agency service providers, university students and **volunteers** (according to school policy). Please contact the Human Resource Department for the appropriate clearances to serve as a volunteer in a KCSD school.*

Lost and Found: Students who find lost articles are asked to take them to the office where the owner can claim them. If you lose something, report it **immediately** to security or the main office.

EDUCATIONAL NETWORK GUIDELINES/ACCEPTABLE USE:

The Keystone Central School District strives to provide up-to-date computers, electronic devices, hardware, software, networks, and systems to access the Internet and information. Access is restricted to school district related purposes that include instructional, curricular and co-curricular support to enhance teaching and learning. Use of these resources as well as the accounts and information/data are subject to the school district's Acceptable Use Policy 815, and other policies referred to in the Acceptable Use Policy. Students must become familiar with the Policy. **Prior to being issued a school district device, the Technology Usage Agreement must be signed.**

Parents and guardians are urged to discuss the Acceptable Use Policy, and related policies (on the school district's website) and procedures as well as the proper and ethical use of the resources before approving their child's use. Teachers, and other employees of the school district are available to answer questions of students and parents. Students applying for and accepting a USER ID, are making a commitment to adhere to those policies and to conduct themselves according to the highest standards. Students must be aware of the prohibitions and what constitute violations of the Acceptable Use Policy because there are consequences for inappropriate, unauthorized, and/or illegal use that vary depending on the violation, which are determined on a case-by-case basis.

This informational summary should not be interpreted as a replacement or conflict to the Acceptable Use Policy 815; The Acceptable Use Policy is fully incorporated into this Handbook as if it was fully stated here in its entirety.

Use

Access to inappropriate material and other prohibitions (as defined in the policy) are prohibited. Generation and/or transmission of any material in violation of any federal, state, or local law, website, service provider, and app terms, and school district policies, regulations, rules, and procedures also are prohibited. Examples include using owners copyright protected materials without the owner's permission, or a permitted exclusion such as fair use, using threatening, obscene or racist language or material; violating the privacy or security of other students', employees' and school districts' data/information/resources; and bypassing or disabling any filtering or blocking.

User IDs

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information and news, access to databases and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

Security

Users will be responsible for keeping individual accounts secure. Keeping passwords secret, using the software provided by the school district, and keeping up-to-date about how to not fall for malicious hacking attempts are only a few of the ways that help. The school district has installed security measures to ensure appropriate usage. Any user(s) who has a history of computer misuse may be denied access to an account. Only school districts approved and issued encryption technology may be used and only with prior approval by the network administrator. Users who believe they have identified a security problem, must notify a teacher or administrator with the details of the problem as soon as possible.

Liability

The School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardians(s) shall indemnify the School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

Vandalism

Vandalism includes any attempt to harm any hardware or software, or the data of another user of the network. This includes, but is not limited to the uploading or creation of viruses, worms or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account, and could be referred to law enforcement and other appropriate legal authorities.

Privacy

E-mail is not guaranteed to be secure. The user should assume that electronic communications sent through a network are not private but can be read. In addition, the school district may access e-mail and/or files stored in user accounts of the School District for various reasons.

Personal Appearance: The Keystone Central School District, out of concern for the safety, health, and welfare of students as well as the prevention of disruption to the education program, has adopted a Personal Appearance guideline, as listed below and found in [policy 221](#):

With this in mind, the following guidelines have been established:

- Shoes must be worn at all times. Footwear or other attire that constitutes a safety hazard is not allowed.
- The wearing of clothing that exposes the buttocks or breasts is not permitted.
- Hoods are to be removed when students enter the building.
- Undergarments (i.e. sports bras, bralettes, bandeaus, boxers, muscle tanks, or briefs) must be covered.
- Clothing, buttons, jewelry, or other attire/items displaying messages either explicitly or implied relating to drugs, alcohol, sex, gangs, profanity, or violence are prohibited. This includes Confederate Flags

- and swastikas. Also prohibited are items with sexually suggestive, degrading, gender bias, or messages supporting death/suicide.
- Chains or spikes are not to be worn during school.
 - Face paint, or costumes that could disrupt or distract from the educational environment are not to be worn in the school.
 - Ear pods/headphones of any type are not permitted in hallways or instructional spaces. They may ONLY be used in the classroom with the explicit permission of the instructor.

This is not intended to be an exhaustive list. The administration reserves the right to have any student change clothing or other items that reasonably present a danger to others, distract from the learning environment, or are prohibited by other school policies. Violations of the student attire guidelines will be dealt with on an individual basis. Students will be required to correct their appearance and may be subject to disciplinary measures.

It may be necessary for students to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, graduation, or other situations where special attire may be required to assure the health or safety of the student. Career Technical Education students must wear trade-appropriate clothing to enhance safety and a positive working environment. Each specialized course will specify in the course syllabus the required clothing. For safety reasons, certain types of jewelry are prohibited. Failure to comply will result in disciplinary action.

The administration reserves the right to make the final determination as to whether clothing or jewelry is inappropriate for school and/or a disruption to the educational process.

First Violation	The student will be asked to exchange inappropriate clothing for more suitable attire. Parent/Guardian notified.
Second Violation	The student will be asked to exchange inappropriate clothing for more suitable attire AND consequences will be assigned. Parent/Guardian notified.
Third Violation	The student will be asked to exchange inappropriate clothing for more suitable attire AND an additional consequence (detention/learning center, etc) will be assigned.

School Vehicle Surveillance: The Keystone Central School District School Board has adopted policy [810.2](#), permitting the use of video/audio recording equipment on all school vehicles as a means to monitor and help maintain a safe environment for students, drivers, and monitors. The video/audio recording equipment may be used on school vehicles for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

Transportation and Safety: District transportation is provided for the purpose of facilitating student participation in education and co-curricular programs. Transportation is provided as a privilege; it is not a mandate, and therefore, can be revoked at any time for misconduct. Students are expected to help maintain the condition of the vehicle on which they ride. Refer to district [policy 224](#) for additional information.

Student Transportation: Students wishing to ride in a vehicle other than the one assigned must present a written request from a parent or guardian to ride, board, or depart a vehicle other than the one assigned. An Administrator or designee must **approve the request**. Requests should be turned into the main office before the student reports to lunch. Students may pick up their notes after 1:30 pm in the main office. The approved note must be presented to the driver on the day listed. This request can only be granted if there is seating available. A student exiting the vehicle at any stop other than his/her own without an approved note signed by the school administrator is in violation of school policy.

Transportation Discipline Procedures: A student who cannot maintain self-discipline while using transportation endangers the health and safety of other passengers and therefore forfeits this privilege and must rely on other means of transportation. A school administrator may suspend driving privileges. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely. Drivers will report all incidents to the Administrator on a "Transportation Discipline Form". Students who do not follow transportation policy may receive detention, riding suspension, or other appropriate disciplinary action in accordance with the infraction. **Discipline regarding violations of transportation safety will be addressed following [Policy 810](#).**

Vehicles will be monitored using video and audio surveillance to maintain a secure environment so that our drivers can focus their attention on providing safe transport to and from school.

~~**Violations and procedures affecting safety are listed in the following table.**~~

Minor Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Disrespect/disruption Failure to comply with bus safety expectations	Insubordination to the driver or monitor	a. There is immediate intervention by the bus driver/staff member who is supervising the	Reteaching of Expectations Restorative Circle Plan to Repair Harm

	Bullying other passengers, driver or monitor Refusing to sit in assigned seat Standing or changing seats while the vehicle is in motion Riding a vehicle that the student is not assigned to ride without approval Getting on/off at an unassigned stop Crowding the door or isle before the vehicle stops Pushing or inappropriate contact when getting on/off Eating/drinking on the vehicle and placing litter inside the vehicle Other offenses are defined in building level policy	student or who observes the misbehavior. b. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form c. Parent/Guardian Notification of the incident. d. Repeated misbehavior requires a conference with appropriate school personnel.	Counseling Withdrawal of privileges Detention Parental Intervention First Offense Transportation Discipline Form, written by driver/monitor, submitted to building administrator, <u>and</u> disciplinary action by category. Second Offense Suspension from daily transportation for <u>up to</u> three (3) days <u>and</u> disciplinary action by category. Third Offense Suspension from daily transportation for <u>up to</u> five (5) days <u>and</u> disciplinary action by category.
Major Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Any action that creates an unsafe environment for the bus driver and/or other passengers.	Fighting or rough horseplay Damaging, destroying, or altering the vehicle or video/audio equipment in any way Throwing any objects inside the vehicle or out the window or door	a. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form b. The administrator initiates disciplinary action by investigating the infraction and	Reteaching of Expectations Restorative Conference Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention Alternative programs <u>Alternative Education Placement (AEDY)</u>

	Loud or offensive language and/or obscene gestures Placing hands, feet, or any part of the body outside of the vehicle Striking matches or lighters; lighting fireworks or other incendiary devices Smoking, vaping or using/possessing tobacco in any form Controlled substance possession or use Any conduct that endangers the lives of the passengers or distracts the driver Other offenses as defined in the building level policy	conferring with staff on the extent of the consequences. c. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. d. There is restitution of property and damages.	Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention KCSD Police intervention First Offense Suspension from daily transportation for up to three (3) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to five (5) days. Second Offense Suspension from daily transportation for five (5) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to an additional five (5) days. Third Offense Suspension from daily transportation for ten (10) days and disciplinary action by category.
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The Keystone Central School District has taken proactive measures to improve passenger safety on our vehicles. A student that continues to violate district transportation policy may lose riding privileges for the entire school year. Families are responsible for the transportation of pupils suspended from riding. The compulsory school attendance laws remain in effect while the student is suspended from riding.

Student Parking: Driving to school and parking on school property is a privilege.

Students who possess a valid driver's license, a current registration, a current inspection sticker,

proof of insurance, and a building-specific parking permit may be permitted to drive to and from school.

Permits will be issued/sold (\$10.00) on the first two days of the new school year, during faculty & staff in-service days, and Tuesdays and Thursdays during the first two weeks of school during lunch. Times and dates will be posted in the school office.

- After-school jobs are not considered to be school related therefore permits would not be granted specifically for such situations.
- Hardship cases will be considered on an individual basis.
- Students with outstanding financial obligations shall not be eligible for a permit.
- Permit must be hung from the rearview mirror and if no mirror is presently displayed on the dash of the vehicle at all times while parked on school property.
- Students must park in the assigned numbered spot corresponding with their Parking Permit Number.
- Sharing/trading of permits with other students is prohibited.
- Students must proceed immediately to their assigned school once parked on school property.
- Students must enter their school building before the late bell and should plan their day accordingly.
- After the late bell students must enter school at the Front Entrance and sign in at the Main Office.
- Students must operate their vehicle in a safe manner on school property as well as to and from school or any school-related activities.
- Students who commit a violation of PA Vehicle Code (Title 75) either on school property or while driving to or from school or any school-related activity may face suspension of parking privileges.
- Drugs, alcohol, tobacco, weapons, or any other contraband is forbidden in the student's possession or in the student's vehicle.
- All vehicles parked on KCSD property are subject to search at any time.
- Violation of any school district rule or policy may result in the suspension of parking privileges.
- If a student driver gets caught with a vape, the driver will lose their parking pass as follows: First offense - 1 week, second offense - 45 school days, third offense - permanently.
- Students who are habitually late to school (5 times) will face suspension of parking privileges for the remainder of the semester. Students will have to reapply for a new parking pass upon the change of the semester.
- Driving or parking on grass or other areas not intended for motor vehicle traffic is not permitted.
- A student is NOT PERMITTED to go to their vehicle during the school day. Emergency situations will need Administration approval.
- Students who park illegally on campus will be subject to ticketing, booting, and/or towing.
 - There will be a (\$25.00) fee to remove the boot. After 4 days (96 hours) if the boot has not been removed the vehicle will be towed, and the driver/owner will be responsible for towing and boot fees. Removing or tampering with a vehicle or boot may result in prosecution for the vehicle owner or driver.

Students will receive driving rules and regulations when they make an application for a parking permit.

The administration may revoke parking privileges as a disciplinary action for incidents other than parking violations. Depending on the severity of the infraction parking privileges could be lost for the entire school year.

SAFETY AND SECURITY:

FIRE DRILLS: Fire drills are practiced in order to ensure that safe procedures are understood and followed in the event of an emergency.

- When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing, to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from a class remain together.
- During a drill, an exit may be closed to simulate a condition, which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
- The exit procedure will be posted near the door of each room.
- An “all clear” signal will be made at which time students may return to class.

LOCK DOWN DRILLS: In the event of a threat outside the school, such as a bomb threat, a threatening person, and/or severe weather conditions, the following procedure should be followed:

- The teacher should lock the classroom door (if safe to do so).
- The teacher should instruct the students to remain in the classroom and move away from the door.
- The teacher should ask the students to remain quiet.
- The teacher should await further instructions from a building principal.

NOTE: Students who are not in class need to go to the nearest room. Students with other personnel should stay in that location.

All procedures and plans follow KCSD School [Board Policy - 805](#) – Emergency Preparedness.

Building Evacuation: In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations. CMHS will be moved to Lock Haven University - Zimmerli Gymnasium. Bucktail MS/HS will be directed to go to the Chapman Township Fire Hall. Liberty Curtin Elementary School will be directed to go to the Blanchard Church of Christ.

The parent reunification process will take place from those locations.

Safety and Security: In the event of a threat inside or outside of the school such as an armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, please remain quiet and calm and follow the described district protocol.

Traumatic Events: School Board [Policy 805](#) An event in which a crisis exists which requires an immediate response.

Declaration of a Traumatic Event:

May be determined by any member of the administration, staff, faculty, or student body when evidence concludes such to be the case

Declaration of the END of a Traumatic Event:

A building or central office team member will declare the end of a Traumatic Event when the team concludes such to be the case

Student Expectations:

CELL PHONES AND ELECTRONIC/MULTIFUNCTIONAL DEVICES:

The possession of electronic communication devices is permitted in school when they are in compliance with the School District Electronic Devices Policy. Please read [Policy 237](#) Electronic Devices.

Devices may not be disruptive to the education process. **Devices must be turned off prior to entering instructional areas unless the instructor has granted specific permission.**

Elementary, middle and high school students have differentiated use plans, which are communicated to students by the building administrator. Students should have no expectation of privacy in their use of devices. The District is not responsible for any theft, loss or damage of devices.

Disciplinary consequences are decided on a case-by-case basis:

First Offense	Warning, phone/device will be given back at the end of that class period by the classroom teacher
Second Offense	One lunch detention assigned, phone/device will be given back at end of day (phone/device will be in the main office)
Third Offense	Two lunch detentions assigned, parent/guardian must pick up the phone/device from the main office
Fourth Offense	1 day of the learning center assigned, the parent/guardian must pick up the phone/device from the main office. Student will no longer be allowed to have the phone in school.

If a student loses cell phone privileges but needs to bring their phone for after school activities, the phone must be checked in at the office daily.

Code of Student Behavior: The Keystone Central School District believes that good conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow rules and regulations governing student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Respond positively and promptly to those adults charged with the responsibility of monitoring student behavior.
- Refrain from public displays of affection (PDA) throughout the school environment

To ensure a safe learning environment, students are expected to have appropriate behavior and attendance. Detentions, suspensions and possible expulsion from school could result when students are guilty of infractions. Participation in any school function or activity including athletics is prohibited for the duration of the suspension and could result in exclusion from extracurricular activities for part or all of the school year. The student will receive appropriate discipline based on the infraction.

*The District Administration reserves the right to, **and in its sole discretion may**, modify disciplinary action based on individual circumstances and investigation.

*During the course of any investigation regarding student discipline, District Administration reserves the right to, **and may in its sole discretion**, investigate students without notification **to or the** presence of a parent.

Level	Behavior	May look like/sound like	Consequences
I	Inappropriate behavior that is disruptive or hinders others' learning Wearing of items to conceal identity eyes or face Parking Violations Public Displays of affection Misuse of a hall pass	Yelling/screaming Disruptive/distracting to others Non-adherence to classroom rules or norms Use of a cell phone or device when prohibited by the teacher Parking in restricted or non-student areas Inappropriate or intimate behaviors on campus or at school-related events Prolonged hugging or kissing Groping	Discuss the behavior with the student Issue a verbal warning

		Going to a location not noted on the hall pass given Altering a hall pass	
I	Repeated level I offense	See above	Revisit any previous discussion with the student Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor and facilitator, if available
II	Accessing areas that are off-limits Gambling (the wagering of money or something of value on an event with an uncertain outcome with the primary intent of winning additional money)	Accessing staff offices, desks, or belongings Accessing restricted areas or rooms Gambling activity	Discuss behavior with student, document notes, and discuss a solution strategy Submit a referral: Issue and assign 1 day of Learning Center Notify the parent/guardian as well as the guidance counselor and facilitator, if available
II	Participating in or initiating a school disturbance	Malevolent school disturbance Any act that places others in unwanted fear or disorder Creating a disturbance that severely interrupts the school day	Discuss behavior with student, document notes, and discuss a solution strategy Notify the parent/guardian as well as the guidance counselor and facilitator, if available Submit a referral: Issue and assign 3 days of OSS Conference with the parent/ guardian Notify the counselor and facilitator (if available) as well as appropriate administration and

			support staff
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Academic Integrity

Definitions of Plagiarism: Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Intentional plagiarism occurs when a student knowingly submits someone else's words or ideas as if they were their own. Unintentional plagiarism occurs when writers and researchers use the words or ideas of others but fail to quote or give credit (perhaps because they don't know how). When in doubt, students must check with a teacher or librarian.

Examples of plagiarism may include but are not limited to:

- 1) purchasing or copying work produced by others (homework, reports, take-home exams, tests, research papers, music, art, images, etc.)
- 2) direct copying ("cutting and pasting") of selected sections (words, phrases, sentences, paragraphs) from another source without quotation marks and/or documentation.
- 3) paraphrasing, summarizing, or otherwise rewording another's original work that is not common knowledge without documentation.
- 4) failing to document the use of charts, graphs, diagrams, statistics, or other materials not created or compiled by the student.
- 5) working together on an independent assignment and then submitting individual copies of the assignment as one's own individual work.
- 6) fabricating data or in any way falsifying the results of an experiment or inquiry process.

Definition of Cheating: Cheating includes, but is not limited to, a student copying an assignment or test and submitting it as their own; allowing someone to copy an assignment or test and submit it as their own; unauthorized use of or communicating with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.

Consequences of Plagiarism or Cheating: We expect our students to understand what plagiarism/cheating are and to know how to avoid it. As a result, consequences will vary based on the extent of the plagiarism/the degree of intentionality/number of incidents:

Behavior	May Look Like/Sound Like	Consequences
Level I cheating or plagiarism	Unauthorized collaboration on assignments Copying small or ungraded classroom assignments Inaccurate or uncited	Grading consequences: "Zero" on the work and a requirement to re-submit it or do an alternative assignment for 70% of the highest grade possible.

	paraphrasing or borrowing of another's words Using a cheat sheet or any other	Disciplinary Consequences: Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
Level II cheating or plagiarism Repeated small-scale cheating or plagiarism within an assignment	Inaccurate paraphrasing, or direct borrowing of others' words (without use of quotation marks and direct reference of individual) Inventing or falsely attributing the sources used in a paper or other work. Submitting one assignment for two courses without permission of both instructors (The work will count for one course only) A second Level 1 offense	Grading consequences: "Zero" on the work and a requirement to re-submit it or do an alternative assignment for 70% of the highest grade possible. Disciplinary Consequences: Discuss behavior with the student and develop a solution strategy Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor and facilitator
Level II cheating or plagiarism Repeated offense	Direct borrowing of others' words (without the use of quotation marks) which affects a large portion of the paper, and the source is not cited in the bibliography or in the body of the paper. Little or none of the paper is the student's original work. Submitting a paper as one's own that has been wholly or mostly written by someone else whether that paper has been wholly or mostly written by someone else whether that paper has been purchased,	Grading Consequences: "Zero" on the work and a requirement to re-submit it or do an alternative assignment for 70% of the highest grade possible. Disciplinary Consequences: student/parent/administrator conference Office assigns 4 hours of detention or office assigns one day of Learning Center

	borrowed, found, stolen, etc. Repeated Level II offense	No competition or participation in extracurricular activities for one week. Attendance/practice are permitted.
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Consequences of Defacing School Property / Vandalism / Theft

We expect our students to understand what defacing school property/vandalism/theft are and to know how to avoid it. As a result, consequences will vary based on the extent of the property damage/vandalism/theft and the degree of intentionality/number of incidents.

Behavior	May Look Like/Sound Like	Consequences
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$50 or below) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost (\$50 or below)	• Theft of property • Theft of property lost or mislaid • Writing on walls, desks, floors, or property • Altering of property • Negligent damage to property or devices • Malevolent destroying or defacing of property • Reckless disregard for property	Lunch Detention and/or 1 day of Learning Center
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$51-\$150) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost (\$51-\$150)	• Theft of property • Theft of property lost or mislaid • Writing on walls, desks, floors, or property • Altering of property • Negligent damage to property or devices • Malevolent destroying or defacing of property • Reckless disregard for property	1-3 days of Learning Center KCSD Police involvement
Theft, attempt of theft, or receiving stolen	• Theft of property • Theft of property lost or	2-3 days of Learning Center

property or selling or buying stolen property (\$151 - 500) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired (\$151 - 500)	mislaid • Writing on walls, desks, floors, or property • Altering of property • Negligent damage to property or devices • Malevolent destroying or defacing of property • Reckless disregard for property	KCSD Police involvement
Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$501 and above) Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired (\$501 and above)	• Theft of property • Theft of property lost or mislaid • Writing on walls, desks, floors, or property • Altering of property • Negligent damage to property or devices • Malevolent destroying or defacing of property • Reckless disregard for property	3 days of OSS Involvement of local law enforcement

➤ Value will be determined based on replacement and/or repair value of item

Consequences of Disorderly / Disrespectful / Insubordinate Language or Conduct

We expect our students to understand what the disorderly/ disrespectful/ insubordinate language or conduct rules are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the conduct and the degree of intentionality/ number of incidents: (For repeat offenses, see Appendix A)

Level	Behavior	May look like/sound like	Consequences
I	Negative attitudes or actions	Ignoring, arguing, failing to follow directions	Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
II	Negative attitudes or actions intended to defy a request by an adult or to undermine the authority of an adult	Refusing to follow directions Talking back • Use of profane	Revisit previous discussion with the student and the solution strategy

	Unacceptable language, gestures, or actions	- language - Using or demonstrating vulgar, perverse, and/or offensive language or gestures - Leaving the classroom without the teacher's permission	Submit a referral: issue and assign a detention Notify the parent/guardian Notify the counselor and facilitator (if available)
III	Repeated Level II offense Recurring offensives after repeated unsuccessful interventions Forgery/ Counterfeiting Verbal assault of a student or staff member	- Accessing staff offices, - Repeated backtalk, - Refusal to comply with reasonable requests - Refusal to state name when asked - Failure to report to the office upon command - Open defiance of school rules - Providing false information, documentation, or forgery (lying, forged notes) - Words meant to demean or hurt another - Abusive language, verbal OR written - Using or demonstrating vulgar, perverse and/or offensive language or gestures directed at faculty or staff - Insubordination in the Learning Center room (1-2 days OSS)	Discuss behavior with student, document notes, and discuss a solution strategy Submit a referral: Issue and assign 1 day of Learning Center Notify the parent/guardian as well as the counselor and facilitator, if available
IV	Repeated level III offense		Discuss behavior with the student, document notes, and discuss solution strategy Submit a referral: issue

			and assign a minimum of 3 days OSS Notify the parent/guardian Notify the counselor and facilitator as well as appropriate administration, support staff Possible referral to alternative education placement (AEDY)
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- Police notification may be possible depending on the severity of the infraction.
- Refusal to comply with a search request by authority will result in parent/guardian notification. The student will be kept with an adult until a parent/guardian authorizes the search.

Consequences of Student Fighting / Safety / Assault

We expect our students to understand what the student fighting / safety / assault rules are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the incident and the degree of intentionality / number of incidents. We expect that if you see something, you need to say something. Any video/audio recording of a fight will result in consequences. (For repeat offenses, please refer to Appendix A)

Level	Behavior	May look like/sound like	Consequences
I	Horseplay or throwing objects	Throwing snowballs, paper Reckless play that can lead to injury Unwanted play or behavior	Discuss behavior with the student Discuss and find a solution strategy Issue a verbal warning
II	Disregard for safe driving practices or procedures (handled by office)	Reckless driving and / or excessive revving of a vehicle engine	Discussion with the student and the solution strategy Submit a referral: issue a 2 hour detention Notify the parent/guardian Notify the counselor and

			facilitator Possibility of having parking permit revoked
III	Student fighting Flagrant inappropriate use of electronic devices	Fighting/physical retaliation Any action in a confrontation other than retreating or guarding Taking of unsolicited pictures or videos, including that of student misconduct	Discuss behavior with the student, document notes, and discuss solution strategy Notify the parent/guardian as well as the counselor and facilitator Parties in a fight will serve a 3 day OSS based on an investigation
IV	Using electronic devices to view, pass, or transmit disturbing content of any sort (this includes audio or video of fighting)	Distribution of audio or video of a fight	Discuss behavior with the student, disturbing content of any sort (this includes audio or video of fighting) document notes, and discuss solution strategy Notify the parent/guardian as well as the counselor and facilitator Submit a referral: issue and assign a minimum of 3 days OSS
IV	Physical assault Reckless endangerment	An unlawful attack by one person on another Intentionally, knowingly, or recklessly causing bodily injury Deliberately disregarding safety rules including the use of fireworks Reckless driving that results in bodily injury or endangerment	

➤ Police notification may be possible depending on the severity of the infraction

Consequences of Serious Infraction:

We expect our students to understand what serious infractions are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the incident and the degree of intentionality/ number of incidents.

WEAPONS: It is the guiding principle of the Keystone Central School District that all students will attend schools that are safe, secure and free from the threat of harm. Possession of weapons in any of the aforementioned locations is a threat to the safety of students and staff and is prohibited by law.

The Keystone Central School District prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any public conveyance providing transportation to or from school or a school sponsored activity. If weapons are found in any of the aforementioned locations, the District will take all appropriate steps to remove the weapons and carry out the relevant provisions of Act 26 of 1995, which is referenced in school policy. Please refer to KCSD Policy 218.1

Parental and Employee Notification

In accordance with Pennsylvania Act 44 of 2025, the District is required to notify parents/guardians and school employees of qualifying incidents involving the possession of a weapon on school property or at school-sponsored activities, as required by state law. Notifications will be made in accordance with applicable legal requirements while protecting student privacy under federal and state law.

Behavior	May look like/sound like	Consequences
Tobacco / Vaping	Possession, use, sale, or distribution of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement and issue a citation. Should the student be found guilty, the magistrate can assign a vaping cessation class either after school or during Saturday School. Upon completion of the assigned class, the magistrate may dismiss the citation. If the student is unsuccessful in completing the assigned class or refuses to attend, the citation will stand. Assign 2 days in school suspension Issue a SAP referral

Arson Causing or risking a catastrophe	Unlawful, intentional damage or attempt to damage any real or personal property by fire or incendiary device Setting a fire by match, lighter, fireworks, or other Providing aid, counsel, or pay toward arson Activating a fire alarm or armed intruder whistle Tampering with a fire extinguisher, whistle, surveillance or safety device	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Submit a referral: issue and assign a 3 day OSS Possible referral to alternative education program
Possession of and/ or use of weapons or look-alikes Flagrant inappropriate use of electronic devices	Possession of and/or use of weapons or look-alikes on school property or at a school sponsored event “Weapons” shall include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle, as well as any other tool, instrument, implement, or replica of a weapon used in a threatening manner and/or capable of inflicting serious bodily harm	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Possible referral to alternative education program Submit a referral: issue and assign an automatic minimum 5-10 day OSS with informal hearing for the possibility of expulsion in accordance with Policy 218.1
Sexual Misconduct Lewd/ Indecent exposure of the body or body parts	Sexual contact or other unlawful sexual behavior or conduct Any touching of sexual or other intimate parts Sexual intercourse Compulsion by use of physical, intellectual, moral, emotional, or psychological force, either expressed or implied	Discuss behavior with the student, document notes, and discuss solution strategy Notify and conference with the parent/ guardian Notify the counselor and facilitator as well as appropriate administration and support staff and police Submit a referral: issue and assign an automatic minimum 5 day OSS

Terroristic Threats	Declaration of intent to commit a crime of violence against another with the intent of threatening a person, building, facility, or public or private habitat	Discuss behavior with the student, document notes, and discuss solution strategy
	Place any person or public in fear of imminent serious bodily injury	Notify and conference with the parent/ guardian
	Threats to commit any offense involving violence	Notify the counselor and facilitator as well as appropriate administration and support staff and police
		Submit a referral: issue and assign an automatic minimum 10 day OSS
		Possible referral to alternative education program

- Police notification may be possible depending on the severity of the infraction.
- All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.

*If you have a concern in regards to any threat to the safety of our students, faculty or school, it is best to contact the school immediately. Another option for reporting any safety concerns would be through the Safe2Say Something program sponsored by the PA Attorney General's Office. Visit <https://www.safe2saypa.org/> for more information or to submit a tip.

TOBACCO / VAPING CONSEQUENCES CHART:

Behavior	May look like/sound like	Consequences
Tobacco/Vaping Possession of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) Policy 222	Possession, use, sale, or distribution of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event 1st offense and cooperative	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement and issue a citation. Should the student be found guilty, the magistrate can assign a vaping cessation class either after school or during Saturday School. Upon completion of the assigned class, the magistrate may dismiss the citation. If the student is unsuccessful in completing the assigned class or refuses to attend, the citation will stand.

		Assign 2 days in school suspension Issue a SAP referral
Repeated offense	Possession, use, sale, or distribution of tobacco, tobacco products, vaping, vaping products, e-cigarettes paraphernalia and/or look-alikes on school property or at a school sponsored event 2nd offense or uncooperative	Discuss behavior with the student, document notes, and discuss a solution strategy Notify the parent/ guardian Notify the counselor who will support with restorative practices as appropriate Contact law enforcement issue a citation Assign 3 days in school suspension Additional offenses will result in a meeting with parent/guardian and increased consequences Issue a SAP referral
Student fighting Flagrant inappropriate use of electronic devices	Fighting/physical retaliation Any action in a confrontation other than retreating or guarding Taking of unsolicited pictures or videos, including that of student misconduct	Discuss behavior with the student, document notes, and discuss solution strategy Notify the parent/ guardian as well as the counselor and facilitator Parties in a fight will serve a 3 day OSS based on an investigation

Note: All tobacco contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

Drug and Alcohol Consequence Chart KCSD

Drug and Alcohol [Policy 227](#)

LEVEL 1

Situation	Disciplinary Action	Law Enforcement Contact
Student behavior suggests drug involvement without clear evidence, or a student seeks drug-related help.	None unless referred to other levels	None unless referred to other levels
Student contacts staff regarding the usage of another student	None unless referred to other levels	None unless referred to other levels

LEVEL 2

Situation	Disciplinary Action	Law Enforcement Contact
Suspicion of non-student selling or dispensing drugs on school property	Contacted and fully informed	Contacted and fully informed

LEVEL 3

Situation	Disciplinary Action	Law Enforcement Contact
1st Offense Student is suspected to be under the influence of a drug with physical symptoms present, or student admits, or evidence confirms, use during school hours or activities (OR) Student is caught with or admits to possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance	Contacted and fully informed	Informal hearing. Up to 10 days in- or out-of-school suspension. Mandated referral for SAP and drug and alcohol assessment. Students must follow treatment recommendations. Possible Placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place Students involved in extra-curricular activities: The student with a first offense will be suspended from participation and attendance to all before and after school extracurricular events including school-sponsored events for a period of fifteen (15) days.
Subsequent Offense Student is suspected to be	Contacted and fully informed	Possible Placement in alternative education.

under the influence of a drug with physical symptoms present, or student admits, or evidence confirms, use during school hours or activities (OR) Student is caught with or admits to possession of drugs/ alcohol/paraphernalia, look-alike drugs or a controlled substance		Possible formal hearing for expulsion from school. If expelled, the Board will attach a condition to the expulsion which will align with the recommendation of the D & A assessment as well as additional recommendations by the Superintendent.
1st Offense A Student is caught or admitted to the sale/distribution of drugs/alcohol, paraphernalia, look-alike drugs or a controlled substance.	Contacted and fully informed	Informal hearing. Up to 10 days in- or out-of-school suspension. Mandated referral for SAP and drug and alcohol assessment. Students must follow treatment recommendations. Possible placement in alternative education. Possible formal hearing for expulsion from school. A letter from the D/A provider must be provided to building administration to verify the completion of or confirmation of continuation of D/A sessions, prior to end of suspension. Lack of this documentation will result in an expulsion hearing if one is not already taking place Students involved in extracurricular activities: minimum of 30 school days of suspension from all activities.
2nd Offense A Student is caught or admitted to the sale/distribution of drugs/alcohol, paraphernalia, look-alike drugs or a controlled substance.	Contacted and fully informed	Up to 10 days in- or out-of-school suspension. Possible Placement in alternative education. Possible Formal hearing for expulsion from school. If expelled, the Board will attach a condition to the expulsion which will align with the recommendation of the D & A assessment as well as additional

		recommendations by the Superintendent. Students involved in extracurricular activities: Suspended from activities for one calendar year from date of suspension
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➤ Note: All D&A contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

➤ All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.

Informal Hearing

When an out-of-school suspension is of more than three school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours (or by the end of the next day school is in session) of discussion of such consequences with the student. Informal hearings may occur over the phone at the request of a parent/guardian.

School-Wide Positive Behavior Interventions and Supports:

The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade and individual level, depending on the needs of the students. Through the use of consistent expectations, students are taught the 5 B's:

1. Be Safe. 2. Be Responsible. 3. Be Respectful. 4. Be Kind. 5. Be Professional

The basic expectations are listed on the matrix below. The ultimate goal is that students understand there is a level of expectation for behavior and demonstrate their ability to regulate their own behaviors. Every student has the right to an education free from disruption.

Corrective Action Options are:

- Student Conference
- Restorative Conference
- Demerits

- Lunch Detention
- Learning Center
- After School Detention
- In School Suspension
- Loss of School Privileges
- Out of School Suspension (w/Conference prior to returning)
- Law Enforcement
- Alternate Placement
- Expulsion



School Wide Positive Behavior Support Matrix					
	<i>Be Safe</i>	<i>Be Responsible</i>	<i>Be Respectful</i>	<i>Be Kind</i>	<i>Be Professional</i>
Classroom/ School Events	• Keep all hands, feet, and objects to yourself • Maintain a safe environment • Use materials appropriately • Follow all emergency/safety procedures	• Be on time and prepared • Keep electronic devices charged, off and away as instructed • Complete all work as assigned • Be honest • Participate • See something, say something	• Use appropriate language, tone, and volume • Always treat others as you would want to be treated • Include others • Be mindful of the property and materials of others	• Include others in seating and conversations • Offer help	• Take ownership for your actions • Maintain academic honesty • Use appropriate language when speaking/writing • Dress appropriately • Set and work toward academic goals
Cafeteria/ Lunch Locations	• Keep all hands, feet, and objects to yourself • Stay in your own space • Follow all cafeteria routines and rules	• Follow directions the first time given • Only take what you pay for • Eat and stay in assigned location • See something, say something	• Use appropriate language, tone, and volume • Use table manners • Clean up your physical space • Be patient and wait your turn	• Offer help • Include others	• Use appropriate language, tone, and volume • Follow directions • Cleanup after yourself • Use proper table manners
Bathroom	• Keep all hands, feet, and objects to yourself • Wash your hands with warm water and soap • See something, say something • One person per stall	• Flush the toilet and clean up after yourself • Use assigned/closest restroom • Get in, get out • See something, say something	• Use appropriate language, tone, and volume • Respect the privacy of others	• Be respectful of others personal space	• Get in, get out • Wash your hands • Use materials appropriately • Maintain personal space • Use the bathroom only when necessary
Hallways/ Common Areas/ Gymnasium	• Keep all hands, feet, and objects to yourself • Walk at all times on the right side of the hallway • See something, say something • Keep doors closed and only allow school staff to admit visitors into building	• Be mindful of classes that are in session • Use school appropriate language, tone, and volume • Go directly to your assigned area or classroom • See something, say something	• Use appropriate language, tone, and volume • Be considerate of the personal property and space of others • Respect hallway decorations/signs • Respond to others appropriately and honestly	• Help others when needed • Be aware of hallway traffic • Be friendly • Use polite conversation	• Use positive body language • Limit public displays of affection
Bus	• Keep all hands, feet, and objects to yourself • Stay Seated • Face Forward • Keep aisles clear • Use appropriate language, tone, and volume	• Clean up after yourself • Get bus notes approved prior to riding a different bus • Be on time • See something, say something	• Listen to the bus driver and follow directions the first time given • Be considerate of the personal property and space of others	• Be polite to others • Greet bus driver/ others appropriately	• Use appropriate language, tone, and volume • Take ownership for your own actions • Keep personal belongings to yourself

The KCSD administration believes extra-curricular student-sponsored events and driving to school are considered to be a privilege and not a student right at our school. It is our goal to inform the students of this statement during our opening meetings during the first week of school. If a student earns a minimum of 4 demerits in a quarter or 8 demerits in any semester, they will have their privilege to attend or participate in student-based extra-curricular events and driving privileges suspended for the remainder of the semester. Demerits will reset at the start of each semester.

Demerits will be gained as follows:

1 lunch detention = 1 demerit

1 after school detention (not as a result of time served in the learning center) =

1 day of Learning Center/In-School Suspension (ISS) = 2 demerits

1 day of Out-of-School Suspension (OSS) = 3 demerits

~~Demerits will be taken away as follows:~~

~~1 Demerit Removed—restorative conference with the person harmed (pending their willingness)~~

~~1 Demerit Removed—Successful completion of a Ripple Effect lesson while in the Learning Center~~

The calendar is subject to change due to weather and other emergency conditions. A current calendar is always available on the website.



2026-2027 School Calendar

JULY 2026

S	M	T	W	T	F	S
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JANUARY 2027

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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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APRIL 2027

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NOVEMBER 2026

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MAY 2027

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DECEMBER 2026

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JUNE 2027

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KEY

○	First/Last Day of School	■	No School
○	Professional Learning Day (No Students)	▲	Early Dismissal
○	Open House/Conferences		
△	Clerical Day		

KCSD has been approved for 5 remote learning days due to inclement weather. Anything over 5 will be added to the end of the school year.

August 8 - Bucktail Campus Orientation & Open House - 6 - 7:30PM
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 August 20, 21, & 24 - Professional Learning Days (21 & 24 - Clerical)
 August 24 - Open Houses:
 • Liberty-Curtin - 5:00-8:00PM
 • Mill Hall - 5:00-8:00PM
 • Robb - 5:00-8:00PM
 • Woodward - 5:00-8:00PM
 August 25 - First Day of Classes

September 4 - No School
 September 7 - Labor Day - No School
 September 10 - Open House
 • CMHS - 9th, 10th, 11th & 12th Grades 5:00-8:00PM
 September 17 - Open House
 • CMMS - 5th, 6th, 7th & 8th Grades 5:00-8:00PM

October 12 - Columbus Day - No School
 October 13 - Professional Learning Day
 October 30 - No School for Students & 1/2 Clerical Day

November 12 - Open House/Conferences (1/2 day), 3hr early dismissal
 November 25 thru December 1 - Thanksgiving Break - No School

December 18 - King of the Mountain - No School
 December 23 thru January 1 - Winter Break - No School

January 18 - Martin Luther King Day - No School
 January 25 - Professional Learning Day - No School & 1/2 Clerical Day

February 15 - President's Day - No School

March 12- Professional Learning Day - AM-Senior Projects

March 26 thru March 29 -No School
 March 30 - No School - 1/2 Clerical Day

April 19 - No School

May 31 - Memorial Day - No School

June 3 - Last Day of Classes
 June 4 - Clerical Day
 June 7 & 8 - Professional Learning Day

End of Marking Period

(Qtr. 1)	(Qtr.2)	(Qtr.3)	(Qtr.4)
Oct. 29	Jan 22	March 25	June 3

PSSA Testing Window (subject to change from PDE) Grades 3-8
 English/Language Arts April 26 - 30, 2027
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 Mathematics/Science/Make-ups (Optional)

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 Summer Testing Window July 26 - 30, 2027

Pre-NOCTI Window
 October 14, 2026 - November 6, 2026

NOCTI Window
 April 12, 2027 - April 23, 2027

Approved: 12/11/2025



Keystone Central School District Elementary Student Handbook 2026-2027

www.kcsd.us

Superintendent

86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2325 Fax: (570) 745-2026
Dr. Alan Lonoconus **Acting** Superintendent

Mill Hall Elementary

210 Kyler Avenue Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2911 Fax: (570) 726-7014
Rebecca Michaels Principal

Liberty-Curtin Elementary

11125 North Eagle Valley Road Blanchard, PA 16826
Telephone (570) 893-4900 ext 2502 Fax: (570) 962-3124
Brett Umberhouer Principal

Renovo Elementary

1301 Bucktail Avenue. Renovo, PA 17764
Telephone (570)893-4900 ext. 3524 Fax: (570) 923-5010
James Poletto Principal

Robb Elementary

400 East Church Street Lock Haven, PA 17745
Telephone (570) 893-4900 ext. 2702 Fax: (570) 893-4951
Tyler Barth Principal

Woodward Elementary

35 King Street Lock Haven, PA 17745
Telephone (570) 893-4900 ext. 3102 Fax: (570) 893-4952
Christina Manning Principal

KCSD Virtual Academy

86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 4583 Fax: (570) 745-2026
David Peters Principal

Special Education Department

86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2330 Fax: (570) 748-1825
Dr. Elizabeth Barnhart Director of Special Education
Hayley Orndorf Supervisor of Special Education

Pupil Services

86 Administration Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 3102 Fax: (570) 748-1825
Christina Manning Director of Pupil Services

Curriculum and Innovation Department

86 Keystone Central Drive Mill Hall, PA 17751
Telephone: (570) 893-4900 ext. 2115 Fax: (570) 748-1825
Dr. Megan Hul TBD Director of Curriculum and Innovation

KEYSTONE CENTRAL SCHOOL DISTRICT 2026-2027 ELEMENTARY STUDENT HANDBOOK

DISTRICT VISION:

Preparing citizens for the challenges and opportunities of the future.

DISTRICT MISSION STATEMENT:

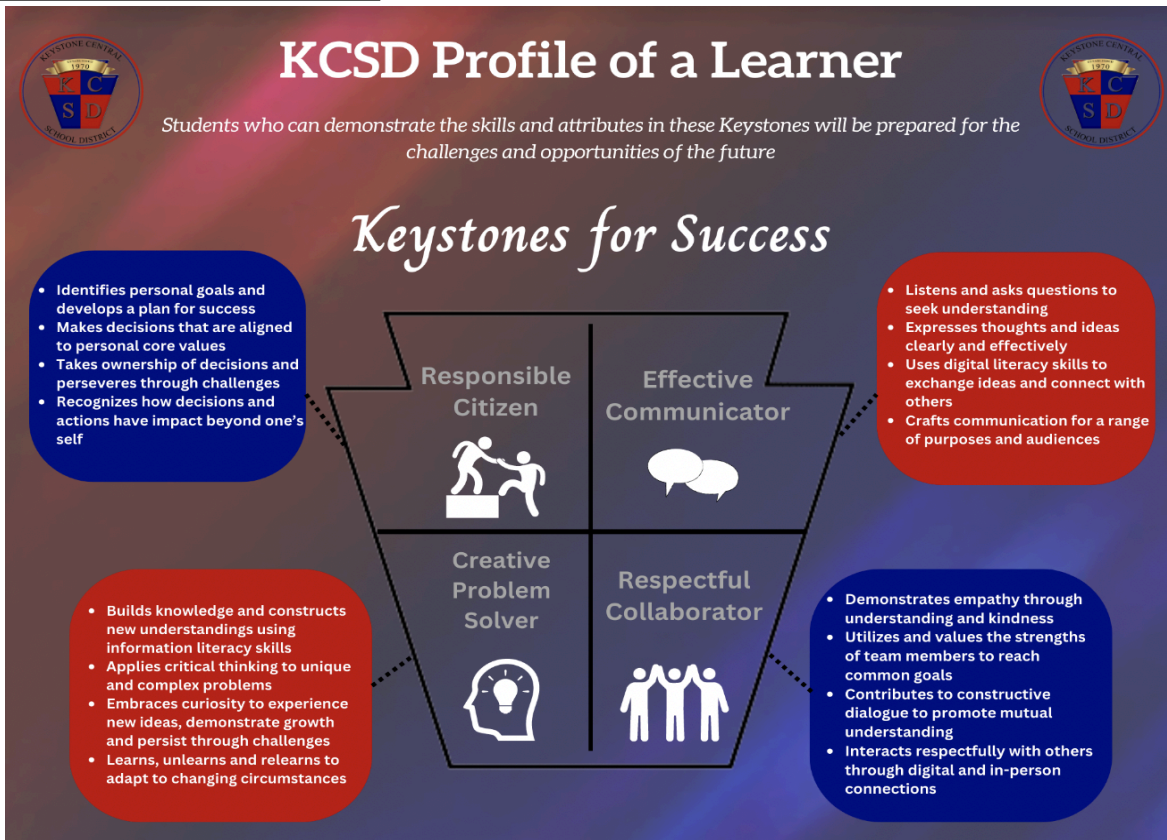
We are committed to developing lifelong learners who are adaptable, resilient, productive, and of high moral character.

SHARED VALUES:

We will provide:

- *Equitable Access to Rigorous Curriculum and Effective Instruction*
- *Critical Thinking and Solution-Focused Learners*
- *A Safe, Healthy, and Inclusive Culture*
- *High Expectations and Support for All*
- *Engaged and Empowered Community and Families*
- *Policies and Procedures that Promote Learning and Leadership*

PROFILE OF A LEARNER:



WELCOME LETTER

August 2026

Welcome to the Keystone Central School District, which includes the Liberty Curtin, Mill Hall, Renovo, Robb, and Woodward Elementary Schools. Whether you are a new student to the district or are a returning student, we are delighted to have you as a member of our extended school family as we learn together during the 2026-2027 school year.

This handbook is for you! If you believe something you read in the Student Handbook is inconsistent with a Keystone Central School District Policy, you should ask your principal to help resolve the inconsistency. If there is an inconsistency, the School District's Policy is followed. This handbook contains important information about the rules and district policies you are responsible to follow during your school year. It was written so that all students, members of the school community, and school staff know what is expected of an elementary student attending KCSD. Our intention is to create a stimulating environment in which all children grow academically, socially, emotionally and physically. In order to do that, students need to demonstrate good behavior, be respectful of others, make safe decisions, and talk with adults so that we can help guide behavior and decisions.

Parents and guardians, please review the contents of this handbook with your child and keep it in a special location for easy access throughout the school year. After reading the handbook with your child, **sign the annual notice document, and return it to your child's teacher by the second Friday in September.**

Parents are children's first teachers. They have the strongest and most permanent influence on their children's lives. We invite all parents and guardians to be members of our school family and form positive partnerships with us to ensure success for all children. We look forward to working with our families as we begin this school year and strive for success.

Sincerely,

Brett Umbenhouer	Liberty-Curtin Elementary Principal
Rebecca Michaels	Mill Hall Elementary Principal
James Poleto	Renovo Elementary Principal
Tyler Barth	Robb Elementary Principal
Christina Manning	Woodward Elementary Principal
David Peters	KCSD Virtual Academy Principal

The calendar is subject to change due to weather and other emergency conditions. A current calendar is always available on the website. [Printable 20-27 School Calendar](#)



2026-2027 School Calendar

JULY 2026

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JANUARY 2027

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AUGUST 2026

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SEPTEMBER 2026

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MARCH 2027

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NOVEMBER 2026

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		Clerical Day		

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NOCTI Window
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SAFETY is our first priority!

VISITORS

Adult visitors to the school from the community are always welcome. All visitors should schedule appointments, and they must check in to the Main Office of the building and present identification to sign in and obtain a Visitor's Pass. Non-resident students may visit the school only if they are participating in a school-sponsored program. Passes are only issued to those who are visiting specifically to contribute to the academic program or extracurricular program. For reasons of safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.

All school guests **MUST** register/sign in at the school office before proceeding throughout the building. Visitors will present a valid state ID to be scanned and must also wear a "visitor badge/pass" when they are in the building. **All visits to the classrooms must be pre-arranged with the teacher or building principal.** All visitors must sign out in the office when leaving the building. Visitors' access to the elementary buildings will be limited to one entrance, which will be through the main office doors. **Please remember that our primary focus is to safely educate the children in our care. Unplanned interruptions during the school day take time away from the children.** Please reference Policy #907 School Visitors for other questions or information regarding what is permitted during a visit to the school.

- ◆ If your child forgot his/her lunch or another item, please drop it off at the office with the child's name and homeroom teacher's name.
- ◆ Students will not be permitted to bring siblings, relatives, or friends to school for the purpose of visiting.

VOLUNTEERS

The Board and District recognizes that community involvement can make valuable contributions to the educational program. Please reference the Keystone Central School District Policy #916 for detailed information related to community volunteers. Please reference the Keystone Central School District website for appropriate clearances and applications required for all volunteers.

PARKING

All visitors should check in at the elementary school office and ask about parking. **Please Note: Do not park in any location other than designated parking areas (i.e., NO parking along curbing unless otherwise marked). Never block busing lanes as this can cause unsafe conditions for children. Additionally, all pedestrians must cross roadways at designated crosswalks only. Drive slowly through the school parking lots as sometimes children dart away from parents and through gaps between parked vehicles.**

Thank you, in advance, for treating the safety of all children as if they were your own.

VIDEO / AUDIO SURVEILLANCE NOTICE

The Keystone Central School District utilizes video surveillance and recordings in its effort to keep students, staff, and property safe. All District facilities and property have video recorders in use and all buses used by the District utilize both video and audio recordings. All those entering district buildings and property should be aware that their activities may be video recorded and those using buses may have their activities recorded, by both video and audio at any time.

SCHOOL-WIDE EXPECTATIONS FOR THE ELEMENTARY SCHOOLS

The Keystone Central School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multitiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade, and individual level, depending on the needs of the students. The district has been recognized by PDE for the implementation of SWPB in its schools. Through the use of K-12 consistent expectations students are taught the 5 B's:

- 1. Be Safe.**
- 2. Be Responsible.**
- 3. Be Respectful.**
- 4. Be Kind.**
- 5. Be Present**

Be the best you can be, everywhere, every time.

PBIS Matrix

School-Wide Positive Behavior Support Matrix					
	Be Safe	Be Responsible	Be Respectful	Be Kind	Be Present
Classroom/ School Events	- Keep all hands, feet, and objects to yourself - Maintain a safe environment - Use materials appropriately - Follow all emergency/safety procedures	- Be on time and prepared - Keep electronic devices charged, off, and away as instructed - Complete all work as assigned - Be honest - Participate - See something, say something	- Use appropriate language, tone, and volume - Always treat others as you would want to be treated - Include others - Be mindful of the property and materials of others	- Include others in seating and conversations - Offer help	- Come to school every day - Be attentive - Be on task and actively participate - Use time wisely - Grow your sense of curiosity and resiliency
Cafeteria/ Lunch Locations	- Keep all hands, feet, and objects to yourself - Stay in your own space - Follow all cafeteria routines and rules	- Follow the directions given the first time - Only take what you pay for - Eat and stay in the assigned location - See something, say something	- Use appropriate language, tone, and volume - Use table manners - Clean up your physical space - Be patient and wait for your turn	- Offer help - Include others	- Be on time - Remain in the designated area - Be aware of your surroundings - Be aware of the space your body and voice are taking up - Enter and exit the cafeteria quietly.
Restroom	- Keep all hands, feet, and objects to yourself - Wash your hands with warm water and soap - See something, say something - One person per stall	- Flush the toilet and clean up after yourself - Use the assigned/closest restroom - Get in, get out - See something, say something	- Use appropriate language, tone, and volume - Respect the privacy of others	Be respectful of others' personal space	- Use the restroom only when necessary - Use the closest restroom - Return to class promptly
Hallways/ Common Areas/ Gymnasium	- Keep all hands, feet, and objects to yourself - Walk at all times on the right side of the hallway - See something, say something - Keep doors closed and only allow school staff to admit visitors into the building	- Be mindful of classes that are in session - Use school-appropriate language, tone, and volume - Go directly to your assigned area or classroom - See something, say something	- Use appropriate language, tone, and volume - Be considerate of the personal property and space of others - Respect hallway decorations/signs - Respond to others appropriately and honestly	- Help others when needed - Be aware of hallway traffic - Be friendly - Use polite conversation	- Move quickly and quietly to your destination - Be aware of your surroundings - Be aware of the space your body and voice are taking up - Right side of the hallway - Use time wisely
Bus	- Keep all hands, feet, and objects to yourself - Stay Seated - Face Forward - Keep aisles clear - Use appropriate language, tone, and volume	- Clean up after yourself - Get bus notes approved before riding a different bus - Be on time - See something, say something	- Listen to the bus driver and follow directions the first time given - Be considerate of the personal property and space of others	- Be polite to others - Greet the bus driver/ others appropriately	- Be on time - Be on the assigned bus - Be at the designated area on time - Be aware of the space your body and voice are taking up

GENERAL EXPECTATIONS (RULES)

- Gum or substances containing gum are not allowed on buses or on school property. Exceptions might be granted by individual building principals for special circumstances.
- Skateboards, roller skates, and shoes with wheels are not allowed on buses or school property.
- Hats are not permitted in school.
- Teacher permission is required before leaving your assigned area.
- No electronic devices or toys in school except by approval of the principal. In the event such permission is granted, the school assumes no responsibility for loss, damage, or theft.
- No possession or use of drugs, e-products, or tobacco. Possession or use will result in disciplinary action as outlined in district policy and can lead to an arrest and/or fine.
- Possession of a firearm and/or other weapons and objects which are designed or used to inflict bodily harm or place a person in fear of his/her safety or well-being are strictly prohibited.
 - This includes pocket knives. Possession will result in disciplinary action and could result in suspension and / or recommendation for expulsion.
- Animals cannot be brought on school property without the permission of the building principal.

RECESS FOR GRADES KINDERGARTEN THROUGH 4TH GRADES

Recess play periods are vital parts of the school day. Children need the physical activity and the change in tempo that these breaks in the school day provide. On the playground, the children learn to abide by the rules and to practice good sportsmanship. Children develop a feeling of group responsibility as they play during recesses.

RECESS EXPECTATIONS (RULES)

Be Safe	Be Responsible	Be Respectful	Be Kind	Be Present
Keep hands, feet and other objects to self	Clean up after yourself	Use appropriate language, tone, and volume	Use Kind words	Stay in designated areas
Use equipment correctly and safely	Ask for help when needed	Take turns and share equipment	Use your manners	Be aware of the space your body and voice are taking up
Wait your turn	Line up quickly and quietly	Practice teamwork and good sportsmanship.	Reach out and include others	Be aware of your surroundings
Report any problem to an adult on duty	Be a problem-solver	Follow directions of all staff	Be friendly and use your manner	
	Follow all of the rules of the games		Offer help	
	Use equipment appropriately			

- Wrestling, karate, tackling, and horseplay are not allowed during recess periods.
- Use playground equipment as it is intended to be used (ex. Jump ropes are to be used for jumping only.)
- Food, candy, gum and cell phones or other non-school issued electronic devices may not be taken to recess areas.
- Caution for other students on the playground must be observed while playing all group games.
- NO tag or running on the equipment.
- Hats must be removed upon entering the building.
- Recess will be outside unless weather conditions are inappropriate. Please dress warmly during cold weather.
- Our criteria for determining outside recess will be: "When forecast temperature/wind chill are above 25 degrees Fahrenheit, the forecast temperature/heat index is less than 90 degrees Fahrenheit, there is no precipitation falling, and there is no current air quality alert" (Pennsylvania Early Learning Keys to Quality).

ACCESS TO KCSD POLICIES AND APPEAL PROCESS

District policies applicable to elementary students are **available online** by [clicking here](#), or in the Administration Building located at 86 Administration Drive in the City of Mill Hall and at individual Elementary School main offices. The KCSD Board of Education holds the right to amend school policies. Every attempt will be made to publicize policy changes.

The appeal process should first go to the building principal before a referral is made to central office administration.

ACTIVITIES

All students can participate in various activities such as band, chorus, and intramural sports when available. Students must be in attendance during the day of the activity. Students who come to school late, must have a note from a parent, guardian, or from a doctor excusing the absence. Students who are absent for the entire school day are unable to participate in the activity unless a doctor's note is provided.

ATTENDANCE REGULATIONS

There is a direct and positive correlation between regular school attendance and achievement. Students and families are encouraged to avoid any unnecessary absence from school.

- **Examples of excused absences include:** illness, death in the family, medical or dental appointments, required court appearance, unavoidable family emergencies, or other 'urgent' reasons such as impassable roads.
- Funeral absences: local funeral = 1 day excused; out of town funeral = up to 3 days excused; exception includes immediate family member = 5 days excused absence
- **Examples of unexcused absences include** oversleeping, car issues, missing bus, hunting, shopping.
- **Excuses can be emailed to:**
 - Renovo Elementary rvattendance@kcsd.us
 - Liberty-Curtin Elementary lcattendance@kcsd.us
 - Robb Elementary robbattendance@kcsd.us
 - Woodward Elementary wwattendance@kcsd.us
 - Mill Hall Elementary mhattendance@kcsd.us
- If a student arrives at school between 7:40 am and 7:50 am, they will be marked tardy. For every four tardies a student accumulates, they will accrue a quarter day unlawful absence.
- When a student is late to school, they must be signed in by an adult. Their late absences will be marked as unlawful/unexcused if there is no excuse turned in to the attendance office by the third (3rd) day following the absences.
- When a student is absent from school, an excuse must be turned in to the school or emailed to the school's attendance email within three days. For example, if your student is absent on Monday, you **MUST** send in an excuse for that absence by Thursday of that week or it will be marked as an unlawful/unexcused absence. Excuses may be questioned or refused if not signed by the parent, legal guardian, or physician, and/or do not provide enough information.
- You will receive a letter when your child has **3 unlawful days**. You will be contacted by the school counselor to set up a **School Attendance Improvement Conference (SAIC)** to set up a meeting

to assist with regular school attendance. The school counselor will contact Children and Youth's truancy outreach worker and the KCSD attendance officer will be notified.

- When your child has **6 unlawful** days, a Truancy Referral will be completed and shared with Children and Youth. **Under Pennsylvania law (Act 47 of 2025), students considered habitually truant—defined as having six or more unexcused absences—are prohibited from transferring to a cyber charter school during the school year. Exceptions require a judicial determination that the transfer is in the best interest of the student.**
- After your child is absent for **10 days** (parental excused) you will receive a letter informing you that your child has reached 10 days. After this, you **MUST** turn in a physician's excuse for every absence for the rest of the school year.

Below is a chart outlining how partial day attendance will be counted.

Arrive late or leave school between the following times:	Percentage of absence either excused or unexcused for late arrival	Percentage of absence either excused or unexcused for early dismissal
7:40 am - 7:50 am	4 TARDY	4 TARDIES = .25 DAY
7:51 am - 9:22 am	.25	100
9:22 am - 11:04 am	.50	.75
11:04 am - 12:46 pm	.75	.50
12:46 pm - 2:30 pm	100	.25

FAMILY EDUCATIONAL TRIPS

A student may legally take a trip of an educational nature with his/her parents or guardians. Students may be excused for family educational trips for no more than seven (7) school days in any one (1) school year. **A parent must complete the [educational trip form](#) with the specific dates and the reason must be sent into the school office at least five (5) days prior to the trip. The Principal will review the form in order to approve or deny the trip. Late forms may be denied and reflected on attendance. If there is an issue with the approval of an Education Trip Request, the school will contact the family.**

Trips shall be denied to students who:

- Have more than ten (10) days of absence, excluding physician's excuses and suspensions/expulsions.
- Have three (3) or more days of unexcused/illegal absences
- Are considered in not good academic standing (quantifiable by meeting athletic eligibility requirement status)

Educational Trip Requests During Testing Windows

Educational trip requests submitted during state or district testing windows will generally not be approved, as student participation in testing is critical. However, exceptions may be made for extenuating circumstances at the discretion of school administration. Families are encouraged to consult with the school prior to making any travel arrangements during these periods.

If you have any questions, please contact the principal at your child's school.

MAKE-UP WORK (DUE TO ABSENCES)

The primary responsibility for making arrangements for make-up work rests on the student. Students are responsible for any and all work missed while absent from school. Credit for makeup work will be limited to those days when the student was legally absent. Credit may be permitted for certain illegal or unlawful absences on an individual basis if approved by the Principal.

HOMEWORK COLLECTION (SHORT TERM ILLNESS)

If a student is absent due to illness, a parent needs to call the school office no later than 10:30 A.M. to request homework. The teacher will make every attempt to compile assignments. Work can be sent home with a sibling or another student. If the parent chooses to come into school to get the work, it may be picked up in the office prior to 3:00PM.

HOMEWORK COLLECTION (EXTENDED ABSENCE)

If it is known that a student is going to be absent for an extended period of time (a minimum of three school days), parent/guardian should call the office to request that assignments be collected from teachers. A 24-hour notice should be provided in order to receive the most accurate materials. Upon the student's return to school following an excused absence, the teacher and student will set a deadline for completion of the make-up assignments. If any examination was scheduled and announced to the students prior to the absence, and the teacher is sure that the student was instructed in all facets of the material covered by the test, it is reasonable to have the student take the exam on the day of his/her return to school.

LEAVING SCHOOL GROUNDS

Students are not to leave the building or school area once they have arrived at school. Any student leaving school grounds without following proper sign out procedures, will be considered truant and receive discipline as assigned by the principal. If a student is unable to be located by staff on school grounds, local authorities will be contacted.

DISMISSAL - REQUEST FOR LEAVING SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal is to be presented to the school secretary in the morning. For safety reasons, it is required that the student's parent/guardian sign the student out in the main office when leaving the building for an early dismissal and sign them in upon their return. This includes any student being dismissed by the nurse or an administrator. Parents/guardians are encouraged to schedule appointments with doctors and dentists after school hours, if possible.

- Students will not be called by the office or dismissed by a classroom teacher until the parent or guardian has arrived in the office and signed out the student **(this includes showing a valid state ID)**.

- No students will be called prior to 2:30 P.M. unless a note has been sent in to the classroom teacher/office.**

Any change in dismissal procedures for a child must come through the school office. Please try to contact the school office with any changes in transportation prior to 12:00 p.m. Otherwise, the child will always be sent home based on what is on our transportation list as the regular dismissal procedure.

DISMISSAL: RELEASE OF CHILDREN TO A THIRD PARTY

The school will release a child to a third party only if that person is named in writing by the child's custodial parent or guardian. The designated person must be named specifically as a person responsible in an emergency **on the Emergency Card**, or we must have a dated note from the parent asking us to release the child to this person. **The individual must show a valid state ID to verify his/her identity.**

STUDENTS MAY NOT BE RELEASED FROM THE CLASSROOM.

All release requests must come from the office. The classroom teacher will not release a student if they received a note for an early dismissal.

EARLY DISMISSALS, UNEXPECTED

When the school district is forced to have an unplanned early dismissal, notification will always be given over the television, radio, KCSD website and Power Announcements. In the event of an early dismissal, all children will be expected to go home in accordance with the information provided by guardians on their early dismissal form.

CENTRAL REGISTRATION

The central registration office for Keystone Central School District is in the Administration office located at 86 Administration Drive in Mill Hall (570-893-4900, ext. 2106). All necessary forms can be completed and transportation arranged at the time of registration. See [KCSD website](#) for registration forms and on-line registration link.

REQUIRED DOCUMENTS FOR TRANSFER within DISTRICT

1. Photo I.D. of Parent/Guardian
2. Proof of Residency – two (2) of the acceptable documentation examples that follow:
 - a. A deed
 - b. A lease
 - c. A current utility bill**
 - d. Current credit card bill
 - e. Property tax bill
 - f. Vehicle registration
 - g. Driver's license – with current address
 - h. DOT identification card
 - i. Homeless student/family situations are unique and will be addressed at the time of registration

STUDENT WITHDRAWAL

If your child will be withdrawing, please notify the school at least one week in advance so we can prepare the necessary records. A withdrawal form must be completed and signed by a parent or guardian of record. On your child's last day, please ensure all personal items are taken home and all library books, teaching materials, and district-issued devices are returned. Records will be sent after we receive an official request from the new school. Until then, your child is expected to attend their KCSD school.

CHANGE OF ADDRESS / EMERGENCY CONTACT INFORMATION

All students will be given an informational page at the beginning of the school year. These must be **updated** yearly, signed by the parent/guardian, and returned as soon as possible. All students must have an Emergency **Contact Person** on file in the main office and with the school nurse. For the safety of the child, **please inform the office immediately of a change of guardianship, address, phone number, or other information** required on the form. It is the responsibility of the parent to update current information / change in a timely manner. Please be aware that emergency contacts are **ONLY** used when the primary caregiver cannot be reached.

BIRTHDAY CELEBRATIONS

Often parents/guardians like to recognize a child's birthday by sending in treats. Please follow the Food and Nutrition Service department's suggested list for healthy snacks. Parents/guardians may be interested in purchasing a class birthday basket from the cafeteria for a modest fee. Please contact the school office or the cafeteria manager to find out more about this special offer. Birthday Basket Forms are available on line under the [Food and Nutrition Services Department](#) section on the district website. **In an effort to prevent accidental allergy complications, all treats must be store bought with the ingredients listed.** Please be considerate of any food allergies that may persist in your child's classroom and please make all ingredients available to the school nurse, or consider non-food treats such as pencils, erasers, etc.

HARASSMENT, BULLYING, AND CYBERBULLYING

Harassment, Bullying, and Cyberbullying

The Keystone Central School District has policies prohibiting the harassment, bullying, and cyberbullying of students, employees, volunteers, third parties, and others in the school district.

The Unlawful Harassment Policies 248, 248.1, 348, 448, 548, and attached forms set the guidelines for reporting, investigations, reports, and school district actions dealing with situations involving possible verbal, written, graphic, or physical conduct that relates to a person's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion. Unlawful harassment takes place when the conduct is sufficiently severe, persistent, or pervasive so that it has the effect of substantially or unreasonably interfering with one's academic performance, or creating an intimidation, threatening, hostile, abusive, or offensive educational or work environment.

The Bullying and Cyberbullying Policy 249 prohibits bullying and cyberbullying because it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for teaching and learning, and may lead to more serious violence. The policy provides that bullying and cyberbullying of students involves the intentional electronic, written, verbal or physical act, or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive and has the effect of interfering with a student's education; creating a threatening atmosphere, or creates a substantial disruption to the orderly operation of the school.

The Keystone Central School District sets up expectations to provide safe schools. Below are examples from the bullying and cyberbullying materials that are used to teach students the expectations.

BULLYING AND CYBERBULLYING

As a part of safe schools we are committed to providing an environment where students feel safe and

secure. Therefore, bullying behavior is not tolerated within Keystone Central Elementary Schools. Below are definitions of what constitutes bullying.

BULLYING: A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury, or discomfort upon another.

DIRECT BULLYING: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact repeatedly and over time. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names repeatedly and over time.

INDIRECT BULLYING: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes repeatedly and over time.

CYBER-BULLYING: Using electronic device mediums such as but not limited to computers, cell phones, social media to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Relational aggression—such as excluding others, spreading rumors, teasing, or using friendships to hurt or control someone—is not allowed. Students are expected to treat everyone with kindness and respect. Any form of relational aggression will be addressed according to our school's behavior policies.

Comments: Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication repeatedly and over time. For example, the term 'cyber-bullying' is being used to describe behavior which occurs on the Internet.

Behavior is clearly bullying when:

1. There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior.
2. There is intensity and duration. The taunting continues over a period of time, and is not welcomed by the target.
3. The events are happening to a person with less power repeatedly and over time.

Students and/or parents should report bullying and cyberbullying to school personnel immediately.

All reported bullying and cyberbullying incidents will be fully investigated by school administrators and discipline will be decided on a case-by-case basis. In certain circumstances, information may be turned over to a school district resource officer, or law enforcement, and may result in citations(s).

CAFETERIA

Keystone Central School District offers both breakfast and lunch daily. All schools operate on a CLOSED LUNCH PERIOD. All students are to remain on the building property for lunch. No outside deliveries of food are permitted.

Breakfast selections vary and all schools offer FREE BREAKFAST AND FREE LUNCH TO EVERY STUDENT. For breakfast, students may choose an entree, fruit and/or juice, and milk. For lunch, students may choose an entree, a fruit and/or a vegetable serving, and milk. A choice of fat free chocolate milk and 1% white milk is available. A variety of a la carte snack choices are available for purchase. Students must have money in their cafeteria account to purchase a la carte foods/beverages. Check with your school's cafeteria to find out what a la carte foods are available.

The Food and Nutrition Service Department uses a declining balance computer system for the purchase of a la carte foods at school cafeterias. Students may make free of charge cash or check deposits into their accounts before homeroom or at the cashier station during breakfast or lunch. Deposits may also be made on line 24/7 by using EZ School Pay with a \$2.00 per transaction fee. Directions for using EZ School Pay are found on the Food and Nutrition Service website.

Cafeteria account checks made payable to the Keystone Central School District will be deposited in their entire amount. Cafeteria staff will not give students change for a check.

Any money a student brings in will be placed toward any lunch account debt, and students will not be permitted to purchase a la carte items until debt is paid in full. Letters are sent to households informing them of unpaid meal charge debt. Food and Nutrition Services Unpaid Meal Charge Procedure may be found on line under District Offices - Food Services at <https://www.kcsd.us/district-offices/food-nutrition-services>

Students' accounts are accessed when they come into the cafeteria at the cashier station. The amount of purchase is deducted from the student's account. Students may also pay cash for transactions. Students must have cash or enough money in their account to pay for all a la carte purchases.

Current a la carte milk prices for the KCSD School Cafeterias are available-posted on the Food and Nutrition Service website.

Student behavior in the cafeteria shall follow the rules of courtesy and respect. Theft of food/beverages from the cafeteria will result in disciplinary consequences. Additional information concerning the Food and Nutrition Service program can be found on the district web site at <https://www.kcsd.us/district-offices/food-nutrition-services>. Students and parents are also encouraged to call the Food and Nutrition Services Department at 570-893-4900 ext. 2301, with any questions.

SCHOOL WELLNESS

Keystone Central School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board of Directors are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive nutrition and lifestyle practices that can improve student achievement.

Any foods and beverages marketed or promoted to students on the school campus during the school day

shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established School Board policy and administrative regulations.

For a complete copy of the School Wellness Policy, please refer to the Keystone Central Website for the policy manual under District Offices - Food & Nutrition Services - Student Wellness Policy. *For a complete copy of the School Wellness Policy, see [Policy 246](#).*

CELL PHONES AND ELECTRONIC/MULTIFUNCTIONAL DEVICES

The possession of electronic communication devices is permitted in school when they are in compliance with the School District Electronic Devices Policy. Please read [Policy 237](#) Electronic Devices and accompanying Form 237 Student Electronic Communication Devices Permission Form for the complete requirements. Parents must provide written consent on a form provided by the school district registering their child's device, prior to use.

Devices may not be disruptive to the education process. **All cell phone devices and smart watches must be turned off and placed in backpacks before students enter the classroom.** Any staff member who sees a student using a cell phone or multifunctional device containing a cell phone while school is in session is directed to remind the student of the school rules and to turn the phone off and to put it away. A teacher may take the phone/device if the student continues to use the device without permission.

CODE OF STUDENT BEHAVIOR: CONSEQUENCES IN THE ELEMENTARY SCHOOL

If a student misbehaves, the school will follow the school's PBIS (Positive Behavioral Interventions and Support) Plan. Each classroom teacher will develop a classroom plan using the school wide rules and consequences. The elementary school staff will support all of the rules in place throughout the school (halls, cafeteria, playground, lavatory, assemblies, field trips, etc.)

If a student misbehaves, the following consequences will be enforced:

Elementary Code of Conduct

Level 1 - Classroom Managed

Minor Behavior	Definition
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Tardy	Student arrives at the expected location unreasonably late without an acceptable excuse.
Inappropriate Language	Student engages in low-intensity instances of inappropriate language.
Property Misuse	Student engages in low-intensity misuse of property or damage that can be corrected by erasing/cleaning/etc.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or Chromebook.

Infraction	Action Steps
1st	• Verbal redirection
2nd	• Teacher or staff member reviews and reteaches expected behaviors with student
3rd	• Teacher or staff member reviews and reteaches expected behaviors with student
4th and Subsequent A reasonable length of time between infractions resets to first infraction	• Teacher or staff member reviews and reteaches expected behaviors with student • Teacher or staff member contacts the student's family via phone or email • Teacher or staff member submits a referral in SWIS • Administrator or designee meets with student and determines next steps ○ Restorative meeting with student AND POSSIBLY ○ Time out OR ○ Loss of privilege OR ○ Time in office OR ○ Restitution/community service OR ○ Other by administrative discretion • Administrator finalizes SWIS documentation and follows up with the student's family and teacher/staff member
Notes	• Administrator may be brought into an issue with a student prior to the 4th infraction • Priority is placed upon teaching appropriate behaviors and restoring relationships • Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record Students with chronic Level I infractions could be referred for IST/MTSS Tier II/III behavioral support

Level 2 - Office Managed

Major Behavior	Definition
Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Forgery/Plagiarism	Student has signed a person's name without that person's permission or claims someone else's work as their own.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates expected behaviors.
Skip Class	Student leaves or misses class without permission.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, music/video player, camera, and/or Chromebook.
Abusive Language/ Inappropriate Language/Profanity	Student demonstrates inappropriate actions or delivers verbal messages that include swearing, name calling, or use of words in a derogatory way.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location	Student is in an area that is outside of school boundaries (as defined by school).
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property. Vandalism is a violation of state law.
Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.

Level 2 - Office Managed

Infraction	Action Steps
Each Offense	- Teacher or staff member completes a SWIS referral and contacts parent/guardian - Administrator or designee meets with student and determines next steps - Restorative meeting with student AND POSSIBLY - Time out/detention OR - Loss of privilege OR - Time in office OR - Restitution/community service OR - In-school suspension OR - Out-of-school suspension OR - Other by administrative discretion - Administrator finalizes SWIS documentation and follows up with the student's parent/guardian and teacher/staff member
Notes	Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record

Level 3 - Office Managed

Major Behavior	Definition
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Violation of KCSD Weapons Policy	Student is/was in possession of any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; pneumatic guns, including, but not limited to, pellet, BB, airsoft and paintball guns; knives; blades; clubs; metal knuckles; nunchucks; throwing stars; and explosive, incendiary or poisonous gas; any combustible or flammable liquid; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; or any other item which is used to threaten, strike terror, or cause bodily harm or death even though it is normally considered to not present a danger to others.
Violation of KCSD Drug/Alcohol Policy	Student is/was in possession of or under the influence of drugs, alcohol and/or behavior-altering substances in school, on school property, on school conveyances and/or at school-sponsored events/activities.
Violation of KCSD Tobacco Policy	Student is/was in possession of or using any smoking, vaping, and/or tobacco products, including all related products, on school property or at school activities, including in all vehicles used in connection with school activities.

Level 3 - Office Managed (continued)

Infraction	Action Steps
Each Offense	- Teacher or staff member immediately alerts administrator and/or SRO and either supervises or designates another employee to supervise student - Administrator conferences with student and parent/guardian - Administrator determines next steps - Restorative meeting with student AND POSSIBLY - Restitution/community service OR - In-school suspension OR - Out-of-school suspension OR - Referral to alternative educational placement OR - Other by administrative discretion - Administrator finalizes SWIS documentation and follows up with the student's parent/guardian and teacher/staff member
Notes	- Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record - Consequences will continue to increase as major problem behaviors continue to occur - Administrator will notify Superintendent, Assistant Superintendent, and/or SRO of any incident - All ten day out-of-school suspensions are subject to a Board hearing for possible expulsion - Level Three violations could result in an alternative educational placement

***Severe Clause:	In the event a child physically and/or verbally harms/threatens another child, teacher, staff member, or any other person, the teacher must contact the principal immediately, complete a SWIS referral, and contact the family. The principal or designee will conduct a formal investigation. This includes any verbal threats such as "I will kill, shoot, stab," etc. (See Discipline Structure chart for details.) Principal or designee will follow threat assessment and response protocol.
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[Policy 218- Code of Student Conduct](#)

*The District Administration reserves the right to, and in its sole discretion may, modify disciplinary action based on individual circumstances and investigation.

*During the course of any investigation regarding student discipline, District Administration reserves the right to, and may in its sole discretion, investigate students without notification to or in the presence of a parent.

WEAPONS

It is the guiding principle of the Keystone Central School District that all students will attend schools that are safe, secure, and free from the threat of harm. Possession of weapons in any of the aforementioned locations threatens the safety of students and staff and is prohibited by law.

The Keystone Central School District prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any public conveyance providing transportation to or from school or a school-sponsored activity. If weapons are found in any of the aforementioned locations, the District will take all appropriate steps to remove the weapons and carry out the relevant provisions of Act 26 of 1995, which is referenced in school policy. Please refer to KCSD [Policy 218-1](#).

Parental and Employee Notification

In accordance with Pennsylvania Act 44 of 2025, the District is required to notify parents/guardians and school employees of qualifying incidents involving the possession of a weapon on school property or at school-sponsored activities, as required by state law. Notifications will be made in accordance with applicable legal requirements while protecting student privacy under federal and state law.

INFORMAL HEARING

When an out-of-school suspension is of more than three school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours (or by the end of the next day school is in session) of discussion of such consequences with the student. Informal hearings may occur over the phone at the request of a parent/guardian.

ACADEMIC DISHONESTY

Academic dishonesty encompasses, but is not limited to:

- **Cheating:** includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use or communication with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.
- **Plagiarism:** a student intentionally or negligently using someone else's ideas, words, or artistic creations without crediting the source.
- **Fabrication:** a student using invented information in assignments.
- **Forgery:** a student using imitations or copies of images, documents, signatures, etc. in assignments.
- **Obstruction:** a student preventing other students from getting their work done or limiting their access to educational resources.
- **Multiple Submissions:** a student submitting the same work in two or more courses without permission from the teachers.

Please note: These procedures may be modified according to the circumstances.

BEHAVIOR AT AFTER SCHOOL EVENTS

After school events are provided for the students and at times for the community as a whole. Conformity to the accepted school standards is expected of all in attendance. Any deviation from this will result in the removal of the individual from the event. If the individual involved is a student at Keystone Central School District, they will also be subject to the provisions of the Discipline Code.

Students are expected to observe the rules and regulations of the school at all extra-curricular activities. Students who leave a school activity early must leave the school grounds and be in the accompaniment of a guardian or designee. Students will not be permitted to leave the school building and re-enter.

Failure to comply with school rules will result in the student being exempt from the next after school event.

BEHAVIOR AT ATHLETIC EVENTS

Athletic events are among the most popular activities for Keystone Central students. When you attend an athletic contest, you assume the role of a spokesperson for our school. Your actions are viewed and your comments are heard by family, friends, opposing fans, the local community, and the media and the athletes. A display of good sportsmanship will always show you and our school in the most positive light.

The following rules of sportsmanship serve as a behavior guide for spectators at Keystone Central School District athletic events. We hope that they offer you direction and guidance that help to make the contests enjoyable and educational for all in attendance.

- Learn the rules of the sport so that you may understand and appreciate the action that takes place.
- Show respect for the opposing players, coaches, spectators and cheerleaders. Treat them as you would treat a guest in your own home.
- Encourage our athletes to perform their best by applauding good performances and accepting that mistakes are sometimes made. Remember that athletics are a learning experience and praise your classmates for assuming the risk of testing themselves in the open field, court, or pool of play.
- Exhibit respect for the integrity and judgment of contest officials. Understand that they are doing their best to help and promote the student athletes and admire their willingness to participate in full view of the public.
- Use only those cheers/chants, signs, and gestures that support and uplift the teams involved. Discourage any that would redirect that focus by antagonizing the teams or drawing attention away from the game.
- Demonstrate concern for an injured player regardless of the team.
- Sit in appropriate sections of the arena, stadium, or gym that may be designated for student fans.
- Use of any controlled substances is prohibited at athletic events. Any student/spectator thought to be under the influence will be removed. Students will be referred for disciplinary action based upon KCSD policy.

We expect that you will use good judgment in fulfilling your responsibility as a school representative, hereby, displaying sincere pride in yourself, your school, and your community. Your words and your actions will identify you as a leader in genuine sportsmanship. If your behavior does not meet these expectations, you may be requested to leave the event by the game management/security.

POLICY STATEMENT ON DISCRIMINATION IN KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person(s) have been designated to handle inquiries regarding all non-discrimination matters for ***all students, including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency:***

For Concerns Related to Students: Christina Manning 35 King Street Lock Haven, PA 17745 cmanning@kcsd.k12.pa.us 570-893-4900 ext. 3102	For Concerns Related to Students with Disabilities: Dr. Elizabeth Barnhart 86 Administration Drive Mill Hall, PA 17751 ebarnhart@kcsd.k12.pa.us 570-893-4900 ext. 2116	For Staff Related Concerns: Justin Evey 86 Administration Drive Mill Hall, PA 17751 jevey@kcsd.k12.pa.us 570-893-4900 ext. 4506
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EMERGENCY DRILLS

FIRE DRILLS: Fire drills are practiced in order to ensure that safe procedures are understood and followed in the event of an emergency.

- When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing, to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from a class remain together.
- During a drill, an exit may be closed to simulate a condition, which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
- The exit procedure will be posted near the door of each room.
- An “all clear” signal will be made at which time students may return to class.

LOCK DOWN DRILLS: In the event of a threat outside the school, such as a bomb threat, a threatening person, and/or severe weather conditions, the following procedure should be followed:

- The teacher should lock the classroom door (if safe to do so).
- The teacher should instruct the students to remain in the classroom and move away from the door.
- The teacher should ask the students to remain quiet.
- The teacher should await further instructions from a building principal.

NOTE: Students who are not in class need to go to the nearest room. Students with other personnel should stay in that location.

All procedures and plans follow KCSD School Board [Policy - 805 – Emergency Preparedness](#).

BUILDING EVACUATION: In the event that we need to evacuate a building for a long period of time, students and staff will be directed to predetermined safe locations, where reunification will take place.

SAFETY AND SECURITY: In the event of a threat inside or outside of the school such as an armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, students should pay immediate attention to the staff, and the directions being given. You may be asked to perform safety measures such as alert, lockdown, inform, counter, and/or evacuate. **an A.L.I.C.E. response (Alert, Lockdown, Inform, Counter, Evacuate.)**

If you have a concern in regards to any threat to the safety of our students, faculty or school, it is best to contact the school immediately. Another option for reporting any safety concerns would

be through the Safe2Say Something program sponsored by the PA Attorney General's Office. Visit <https://www.safe2saypa.org/> for more information or to submit a tip.

TRAUMATIC EVENTS: An event in which a crisis exists which requires an immediate response:

Declaration of a Traumatic Event:

May be determined by any member of the administration, staff, faculty, or student body when evidence concludes such to be the case.

Declaration of the END of a Traumatic Event: A building or central office team member will declare the end of a Traumatic Event when the team concludes such to be the case.

FIELD TRIPS

Parents will be required to sign a Field Trip Permission Form when students are involved in special activities that are off the school grounds. These forms must be returned to school prior to the trip. **Parent chaperones may not bring siblings.** Anyone interested in being a chaperone, please see [policy #916](#) regarding volunteers.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show respect for their country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

FUNDRAISING

Before a school-sponsored activity, no one can sell any product in the school or community. They must secure approval from the building administration. No products are to be sold by individuals during school hours without prior administrative approval.

HOMEWORK

Homework is used to reinforce concepts and skills acquired in school. Home study assignments should accomplish one or more of these purposes:

- A. Provide review of class activities.
- B. Provide reinforcement or enrichment of the learning experience.
- C. Provide systematic practice.
- D. Provide students with an opportunity for original or creative work.
- E. Provide appropriate research for exploration of special interests.
- F. Homework will not be used to exercise discipline.
- G. Homework normally will not be assigned for weekends.
- H. Homework should not be a struggle. If your child is experiencing difficulty, please contact your child's teacher.
- I. General Guidelines
 - a. Kindergarten: Read to and with adults daily
 - b. Grades 1 & 2: Short assignments are usually given. These range from 15-20 minutes.
 - c. Grade 3: Preparation time will usually not exceed 30 minutes for any student.
 - d. Grades 4: Preparation time will normally not exceed 45 minutes for any student.

- e. We strongly encourage teachers to use homework packets with the purpose of having students practice a variety of skills over time. Please do not try to complete the entire packet in one sitting.

LIBRARY

STUDENT RESPONSIBILITY FOR LIBRARY MATERIALS

Students can check out most books for an instructional cycle. Reference books, magazines and reserve materials can be checked out on an overnight basis only, unless otherwise stated by the school library staff.

Students are responsible for any items checked out.

- Grades K-2 students typically check out 1 book per cycle.
- Grades 3-8 students typically check out 2-3 books per cycle, and with permission can check out more than 3.

The following is the procedure of notification of overdue materials:

- One cycle overdue – The student will be verbally reminded of their overdue books.
- Two-Three cycles overdue – A written notice will be issued to the student stating the title, author and the date the book was due and the librarian will make a contact home.
- Four or more cycles overdue – The librarian will mail a written notice to the family. The notice will list the title(s) of the book(s) overdue, date due and cost of replacement if the book is not returned. The librarian will give a copy of the letter to the principal.

Note: The student will be able to check out one book during each selection period while they possess an overdue book. Our ultimate goal is to have children have a book at all times. The school staff will continue to communicate with family members until the materials have been returned or paid for as per [School Board Policy 224 Care of School Property](#).

LIBRARY PROCEDURES FOR THE FINAL DAYS OF SCHOOL

Library materials are collected the last two full cycles of the school year. Circulation stops during the last two cycles.

- Exceptions are granted on an overnight basis for special requests;
- Library materials are kept on reserve for student and faculty use;
- Students needing library resources for assignments have access to the library until the last day of school.

STUDENT STORAGE AREAS ON SCHOOL PROPERTY

ALL STORAGE AREAS ON SCHOOL PREMISES ARE THE SOLE AND EXCLUSIVE PROPERTY OF THE KEYSTONE CENTRAL SCHOOL DISTRICT AND ARE UNDER THE SUPERVISION AND REGULATION OF THE SCHOOL AT ALL TIMES.

- The storage area is provided to the student for storing school-related items. The school has an obligation to ensure that the storage area is properly used and not used for the storage or keeping of any item which is illegal, against school rules, or which jeopardizes the health, safety and welfare of the students, faculty, school property, or the educational process.
- It is recommended that the students do not bring large sums of money or valuables to school.
- The school is not responsible for articles that are lost or stolen from the individual.
- STUDENTS SHOULD NOT CONSIDER A STORAGE AREA AS PRIVATE PROPERTY. STORAGE AREAS ARE SUBJECT TO BEING OPENED, EXAMINED, INSPECTED, OR SEARCHED AT ANY TIME UNDER PROPER SUPERVISION OF SCHOOL OFFICIALS. SCHOOL OFFICIALS MAY ACCESS STUDENT STORAGE AREAS AT ANY TIME FOR UPKEEP AND TO MAKE GENERAL REPAIRS AS NEEDED WITHOUT NOTICE TO THE STUDENTS.
- Students have a very limited right to privacy with regard to items kept and/or maintained in storage areas on school property.

STORAGE AREA SEARCHES

GENERAL SEARCHES

- All generalized searches of storage areas on school property shall be consistent with Pennsylvania law and may be conducted in the sole discretion of the Keystone Central School District. It is the policy of the Keystone Central School District to conduct, in certain circumstances, periodic searches of the lockers/storage areas located in the school facilities. School authorities may search a student's locker /storage area and seize any illegal or unauthorized items or materials, including but not limited to weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products, "look-a-likes" in any form and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-alikes" in any form; alcohol or "look-alikes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, or any other device deemed useful in protection of the health, safety, and welfare of the school population. School District personnel, in their sole discretion, may notify a student and allow the student an opportunity to be present prior to searching any student storage area. However, said student shall not be able to stop, or in any way interfere with, in any manner whatsoever, any storage area search.

INDIVIDUALIZED SEARCHES

Where school authorities have a reasonable suspicion that a student possesses materials which pose a threat to the health, welfare, and safety of students, faculty, administration, visitors and/or school property, **any student and any student's belongings may be searched without proper warning and/or notice** in the case of a student's belongings, without the presence of the student with reasonable suspicion, as it relates to school officials, including school police officers, or probable cause, as it relates to outside law enforcement officials: Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. If you lose something, report it immediately to the main office.

NURSES OFFICE

Any student who is ill during the school day should report to the school nurse after first obtaining permission from the teacher whose class the student will be missing. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification or the student needs to go home. When the nurse is not available, students should report to the Main Office. Students returning to class from the health office must have a pass signed by the nurse or the Main Office staff.

DISMISSAL DUE TO ILLNESS/INJURY

A child who becomes ill while attending classes will be sent to the nurse's office. The severity of illness and need to leave school will be assessed by the school nurse. Efforts to contact parents will be made through the use of telephone numbers provided on the emergency card. Students will be released only to the individuals named on the emergency card. Please keep home and work telephone numbers current on the Emergency Card or parent designated adult. Please update emergency contact information with the office building secretary immediately should any change occur. (In the absence of the nurse, the principal or designee will be responsible for the release of the student.) Upon returning to school if absent due to injury please provide a doctor's note with any restrictions/limitations. If returning to school from illness, students must be fever free for 24 hours without use of fever reducing medication.

MEDICATIONS

The nurse will administer all medications. Medications must be delivered by a parent/guardian to the nurse's office. This includes both prescription and non-prescription (over the counter) medications. Medications to be administered by the nurse will be stored in the Nurse's Office. The medication must be provided in the original pharmacy or product labeled container, and a completed medication request form signed by your medical provider.

If a student shares for free or for payment any of his/her medication (over the counter or prescription) it will be dealt with on a case-by-case basis as a potential violation of the Keystone Central School District [Drug and Alcohol Policy](#). The student will receive appropriate consequences.

HEALTH SCREENINGS

In compliance with Pennsylvania state mandates, all students will receive annual health screenings for height, weight, body mass index (BMI), and vision.

Hearing screenings are required for students in **Kindergarten, 1st, 2nd, 3rd, 7th, and 11th grade, as well as for students with an Individualized Education Program (IEP)** regardless of grade level.

Physical examinations are required for all students in **Kindergarten, 6th and 11th grade**.

Scoliosis screenings are mandated for students in 6th and 7th grade.

Dental examinations are required for students in **Kindergarten, 3rd** and 7th grade.

These examinations may be completed by a family physician at the family's expense or by the school physician during school hours at no cost. Private exams can be completed up to one year in advance.

PENNSYLVANIA DEPARTMENT OF HEALTH REQUIREMENTS

Under regulation of the Pennsylvania Department of Health, ALL children entering school are required to provide written proof of having received immunizations. The school nurse will contact families whose children's records are incomplete. Students can be prevented from attending school if the proper documentation is not received. **There is a five (5) day provisional period to complete immunizations. The provisional period will end on the students 5th day of school.**

PERSONAL APPEARANCE

The Keystone Central School District, out of concern for the safety, health, and welfare of students as well as the prevention of disruption to the education program, has adopted a Personal Appearance Guide. Students shall not wear clothing or jewelry that is immodest, suggestive, obscene, vulgar, disruptive, distracting, or constitutes a safety hazard. Examples of such dress include but are not limited to the following:

- Clothing, masks, or jewelry depicting gang colors or symbols.
- Clothing, masks, or jewelry advertising, promoting, displaying, or implying the use of alcohol, drugs, or tobacco.
- Clothing, masks, or jewelry displaying racial, violent, derogatory/negative messages, or sexual innuendo.
- Shirts or blouses that expose the back, chest area, or mid-section.
- Shorts, skirts, or dresses less than mid-thigh length.
- When standing and with arms down, a student's upper garment must at least meet the lower garment.
- No undergarments should be exposed.
- Jewelry with sharp points or edges, chain belts, chains hanging from jackets, pants, or collars, and any other jewelry or ornament that could be used as a weapon.

Students may be required to wear certain types of clothing while participating in physical education classes, labs, extracurricular activities, graduation/promotion, or other situations where special attire may be required to assure the health or safety of the student. For safety reasons, certain types of jewelry are prohibited. Failure to comply will result in disciplinary action.

The administration reserves the right to make the final determination as to whether clothing or jewelry is inappropriate for school and/or a disruption to the educational process.

Images, symbols or language that create a hostile or intimidating environment based on any protected class are prohibited. **These include, but are not limited to, Swastikas, Confederate Flags, or anything that symbolizes oppression toward a group of people.**

First Violation: The student will be required to exchange inappropriate clothing for more suitable attire.

Second Violation: The student will be required to exchange inappropriate clothing for more suitable attire **AND** a conference with parents will be scheduled.

Third Violation: The student will be required to exchange inappropriate clothing for more suitable attire **AND** a consequence will be assigned by the principal.

PHYSICAL EDUCATION

When a student is unable to participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the PE teacher. The excuse will give the nature of the injury or illness, length of time to be excused from regular physical education classes, and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program, different from the regular physical education program.

SCHOOL PROPERTY AND PRIVILEGES

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, calculators, supplies, equipment (including computer/software and other computer equipment), and furniture supplied by the school.

Damage to or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system.

Students shall not mark school furniture, walls, ceilings, floors or equipment with a pen, pencil, paint or any other instrument. Students shall not climb onto the school roof or ride skateboards on school property. Students shall not tamper with fire alarms, fire extinguishers, or any electrical systems.

Students who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

BOOKS AND SCHOOL ISSUED EQUIPMENT

Books and school issued equipment are furnished by the School District and all students must assume full responsibility for the care of the books and equipment assigned to them. Books, calculators, etc, are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed the replacement cost for their replacement. Loss due to theft or other circumstances will not be accepted as an excuse for nonpayment.

If a student pays for a lost item and it is found and returned, a refund will be made to the student. If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued. If a book is misused, a fine will be imposed. If a book is lost, the student will pay the current cost of replacing the same book.

RESTROOM PRIVILEGES

To maximize instructional time it is recommended that students use the restroom at the time specified by the homeroom teacher. If an emergency necessitates using the restroom during instructional time, the following procedures should be observed:

1. Follow procedures established by the teacher.
2. Use the designated restroom closest to the classroom.
3. Sign out in the classroom.

Students should report any restroom damage or malfunction that they see immediately to any staff member.

SIX-DAY CYCLE (SPECIAL SUBJECTS/ITINERANT CLASSES)

Our special subjects (art, music, physical education, STEM and library) are scheduled on a six-day rotation. Days are lettered (A, B, C, D, E, F) instead of named (Monday, Tuesday, etc.) When a scheduled subject is missed due to a school holiday and/or closing, the rotation will continue in alphabetical order, i.e.:

Monday	Tuesday	Wednesday	Thursday	Friday
Day A	Day B	SNOW DAY	Day C	Day D

STANDARDIZED TESTS

The PSSA for ELA and mathematics will be given to students in grades 3 and 4. The testing schedule is available on the school calendar. Please make every effort to have your students in school during the assessment window.

Educational/family trips should be scheduled around the standardized testing windows whenever possible. ~~Parents/guardians will receive more specific information in a separate communication closer to the testing window.~~ Educational trip requests submitted during state or district testing windows will generally not be approved, as student participation in testing is critical

SUPPORT SERVICES

ACADEMIC PROGRESS REPORTS

If a student is having difficulty in any subject or assessment area, parents and/or guardians will receive a progress report. These reports are sent out throughout the school year between report cards. Parents are encouraged to monitor academic progress and contact the child's teacher if they have questions or concerns. **Parent-teacher conferences can be scheduled at any time throughout the school year.** Please contact your child's teacher should you wish to meet with them.

ELLs (ENGLISH LANGUAGE LEARNERS)

In accordance with ESSA as well as Pennsylvania Core Standards, all students with limited English proficiency are provided the opportunity to meet the Pennsylvania Academic Standards and have meaningful access to the full curriculum.

COUNSELING SUPPORTS

In cooperation with parents, staff, administration, and the community; the counselors of the District will provide developmental, educational, preventative, and responsive services with the intent of encouraging and supporting the lifelong development of the personal/social, academic, and career growth of each student.

K-4 REPORT CARDS

One important aspect of communication between school and home is the information provided to parents about their children's progress. The report card is one tool for informing parents about how their child is progressing in meeting the PA Core Standards and the specific grade level expectations.

Report cards are distributed four times a year.

Itinerant (Art, Library, Music, Physical Education, & STEM) grades will be reported in Marking Periods 2 & 4. **See school calendar for specific dates for marking periods and report card delivery.**

PARENT/TEACHER COMMUNICATION

Communication between parents and teachers is an integral part of a child's education. A strong, positive connection between home and school emphasizes the importance of education to the child. This communication can take the form of calendars, newsletters, phone calls, emails, DOJO messages, visits to school, report cards, and conferences. It is advised to read the opening letters from the teachers to find out how to best communicate with each individual teacher.

PARENT CONFERENCES

A Parent-Teacher Conference can be scheduled in the Fall to discuss student progress. A Spring conference can be scheduled as well, and **parents may request a conference at any time during the school year.** Parents/guardians are urged to contact the school about any questions regarding their child's school work. Appointments for conferences with teachers, counselors, or principals may be made by calling the appropriate school's office or counselor.

School initiated parent conferences may be attended by members of the Multi-Tiered System of Supports Team (MTSS) and may include counselors, administrators, teachers, school psychologists, or other intervention professionals. Outside agencies that offer support to parents and students may also be invited, if appropriate.

PTO (PARENT TEACHER ORGANIZATIONS)

The Elementary Parent Teacher Organization (PTO) is an active service organization involving many parents who provide support at school and at home. The purpose of the organization is to support/provide curriculum-related programs that enrich the student's educational experiences. PTO information will be distributed to families during the school year. Officers and committee chairperson information is available in each school office and webpage.

MULTI-TIERED SYSTEM OF SUPPORTS PROCESS (MTSS)

When an elementary student demonstrates academic, behavioral and/or social emotional issues in the classroom, the Intervention Team may contact parents for a team meeting. The team is composed of the building principal, an intervention specialist, the student's classroom teacher, the grade level guidance counselor, additional school personnel, and the parents.

Other staff members attending might include the school psychologist, interventionist(s), instructional coach, the school nurse, a clinician, and/or an occupational therapist.

All team members provide input into determining the student's instructional needs and developing strategies to address those needs and closely monitor the success of those strategies. The process is a systematic search for what works for the student and serves as a mechanism for screening students who may be eligible for special education based upon severity and degree of need of the student.

The goal as an Intervention Team is to help ALL students achieve success.

FEDERAL PROGRAMS - TITLE I FUNDS

Title I is designed to support state and local school reform efforts tied to challenging Pennsylvania Academic Standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting the PA standards. Title I funds are used to provide additional academic support and learning opportunities to help children master challenging curricula and meet state standards in reading. All students are eligible for Title I support and will receive additional reading and math support during the school day as determined by daily performance. Parents will be invited to attend special parent programs sponsored by Title I funds throughout the school year and participate in surveys and meetings to express their ideas for use of federal funds. Parents are an integral component in the effective instruction of children, and we look forward to working together to best serve all students. Each building has at least one Interventionist to help students reach the challenging and rigorous academic goals set by the state and district.

HOMELESS INFORMATION

School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up");
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call KCSD's Homeless Liaison at: (570) 893-4900 ext. 3102.

SPECIAL EDUCATION SERVICES

ANNUAL PUBLIC NOTICE

The Keystone Central School District provides a variety of opportunities for the screening and evaluation of students thought to be exceptional. In Kindergarten all students receive screenings on readiness as well as standardized indicators of early literacy. All elementary schools in the district have an identified and trained Child Study Team. The Child Study Team works with school staff to provide screening in various areas (cognitive, emotional, social, motor, vision, hearing, and speech/language). Parents may request a Child Study Team consideration through the building principal. The CST process can recommend interventions, further screening, and/or a referral for multidisciplinary evaluation (MDE) for special education services. Pre-referral intervention services are also available at the secondary level.

MDE can be requested at any level by school teams and/or parents. Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request. The evaluation shall be completed, and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term. Requests for screening and/or evaluation of students in non-public schools should be directed to the Nonpublic School Director/Principal, who, in turn, will contact the district Special Education Office. Policy 103.1 Nondiscrimination of Qualified Students with Disabilities, Policy 113 Special Education, Policy 113.3 Screening and Evaluations for Students with Disabilities, and Policy 113.4 Confidentiality of Special Education Student Information.

Special education services are provided to exceptional students under IDEA Federal Regulations Part 300 and Chapter 14 of the Pennsylvania Special Education Regulations. Special education is defined as specially designed instruction to meet the needs of an exceptional student including specially designed instruction that is the following:

(1) Conducted in the classroom, in the home, in community settings, in hospitals, in institutions, and in other settings. (2) Provided in an instructional or skill area, including physical education, speech, and vocational education.

A specially designed program of instruction is available for a student who meets one of the categorical exceptionalities: autism deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness and who needs a specially designed program of instruction.

Parents or teachers may refer students for a multidisciplinary evaluation if a student is thought to need special education services. The district conducts screening to identify students who may need special education through health screenings, group intelligence tests, and achievement tests. Regularly scheduled Child and Pupil Study Teams as well as Student Assistance Teams, review student records and teacher reports for relevant information. These activities are ongoing during the school year.

Related services such as occupational therapy, physical therapy orientation and mobility training, and specialized transportation are available as deemed appropriate by the Multidisciplinary Evaluation Team and Individual Education Plan Team. Transition Services, Extended School Year Services, and Assistive Technology Services are provided according to the Pennsylvania Special Education Standards and Regulations.

Behavior Intervention Plans include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, staffing, and program concerns shall be reviewed and addressed prior to the development of a behavior intervention plan. For each eligible student or young child who exhibits behavior problems which interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management. Positive rather than negative measures shall form the basis of behavior intervention plans. Aversive techniques, restraints, or discipline procedures may not be used as a substitute for a behavior intervention plan.

The Keystone Central School District does not discriminate against Protected Handicapped Students. Such students are assured equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate. It is the policy of the school district to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Federal Individuals with Disabilities Education Act (IDEA) and the corresponding Pennsylvania Special Education Regulations. Written service agreements may be developed annually in order to detail necessary services for students with disabilities under section 504.

Confidential rights of students and parents are protected by the Keystone Central School District Policy on Confidentiality of Student Records and the Pennsylvania Special Education Regulations section addressing confidentiality.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the, Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials: PSSA, Keystone Exam, test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets. Keystone Exam answer booklets will be destroyed three years after completion of the assessment.

Questions concerning any matters relative to Special Education Evaluation, Identification, Programs, Services, Due Process rights of students and parents or the Surrogate Parents Program, should be directed to the Special Education Office at (570) 893-4900 ext. 2116. For further information about child identification, screenings, referral for evaluation, or public awareness, please contact the Special Education Office in writing or by phone at (570) 893-4900 ext. 2330. Questions about written service agreements for Protected Handicapped Students should be directed to the Director of Special Education at (570) 893-4900 ext. 2116.

GIFTED EDUCATION

Gifted Education: The Keystone Central School District gifted program reflects our vision and mission statements. Ongoing assessment ensures that our program provides for the needs of gifted students in all grade levels. Gifted support services ranging from enrichment to acceleration are

coupled with the core curriculum to maximize the individual learning needs of identified students while providing an environment where students can maximize their exceptional ability and learning potential. KCSD has clearly defined guidelines for the screening and identification process of potentially gifted students.

- **Level I - Universal Screening**

A universal screener is in place for grades K-8 that includes teacher and data team input. Data collection includes, but is not limited to, Acadience Benchmark Math and Reading, MAP assessment, PSSA assessment, and in grades (5-8) report card grades are included. If a teacher/team suspects that a student is demonstrating giftedness based on the universal screening, the teacher/team completes the “Gifted Screening Referral Form” and submits it to the special education office.

- **Level II - Individual Screening**

Permission to evaluate is issued in order to complete the Kaufman Brief Intelligence Test (KBIT-2). With a score of 125+ the student is referred for full gifted evaluation. Permission to evaluate is issued to the parents. If the student scores below 125, parents are informed in writing that a full gifted evaluation is not recommended. Parents still maintain the right to request a full gifted evaluation through the special education office.

- **Level III - Full Gifted Evaluation**

If the student meets criteria of the universal and individual screening, and upon receipt of the signed permission to evaluate, the Gifted Multidisciplinary Team completes the evaluation within 60 calendar days. Parents and teachers provide input through the completion of rating scales and input forms. A certified school psychologist administers the comprehensive assessments of cognitive/intellectual functioning and academic achievement. Results are summarized in the Gifted Written Report. The Gifted Individual Education Program team convenes to determine if the student qualifies for gifted services; and to develop a GIEP to provide gifted support services.

- For students who have dual exceptionalities, it is not necessary to conduct separate screenings, and evaluations, develop separate IEP’s, or use separate procedural safeguards processes to provide a student’s needs as both gifted and eligible students.

SPEECH AND LANGUAGE SUPPORT

The Speech/Language therapist assesses speech/language problems and provides therapy when indicated. Parent conferences are scheduled by the speech therapist at the start of therapy and during the school year. The goal of the Speech and Language Program is to teach students to communicate more effectively.

HOMEBOUND INSTRUCTION

If a student experiences a short-term disability or an extended illness, a parent may request homebound instruction through the Special Education Office, by calling Dr. Elizabeth Barnhart (570)-893-4900 ext. 2116. In order for the school district to obtain approval from the state for homebound instruction, a form completed by the parent and a physician must be submitted relative to each individual case.

TECHNOLOGY

Acceptable Use Policy/Network Guidelines

The Keystone Central School District strives to provide up-to-date computers, electronic devices, hardware, software, networks, and systems to access the internet and information. Access is restricted to school district related purposes that include instructional, curricular, and co-curricular support to enhance teaching and learning. Use of these resources as well as the accounts and information/data are subject to the school district's Acceptable Use Policy 815 and other Policies referred to in the Acceptable Use Policy. Students must become familiar with the Policy.

Parents and guardians are urged to discuss the Acceptable Use Policy, and related Policies (on the school district's website) and procedures as well as the proper and ethical use of the resources before approving their child's use. Teachers and other employees of the school district are available to answer questions of students and parents. Students applying for and accepting a USER ID are making a commitment to adhere to those policies and to conduct themselves according to the highest standards. Students must be aware of the prohibitions and what constitute violations of the Acceptable Use Policy because there are consequences for inappropriate, unauthorized, and/or illegal use that vary depending on the violation, which are determined on a case-by-case basis.

This informational summary should not be interpreted as a replacement or conflict to the Acceptable Use [Policy 815](#); the Acceptable Use Policy is fully incorporated into this Handbook as if it was fully stated here in its entirety.

ACCEPTABLE USE

Access to inappropriate material and other prohibitions (as defined in the policy) are prohibited. Generation and/or transmission of any material in violation of any federal, state, or local law, website, service provider, and app terms, and school district policies, regulations, rules, and procedures also are prohibited. Examples include using owner's copyright protected materials without the owner's permission, or a permitted exclusion such as fair use, using threatening, obscene or racist language, or material violating the privacy or security of other students, employees', and school districts' data/ information/resources; and bypassing or disabling and filtered or blocking.

USER IDs

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information and news, access to databases, and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

SECURITY

Users will be responsible for keeping individual accounts secure. Keeping passwords secret, using the software provided by the school district, and keeping up to date about how to not fall for malicious hacking attempts are only a few of the ways that help. The school district has installed security measures to ensure appropriate usage. Any user(s) who has a history of computer misuse may be denied access to an account. Only school district approved and issued encryption technology may be used and only with prior approval by the network administrator. Users who believe they have identified a security problem must notify a teacher or administrator with the details of the problem as soon as possible.

LIABILITY

The School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The school district will not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify the School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

VANDALISM

Vandalism includes any attempt to harm any hardware or software, or the data of another user of the network. This includes, but is not limited to the uploading or creation of viruses, worms, or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account and could be referred to law enforcement and other appropriate legal authorities.

PRIVACY

E-mail is not guaranteed to be secure. The user should assume that electronic communications sent through a network are not private but can be read. In addition, the school district may access e-mail and/or files stored in user accounts of the School District for various reasons.

EDUCATIONAL NETWORK GUIDELINES

The Keystone Central School District (KCSD) strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. Parents are encouraged to review and discuss with their child(ren) the current school policies (located on our website) regarding technology and social media before approving their use by a child. All uses of the school district network facilities are intended to support and advance the school district's educational mission. Users of the KCSD network and computer systems are expected to follow accepted network etiquette procedures at all times.

TRANSPORTATION SERVICES

School bus transportation is provided for the student's safety and convenience. Transportation is provided as a privilege; it is not a mandate, and therefore can be revoked at any time for misconduct. Students are expected to help maintain the condition of the bus on which they ride.

SCHOOL BUS REGULATIONS

TRANSPORTATION AND SAFETY: District transportation is provided for the purpose of facilitating student participation in education and co-curricular programs. Transportation is provided as a privilege; it is not a mandate, and therefore, can be revoked at any time for misconduct. Students are expected to help maintain the condition of the vehicle on which they ride. Refer to district [Policy 810](#) for additional information.

STUDENT TRANSPORTATION: Students are to get on and off the bus at their assigned stop. Students wishing to ride a bus other than the one assigned must present a note written by a parent or guardian to the main office to get the note approved by an administrator. The note must be presented to the bus driver on the day listed. This request can only be granted if there is seating available on the bus. A student getting off the bus at any stop other than his/her own without a permission slip signed by the school administrator is in violation of school policy. Students should be at the bus stop five minutes prior to the scheduled arrival of the bus.

TRANSPORTATION DISCIPLINE PROCEDURES: A student who cannot maintain self-discipline while using transportation endangers the health and safety of other passengers and therefore forfeits this privilege and must rely on other means of transportation. A school administrator may suspend riding privileges. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely. Drivers will report all incidents to the Administrator on a "Transportation Discipline Form". Students who do not follow transportation policy may receive detention, riding suspension or other appropriate disciplinary action in accordance with the infraction. Vehicles will be monitored using video and audio surveillance to maintain a secure environment so that our drivers can focus their attention on providing safe transport to and from school.

A. BUS STOP REGULATIONS

1. Arrive at the bus stop on time-five minutes prior to the time the bus is scheduled to arrive.
2. Wait for your bus in a safe place - well off the roadway. Bus riders must conduct themselves in a safe orderly manner while waiting.
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus - check to make sure all traffic has stopped.

B. BUS RIDING REGULATIONS

PBIS expectations continue on all school buses. We expect that all our students will:

Be Safe

- Keep all hands, feet and objects to self and inside the bus
- Stay seated
- Face Forward
- Keep the isles clear
- Use appropriate language, tone, and volume

Be Responsible

- Clean up after yourself
- Get bus notes approved prior to riding a different bus
- Be on time
- See something, say something

Be Respectful

- Listen to the bus driver and follow directions the first time given
- Be considerate of the personal property and space of others

Be Kind

- Be polite to others
- Greet the bus driver and others appropriately

Be Present

- Arrive to the bus stop 5 minutes before the bus is scheduled to pick you up

C. BUS UNLOADING PROCEDURES

1. Students should exit the bus in a quiet, orderly manner, and proceed directly to their assigned area at school or to their home.
2. Students who must cross the road should cross ten feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch the driver for signals to cross.

D. EXTRA-CURRICULAR ACTIVITIES/FIELD TRIPS

1. The above regulations apply to any trips under school sponsorship.
2. Students should respect and obey the chaperones assigned to the trip

E. EMERGENCY PROCEDURES

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

F. DISCIPLINE PROCEDURES

A student who cannot maintain self-discipline while using transportation endangers the health and safety of other passengers, therefore forfeits this privilege, and must rely on other means of transportation. **A school administrator may suspend riding privileges. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely.** Drivers will report all incidents to the Administrator on a “**Transportation Discipline Form**”. Students who do not follow transportation policies may receive detention, riding suspension, or other appropriate disciplinary action in accordance with the infraction. **Vehicles will be monitored using video and audio surveillance to maintain a secure environment so that our drivers can focus their attention on providing safe transport to and from school.**

Violations and procedures affecting safety are listed in the following table in accordance with [Policy 810](#).

Minor Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Disrespect/disruption Failure to comply with bus safety expectations	Insubordination to the driver or monitor Bullying other passengers, driver or monitor Refusing to sit in assigned seat Standing or changing seats while the vehicle is in motion Riding a vehicle that the student is not assigned to ride without approval Getting on/off at an unassigned stop Crowding the door or isle before the vehicle stops Pushing or inappropriate contact when getting on/off Eating/drinking on the vehicle and placing litter inside the vehicle Other offenses are defined in building level policy	a. There is immediate intervention by the bus driver/staff member who is supervising the student or who observes the misbehavior. b. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member using the Transportation Discipline Form c. Parent/Guardian Notification of the incident. d. Repeated misbehavior requires a conference with appropriate school personnel.	Reteaching of Expectations Restorative Circle Plan to Repair Harm Counseling Withdrawal of privileges Detention Parental Intervention First Offense Transportation Discipline Form, written by driver/monitor, submitted to building administrator, <u>and</u> disciplinary action by category. Second Offense Suspension from daily transportation for <u>up to</u> three (3) days <u>and</u> disciplinary action by category. Third Offense Suspension from daily transportation for <u>up to</u> five (5) days <u>and</u> disciplinary action by category.
Major Violations			
Categories	Examples	Procedures	Disciplinary Options & Responses
Any action that creates an unsafe environment for the bus driver and/or other	Fighting or rough horseplay	a. A proper and accurate record of the offenses and disciplinary action is maintained by the staff	Reteaching of Expectations Restorative Conference Plan to Repair Harm

passengers.	Damaging, destroying or altering the vehicle or video/audio equipment in any way Throwing any objects inside the vehicle or out the window or door Loud or offensive language and/or obscene gestures Placing hands, feet or any part of the body outside of the vehicle Striking matches or lighters; lighting fireworks or other incendiary devices Smoking, vaping or using/possessing tobacco in any form Controlled substance possession or use Any conduct that endangers the lives of the passengers or distracts the driver Other offenses as defined in the building level policy	member using the Transportation Discipline Form b. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. c. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. d. There is restitution of property and damages.	Counseling Withdrawal of privileges Detention Parental Intervention Alternative programs Out-of-school suspension Revocation of busing privileges due to violation of regulations Parental intervention KCSD Police intervention First Offense Suspension from daily transportation for up to 5 three (3) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to five (5) days. Second Offense Suspension from daily transportation for five (5) days and disciplinary action by category. Depending on the severity and nature of the incident, the suspension may extend up to an additional five (5) days. Third Offense Suspension from daily transportation for ten (10) days and disciplinary action by category.
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The Keystone Central School District has taken proactive measures to improve passenger safety on our vehicles. A student that continues to violate district transportation policy may lose riding privileges for the entire school year. Families are responsible for the transportation of pupils suspended from riding. The compulsory school attendance laws remain in effect while the student is suspended from riding.

G. BUS SURVEILLANCE

School Vehicle Surveillance: The Keystone Central School District School Board has adopted policy [810.2](#), permitting the use of video/audio recording equipment on all school vehicles as a means to monitor and help maintain a safe environment for students, drivers and monitors. The video/audio recording equipment may be used on school vehicles for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

LETTER OF AGREEMENT

SCHOOL-BASED OUTREACH SERVICES STUDENT ASSISTANCE SERVICES

Between

LYCOMING-CLINTON JOINDER BOARD

And

KEYSTONE CENTRAL SCHOOL DISTRICT

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **KEYSTONE CENTRAL SCHOOL DISTRICT (KCSD)** as it relates to joint operation and financing of School-Based Outreach Services and Student Assistance Services.

1. The **Joinder** will designate a qualified casework level position to provide information and referral, assessment of needs, prevention, and short-term intervention for students and families in the **KCSD**.
2. The **Joinder** will ensure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **KCSD** will jointly determine the array of services to be provided, including but not limited to home visits, group, individual, and family sessions, mental health assessments, classroom observation, educational presentations, and faculty consultation.
4. The **Joinder** will assure that the School-Based position will serve as the SAP liaison for mental health assessments and services, and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **KCSD** will establish truancy protocols for referral, assessment, and intervention services and supports to be provided by the School-Based position.
6. The **KCSD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School-Based outreach services will be provided forty (40) hours per week on a 12-month basis. Every effort will be made to limit vacation time during the school year. Back-up and day-to-day supervision will be provided by the **Joinder**.
8. In the event of a staff vacancy, the **Joinder** shall make reasonable efforts to ensure continuity of services to **KCSD** during the recruitment, interviewing, and

hiring process. During such interim periods, the supervisor for the School-Based Outreach program shall provide coverage for essential program functions, including SAP meetings, intake of new referrals, coordination of services, and oversight to ensure students continue to receive appropriate support services. The supervisor providing the interim coverage shall not be required to be physically present within the school building on a full-time basis during the vacancy period.

9. **KCSD** acknowledges that school-outreach services are a partnership between the school district and the **Joinder**. The **Joinder** will incur administrative and operational costs associated with recruitment, civil service requirements, interviewing, hiring, onboarding, and supervisory coverage responsibilities during vacancy periods. Accordingly, no reimbursement, reduction in payment, or financial offset shall be owed to **KCSD** during such interim staffing periods, provided the **Joinder** continues to maintain and oversee service delivery.
10. The **KCSD** will designate office space for the assigned **Joinder** staff position and will define an internal system to schedule time in each building and develop a system to make referrals and request activities.
11. The **Joinder** and **KCSD** agree to design a system to collect data on services provided for further analysis, program development, grant writing, and consumer satisfaction.
12. The **Joinder** and **KCSD** agree that each Party is responsible to obtain appropriate insurance coverage for their organization and that each Party shall hold the other Party harmless from any and all claims arising from their respective activities, responsibilities, and obligations under this Agreement.
7. The **Joinder** and **KCSD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding. These services are contingent on the **Joinder's** continued receipt of funds through the Pennsylvania Department of Human Services.
13. The **KCSD** agrees to pay \$17,325.00 per position for a total of **\$34,650.00** in the FY 2026-2027 school year, to be paid in two equal installments upon invoice by the **Joinder** in August 2026 and January 2027.
14. The **Joinder** may terminate this Agreement prior to the end of the annual term, with or without cause, by providing written notice to the other party hereto of its election to terminate the Agreement.

15. This Agreement embodies and includes the entire agreement between the Parties with respect to the subject matter contained herein, and no reliance is placed upon previous writings, communications, or implied representations, inducements, or understandings of any kind whatsoever, and they are excluded herefrom. No term or provision of this Agreement may be unilaterally modified or amended. Any alteration or amendment must be reduced in writing and signed by the Parties and attached to the original of the Agreement.
16. This Agreement may be signed in counterpart originals and, when assembled together, shall constitute a singular, original agreement. Facsimile and electronic "PDF" signatures of this Agreement shall be treated as original signatures and given full force and effect.

This Agreement shall be in effect from **7/1/26 to 6/30/27**.

(remainder of page intentionally left blank, with signature page to follow)

IN WITNESS WHEREOF, the duly authorized officers of the Parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

APPROVED AS TO LEGALITY AND FORM

Jonathan L. DeWald, Esq.
Lycoming-Clinton Joinder Solicitor

**KEYSTONE CENTRAL
SCHOOL DISTRICT**

Dr, Alan Lonoconus, Superintendent

Date: _____

Elisabeth Lynch, School Board President

Date: _____

**LYCOMING-CLINTON
JOINDER BOARD**

Commissioner Jeffrey Snyder
Joinder Board President

Date: _____

Keith Wagner, Exec. Director
Joinder Board Secretary

Date: _____

Reviewed:

Lori Kriner
MH/ID/EI Fiscal Officer

Date: _____

LETTER OF AGREEMENT

STUDENT ASSISTANCE PROGRAM SERVICES

This Letter of Agreement is between the **Lycoming-Clinton Joinder Board (LCJB)**, located at **33 W. Third Street, 4th Floor, Williamsport, PA, 17701** and the **Keystone Central School District (District)**, located at **86 Administration Drive, Mill Hall, PA, 17751**. Both parties agree to cooperate in providing services for the Student Assistance Program.

SECTION A: Provider Agency Responsibilities

The **Lycoming-Clinton Joinder Board (LCJB)** agrees to adhere to all related Federal, State and Local laws pertaining to the delivery of mental health services and any other statutory or regulatory provisions pertaining to the Student Assistance Program (SAP). Additional responsibilities of the SAP liaison provider agency include:

1. The **LCJB** agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team meetings that will be held periodically throughout the year.
2. The **LCJB** agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP mental health liaison services to the **District** as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building's Student Assistance Program Core Team (hereinafter referred to as the SAP team). The SAP liaison will attend the scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management and follow-up services.
3. The SAP liaison will provide site-based student screenings/assessments for mental health treatment if recommended by the SAP team and parent/guardian permission is secured or arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.
4. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The SAP liaison may assist the identified student and/or family in linking up with the appropriate services.
5. The SAP Liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as needed/requested by the **District**.
6. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per State standards and guidelines.
7. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in the **District**.

8. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning.
9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the **District** for policy development in areas related to his/her field of expertise.

SECTION B: School District Responsibilities

The **Keystone Central School District (District)** agrees to comply with all related Federal, State, and Local laws pertaining to the delivery of mental health services within school districts, including, but not limited to, the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The **District** also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the **District** include:

1. The **District** will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
2. The **District** will provide copies of their alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
3. The **District** will provide family and community education on the Student Assistance Program.
4. The **District** will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
5. The **District** will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
6. The **District** will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
7. The **District** will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.

8. The **District** will appoint a representative from Central Office, along with the Building Administrator(s) or designee(s), to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider Agency (LCJB) and District (Keystone Central) agree to the following regarding records:

All records generated by the **District's** Student Assistance Team, with respect to individual students, are records of the **District**; the retention and disclosure of which shall be governed by the policies of the **District** and applicable Federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure form a child's school record.

HIPAA is a Federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the **LCJB** for screening/or assessment, the records generated become the property of the **LCJB** and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and services provided by **LCJB**; the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and **LCJB** SAP Liaison meet to discuss conflict.
- Step 2. School Building Administrator, County Mental Health Administrator meet.

- Step 3. Chief School Administrator/Superintendent, Office of Mental Health
Community Program Manager and Pennsylvania Network for Student
Assistance Services' Regional Coordinator meet.
- Step 4. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms

As a result of this agreement, SAP liaisons, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

Effective dates of this agreement are **July 1, 2026** through **June 30, 2027** and continued from year to year unless either party requests to amend or terminate the Agreement. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

KEYSTONE CENTRAL SCHOOL DISTRICT

LYCOMING-CLINTON JOINDER BOARD

Dr. Alan Lonoconus, Superintendent

Keith A. Wagner, Executive Director
Joinder Board Secretary

Date: _____

Date: _____

**JOINDER BOARD AND EXECUTIVE COMMITTEE
2026 MEETING DATES**

January 21, 2026	JOINDER BOARD	<u>9:00 a.m.</u>	33 W. Third Street Williamsport, PA 17701
February 18, 2026	EXECUTIVE COMMITTEE	<u>9:30 a.m.</u>	2 Piper Way Lock Haven, PA 17745
March 18, 2026	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	33 W. Third Street Williamsport, PA 17701
April 15, 2026	JOINDER BOARD	9:00 a.m.	33 W. Third Street Williamsport, PA 17701
May 20, 2026	EXECUTIVE COMMITTEE	<u>9:30 a.m.</u>	2 Piper Way Lock Haven, PA 17745
June 17, 2026	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	33 W. Third Street Williamsport, PA 17701
July 15, 2026	JOINDER BOARD	<u>9:00 a.m.</u>	33 W. Third Street Williamsport, PA 17701
August 19, 2026	EXECUTIVE COMMITTEE	<u>9:30 a.m.</u>	2 Piper Way Lock Haven, PA 17745
September 16, 2026	EXECUTIVE COMMITTEE	<u>1:00 p.m.</u>	33 W. Third Street Williamsport, PA 17701
October 21, 2026	JOINDER BOARD	<u>9:00 a.m.</u>	33 W. Third Street Williamsport, PA 17701
November 18, 2026	EXECUTIVE COMMITTEE	<u>9:30 a.m.</u>	2 Piper Way Lock Haven, PA 17745
December 16, 2026	JOINDER BOARD	<u>1:00 p.m.</u>	33 W. Third Street Williamsport, PA 17701

2026 School Leadership Conference: Keynote announced!

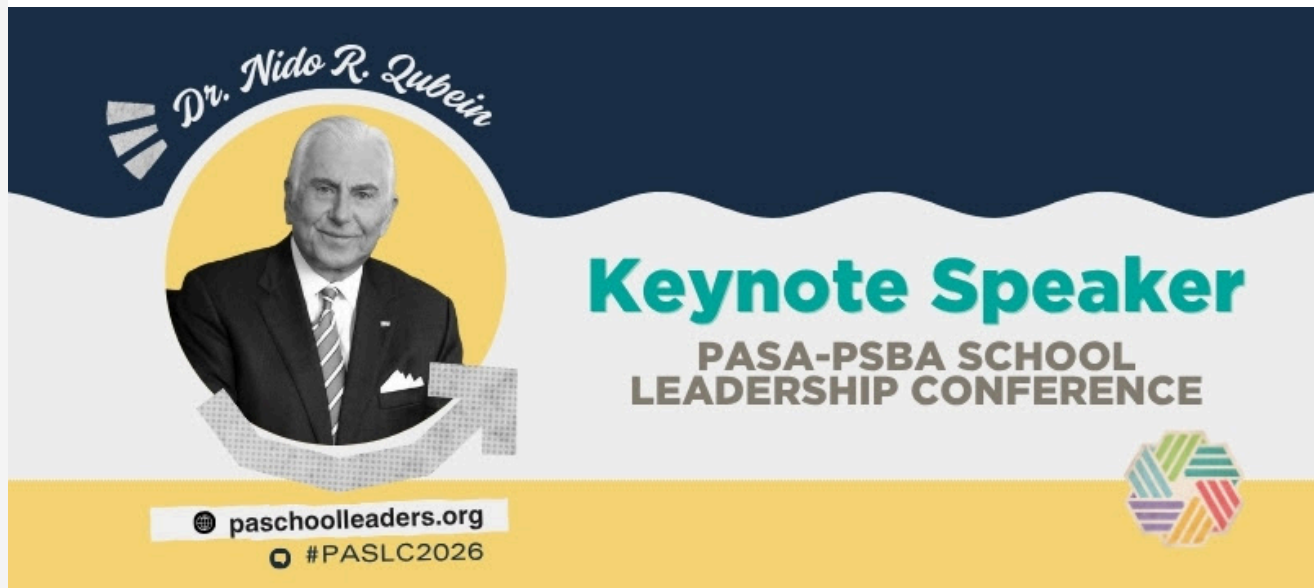
1 message

Pennsylvania School Boards Association <marketing@psba.org>
Reply-To: Pennsylvania School Boards Association <marketing@psba.org>
To: ctaylor@kcsd.k12.pa.us

Tue, Apr 14, 2026 at 3:00 PM

Caution: External (marketing@psba.org)Graymail [Details](#)[Not Graymail](#) [Spam](#) [Phish](#) [More...](#)

View this email in your browser



Dr. Nido R. Qubein

Keynote Speaker

PASA-PSBA SCHOOL LEADERSHIP CONFERENCE

paschoolleaders.org

#PASLC2026

Meet Monday's Keynote Speaker:**NIDO QUBEIN**

Excellent speakers are essential for a great conference, and we're excited to announce our first keynote speaker for the 2026 PASA-PSBA School Leadership Conference! Plus, get details on how you can present and your students can perform at this flagship event for Pennsylvania school leaders. Registration opens later this spring. Plan to join us on October 18-20 at Kalahari Resorts & Conventions.



Dr. Nido R. Qubein is the president of High Point University (HPU). Prior to this role, Dr. Qubein rose to prominence as an internationally known author and consultant. He serves on the corporate boards of several Fortune 500 companies and is executive chair of the Great Harvest Bread Company. Dr. Qubein came to the United States as a teenager with limited knowledge of English and only \$50 in his pocket, before going on to build business partnerships in banking, real estate, publishing and retail businesses. His inspiring life story is one filled with adversity and abundance. He is an educator, philanthropist and passionate advocate for the development of our future leaders.

[Read the full bio](#)

Don't miss your chance to present or perform at conference!

APPLY TO PRESENT

Share your experience, insights and innovative practices with other conference attendees in an education session on October 18, 19 or 20.

Presentation topics should appeal to a broad audience of school leaders — from governance to instruction, operations to culture and everything in between.

Use the button below to submit your proposal by May 8.

CLICK HERE TO APPLY

APPLY TO PERFORM

Your school entity's outstanding student performing arts group could be featured on the conference stage. We are seeking Student Showcase performers for Sunday, October 18, 6:00–8:00 p.m. and small-group ensembles for short performances throughout the Exhibit Hall on October 19–20.

Applications for student groups are due June 1. [Click here](#) to download a print copy of the application or click the button below to apply online.

CLICK HERE TO APPLY

Questions? Contact conferenceinfo@PSBA.org with questions about conference.



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You are receiving this email because you are a PSBA member.

Our mailing address is:
400 Bent Creek Blvd.
Mechanicsburg, PA 17050

Want to change how you receive these emails?
You can update your preferences or unsubscribe



LEASE AGREEMENT

1720A Crete Street, Moberly, MO 65270
Phone: 800-662-3759, Fax: 800-426-2626

LESSEE LEGAL NAME: Keystone Central School District		Telephone No: 5708934900		
Billing Address: 86 Administration Drive, Mill Hall, PA 17751		Equipment Location (if other than Billing Address): 86 Administration Drive, Mill Hall, PA 17751		
EQUIPMENT DESCRIPTION: (indicate quantity, new or used and include make, model, serial # and all attachments – see below and/or attached Schedule A)				
Unit Quantity	Description of Equipment Leased	Make and Type	Model Number	Serial Number
	* PLEASE REFER TO SCHEDULE A			
BASE TERM IN MONTHS <u>60</u>	TOTAL NUMBER OF LEASE PAYMENTS <u>60 @ \$1,677.14</u> (plus taxes)	END OF LEASE PURCHASE OPTION		(a) Advance Payment: \$0.00
		☒ Fair market value, plus taxes		(b) Security Deposit: \$0.00
		☐ 10% of Equipment cost, plus taxes		(c) Documentation Fee: \$95.00
		☐ \$1.00, plus taxes		Total due a + b + c =: \$95.00
(FMV unless another option is selected. You may not exercise a purchase option if you are in default. If you exercise a purchase option we will convey all of our right, title and interest in such Equipment to you on an AS-IS WHERE IS without warranty.)				

****If more than one lease payment is required as an Advance Payment, the balance will be applied to lease payments in inverse order, starting with the last lease payment. Your obligation to pay all amounts and perform all other obligations is non-cancellable, absolute, unconditional and not subject to abatement, set-off or defense.**

In this agreement ("Lease"), "we," "our," and "us" refers to **LEAF Capital Funding, LLC** as Lessor and "you" and "your" refer to the Lessee. You agree to lease the Equipment upon the following terms and conditions:

1. LEASE PAYMENTS AND TERM: The Lease is enforceable on you upon your execution. The term of the Lease shall commence on the date the Equipment is delivered to you ("Lease Commencement Date"). The first Lease Payment shall be due on the date we specify in the month following the Lease Commencement Date as set forth in our invoice, and the remaining Lease Payments will be due on the same day of each subsequent month (each, a "Payment Date") until paid in full. The Base Term shall commence on the date one month prior to the first Payment Date. We may charge you a portion of one Lease Payment for the period from the Lease Commencement Date until the first day of the Base Term ("Interim Rent"). The Interim Rent shall be due as invoiced. We may adjust the Lease Payments up to 15% if the actual costs are different than the estimate used to calculate the Lease Payments. **On an annual basis, the Monthly Payment may be increased by a maximum of 15% of the amount previously then in effect.**

2. DELIVERY, ACCEPTANCE, USE AND REPAIR: You are responsible for Equipment delivery and installation. You unconditionally accept the Equipment upon the earlier of (a) your oral or written acceptance of the Equipment, or (b) 10 days after delivery of the Equipment. You authorize us to fill in the Lease Commencement Date, serial numbers and other information. **You will not move the Equipment from the above location without our written consent and are responsible for maintaining the Equipment in good repair.** We are not responsible for Equipment or vendor failures.

3. INDEMNIFICATION: You agree to indemnify, defend and hold us harmless from and against any losses, damages, penalties, claims and suits, including attorneys' fees and expenses related to the ordering, manufacture, installation, ownership, condition, use, lease, possession, delivery or return of Equipment.

4. LEASE EXPIRATION, RENEWAL: Unless you notify us at least 90 days prior to the expiration of the Lease of your election to return or purchase the Equipment, this Lease will renew on a month-to-month basis at the same monthly Lease Payment until you either exercise the purchase option or provide us with at least 90 days notice and return the Equipment. If you return the Equipment, (i) it must be to the location we designate and you are responsible for all return costs and we may charge a Restocking Fee equal to one Lease Payment, and (ii) you must securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling. If you exercise a purchase option we will convey all of our interest in such Equipment to you on an AS-IS WHERE IS basis without representation or warranty.

5. LATE FEES AND CHARGES: If any amount is not paid within three (3) days of when due, you agree to pay us a late charge equal to the lesser of 10% of the amount past due or the maximum legal amount. Amounts which are not paid within 30 days of when due shall accrue interest at 1.5% per month (or if less, the maximum legal rate) until paid. You agree to pay \$25 for each pay by phone and \$35 for each returned payment.

6. NO WARRANTY: We do not manufacture the Equipment and you have selected the Equipment and the supplier. **WE MAKE NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY OR FITNESS FOR A PURPOSE AND ARE NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES.**

7. INSURANCE, RISK OF LOSS: You bear all risk of loss or damage to the Equipment from its order until it is returned in the required condition or purchased by you ("Risk Period"). During the Risk Period you will maintain property and liability insurance on the Equipment acceptable to us, naming us loss payee and additional insured. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover

our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of it and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

8. OWNERSHIP AND TAXES: We own the Equipment (excluding licensed software). If you are deemed to own it, you grant us a security interest in the Equipment. You authorize us to file UCC financing statements to confirm our interest. You will pay, when due, all taxes, fines and penalties relating to the purchase, use, leasing and/or ownership of the Equipment. If we pay any taxes, (including property tax), fees or penalties on your behalf, you will pay us the amount we paid plus an administrative fee. You agree to pay us the documentation fee specified above or if not so specified, the greater of either \$125 or 0.5% of the Equipment cost. If we require an Equipment site inspection, or you request administrative services, you agree to reimburse our costs.

9. DEFAULT: If you or any guarantor do not pay us any amount within ten (10) days of its due date, or breach any terms of this Lease, any guaranty or any license relating to the Equipment, you will be in default. If you default, we may require you to do any combination of the following: (a) immediately pay all amounts then due, plus the present value of the remaining Lease Payments, Interim Rent and residual value of the Equipment, as determined by us, discounted at an annual rate of 3%; (b) return all of the Equipment; (c) allow us to repossess the Equipment; or (d) use any and all remedies available to us under applicable law. If you default, you agree to pay the cost of repossession and our attorney's fees and costs. In addition to all other charges and as reimbursement for expenses incurred and not as a penalty, we may require you to reimburse us for the phone calls, letters, and any additional expense incurred in the collection or servicing of this Lease for you. If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You agree that if notice of sale is required by law, 10 days' notice shall constitute reasonable notice. You remain responsible for any amounts that are due after we have applied such net proceeds. We may apply any security deposits to your obligations and if you do not default, the balance will be refunded without interest.

10. ASSIGNMENT: You have no right to sell or assign the Equipment or Lease. We may sell or assign our rights in the Lease and/or Equipment and the new owner will have all our rights but will not be subject to any claim or defense you have against us.

11. ARTICLE 2A: You agree this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code. **You waive all rights and remedies conferred upon a lessee by Article 2A (508-522) of the UCC.** You have received a copy of the Supply Contract or been informed of the identity of the Supplier and you may have rights under the Supply Contract and may contact the Supplier for a description of those rights.

12. CREDIT INFORMATION: You authorize us or any of our affiliates to obtain credit bureau reports, and make other credit inquiries that we deem necessary.

13. CHOICE OF LAW: THIS LEASE WILL BE GOVERNED BY PENNSYLVANIA LAW. YOU CONSENT TO JURISDICTION IN THE STATE OR FEDERAL COURTS IN PENNSYLVANIA AND WAIVE ANY RIGHT TO A TRIAL BY JURY.

14. MISCELLANEOUS: This Lease is the parties' entire agreement and can be amended only in writing signed by both parties. This Lease may be executed in counterparts (manually or by electronic means) and, when transmitted to us shall be binding upon you for all purposes. This Lease is not binding on us until we sign it. You agree not to raise as a defense to the enforcement of this Lease that it was executed or transmitted to us by electronic means. You will use the Equipment only for business purposes and not for personal, family or household use. The USA PATRIOT Act requires us to obtain, verify, and record information that identifies you thus we ask for your name, address and other information or documents that substantiate your identity.

ACCEPTED BY LESSEE: Keystone Central School District	Print Name: _____	Title: _____
X _____	E-Mail Address: _____	Date: _____
Lessee Authorized Signature	Tax ID Number: *****	

PERSONAL GUARANTY: Undersigned guarantees that Lessee will make all payments and perform all other obligations under the Lease when due. Undersigned agrees that this is a guaranty of payment and not of collection, and that we can proceed directly against undersigned without first proceeding against Lessee or the Equipment. Undersigned also waives all suretyship defenses and notification if the Lessee is in default and consents to any extensions or modifications granted to Lessee. Undersigned will pay us all expenses (including attorneys' fees) we incur in enforcing our rights against undersigned or Lessee. If more than one person signs this guaranty, each agrees that his/her liability is joint and several. Undersigned authorizes us and our affiliates to obtain credit bureau reports and make inquiries regarding undersigned's personal credit. **You consent to jurisdiction in the State or Federal courts in Pennsylvania and expressly waive any right to a trial by jury.**

SIGNED X _____	Print Name: _____	E-Mail Address: _____
----------------	-------------------	-----------------------

Accepted by: LEAF Capital Funding, LLC By:	Title: _____	Date: _____
--	---------------------	--------------------



**SCHEDULE A TO LEASE AGREEMENT
(EQUIPMENT DESCRIPTION)**

Lease Application No.: **1152337**

QNT	Equipment Description	New/Used	Make	Model	Serial Number
-----	-----------------------	----------	------	-------	---------------

Location: 86 Administration Drive, Mill Hall, PA 17751

1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 5001ci Copier System	New			
1	Kyocera 4001i Copier System	New			
1	Kyocera 3501ci Copier System	New			
1	Kyocera 3501ci Copier System	New			
1	Kyocera 3501ci Copier System	New			

LESSEE: Keystone Central School District

LEAF CAPITAL FUNDING, LLC

BY: _____

BY: _____

PRINT NAME: _____

PRINT NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____



DELIVERY AND ACCEPTANCE CERTIFICATE

Date of Equipment Delivery: _____

Application No.: 1152337

Keystone Central School District ("**Customer**") hereby certifies that all of the equipment, software and other property (collectively, "**Equipment**") referred to in that certain Agreement related to the above referenced application number (the "**Agreement**") by and between Customer and **LEAF Capital Funding, LLC** ("**LEAF**") has been delivered to and been received by Customer at the location(s) set forth in the Agreement, that all installation or other work necessary prior to the use thereof has been completed, that the Equipment has been examined by the Customer and is in good operating order and condition and is in all respects satisfactory to Customer, and that the Equipment is accepted by the Customer for all purposes under the Agreement. Customer represents and warrants that the Date of Equipment Delivery set forth above and the Billing Address and the Equipment Location set forth in the Agreement are correct. By its execution and delivery of this Acceptance Certificate, Customer hereby reaffirms all of the representations, warranties and covenants contained in the Agreement as of the date hereof, and further represents and warrants to LEAF that no Event of Default, and no event or condition which with notice or the passage of time or both would constitute an Event of Default, has occurred and is continuing as of the date hereof. Customer further certifies to LEAF that Customer has selected the Equipment (and to the extent applicable, the vendor of the Equipment) and has received and approved the purchase order, purchase agreement or supply contract under which the Equipment will be acquired for all purposes of the Agreement.

ACCORDINGLY, CUSTOMER AUTHORIZES LEAF TO PURCHASE THE EQUIPMENT FROM THE APPLICABLE SUPPLIER(S).

DO NOT SIGN THIS DELIVERY AND ACCEPTANCE CERTIFICATE UNTIL YOU HAVE RECEIVED ALL OF THE EQUIPMENT.

CUSTOMER: Keystone Central School District

By: _____

Print Name: _____

Title: _____

E-Mail Address: _____

Date: _____

THE ABOVE SIGNATORY AFFIRMS THAT HE/SHE IS A DULY AUTHORIZED CORPORATE OFFICER OR OFFICIAL, MEMBER, PARTNER OR PROPRIETOR OF THE ABOVE NAMED CUSTOMER.



LEAF AUTOPAY PROGRAM
(AUTHORIZATION TO DEBIT AND CREDIT ACCOUNT BY ACH)

Customer Name: Keystone Central School District

Application Number: 1152337

In connection with the above referenced contract(s) ("Contract"), Customer(s) hereby authorize(s), **LEAF Capital Funding, LLC AND/OR ITS AGENTS, SUCCESSORS AND ASSIGNS** (collectively, "Company"), to initiate ACH credit and/or debit entries, and if necessary, adjust any credit and/or debit entries made in error to the account described below ("Account") at the financial institution named below ("Bank"). The authorization provided herein (this "Authorization") is intended to encompass all amounts due and to become due under the above Contract, including current and past due periodic payments, miscellaneous charges, taxes and late charges. In addition, Customer potentially will enter into future transactions with Company. **Customer hereby acknowledges and agrees that this Authorization shall constitute a continuing Authorization to withdraw amounts for this Agreement as well as all future transaction(s) with the Company.** This Authorization shall not be limited or deemed waived, nor shall Company assume any liability, if for any reason Company delays debiting the Account for amounts due under the Contract. FOR ADMINISTRATIVE PURPOSES, ALL DEBIT AND CREDIT ENTRIES SHALL APPEAR ON THE ACCOUNT AS BEING INITIATED BY **"LEASE SERVICES."**

_____ Recurring Authorization: Initial to the left to authorize a RECURRING ACH authorization.

_____ One-time Payment: Initial to the left to authorize a ONE-TIME debit of the below account of \$95.00 plus taxes.

BANK NAME: _____ ABA/ROUTING NUMBER: _____
BRANCH: _____ ACCOUNT NAME: _____
CITY: _____
STATE: _____ ZIP: _____ ACCOUNT NUMBER: _____

(ATTACH A VOIDED CHECK ON THE ABOVE ACCOUNT)

→ The check number is on the top and bottom right of the check - we do not need the check number.

→ **Account Number** is the middle group of 12 numbers on the bottom of your check.

→ **Routing Number** is the group of 9 numbers on the bottom left of your check.

Customer certifies that all information set forth above is true and correct. Customer agrees to give Company not less than twenty (20) days advance written notification of any termination or change in this Authorization, which shall remain in full force and effect until Company has received such written notification from Customer.

Signature: X _____	Customer Billing Contact Information
Print Name: _____	(if different from information on left):
Title: _____	Name: _____
Date: _____	Title: _____
Phone Number: _____	Phone Number: _____
E-mail Address: _____	E-mail Address: _____

THE PERSON SIGNING ABOVE AFFIRMS THAT HE/SHE IS A DULY AUTHORIZED CORPORATE OFFICER OR OFFICIAL, PARTNER OR PROPRIETOR OF THE ABOVE NAMED CUSTOMER AND THAT THE ACCOUNT IS PRIMARILY FOR COMMERCIAL AND NOT FOR PERSONAL, FAMILY, OR HOUSEHOLD PURPOSES.



State and Local Government Addendum

Reference: **Application No. 1152337**

This State and Local Government Addendum (this "Addendum") is made part of the Agreement related to the above referenced application number ("Agreement") between **LEAF Capital Funding, LLC** ("we" "us" and "ours") and **Keystone Central School District** ("you" and "your"). Capitalized terms used but not defined will have the meaning given to them in the Agreement. If there is any conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum will control and prevail. The parties hereby agree as follows:

1. Funding Intent. You reasonably believe that funds can be obtained sufficient to make all Payments set forth in the Agreement and any other amounts owed during the term of the Agreement. You agree that your chief executive or administrative officer (or your administrative office that has the responsibility of preparing the budget submitted to your governing body, as applicable) will provide for funding for such payments in your annual budget request submitted to your governing body. You covenant that you will do all things lawfully within your power to obtain, maintain and properly request and pursue funds from which the Payments may be made, including making provisions for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding, using your best efforts to have such portion of the budget approved and exhausting all available administrative reviews and appeals in the event such portion of the budget is not approved. If your governing body chooses not to appropriate funds for such payments, you agree that your governing body will evidence such nonappropriation by omitting funds for such payments due during the applicable fiscal period from the budget that it adopts. You and we agree that your obligation to make payments under the Agreement will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. Nothing contained in the Agreement will be interpreted as a pledge of your general tax revenues, funds or moneys.

2. Nonappropriation of Funds. If (a) sufficient funds are not appropriated and budgeted by your governing body in any fiscal period for Payments set forth in the Agreement or any other amounts owed to us and (b) you have exhausted all funds legally available for such payments due under the Agreement (together, a "Non-Appropriation Event"), then you will give us not less than ninety (90) days written notice (a "Termination Notice") and the Agreement will terminate as of the last day of your fiscal period for which funds for such payments are available ("Termination Date"). Such termination is without any expense or penalty, except for the portions of such payments and those expenses associated with your return of the Equipment in accordance with the Agreement for which funds have been budgeted or appropriated or are otherwise legally available. You agree that, to the extent permitted by law, you will not terminate the Agreement if any funds are appropriated by you or to you for the acquisition or use of equipment or services performing functions similar to the Equipment during your fiscal period in which such termination would occur. You shall (i) on or before the Termination Date, return the Equipment in accordance with the return requirements set forth in the Agreement, (ii) provide in the Termination Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (iii) deliver to us, upon our request, an opinion of your counsel (addressed to us) verifying that the Non-Appropriation Event as set forth in the Termination Notice has occurred, and (iv) pay us all sums payable to us under the Agreement up to and including the Termination Date. You acknowledge and agree that, in the event of the termination of the Agreement and the return of the Equipment as provided for herein, you shall have no interest whatsoever in the Equipment or proceeds thereof and we shall be entitled to retain for our own account the proceeds resulting from any disposition or releasing of the Equipment along with any advance rentals, security deposits or other sums previously paid by you pursuant to the terms of the Agreement.

3. Authority and Authorization. You represent and agree that: (a) you are a state or a political subdivision or agency of a state; (b) the entering into and performance of the Agreement is authorized under your state laws and Constitution and does not violate or contradict any judgment, law, order, or regulation, or cause any default under any agreement to which you are party; (c) you have complied with all bidding requirements and, where necessary, have properly presented the Agreement for approval and adoption as a valid obligation on your part; and (d) you have sufficient appropriated funds or other moneys available to pay all amounts due under the Agreement for your current fiscal period. Upon our request, you agree to provide us with an opinion of counsel as to clauses (a) through (d) above, an incumbency certificate, and other documents that we request, with all such documents being in a form satisfactory to us.

4. **Government Use.** You agree that (a) you will comply with all information reporting requirements of the Internal Revenue Code of 1986, as amended, including but not limited to the execution and delivery to us of information statements requested by us, and (b) the use of the Equipment is essential for your proper, efficient and economic operation, you will be the only entity to use the Equipment during the term of the Agreement and you will use the Equipment only for your governmental purposes. Upon our request you will provide us with an essential use letter in a form satisfactory to us as to clause (b) above.

5. **Insurance.** You agree to provide and maintain at your own expense (a) property insurance against the loss, theft, destruction of, or damage to, the Equipment for its full replacement value, naming us as loss payee, and (b) public liability and third party property insurance, naming us as an additional insured. You will give us certificates or other evidence of such insurance on the Equipment at such times as we request. All insurance obtained from a third party insurer will be in a form, amount and with companies acceptable to us, and will provide that we will be given 30 days' advance notice of any cancellation or material change of such insurance. If you do not provide us with proof of such insurance, we may secure insurance on the Equipment to cover our interests (and only our interests). If we obtain such insurance, you will pay us an additional amount for the cost of such insurance and an administrative fee, the cost of which may be more than the cost to obtain your own insurance and on which we may make a profit.

6. **Indemnification.** With respect to any claims, actions, or suits that are made against us as a result of your actions, omissions, negligence or willful misconduct ("Claims"), to the extent permitted by law, you agree to reimburse us for, and if we request, defend us against, any such Claims.

7. **Choice of Law.** Regardless of any conflicting provision in the Agreement, **THE AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE IN WHICH YOU ARE LOCATED.**

8. This Addendum supplements and amends the Agreement only to the extent and in the manner set forth, and in all other respects, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF the parties hereto, by their authorized signatories, have executed this Addendum at the date set forth below their respective signatures.

CUSTOMER: Keystone Central School District	LEAF CAPITAL FUNDING, LLC
By: _____	By: _____
Print	Print
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



Price Quote

Keystone Central School District 26-27 Renewal

#20260520-171833971

Issued

May 20, 2026

Expires

August 18, 2026

Ripple Effects

430 Railroad Ave

Suite 209

Pittsburg, CA 94565

United States

Kerry Crespo

kcrespo@rippleeffects.com

Prepared for

Keystone Central School District
86 Administration Dr
Mill Hall, PA 17751
United States

Christina Manning
Dir of Pupil Personnel Services
cmanning@kcsd.k12.pa.us
5708934900

Products & Services

Products & Services	Quantity	Unit price	Price
Annual Update	1	\$970.00	\$970.00
One-time subtotal			\$970.00
Total			\$970.00

Comments

Current services expire 09/08/2026

Professional Development Services & Supports Descriptions

Update Plan

Renewal of your Update Plan includes system upgrades, program updates, and ongoing support for staff implementing the program:

Live Onboarding Webinar

- One customized virtual training session
- Delivered by a Ripple Effects certified trainer
- Covers student programs, dashboard use, and progress monitoring tools
- Training can be tailored to district goals, settings, and technology environment
- Recordings can be made upon request

Ongoing Support

- Phone and email support from Ripple Effects technical and implementation staff
- Access to an on-demand library of implementation resources

All Ripple Effects for Kids and Ripple Effects for Teens license purchases include a virtual Sustainability & Capacity Professional Development Support & Service Package delivered by a dedicated Client Success Director (CSD).

Support services are provided per purchase order (PO) and are intended to support implementation alongside the manuals, videos, and resources available in the Ripple Effects dashboard.

For multi-year (3-year) license packages, these services renew annually for the duration of the subscription.

*Additional customized service packages and on-site training options are available as add-ons.

Sustainability and Capacity Building Professional Development Package (Virtual)

This package provides structured virtual implementation support for:

- **District leadership / program managers**
- **Program implementers (staff working directly with students)**

All services are delivered by a **Client Success Director (CSD)**.

Primary goals:

- Support program launch
- Align implementation with district initiatives
- Monitor program usage and outcomes
- Support long-term sustainability

For Leadership / Program Managers: Ongoing Support for Program Adoption and Management

The CSD works with district leadership to support implementation planning, progress monitoring, and annual program review. Leadership teams also receive **access to the**

Enhanced Data Reporting tool.

Support includes:

Initial Planning	Mid-year Review & Planning	End-of-year Review, Evaluation and Planning
• Define goals and strategies to achieve them • Align with initiatives, curricula, assessments, IEP/504 plans, etc. • Logistical planning – establish training pathways • Support technical set-up & integration	• Support review & analysis of progress data • Identify additional strategies to continue to work towards goals	• Support with analysis of usage data & year-end assessments • Support with reporting and documentation • Consult on strategic planning for upcoming year

Integration Services

Third-party Student Information System integration is available for an additional fee.

Terms and Conditions

Please see our [Terms and Conditions](#) for details.

Fiscal Year: 2026-2027

PASS THROUGH School District Name: _____

Project #: 131-14-0 _____

SUMMARY BUDGET FOR 619 FUNDS -- PASS THROUGH

Refer to fiscal guidelines and grants manual for explanation of budget categories.

Cost Function	Description of Functions	100 Salaries	200 Benefits	300 Purchased Professional & Technical Services	400 Purchased Property Services	500 Other Purchased Services	600 Supplies 800 Dues Fees	700 Property	Total
1200	Special Education								\$0.00
2100	Pupil Personnel Services								\$0.00
2200	Staff Support Services								\$0.00
2300	Administrative Support Services								\$0.00
2400	Health Support Services								\$0.00
2500	Business Support Services								\$0.00
2600	Operation and Maintenance								\$0.00
2700	Student Transportation								\$0.00
2800	Central Support Services								\$0.00
2900	Other Support Services								\$0.00
Column Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					Approved Indirect Cost/Operational				
					Rate: (CF 5000:OBJ 900)				
					Pass Through Funds (If Applicable) (CF 2990: OBJ 899)				
									\$0

DEPARTMENT OF EDUCATION & OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING

PRESCHOOL EARLY INTERVENTION

Fiscal Year: 2026-2027**PASS THROUGH School District Name:****Project #: 131-14-0**

PASS THROUGH SUPPLEMENTARY EXPENDITURE DETAIL

Refer to Accounting Manual for a description of Function and Object Codes. Report expenditures by the combined Minor Object & Function Codes.

List the dollar amount attributable to that Object/Function.

List the name or title of the expenditure.

Provide a brief description of the expenditure as it pertains to salaries/benefits, purchased services, purchased property services, other purchased services, supplies, dues, fees or indirect costs.

[illegible]



**200 Shady Lane, Suite 120, Philipsburg, PA 16866
(814)342-0884 or (800)982-3375**

IDEA 619 Agreement

This Agreement entered into this **1st** day of **July 2026** by and between the Board of Education of the **Central Intermediate Unit 10**, hereinafter called (“CIU 10”), **Keystone Central School District**, hereinafter called (“School District”).

Background

The Office of Child Development and Early Learning (OCDEL) has determined that the estimated **2026/2027** IDEA allocation for the School District is **\$8,673.00** as set forth in Exhibit 1 which is hereby incorporated by reference into this Agreement. The said funds must be used to supplement the provision of special educational and related services for eligible five (5) year old kindergarten-age eligible children remaining in Early Intervention as set forth in the PDE publication “Individuals with Education Improvement Act, Part B, Section 619 – Grants to States Program, Guidelines for the Completion of the Rider H Program Narrative 2011-2012” which is hereby incorporated by reference into this contract.

Witnesseth

In Consideration of the mutual covenants, and intending to be legally bound, the parties hereto agree as follows:

1. School District/Charter School must follow the written procedures for developing a budget and invoicing the CIU 10 as set forth in Exhibit 2.

2. The School District agrees to accept the funds set forth in Exhibit 1 and to comply with the IDEA rules and regulations.
3. The undersigned authorized representatives of the School District hereby certify that the School District governing body has adopted the terms of this agreement and has authorized the undersigned in its behalf to enter into this Agreement.
4. Upon execution of the Agreement, the School District hereby agrees to indemnify and save and hold harmless the CIU 10, members of the Board, officers, agents, servants, and employees from any loss, liability, damages, cost (including, without being limited to, court costs, arbitration costs, administrative proceedings or audits and in the amount of any judgment, award, or decision) and expenses (including, but without being limited to, counsel fees) reasonably paid or incurred in connection with any civil action, criminal action, administrative proceeding, arbitration proceeding or audit or any other type of proceeding or action instituted or threatened against the CIU 10, members of the board, officers, agents, servants, and employees, by reason of any act or thing alleged to have been done or omitted, including negligent acts or omissions by the CIU 10, members of the board, officers, agents, servants, and employees, the payment or administration of the School District IDEA allocations. Further, the School District agrees to indemnify and save and hold harmless the CIU 10, members of the board, officers, agents, servants, and employees from any loss, liability, damages, costs (including but without being limited to, court costs, arbitrations costs, administrative proceedings or audits and in the amount of any judgment , award, or decision) and expenses (including but without being limited to , counsel fees reasonably paid or incurred in connection with any civil action, criminal action, administrative proceeding, arbitration proceeding or audit or any other type of proceeding or action instituted or threatened against the CIU 10, members of the board, officers, agents, servants, and employees by reason by any act of thing alleged to have been done or omitted, including negligent acts or omission, by the School District, a member of its board, officers, agents, servants, and employees in the administrative of the School District's IDEA allocation or compliance with the terms, conditions, duties and responsibilities set forth in Exhibits 1 and 2.

The School District agrees that the foregoing is intended to be as broad and inclusive as its permitted by the law of the Commonwealth of Pennsylvania, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The parties hereto, intending to be legally bound hereby execute this Agreement this **1st day of July 2026.**

Central Intermediate Unit 10

Keystone Central School District

Shawna Rothrock, Board President

Superintendent

Lauryn Weaver, Board Secretary

Exhibit 1

School District	Total School Age Students as of 12/1/2025	Per Child Amount	Pass Through Amount
Bald Eagle Area SD	9	\$413	\$3,717
Bellefonte Area SD	24	\$413	\$9,912
Centre Learning Community CS	0	\$413	\$0
Clearfield Area SD	19	\$413	\$7,847
Curwensville Area SD	12	\$413	\$4,956
Glendale SD	3	\$413	\$1,239
Harmony Area SD	5	\$413	\$2,065
Keystone Central SD	21	\$413	\$8,673
Moshannon Valley SD	12	\$413	\$4,956
Nittany Valley CS	0	\$413	\$0
Penns Valley Area SD	5	\$413	\$2,065
Philipsburg-Osceola Area SD	16	\$413	\$6,608
State College Area SD	25	\$413	\$10,325
Sugar Valley Rural CS	3	\$413	\$1,239
West Branch Area SD	10	\$413	\$4,130
Young Scholars of Central PA CS	2	\$413	\$826
			<u>\$68,558</u>

Exhibit 2

Allowable costs for IDEA 619 can include, but may not be limited to:

- Salaries for the following positions:
 - El Supervisor
 - Clerical Staff
 - Service Coordinators
 - Early Intervention/Preschool Teachers
 - Teacher Aides/Assistants
 - Paraprofessionals
 - Substitutes
 - Audiologists, Psychologists, Speech/Language Pathologists, Nursing Services (if the school district is the payer of last resort), OT, PT, Personal Care Assistants, Physician Services, Psychiatry, Social Work, Vision Services
- Benefits for salaried positions including:
 - FICA. Please ensure a rate of 7.65% is used OR an explanation is provided why that rate was not used.
 - Employer contribution rate. Ensure the rate used doesn't exceed 17.47% of salaries.
 - Unemployment Compensation
 - Workman's Compensation
 - Group Insurance
 - Other benefits required through a collective bargaining agreement
- Contracts for technical services supporting the instructional program
- Rentals for instructional, assessment, therapy and instructional office space
- Equipment leases that support IDEA 619 personnel
- Maintenance (charged as a pro-rated share of all funding)
- Operational costs such as communications (e.g. telephone, printing and binding, and postage), utilities etc. that support IDEA 619 personnel
- Advertising
- Field Trips
- Staff travel costs for service delivery for staff charged to the IDEA 619 budget
- Audit Costs (charged as a pro-rated share of all funding)
- Supplies, books and other pertinent reference materials
- Equipment
- Dues and Fees for organizational memberships
- Indirect Costs not to exceed the school district's approved rate

The following costs are not allowable for IDEA 619:

- Any expenditure made before the beginning of the grant period or after the end of the grant period
- School transportation (except for field trips)
- Administrators
- Construction
- Business Office costs
- Dues and fees for individual memberships
- Travel costs EXCEPT for IDEA 619 paid staff or attendance at IDEA 619 paid activities
- Any costs in excess of the school district's allocation



Policy Number	301
Title	Creating a Position
Adopted	3/2/2017
Last Reviewed	8/14/2024
Version	v1 · 8/12/2026 · DRAFT

Creating a Position

Purpose

Positions will be established to provide effective management and leadership for the operation of the District and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

Authority

Positions for administrative, professional and support employees shall be established by the Board ~~in order to provide the effective leadership and management necessary to operate district schools, and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.~~

The need for merging or creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The recommendation of the Superintendent shall be guided by this Policy and any other applicable factors or circumstances determined by the Board. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools. [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#)

The initial wage, salary or salary range for a merged or new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation. [\[5\]](#)

In the exercise of its authority to merge or create a new position, the Board shall give primary consideration to factors which include, but not limited to, the following:

1. Effective management of district programs.
2. Number of students enrolled.

3. Special needs and academics of students.
4. Operational needs of the district.
5. Financial resources of the district school community.

The Superintendent shall be responsible for recommending a new or additional, administrative, professional or support position, and relevant job description with wage and/or salary range to the Personnel Committee. The Personnel Committee shall make a corresponding recommendation to the Board.

Delegation of Responsibility

Recommendations for a new merged, new or additional position shall include:

1. Job description clearly stating the duties for which the position was created and should be consistent with other job titles of similar roles within the Commonwealth of Pennsylvania's Department of Education.
2. Title that conforms with the appropriate certificate if certification, if certification is required is required.
3. Supporting data and other rationale relevant to the recommendation such as student enrollment and/or academic need.
4. _
5. Identification of the funding source for the position.
- 6.

The Personnel Committee and/or ~~The Board~~ may, through the Superintendent, ~~seek~~ consider the advice employees, the Solicitor and others when creating a new or merged position or increasing the number of employees in existing positions. ~~of administrative staff when creating a new position or increasing the number of employees in existing positions.~~

The Superintendent, in cooperation with the Personnel Committee and Business Manager, shall be responsible for reviewing and maintaining a comprehensive and up-to-date set of job descriptions and wage/salary ranges. ~~or designee shall be responsible to maintain a comprehensive and up-to-date~~ for all positions in the district. Job descriptions shall be prepared in accordance with applicable federal and state laws and regulations. ^[6]

Job Description Posting

All District job descriptions shall be complaint with any and all applicable Federal, State, local, and Keystone Central School District Policies, laws, statutes, codes, ordinances, regulations, guidelines and rules.

Footnotes

[1]

24 P.S. 1001

palegis.us

palegis.us

Legal Reference

View source

[2]

24 P.S. 1106

palegis.us

palegis.us

Legal Reference

View source

[3]

24 P.S. 1107

palegis.us

palegis.us

Legal Reference

View source

[4]

22 PA Code 4.4

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source

[5]

Pol. 328

Policy Reference

Open policy

[6]

Pol. 104

Policy Reference

Open policy

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Educational Sign Language Interpreter
QUALIFICATIONS:	• Degree in sign language interpreting or related field (Deaf Ed., Linguistics) preferred • Minimum of 3.5 on the Educational Interpreter Performance Assessment (EIPA) - or willingness to obtain • Ability to draw from a broad spectrum of knowledge in general studies (humanities, sciences and the arts) the interpreting (theory, psycholinguistics and ethical behavior specific to the educational setting) in order to interpret K-12 coursework • Ability to effectively interpret/transliterate in a variety of modes (American Sign Language, (ASL), Pidgin Signed English (PSE), Manually Coded English (MCE) • Meets all mandates that the state of PA requires of Educational Interpreters
REPORTS TO:	Director of Special Education and Building Principal
JOB GOAL:	To provide sign language interpretation and/or transliteration in the educational environment To provide opportunities for deaf hard of hearing students to increase their independence and sophistication as consumers of sign language

PERFORMANCE RESPONSIBILITIES:

1. Provides interpreting/transliterating in all situations according to the specifications of the student's IEP.
2. Provides interpreting/transliterating for school sponsored activities for staff and/or adults who are Deaf Hard of Hearing (DHOH).
3. Demonstrates professionalism in all ethical areas, especially in applying the Registry of Interpreters for Deaf (RID) Code of Professional Conduct to the educational setting when providing interpretation/transliteration.
4. Participates in the development and presentation of orientations for general education staff and students regarding hearing loss and the role and use of an educational interpreter.
5. Prepares for the interpreting/transliterating situation by seeking necessary information from the speaker (teacher, related service provider, etc.) and by discussing with the speaker and the DHOH individual appropriate access to physical environments (seating, lighting, acoustics).
6. Promotes direct communication between the general education teacher and the DHOH individual without breaching confidentiality .
7. Maintains a document/folder with necessary information/materials to assist a substitute educational interpreter manage his/her assignment when the interpreter is absent.
8. Acts as an integral part of the IEP team by working with all staff involved in educating the student including acting as a liaison between the general education teacher and the teacher of the DHOH.

9. Participates in educational team meetings, IEP team meetings, etc., to provide information related to the student's ability to communicate, communication skills and communication needs.
10. Provides physical assistance to the student as needed.
11. Under the monitoring of the DHOH teacher, is responsible for providing signs/sign concepts in a sign journal that goes back and forth to the student's home for parents/guardians and the student to learn and practice.
12. Demonstrates the ability to express the requirements of the educational program to the student and the needs of the student to the teacher.
13. Demonstrates knowledge of and operates classroom equipment and augmented technology and equipment.
14. When not interpreting or preparing for an interpreting assignment, performs tasks that support students, their education program and the overall operation of the classroom environment.
15. Provides interpreting/transliterating for both DHOH students and their parents/guardians (as appropriate) at meetings and special events.
16. Requires the completion of 20 hours of professional development and interpreter workshop certificates.
17. Serves as resource to the educational team by providing information about research-based theory and practices that apply to the field of interpreting.
18. Assumes any other duty as assigned by the Director of Special Education and/or Building Principal.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Special Education/Autistic Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Special Education
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide a structured, supportive and individualized educational program that addresses the academic, communication, behavioral, social-emotional and functional needs of students with autism through specially designed instruction, evidence-based practices and positive behavioral supports, enabling each student to make progress toward IEP goals and achieve greater independence across school, home and community settings.

PERFORMANCE RESPONSIBILITIES:

- Provide specially designed instruction based on each student's Individualized Education Program (IEP).
- Develop, implement, monitor and revise IEPs in accordance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Provide individualized and small-group instruction addressing academic, communication, behavioral, social-emotional, sensory and functional needs.
- Establish a structured, predictable and supportive learning environment using visual schedules, routines and environmental supports.
- Use evidence-based instructional practices appropriate for students with autism.
- Teach communication, social interaction, self-regulation, daily living, vocational and independence skills.
- Implement augmentative and alternative communication systems, assistive technology and visual supports when identified in the student's IEP.
- Collect and analyze data on IEP goals, academic performance, communication, behavior and functional skills.
- Use student data to adjust instruction, interventions and classroom supports.
- Conduct or assist with Functional Behavioral Assessments and develop and implement Positive Behavior Support Plans.
- Use positive behavioral interventions, reinforcement systems, de-escalation techniques and district-approved crisis procedures.
- Identify and support students' sensory and environmental needs in collaboration with occupational therapists and other specialists.
- Plan for the generalization of skills across people, activities and educational settings.
- Provide opportunities for students to participate in general education and school activities to the maximum extent appropriate.
- Collaborate with general education teachers, related-service providers, behavior specialists, school psychologists, administrators and outside agencies.
- Collaborate and co-plan with general education teachers in order to modify and/or adapt assignments and activities

- Communicate regularly and professionally with parents and guardians regarding student progress, needs and programming.
- Participate in IEP meetings, multidisciplinary evaluation meetings, manifestation determinations and other student-support meetings.
- Maintain accurate and confidential special education records, progress-monitoring data, behavioral documentation and compliance paperwork.
- Direct, train and support paraprofessionals assigned to the classroom or individual students.
- Ensure that staff consistently implement instructional programs, communication systems, behavior plans and safety procedures.
- Support students during transitions between activities, classrooms, programs, grade levels and postsecondary environments.
- Develop and implement transition activities that promote independence in school, community, vocational and daily-living settings.
- Participate in professional development related to autism, communication, behavior, assistive technology and student safety.
- Follow all district policies and applicable federal and Pennsylvania special education requirements.
- Perform other duties related to the position as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Special Education/Deaf Hard of Hearing Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Hearing Impaired PreK-12 Fluent sign language skills preferred
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide individualized, specially designed instruction and consultative support addressing the academic, communication, language, auditory, social-emotional and functional needs of students who are deaf or hard of hearing, enabling them to access the educational environment, make meaningful progress toward their IEP goals and develop independence and self-advocacy skills.

PERFORMANCE RESPONSIBILITIES:

- Provide specially designed instruction and consultative services based on each student's Individualized Education Program (IEP).
- Develop, implement, monitor and revise IEPs in accordance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Assess students' academic, language, communication, auditory, social-emotional and functional needs.
- Interpret educationally relevant audiological information and explain its implications to families and school staff.
- Deliver individualized and small-group instruction using each student's identified communication mode.
- Support the development of receptive and expressive language, literacy, auditory skills, communication and self-advocacy.
- Adapt curriculum, instructional materials, classroom environments and assessments to ensure meaningful access.
- Recommend and implement appropriate accommodations, modifications, visual supports and assistive technology.
- Support the effective use of hearing aids, cochlear implants, remote microphone systems and other hearing-assistance technology within the educational environment.
- Monitor equipment function and coordinate troubleshooting with audiologists, families and appropriate personnel.
- Teach students to understand their hearing loss, manage equipment and advocate for their communication and accessibility needs.
- Collaborate and co-plan with general education and special education teachers to ensure access to instruction and school activities.
- Coordinate services with educational interpreters, audiologists, speech-language pathologists, related-service providers and outside agencies.
- Provide training and consultation to staff regarding hearing loss, communication access, classroom acoustics, equipment use and instructional strategies.
- Observe students in educational settings and recommend changes to seating, lighting, acoustics, communication practices and environmental supports.

- Collect and analyze data related to IEP goals, academic progress, language, communication, auditory access and functional performance.
- Use progress-monitoring data to adjust instruction, services, accommodations and supports.
- Prepare progress reports and maintain accurate and confidential special education records.
- Participate in IEP meetings, multidisciplinary evaluations, reevaluations, transition meetings and other student-support meetings.
- Communicate regularly and professionally with parents and guardians regarding student progress, needs, equipment and programming.
- Support students' participation with nondisabled peers in academic, extracurricular and school activities to the maximum extent appropriate.
- Plan and provide transition instruction related to postsecondary education, employment, independent living and disability-related self-advocacy.
- Promote students' social-emotional development, cultural identity, independence and connection with peers and community resources.
- Travel between district buildings or educational locations when providing itinerant services.
- Maintain professional knowledge of instructional practices, communication approaches, hearing technology and legal requirements affecting students who are deaf or hard of hearing.
- Follow all district policies and applicable federal and Pennsylvania special education requirements.
- Perform other related duties as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Special Education/Emotional Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Special Education
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide a structured, supportive and therapeutic educational environment in which students with emotional and behavioral needs receive specially designed instruction, positive behavioral supports and social-emotional skill development necessary to make progress toward their IEP goals and successfully participate in school and community settings

PERFORMANCE RESPONSIBILITIES:

- Provide specially designed instruction aligned with each student's Individualized Education Program (IEP).
- Develop, implement, monitor and revise IEPs in compliance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Establish and maintain a structured, predictable and supportive classroom environment.
- Teach academic, behavioral, social-emotional and functional skills based on individual student needs.
- Implement positive behavioral interventions and supports, behavior plans and crisis-prevention strategies.
- Collect and analyze data related to IEP goals, academic achievement, behavior, attendance and student progress.
- Conduct or assist with functional behavioral assessments and develop Positive Behavior Support Plans when appropriate.
- Use de-escalation strategies and follow district-approved crisis and safety procedures.
- Differentiate instruction and provide appropriate accommodations, modifications and assistive supports.
- Collaborate and co-plan with general education teachers to adapt lessons, materials, assignments and assessments.
- Coordinate services with school psychologists, counselors, behavior specialists, related-service providers, administrators and outside agencies.
- Communicate regularly and professionally with parents and guardians regarding student progress, concerns and support.
- Participate in IEP meetings, multidisciplinary evaluation meetings, manifestation determinations and other student-support meetings.
- Maintain accurate and confidential special education records, progress reports, behavioral documentation and required compliance paperwork.
- Support students' transition between classrooms, programs, grade levels and postsecondary environments.
- Provide direction and support to paraprofessionals assigned to the classroom or individual students.

- Promote student independence, self-regulation, self-advocacy and responsible decision-making.
- Participate in professional development related to special education, behavior management, trauma-informed practices and student safety.
- Follow all district policies and applicable federal and Pennsylvania special education requirements.
- Perform other duties related to the position as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Special Education/Learning Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Special Education
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide specially designed, individualized instruction and academic and/or behavioral interventions that address the unique learning needs of students with disabilities, enabling them to make meaningful progress toward their IEP goals, access the general education curriculum and develop the skills and independence necessary for success in school and postsecondary settings.

PERFORMANCE RESPONSIBILITIES:

- Provide specially designed instruction aligned with each student's Individualized Education Program (IEP).
- Develop, implement, monitor and revise IEPs in accordance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Deliver individualized, small-group and co-taught instruction in reading, writing, mathematics and other identified academic areas.
- Use evidence-based interventions and instructional practices appropriate to each student's needs.
- Differentiate instruction and provide required accommodations, modifications and assistive technology.
- Support students' access to and progress in the general education curriculum.
- Collaborate and co-plan with general education teachers to adapt lessons, materials, assignments and assessments.
- Collect, analyze and maintain data related to IEP goals, academic achievement, behavior and intervention outcomes.
- Conduct regular progress monitoring and use the results to adjust instruction and interventions.
- Administer formal and informal assessments to identify students' strengths, needs and present levels of performance.
- Prepare progress reports and communicate student progress to parents and guardians at required intervals.
- Participate in IEP meetings, multidisciplinary evaluation meetings, manifestation determinations and other student-support meetings.
- Assist with reevaluations and provide relevant academic, behavioral and functional information.
- Provide case-management services and ensure that IEP timelines, services and documentation requirements are met.
- Communicate IEP accommodations, modifications and responsibilities to staff members who work with assigned students.
- Promote student independence, organization, study skills, self-advocacy and responsible decision-making.

- Establish and maintain a structured, inclusive and supportive learning environment.
- Implement positive behavioral supports and individual behavior plans as required.
- Support students during transitions between classrooms, programs, grade levels and postsecondary settings.
- Collaborate with parents, administrators, school psychologists, counselors, related-service providers and outside agencies.
- Direct and support paraprofessionals assigned to the classroom or individual students.
- Maintain accurate, current and confidential special education records.
- Participate in professional development related to special education, academic interventions, assessment and inclusive practices.
- Follow district policies and all applicable federal and Pennsylvania special education requirements.
- Perform other related duties as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

KEYSTONE CENTRAL SCHOOL DISTRICT POSITION DESCRIPTION

TITLE:	Special Education/Life Skills Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Special Education
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide individualized, specially designed instruction addressing students' academic, communication, social, behavioral, daily living and vocational needs, enabling them to make meaningful progress toward their IEP goals and develop the independence necessary to participate successfully in school, home, community and postsecondary settings.

PERFORMANCE RESPONSIBILITIES:

- Develop, implement, monitor and revise each student's Individualized Education Program (IEP) in accordance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Provide specially designed instruction based on each student's academic, communication, social, behavioral, functional and vocational needs.
- Deliver individualized, small-group and whole-group instruction using evidence-based practices and age-appropriate materials.
- Teach functional academics, including practical reading, writing, mathematics, time, money and community-use skills.
- Teach daily-living skills such as personal care, hygiene, meal preparation, organization, household tasks and personal safety.
- Provide instruction in communication, social interaction, self-regulation, self-advocacy and responsible decision-making.
- Develop and implement transition activities addressing postsecondary education or training, employment and independent living.
- Provide community-based instruction and vocational experiences when required by students' IEPs.
- Promote student independence and reduce adult assistance as students develop necessary skills.
- Implement augmentative and alternative communication systems, assistive technology, visual supports and adaptive equipment.
- Collect and analyze data related to IEP goals, academic achievement, behavior, communication and functional performance.
- Conduct regular progress monitoring and use the results to adjust instruction, interventions and supports.
- Administer appropriate formal and informal assessments, including alternate-assessment preparation when applicable.
- Implement positive behavioral interventions, reinforcement systems and individual Positive Behavior Support Plans.
- Assist with Functional Behavioral Assessments and use district-approved de-escalation and crisis procedures.

- Provide opportunities for students to participate with nondisabled peers in academic, extracurricular and school activities to the maximum extent appropriate.
- Collaborate with general education teachers, related-service providers, behavior specialists, job coaches, administrators and outside agencies.
- Collaborate and co-plan with general education teachers in order to modify and/or adapt assignments and activities
- Communicate regularly with parents and guardians regarding student progress, needs and programming.
- Participate in IEP meetings, multidisciplinary evaluation meetings, manifestation determinations, transition meetings and other student-support meetings.
- Maintain accurate and confidential special education records, progress reports, data and compliance documentation.
- Direct, train and support paraprofessionals assigned to the classroom or individual students.
- Ensure that classroom staff consistently implement IEPs, instructional programs, communication systems, behavior plans, personal-care procedures and safety protocols.
- Coordinate student health, mobility, feeding, toileting and personal-care supports with nurses and related-service providers, as required.
- Maintain a safe, structured, respectful and age-appropriate classroom environment.
- Participate in professional development related to life-skills instruction, transition, behavior, communication, assistive technology and student safety.
- Follow all district policies and applicable federal and Pennsylvania special education requirements.
- Perform other duties related to the position as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Special Education/ Multi-Disciplinary Support Teacher
QUALIFICATIONS:	Bachelor's Degree in Special Education PA Teaching Certification in Special Education
REPORTS TO:	Director of Special Education, Supervisor of Special Education, Building Principal
JOB GOAL:	To provide individualized, specially designed instruction and comprehensive supports addressing students' academic, communication, physical, sensory, behavioral, social-emotional and functional needs, enabling them to make meaningful progress toward their IEP goals and achieve the highest possible level of independence and participation across school, home, community and postsecondary settings.

PERFORMANCE RESPONSIBILITIES:

- Develop, implement, monitor and revise each student's Individualized Education Program (IEP) in accordance with IDEA, Pennsylvania Chapter 14 and district procedures.
- Provide specially designed instruction addressing students' academic, communication, physical, sensory, behavioral, social-emotional, functional and vocational needs.
- Deliver individualized, small-group and whole-group instruction using evidence-based practices and age-appropriate materials.
- Adapt curriculum, instructional activities, classroom environments and assessments to provide meaningful access and participation.
- Teach functional academics, communication, social interaction, self-regulation, daily-living, personal-safety and vocational skills.
- Develop and implement transition programming related to postsecondary education or training, employment and independent living.
- Implement augmentative and alternative communication systems, visual supports, assistive technology and adaptive equipment.
- Collaborate with speech-language pathologists, occupational and physical therapists, nurses and other specialists to integrate related-service recommendations into daily instruction.
- Implement positioning, mobility, transfer, feeding, toileting, personal-care and medical-support procedures as trained and identified in student plans.
- Follow all health, safety, emergency and specialized-care protocols.
- Collect and analyze data related to IEP goals, communication, academic skills, behavior, mobility, self-care and functional performance.
- Conduct regular progress monitoring and use student data to modify instruction, interventions and supports.
- Administer appropriate formal and informal assessments, including alternate assessments when applicable.
- Prepare progress reports and maintain accurate and confidential special education records and compliance documentation.
- Implement positive behavioral interventions, reinforcement systems and individual Positive Behavior Support Plans.

- Assist with Functional Behavioral Assessments and follow district-approved de-escalation and crisis procedures.
- Provide opportunities for students to participate with nondisabled peers in academic, extracurricular and school activities to the maximum extent appropriate.
- Plan for students to generalize skills across people, activities and educational or community settings.
- Promote student choice, self-determination, independence and dignity while gradually reducing unnecessary adult assistance.
- Communicate regularly and professionally with parents and guardians regarding student progress, needs and programming.
- Participate in IEP meetings, multidisciplinary evaluation meetings, transition meetings, manifestation determinations and other student-support meetings.
- Collaborate with general education teachers, related-service providers, behavior specialists, job coaches, administrators and outside agencies.
- Collaborate and co-plan with general education teachers in order to modify and/or adapt assignments and activities
- Direct, train and support paraprofessionals assigned to the classroom or individual students.
- Ensure that classroom staff consistently implement IEPs, communication systems, behavior plans, personal-care procedures and safety protocols.
- Establish and maintain a safe, structured, respectful, accessible and age-appropriate learning environment.
- Participate in professional development related to multiple disabilities, communication, assistive technology, behavior, personal care, transition and student safety.
- Follow all district policies and applicable federal and Pennsylvania special education requirements.
- Perform other duties related to the position as assigned by the building principal or Director of Special Education.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

In accordance with the Association of Clinton County Educators compensation plan.

Adopted by the Board of Directors on August 13, 2026.

Keystone Central School District
Personnel
August 13, 2026

1. Content
2. Support
3. Support (continued)
4. Secretarial
5. Professional
6. Professional (continued)
7. Professional (continued)
8. Administration
9. Volunteers
10. Drivers and Aides
11. Drivers and Aides (continued)

Keystone Central School District
Personnel
August 13, 2026

SUPPORT

Leave of Absence

Leave of absence for **002258**, Support, effective September 9, 2026 through approximately November 4, 2026. Absence is partially compensated.

Employment

Employment of **Keli Shaffer**, Building Assistant, at Central Mountain Middle School, effective the first day of the 2026-2027 school year,, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Tabitha Englert**, General Cafeteria Worker, 6 hrs/day at Mill Hall Elementary School, effective the first day of the 2026-2027 school year, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Nicole Henning**, General Cafeteria Worker, 4.75 hrs/day at Central Mountain High School, effective the first day of the 2026-2027 school year, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Tracy Shade**, General Cafeteria Worker, 4.75 hrs/day at Central Mountain High School, effective the first day of the 2026-2027 school year, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Kristie Poage**, General Cafeteria Worker, 6 hrs/day at Central Mountain High School, effective TBD, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Samuel Schmouder**, 260 Day Custodian, 2nd Shift, 8 hrs/day at Central Mountain Middle School, effective TBD, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Michael Young Jr**, 210 Day Custodian, 2nd Shift, 8 hrs/day at Central Mountain Middle School, effective TBD, at a rate of \$14.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Sabrina Rodriguez**, Behavior Intervention Assistant, at Central Mountain High School School, effective TBD, at a rate of \$17.75/hour, paid from the General Fund per the KCESP Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.***

Keystone Central School District
Personnel
August 13, 2026

SUPPORT (continued)

Transfers

Transfer of **Madison Young**, Building Assistant, Autistic Support, at Robb Elementary School to Building Assistant, Emotional Support, at Mill Hall Elementary School, effective the first day of the 2026-2027 school year. No change in pay. Madison has 1 year of service with Keystone Central School District.

Transfer of **Erin Blazina**, 210 Day Custodian Floater, 8 hrs/day, at home base Central Mountain High School to Personal Care Assistant, at Robb Elementary School effective the first day of the 2026-2027 school year. Rate of pay will be \$17.94. Erin has 1 year of service with Keystone Central School District.

Transfer of **Christa Hamilton**, General Cafeteria Worker, hrs/day, at Central Mountain High School to General Cafeteria Worker, 6.25 hrs/day at Central Mountain High School effective the first day of the 2026-2027 school year. No change in pay. Christa has 1 year of service with Keystone Central School District.*

Resignations/Retirements/Terminations

Resignation of **Jerri Lynn Houtz**, General Cafeteria Worker, at Central Mountain High School, effective July 20, 2026. Jerri has 4 years of service with Keystone Central School District.

Resignation of **Sara Wolfe**, General Cafeteria Worker, at Central Mountain High School, effective July 23, 2026. Sara has 1 year of service with Keystone Central School District.

Resignation of **Mary Kline**, Building Assistant, at Robb Elementary School, effective August 3, 2026. Mary has 1 year of service with Keystone Central School District.

Resignation of **Luckenson Pierre Louis**, Personal Care Assistant, at Central Mountain High School School, effective August 7, 2026. Luckenson has 2 years of service with Keystone Central School District.

Open Support Positions as of August 11, 2026*

Title 1 Building Assistant at Renovo Elementary
(2) Building Assistant at Robb Elementary
Building Assistant at Woodward Elementary
210 Custodian at Central Mountain High School
210 Custodian at Mill Hall Elementary
(2) LPN Assistants, Itinerant
General Cafeteria Worker, 6.25 hrs/day at Central Mountain High School
Personal Care Assistant at Central Mountain High School*

Approve the following General Cafeteria Workers hours for the 2026-2027 school year:

Erica Haas - 7 hrs/day

Earla Yearick - 7.25 hrs/day

Christa Hamilton - 4.75 hrs/day

Melissa Andrews - 6.25 hrs/day

Leann Styers - 6.25 hrs/day

Keystone Central School District
Personnel
August 13, 2026

SECRETARIAL

Leave of Absence

N/A

Employment

N/A

Transfers

N/A

Resignations/Retirements/Terminations

Resignation of **Kathy Muthler**, Benefits Secretary, at Keystone Central School District, effective August 7, 2026. Kathy has 3 years of service with Keystone Central School District.

Open Secretarial Positions as of August 3, 2026

Benefits Secretary

Keystone Central School District
Personnel
August 13, 2026

PROFESSIONAL

Leave of Absence

Leave of absence for **002991**, Elementary Teacher, effective August 20, 2026 through approximately December 23, 2026. Absence is partially compensated.

Leave of absence for **003450**, Elementary Teacher, effective August 20, 2026 through June 9, 2027. Absence is uncompensated.

Employment

Employment of **Cassidy Probst**, as Learning Support teacher, at Central Mountain High School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Austyn Carson**, as Emotional Support teacher, at Central Mountain Middle School, placed at M, step 1, with a salary of \$63,400, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Michael Bower**, as Emotional Support teacher, at Central Mountain High School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Courtney Rex**, as Art teacher, at Bucktail Campus, placed at B, step 3, with a salary of \$ 62,400, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.**

Employment of **Catherine Brylowski**, as Learning Support Teacher, at Central Mountain Middle School, placed at Doc, step 5, with a salary of \$74,500, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.***

Employment of **Molly Snyder**, as Autistic Support Teacher, at Renovo Elementary School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.***

Employment of **Amy Barth**, as Family and Consumer Science Teacher, at Central Mountain High School, placed at M, step 6, with a salary of \$67,910, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.***

Employment of **Saige Allen**, as Spanish Teacher, Long Term Substitute for the full year, at Central Mountain Middle School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to leave of absence.**

Keystone Central School District
Personnel
August 13, 2026

PROFESSIONAL (continued)

Employment of **Daniel Nauta**, as Learning Support Teacher, Long Term Substitute for the full year, at Renovo Elementary School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to leave of absence.**

Employment of **Kiara McDermit**, as Music Teacher, Long Term Substitute until the position is filled, at Mill Hall Elementary School and Central Mountain Middle School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to vacancy.***

Employment of **Gracie Sweka**, as Third Grade Teacher, Long Term Substitute, at Woodward Elementary School, placed at B, step 1, with a salary of \$60,600, effective the first day of the 2026-2027 school year. Salary and Benefits are according to the ACCE Contract. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law. **Filled due to leave of absence.***

Approve **Heather Fye**, as Department Program Leader, at Robb Elementary School at a stipend of \$3372.90, effective the first day of the 2026-2027 school year. **Filled due to vacancy.**

Transfers

Transfer of **Michaela Shafer**, Autistic Support Teacher, at Renovo Elementary School to 4th Grade Teacher, at Robb Elementary School, effective the first day of the 2026-2027 school year. No change in pay. Michaela has 5 years of service with Keystone Central School District.

Transfer of **Leslie Brown**, First Grade Teacher, at Mill Hall Elementary School to Title Interventionist, at Robb Elementary School, effective the first day of the 2026-2027 school year. No change in pay. Leslie has 10 years of service with Keystone Central School District.

Transfer of **Travis Thompson**, Instructional and Behavioral Facilitator, at Central Mountain Middle School to Instructional and Behavioral Facilitator, at Central Mountain High School, effective the first day of the 2026-2027 school year. No change in pay. Travis has 14 years of service with Keystone Central School District.

Transfer of **Eryn Bartlett**, Learning Support/Emotional Support at Bucktail High School to Instructional and Behavioral Facilitator, at Central Mountain Middle School, effective the first day of the 2026-2027 school year. No change in pay. Eryn has 4 years of service with Keystone Central School District.*

Transfer of **Mya Trauger**, Learning Support at Central Mountain Middle School to Reading Interventionist at Central Mountain Middle School, effective the first day of the 2026-2027 school year. No change in pay. Mya has 4 years of service with Keystone Central School District.*

Resignations/Retirements/Terminations

Resignation of **Amanda Gearhart**, Art Teacher, at Bucktail Campus, effective July 15, 2026. Amanda has 1 year of service with Keystone Central School District.

Resignation of **Shana Kinley**, 4th Grade Teacher, at Robb Elementary School, effective July 20, 2026. Shana has 3 years of service with Keystone Central School District.

Keystone Central School District
Personnel
August 13, 2026

PROFESSIONAL (continued)

Resignation of **Christina Onuskanich**, Reading Interventionist Teacher, at Central Mountain Middle School, effective August 3, 2026. Christina has 10 years of service with Keystone Central School District.

Resignation of **Loryn Hughes**, Emotional Support Teacher, at Central Mountain Middle School, effective August 14, 2026. Loryn has 4 years of service with Keystone Central School District.

Resignation of **Bryann Hilty**, Family and Consumer Science Teacher, at Central Mountain High School, effective August 3, 2026. Bryann has 1 year of service with Keystone Central School District.

Resignation of **Heather Boyle**, English Teacher, at Central Mountain Middle School, effective August 19, 2026. Heather has 12 years of service with Keystone Central School District.

Open Professional Positions as of August 11, 2026*

Family Consumer Science at Central Mountain High School - Anticipated
Learning Support/Emotional Support at Bucktail High School*
Learning Support at Central Mountain Middle School*
Biology/General Science at Central Mountain High School*
Music Teacher at Central Mountain Middle School/Mill Hall Elementary*
Autistic Support Teacher at Renovo Elementary*

Approve the following to receive the mentor stipend of \$500 per mentee for the 2026-2027 school year:

Daci Killinger - 1 mentee
Nicole Fravel - 1 mentee
Cheyenne Redcay - 1 mentee
Danielle Newman - 1 mentee
Brett Kleckner - 1 mentee
Patricia Taylor - 1 mentee
Samantha Jarrett - 1 mentee

Approve the following ESS Teacher Substitutes for the 2025-2026 school year:

Heather Robinson
Kelly Baker

INFORMATION

Staff members who received advanced degrees or who reached advanced credit levels prior to the beginning of the 26-27 school year as shown in **Exhibit**.

Keystone Central School District
Personnel
August 13, 2026

ADMINISTRATION

Leave of Absence

Leave of absence for **000879**, Administrator, effective August 3, 2026 through approximately November 3, 2026. Absence is partially compensated.

Employment

Approve the increase for **Taran Helm, Cafeteria Manager** from \$30,388.74 to \$40,388.74 effective August 1. Pay adjustment due to additional duties and an increase from 205 to 215 working days.

Approve the increase for **Esther Kramer, Cafeteria Manager** from \$35,107.99 to \$45,107.99 effective August 1. Pay adjustment due to additional duties and an increase from 205 to 215 working days.

Transfers

N/A

Resignations/Retirements/Terminations

N/A

Open Administrative Positions as of August 3, 2026

Food Services Supervisor

Network Systems Administrator

Keystone Central School District
Personnel
August 13, 2026

Volunteers

Approve the following Smiles Program Volunteers for the 2026-2027 school year:

Donna Saar

Diana Andrus

Jerry Humphrey

Janet DeMarte

Pamela Bowes

Willeen Matter

Rebecca Guerriero

Approve the following Volunteers for the 2026-2027 school year: (see exhibit for comprehensive list)

Sara May - CTC

Hollie Moore - Central Mountain Middle School & Liberty Curtin Elementary School

Ashley Conrad - Robb Elementary School

Brittanie Jones - Woodward Elementary School

Erika Trent - Woodward Elementary School

Ashley Newlen - Woodward Elementary School

Keystone Central School District

Personnel

August 13, 2026

Drivers and Aides

Approve the following drivers and aides for Susquehanna Transit for the 2025-2026 school year. Hiring is contingent upon receipt of all required paperwork including, but not limited to, all necessary background checks that meet the appropriate standard(s) as required by Pennsylvania law:

Barr, Donna - Aide

Bechdel, Scott - Driver

Bitner, Jeff - Driver

Bitner, Kathleen - Van Driver/Aide

Bremigen, Christina - Aide

Brooks, Amy - Van Driver/Aide

Brooks, Debra - Driver

Brooks, Howard - Driver

Burkey, William - Driver

Burkey, Waukera - Aide

Chapman, Paul - Driver

Clossen, Curt - Driver

Clossen, Patricia - Van Driver/Aide

Dawes, Derrick - Van Driver/Aide

Doverspike, Keith - Driver

Dugas, Susan - Aide

Eckenroad, Lori- Aide

Falls, Debra - Aide

Foster, Donald - Driver

Haines, Thomas - Driver

Hamilton, Christina - Driver

Hamilton, Seth - Van Driver/Aide

Harer, Robert - Driver

Hawk, Richard - Driver

Herman, Debbie - Van Driver/Aide

Heydrich, Deborah - Van Driver/Aide

Heydrich, Rachel - Van Driver/Aide

Heydrich, Shane- Driver

Hill, Jessica - Aide

Hubbell, Edward - Aide

Huff, Amanda - Driver

Jolin, Stephanie - Van Driver/Aide

Kelley, Michael - Driver

Kephart, Cam - Driver

Kinley, Mark - Aide

Kitchen, Francis - Driver

Marino-Messina, Kaitlyn - Aide

Merrill, Jacob - Driver

Miller, Brian - Driver

Miller, Elsie - Driver

Miller, Steven - Van Driver/Aide

Moore, Mara - Driver

Nettleton, Becky - Driver

Nettleton, Brandon - Driver

Powell, Tina - Driver

Rogers, Paula - Aide

Rogers, Franklin- Driver

Keystone Central School District
Personnel
August 13, 2026

Drivers and Aides (continued)

Schrum, Rex Allen - Driver
Seasholtz, Tammy - Aide
Sholley, Dustin - Driver
Smeltzer, Ronald- Aide
Smith, Rose - Driver
Stroud, Leonard - Driver
Wachter, Kenneth - Van Driver/Aide
Watkins, Tricia - Aide
White, Tay - Aide
Whitmyre, Edna - Driver
Winslow, Barry - Aide
Wirth, John (Doug) - Driver
Wirth, Kris - Van Driver/Aide
Yeager, Jeffrey - Driver
Wyble, Matthew - Shop

The following professional staff members have received advanced degrees or have reached advanced credit levels prior to the beginning of the 2026-2027 school year. Payment will be in accordance with the current collective bargaining agreement.

Master's Degree

Name	Title	University	Degree Earned	Amount				
Cody Caris	Health & PE Teacher	America College of Education	Master's of Education in Health & Wellness of Education	\$7,285.00				
Kristina Shope	FamilyConsumerScience Teacher	Point Park University	Master of Education Learning, Design, and Technology	\$14,943.00				
Adrian Fortescue	Learning Support Teacher	Indiana University of Pennsylvania	Master of Education	\$14,094.00				
Melina Engler	Emotional Support Teacher	Bloomsburg Commonwealth University of Pennsylvania	Master of Science Special Education	\$12,492.00				
Justin Bower	Learning Support Teacher	West Chester University	Master of Education	\$7,841.00				
Eryn Bartlett	Facilitator	Lock Haven Commonwealth University of Pennsylvania	Master's of Education in Educational Leadership	\$10,836.00				
Katie Hanna	Health & PE Teacher	Lock Haven Commonwealth University of Pennsylvania	Master of Science Sport and Performance Psychology	\$15,642.00				

Master's +12

Name	Title	University	Degree Earned	Amount				
N/A								

Master's +24

Name	Title	University	Degree Earned	Amount				
Clayton Courter	Business Teacher	PSU World Campus	N/A - 12 Additional Credits	\$12,444.00				
Lindsay Kalbach	English Teacher	CUI#10	N/A - 12 Additional Credits	\$1,140.00				
Jacquelyn Newlen	Transition Coordinator	Slippery Rock University	N/A - 12 Additional Credits	\$6,354.00				

Master's +36

Name	Title	University	Degree Earned	Amount				
Morgan Knauff	Third Grade Teacher	Elizabethtown College	N/A - 12 Additional Credits	\$6,300.00				
Megan Lose	Title I Interventionist	Mount St. Joseph University	N/A - 12 Additional Credits	\$8,400.00				

Master's +48

Name	Title	University	Degree Earned	Amount				
Charles Nardi	Business Teacher	Wilkes University	N/A - 12 Additional Credits	\$10,524.00				
Jennifer Walters	School Nurse	Easter Mennonite University	N/A - 12 Additional Credits	\$9,452.70				
Jane Kaluzny	Fifth Grade Teacher	University of Massachusetts Global	N/A - 12 Additional Credits	\$2,320.00				

Master's +60

Name	Title	University	Degree Earned	Amount				
Chad Feerrar	Health & PE Teacher	West Virginia University	N/A - 12 Additional Credits	\$3,150.00				
Danielle Newman	Learning Support Teacher	Carlow University	N/A - 12 Additional Credits	\$2,298.00				

Doctorate

Name	Title	University	Degree Earned	Amount				
N/A								

Keystone Central School District

Student Activities Board Quarterly Report

From Date: 4/1/2026

To Date: 6/30/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.6510.000.000.39.0002.101	BHS ART HONOR CLUB INTEREST	\$0.00	\$0.00	(\$1.87)	\$1.87	\$0.00	\$1.87	0.00%
81.6790.000.000.39.0002.101	BHS ART HONOR CLUB MISC REVENUE	\$0.00	(\$207.00)	(\$568.68)	\$568.68	\$0.00	\$568.68	0.00%
	Department: ART/ART HONOR CLUB - 101	\$0.00	(\$207.00)	(\$570.55)	\$570.55	\$0.00	\$570.55	0.00%
81.6790.000.000.39.0002.102	BHS BUSINESS CLUB MISC REVENUE	\$0.00	(\$552.00)	(\$552.00)	\$552.00	\$0.00	\$552.00	0.00%
	Department: BUSINESS CLUB - 102	\$0.00	(\$552.00)	(\$552.00)	\$552.00	\$0.00	\$552.00	0.00%
81.6510.000.000.39.0002.103	BHS CHOIR/CHORUS INTEREST	\$0.00	\$0.00	(\$4.63)	\$4.63	\$0.00	\$4.63	0.00%
81.6790.000.000.39.0002.103	BHS CHOIR/CHORUS MISC REVENUE	\$0.00	\$0.00	(\$940.08)	\$940.08	\$0.00	\$940.08	0.00%
	Department: CHOIR/CHORUS - 103	\$0.00	\$0.00	(\$944.71)	\$944.71	\$0.00	\$944.71	0.00%
81.6510.000.000.39.0002.104	BHS BAND CLUB INTEREST	\$0.00	\$0.00	(\$3.24)	\$3.24	\$0.00	\$3.24	0.00%
81.6790.000.000.39.0002.104	BHS BAND CLUB MISC REVENUE	\$0.00	\$0.00	(\$669.74)	\$669.74	\$0.00	\$669.74	0.00%
	Department: BAND - 104	\$0.00	\$0.00	(\$672.98)	\$672.98	\$0.00	\$672.98	0.00%
81.3210.890.000.39.0002.106	BHS ENVIRONMENTAL CLUB MISC EX	\$0.00	\$160.00	\$1,288.82	(\$1,288.82)	\$0.00	(\$1,288.82)	0.00%
81.6510.000.000.39.0002.106	BHS ENVIRONMENTAL CLUB INTERES	\$0.00	\$0.00	(\$12.30)	\$12.30	\$0.00	\$12.30	0.00%
81.6790.000.000.39.0002.106	BHS ENVIRONMENTAL CLUB MISC RE	\$0.00	\$0.00	(\$2,452.17)	\$2,452.17	\$0.00	\$2,452.17	0.00%
	Department: ENVIRONMENTAL CLUB - 106	\$0.00	\$160.00	(\$1,175.65)	\$1,175.65	\$0.00	\$1,175.65	0.00%
81.3210.890.000.39.0002.108	BHS NHS CLUB MISC EXPENSE	\$0.00	\$131.55	\$131.55	(\$131.55)	\$0.00	(\$131.55)	0.00%
81.6510.000.000.39.0002.108	BHS NHS CLUB INTEREST	\$0.00	\$0.00	(\$4.15)	\$4.15	\$0.00	\$4.15	0.00%
81.6790.000.000.39.0002.108	BHS NHS CLUB MISC REVENUE	\$0.00	(\$191.00)	(\$992.41)	\$992.41	\$0.00	\$992.41	0.00%
	Department: NHS - 108	\$0.00	(\$59.45)	(\$865.01)	\$865.01	\$0.00	\$865.01	0.00%
81.3210.890.000.39.0002.112	BHS STUDENT COUNCIL MISC EXPEN	\$0.00	\$3,019.00	\$4,019.00	(\$4,019.00)	\$0.00	(\$4,019.00)	0.00%
81.6510.000.000.39.0002.112	BHS STUDENT COUNCIL INTEREST	\$0.00	\$0.00	(\$6.91)	\$6.91	\$0.00	\$6.91	0.00%
81.6790.000.000.39.0002.112	BHS STUDENT COUNCIL MISC REVEN	\$0.00	(\$4,370.00)	(\$5,705.41)	\$5,705.41	\$0.00	\$5,705.41	0.00%
	Department: STUDENT COUNCIL - 112	\$0.00	(\$1,351.00)	(\$1,693.32)	\$1,693.32	\$0.00	\$1,693.32	0.00%
81.3210.890.000.39.0002.113	BHS VARSITY CLUB MISC EXPENSE	\$0.00	\$3,976.02	\$5,759.77	(\$5,759.77)	\$0.00	(\$5,759.77)	0.00%
81.6510.000.000.39.0002.113	BHS VARSITY CLUB INTEREST	\$0.00	\$0.00	(\$8.83)	\$8.83	\$0.00	\$8.83	0.00%
81.6790.000.000.39.0002.113	BHS VARSITY CLUB MISC REVENUE	\$0.00	(\$3,475.59)	(\$7,998.02)	\$7,998.02	\$0.00	\$7,998.02	0.00%
	Department: VARSITY CLUB - 113	\$0.00	\$500.43	(\$2,247.08)	\$2,247.08	\$0.00	\$2,247.08	0.00%
81.3210.890.000.39.0002.114	BHS YEARBOOK CLUB MISC EXPENSE	\$0.00	\$296.00	\$10,724.24	(\$10,724.24)	\$0.00	(\$10,724.24)	0.00%
81.6510.000.000.39.0002.114	BHS YEARBOOK CLUB INTEREST	\$0.00	\$0.00	(\$41.68)	\$41.68	\$0.00	\$41.68	0.00%
81.6790.000.000.39.0002.114	BHS YEARBOOK CLUB MISC REVENUE	\$0.00	(\$1,459.00)	(\$18,381.88)	\$18,381.88	\$0.00	\$18,381.88	0.00%
	Department: YEARBOOK - 114	\$0.00	(\$1,163.00)	(\$7,699.32)	\$7,699.32	\$0.00	\$7,699.32	0.00%
81.3210.890.000.39.0002.146	BHS SWPB MISC EXPENSE	\$0.00	\$1,099.69	\$3,306.59	(\$3,306.59)	\$1,052.35	(\$4,358.94)	0.00%
81.6510.000.000.39.0002.146	BHS SWPB INTEREST	\$0.00	\$0.00	(\$27.47)	\$27.47	\$0.00	\$27.47	0.00%
81.6790.000.000.39.0002.146	BHS SWPB MISC REVENUE	\$0.00	(\$1,572.70)	(\$8,365.19)	\$8,365.19	\$0.00	\$8,365.19	0.00%
	Department: SWPB CLUB - 146	\$0.00	(\$473.01)	(\$5,086.07)	\$5,086.07	\$1,052.35	\$4,033.72	0.00%
81.3210.890.000.39.0002.155	BHS CLASS OF 2025 CASH	\$0.00	\$3,305.25	\$16,439.06	(\$16,439.06)	\$0.00	(\$16,439.06)	0.00%
81.6790.000.000.39.0002.155	BHS CLASS OF 2025 MISC REVENUE	\$0.00	\$0.00	(\$16,439.06)	\$16,439.06	\$0.00	\$16,439.06	0.00%
	Department: CLASS OF 2025 - 155	\$0.00	\$3,305.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
81.3210.890.000.39.0002.161	BHS CLASS OF 2026 MISC EXPENSE	\$0.00	\$16,311.11	\$16,874.06	(\$16,874.06)	\$0.00	(\$16,874.06)	0.00%
81.6510.000.000.39.0002.161	BHS CLASS OF 2026 INTEREST	\$0.00	\$0.00	(\$34.86)	\$34.86	\$0.00	\$34.86	0.00%

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☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.6790.000.000.39.0002.161	BHS CLASS OF 2026 MISC REVENUE	\$0.00	\$531.00	(\$15,214.08)	\$15,214.08	\$0.00	\$15,214.08	0.00%
	Department: CLASS OF 2026 - 161	\$0.00	\$16,842.11	\$1,625.12	(\$1,625.12)	\$0.00	(\$1,625.12)	0.00%
81.6510.000.000.39.0002.163	BHS YOUTH LEADERSHIP INTEREST	\$0.00	\$0.00	(\$18.33)	\$18.33	\$0.00	\$18.33	0.00%
81.6790.000.000.39.0002.163	BHS YOUTH LEADERSHIP MISC REVE	\$0.00	\$0.00	(\$3,541.69)	\$3,541.69	\$0.00	\$3,541.69	0.00%
	Department: YOUTH LEADERSHIP - 163	\$0.00	\$0.00	(\$3,560.02)	\$3,560.02	\$0.00	\$3,560.02	0.00%
81.6510.000.000.39.0002.165	BHS CLASS OF 2027 INTEREST	\$0.00	\$0.00	(\$16.84)	\$16.84	\$0.00	\$16.84	0.00%
81.6790.000.000.39.0002.165	BHS CLASS OF 2027 MISC REVENUE	\$0.00	(\$6,402.00)	(\$9,655.00)	\$9,655.00	\$0.00	\$9,655.00	0.00%
	Department: CLASS OF 2027 - 165	\$0.00	(\$6,402.00)	(\$9,671.84)	\$9,671.84	\$0.00	\$9,671.84	0.00%
81.6790.000.000.39.0002.166	BHS CLASS OF 2028 MISC REVENUE	\$0.00	(\$600.00)	(\$600.00)	\$600.00	\$0.00	\$600.00	0.00%
	Department: CLASS OF 2028 - 166	\$0.00	(\$600.00)	(\$600.00)	\$600.00	\$0.00	\$600.00	0.00%
	Building: BUCKTAIL AREA HIGH SCHOOL - 0002	\$0.00	\$10,000.33	(\$33,713.43)	\$33,713.43	\$1,052.35	\$32,661.08	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.6510.000.000.29.0003.101	CMMS ART HONOR CLUB INTEREST	\$0.00	\$0.00	(\$16.22)	\$16.22	\$0.00	\$16.22	0.00%
81.6790.000.000.29.0003.101	CMMS ART HONOR CLUB MISC REVENUE	\$0.00	\$0.00	(\$3,134.94)	\$3,134.94	\$0.00	\$3,134.94	0.00%
	Department: ART/ART HONOR CLUB - 101	\$0.00	\$0.00	(\$3,151.16)	\$3,151.16	\$0.00	\$3,151.16	0.00%
81.6510.000.000.29.0003.103	CMMS CHOIR/CHORUS CLUB INTEREST	\$0.00	\$0.00	(\$37.95)	\$37.95	\$0.00	\$37.95	0.00%
81.6790.000.000.29.0003.103	CMMS CHOIR/CHORUS MISC REVENUE	\$0.00	\$0.00	(\$7,333.19)	\$7,333.19	\$0.00	\$7,333.19	0.00%
	Department: CHOIR/CHORUS - 103	\$0.00	\$0.00	(\$7,371.14)	\$7,371.14	\$0.00	\$7,371.14	0.00%
81.6510.000.000.29.0003.104	CMMS BAND INTEREST	\$0.00	\$0.00	(\$3.30)	\$3.30	\$0.00	\$3.30	0.00%
81.6790.000.000.29.0003.104	CMMS BAND MISC REVENUE	\$0.00	(\$600.00)	(\$1,238.22)	\$1,238.22	\$0.00	\$1,238.22	0.00%
	Department: BAND - 104	\$0.00	(\$600.00)	(\$1,241.52)	\$1,241.52	\$0.00	\$1,241.52	0.00%
81.3210.890.000.29.0003.111	CMMS SKI CLUB MISC EXPENSE	\$0.00	\$1,309.68	\$6,214.36	(\$6,214.36)	\$0.00	(\$6,214.36)	0.00%
81.6510.000.000.29.0003.111	CMMS SKI CLUB INTEREST	\$0.00	\$0.00	(\$4.60)	\$4.60	\$0.00	\$4.60	0.00%
81.6790.000.000.29.0003.111	CMMS SKI CLUB MISC REVENUE	\$0.00	\$0.00	(\$7,097.53)	\$7,097.53	\$0.00	\$7,097.53	0.00%
	Department: SKI CLUB - 111	\$0.00	\$1,309.68	(\$887.77)	\$887.77	\$0.00	\$887.77	0.00%
81.3210.890.000.29.0003.114	CMMS YEARBOOK CLUB MISC EXPENSE	\$0.00	\$1,704.18	\$1,704.18	(\$1,704.18)	\$0.00	(\$1,704.18)	0.00%
81.6510.000.000.29.0003.114	CMMS YEARBOOK CLUB INTEREST	\$0.00	\$0.00	(\$24.55)	\$24.55	\$0.00	\$24.55	0.00%
81.6790.000.000.29.0003.114	CMMS YEARBOOK CLUB MISC REVENUE	\$0.00	(\$1,744.00)	(\$6,487.87)	\$6,487.87	\$0.00	\$6,487.87	0.00%
	Department: YEARBOOK - 114	\$0.00	(\$39.82)	(\$4,808.24)	\$4,808.24	\$0.00	\$4,808.24	0.00%
81.3210.890.000.29.0003.115	CMMS RENAISSANCE/LEADERSHIP MISC	\$0.00	\$0.00	\$2,952.00	(\$2,952.00)	\$0.00	(\$2,952.00)	0.00%
81.6510.000.000.29.0003.115	CMMS RENAISSANCE/LEADERSHIP INTEREST	\$0.00	\$0.00	(\$0.21)	\$0.21	\$0.00	\$0.21	0.00%
81.6790.000.000.29.0003.115	CMMS RENAISSANCE/LEADERSHIP MISC REVENUE	\$0.00	\$0.00	(\$3,772.00)	\$3,772.00	\$0.00	\$3,772.00	0.00%
	Department: RENAISSANCE LEADERSHIP - 115	\$0.00	\$0.00	(\$820.21)	\$820.21	\$0.00	\$820.21	0.00%
81.3210.890.000.29.0003.121	CMMS LIFE SKILLS MISC EXPENSE	\$0.00	\$70.48	\$70.48	(\$70.48)	\$0.00	(\$70.48)	0.00%
81.6510.000.000.29.0003.121	CMMS LIFE SKILLS INTEREST	\$0.00	\$0.00	(\$1.99)	\$1.99	\$0.00	\$1.99	0.00%
81.6790.000.000.29.0003.121	CMMS LIFE SKILLS MISC REVENUE	\$0.00	\$0.00	(\$384.40)	\$384.40	\$0.00	\$384.40	0.00%
	Department: LIFE SKILLS SPECIAL PROJECT - 121	\$0.00	\$70.48	(\$315.91)	\$315.91	\$0.00	\$315.91	0.00%
81.6510.000.000.29.0003.134	CMMS SALG CLUB INTEREST	\$0.00	\$0.00	(\$4.35)	\$4.35	\$0.00	\$4.35	0.00%
81.6790.000.000.29.0003.134	CMMS SALG MISC REVENUE	\$0.00	\$0.00	(\$840.00)	\$840.00	\$0.00	\$840.00	0.00%
	Department: SALG - 134	\$0.00	\$0.00	(\$844.35)	\$844.35	\$0.00	\$844.35	0.00%
81.6510.000.000.29.0003.135	CMMS STUDENT GOVERNMENT INTEREST	\$0.00	\$0.00	(\$14.02)	\$14.02	\$0.00	\$14.02	0.00%
81.6790.000.000.29.0003.135	CMMS STUDENT GOVERNMENT MISC REVENUE	\$0.00	\$0.00	(\$2,709.86)	\$2,709.86	\$0.00	\$2,709.86	0.00%
	Department: STUDENT GOVERNMENT - 135	\$0.00	\$0.00	(\$2,723.88)	\$2,723.88	\$0.00	\$2,723.88	0.00%
81.3210.890.000.29.0003.136	CMMS CLASS OF 2033 MISC EXPENSE	\$0.00	\$1,506.97	\$1,666.97	(\$1,666.97)	\$0.00	(\$1,666.97)	0.00%
81.6790.000.000.29.0003.136	CMMS CLASS OF 2033 MISC REVENUE	\$0.00	(\$812.00)	(\$5,697.31)	\$5,697.31	\$0.00	\$5,697.31	0.00%
	Department: DEPARTMENT 136 - 136	\$0.00	\$694.97	(\$4,030.34)	\$4,030.34	\$0.00	\$4,030.34	0.00%
81.3210.890.000.29.0003.139	CMMS CLASS OF 2031 MISC EXPENSE	\$0.00	\$4,477.71	\$6,653.88	(\$6,653.88)	\$0.00	(\$6,653.88)	0.00%
81.6510.000.000.29.0003.139	CMMS CLASS OF 2031 INTEREST	\$0.00	\$0.00	(\$25.79)	\$25.79	\$0.00	\$25.79	0.00%
81.6790.000.000.29.0003.139	CMMS CLASS OF 2031 MISC REVENUE	\$0.00	(\$2,347.00)	(\$12,994.31)	\$12,994.31	\$0.00	\$12,994.31	0.00%
	Department: CLASS OF 2031 - 139	\$0.00	\$2,130.71	(\$6,366.22)	\$6,366.22	\$0.00	\$6,366.22	0.00%
81.3210.890.000.29.0003.142	CMMS CLASS OF 2032 MISC EXPENSE	\$0.00	\$3,776.12	\$18,852.62	(\$18,852.62)	\$223.87	(\$19,076.49)	0.00%
81.6510.000.000.29.0003.142	CMMS CLASS OF 2032 INTEREST	\$0.00	\$0.00	(\$22.43)	\$22.43	\$0.00	\$22.43	0.00%

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81.6790.000.000.29.0003.142	CMMS CLASS OF 2032 MISC REVENU	\$0.00	(\$1,978.00)	(\$22,001.42)	\$22,001.42	\$0.00	\$22,001.42	0.00%
	Department: CLASS OF 2032 - 142	\$0.00	\$1,798.12	(\$3,171.23)	\$3,171.23	\$223.87	\$2,947.36	0.00%
81.3210.890.000.29.0003.146	CMMS SWPB CLUB MISC EXPENSE	\$0.00	\$3,311.82	\$10,830.10	(\$10,830.10)	\$30.00	(\$10,860.10)	0.00%
81.6510.000.000.29.0003.146	CMMS SWPB CLUB INTEREST	\$0.00	\$0.00	(\$64.66)	\$64.66	\$0.00	\$64.66	0.00%
81.6790.000.000.29.0003.146	CMMS SWPB CLUB MISC REVENUE	\$0.00	(\$890.00)	(\$19,337.03)	\$19,337.03	\$0.00	\$19,337.03	0.00%
	Department: SWPB CLUB - 146	\$0.00	\$2,421.82	(\$8,571.59)	\$8,571.59	\$30.00	\$8,541.59	0.00%
81.3210.890.000.29.0003.152	CMMS MINI-THON MISC EXPENSE	\$0.00	\$19,903.26	\$33,155.26	(\$33,155.26)	\$0.00	(\$33,155.26)	0.00%
81.6510.000.000.29.0003.152	CMMS MINI-THON INTEREST	\$0.00	\$0.00	(\$0.68)	\$0.68	\$0.00	\$0.68	0.00%
81.6790.000.000.29.0003.152	CMMS MINI-THON MISC REVENUE	\$0.00	(\$451.71)	(\$33,186.53)	\$33,186.53	\$0.00	\$33,186.53	0.00%
	Department: MINI-THON - 152	\$0.00	\$19,451.55	(\$31.95)	\$31.95	\$0.00	\$31.95	0.00%
81.3210.890.000.29.0003.162	CMMS CLASS OF 2030 MISC EXPENS	\$0.00	\$2,189.32	\$5,214.82	(\$5,214.82)	\$0.00	(\$5,214.82)	0.00%
81.6510.000.000.29.0003.162	CMMS CLASS OF 2030 INTEREST	\$0.00	\$0.00	(\$39.45)	\$39.45	\$0.00	\$39.45	0.00%
81.6790.000.000.29.0003.162	CMMS CLASS OF 2030 MISC REVENU	\$0.00	(\$1,244.00)	(\$14,596.12)	\$14,596.12	\$0.00	\$14,596.12	0.00%
	Department: CLASS OF 2030 - 162	\$0.00	\$945.32	(\$9,420.75)	\$9,420.75	\$0.00	\$9,420.75	0.00%
	Building: CENTRAL MOUNTAIN MIDDLE SCHOOL - 0003	\$0.00	\$28,182.83	(\$53,756.26)	\$53,756.26	\$253.87	\$53,502.39	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.3210.890.000.39.0009.101	CMHS ART HONOR CLUB MISC EXPEN	\$0.00	\$559.40	\$559.40	(\$559.40)	\$0.00	(\$559.40)	0.00%
81.6510.000.000.39.0009.101	CMHS ART HONOR CLUB INTEREST	\$0.00	\$0.00	(\$2.35)	\$2.35	\$0.00	\$2.35	0.00%
81.6790.000.000.39.0009.101	CMHS ART HONOR CLUB MISC REVEN	\$0.00	(\$163.00)	(\$795.38)	\$795.38	\$0.00	\$795.38	0.00%
	Department: ART/ART HONOR CLUB - 101	\$0.00	\$396.40	(\$238.33)	\$238.33	\$0.00	\$238.33	0.00%
81.3210.890.000.39.0009.102	CMHS BUSINESS CLUB MISC EXPENS	\$0.00	\$900.00	\$900.00	(\$900.00)	\$0.00	(\$900.00)	0.00%
81.6510.000.000.39.0009.102	CMHS BUSINESS CLUB INTEREST	\$0.00	\$0.00	(\$102.74)	\$102.74	\$0.00	\$102.74	0.00%
81.6790.000.000.39.0009.102	CMHS BUSINESS CLUB MISC REVENU	\$0.00	(\$575.00)	(\$20,936.41)	\$20,936.41	\$0.00	\$20,936.41	0.00%
	Department: BUSINESS CLUB - 102	\$0.00	\$325.00	(\$20,139.15)	\$20,139.15	\$0.00	\$20,139.15	0.00%
81.3210.890.000.39.0009.103	CMHS CHOIR/CHORUS MISC EXPENSI	\$0.00	\$0.00	\$1,275.00	(\$1,275.00)	\$0.00	(\$1,275.00)	0.00%
81.6510.000.000.39.0009.103	CMHS CHOIR/CHORUS INTEREST	\$0.00	\$0.00	(\$1.97)	\$1.97	\$0.00	\$1.97	0.00%
81.6790.000.000.39.0009.103	CMHS CHOIR/CHORUS MISC REVENU	\$0.00	(\$515.00)	(\$1,795.96)	\$1,795.96	\$0.00	\$1,795.96	0.00%
	Department: CHOIR/CHORUS - 103	\$0.00	(\$515.00)	(\$522.93)	\$522.93	\$0.00	\$522.93	0.00%
81.3210.890.000.39.0009.104	CMHS BAND MISC EXPENSE	\$0.00	\$1,021.17	\$1,622.17	(\$1,622.17)	\$0.00	(\$1,622.17)	0.00%
81.6510.000.000.39.0009.104	CMHS BAND INTEREST	\$0.00	\$0.00	(\$13.86)	\$13.86	\$0.00	\$13.86	0.00%
81.6790.000.000.39.0009.104	CMHS BAND MISC REVENUE	\$0.00	(\$1,056.00)	(\$4,917.22)	\$4,917.22	\$0.00	\$4,917.22	0.00%
	Department: BAND - 104	\$0.00	(\$34.83)	(\$3,308.91)	\$3,308.91	\$0.00	\$3,308.91	0.00%
81.3210.890.000.39.0009.105	CMHS DRAMA CLUB MISC EXPENSE	\$0.00	\$7,775.16	\$25,173.88	(\$25,173.88)	\$0.00	(\$25,173.88)	0.00%
81.6510.000.000.39.0009.105	CMHS DRAMA CLUB INTEREST	\$0.00	\$0.00	(\$131.72)	\$131.72	\$0.00	\$131.72	0.00%
81.6790.000.000.39.0009.105	CMHS DRAMA CLUB MISC REVENUE	\$0.00	(\$11,913.66)	(\$51,075.17)	\$51,075.17	\$0.00	\$51,075.17	0.00%
	Department: DRAMA CLUB - 105	\$0.00	(\$4,138.50)	(\$26,033.01)	\$26,033.01	\$0.00	\$26,033.01	0.00%
81.3210.890.000.39.0009.108	CMHS NHS CLUB MISC EXPENSE	\$0.00	\$1,378.49	\$1,378.49	(\$1,378.49)	\$0.00	(\$1,378.49)	0.00%
81.6510.000.000.39.0009.108	CMHS NHS CLUB INTEREST	\$0.00	\$0.00	(\$10.47)	\$10.47	\$0.00	\$10.47	0.00%
81.6790.000.000.39.0009.108	CMHS NHS CLUB MISC REVENUE	\$0.00	(\$208.00)	(\$2,925.92)	\$2,925.92	\$0.00	\$2,925.92	0.00%
	Department: NHS - 108	\$0.00	\$1,170.49	(\$1,557.90)	\$1,557.90	\$0.00	\$1,557.90	0.00%
81.3210.890.000.39.0009.111	CMHS SKI CLUB MISC EXPENSE	\$0.00	\$4,598.80	\$13,632.50	(\$13,632.50)	\$0.00	(\$13,632.50)	0.00%
81.6510.000.000.39.0009.111	CMHS SKI CLUB INTEREST	\$0.00	\$0.00	(\$26.55)	\$26.55	\$0.00	\$26.55	0.00%
81.6790.000.000.39.0009.111	CMHS SKI CLUB MISC REVENUE	\$0.00	(\$1,180.34)	(\$15,501.51)	\$15,501.51	\$0.00	\$15,501.51	0.00%
	Department: SKI CLUB - 111	\$0.00	\$3,418.46	(\$1,895.56)	\$1,895.56	\$0.00	\$1,895.56	0.00%
81.3210.890.000.39.0009.112	CMHS STUDENT COUNCIL MISC EXPE	\$0.00	\$1,217.90	\$2,302.39	(\$2,302.39)	\$0.00	(\$2,302.39)	0.00%
81.6510.000.000.39.0009.112	CMHS STUDENT COUNCIL INTEREST	\$0.00	\$0.00	(\$51.86)	\$51.86	\$0.00	\$51.86	0.00%
81.6790.000.000.39.0009.112	CMHS STUDENT COUNCIL MISC REVE	\$0.00	\$0.00	(\$12,372.44)	\$12,372.44	\$0.00	\$12,372.44	0.00%
	Department: STUDENT COUNCIL - 112	\$0.00	\$1,217.90	(\$10,121.91)	\$10,121.91	\$0.00	\$10,121.91	0.00%
81.3210.890.000.39.0009.114	CMHS YEARBOOK CLUB MISC EXPEN	\$0.00	\$0.00	\$855.44	(\$855.44)	\$0.00	(\$855.44)	0.00%
81.6510.000.000.39.0009.114	CMHS YEARBOOK CLUB INTEREST	\$0.00	\$0.00	(\$14.00)	\$14.00	\$0.00	\$14.00	0.00%
81.6790.000.000.39.0009.114	CMHS YEARBOOK CLUB MISC REVEN	\$0.00	\$0.00	(\$4,199.84)	\$4,199.84	\$0.00	\$4,199.84	0.00%
	Department: YEARBOOK - 114	\$0.00	\$0.00	(\$3,358.40)	\$3,358.40	\$0.00	\$3,358.40	0.00%
81.3210.890.000.39.0009.116	CMHS ORCHESTRA MISC EXPENSE	\$0.00	\$99.82	\$621.89	(\$621.89)	\$0.00	(\$621.89)	0.00%
81.6510.000.000.39.0009.116	CMHS ORCHESTRA INTEREST	\$0.00	\$0.00	(\$1.01)	\$1.01	\$0.00	\$1.01	0.00%
81.6790.000.000.39.0009.116	CMHS ORCHESTRA MISC REVENUE	\$0.00	(\$285.00)	(\$1,588.71)	\$1,588.71	\$0.00	\$1,588.71	0.00%
	Department: ORCHESTRA - 116	\$0.00	(\$185.18)	(\$967.83)	\$967.83	\$0.00	\$967.83	0.00%
81.3210.890.000.39.0009.118	CMHS BUILDERS CLUB MISC EXPENS	\$0.00	\$160.00	\$160.00	(\$160.00)	\$0.00	(\$160.00)	0.00%

Keystone Central School District

Student Activities Board Quarterly Report

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

From Date: 4/1/2026

To Date: 6/30/2026

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.6510.000.000.39.0009.118	CMHS BUILDERS CLUB INTEREST	\$0.00	\$0.00	(\$11.78)	\$11.78	\$0.00	\$11.78	0.00%
81.6790.000.000.39.0009.118	CMHS BUILDERS CLUB MISC REVENU	\$0.00	(\$1,119.00)	(\$3,730.55)	\$3,730.55	\$0.00	\$3,730.55	0.00%
	Department: BUILDERS CLUB - 118	\$0.00	(\$959.00)	(\$3,582.33)	\$3,582.33	\$0.00	\$3,582.33	0.00%
81.6510.000.000.39.0009.121	CMHS LIFE SKILLS INTEREST	\$0.00	\$0.00	(\$0.12)	\$0.12	\$0.00	\$0.12	0.00%
81.6790.000.000.39.0009.121	CMHS LIFE SKILLS MISC REVENUE	\$0.00	\$0.00	(\$22.87)	\$22.87	\$0.00	\$22.87	0.00%
	Department: LIFE SKILLS SPECIAL PROJECT - 121	\$0.00	\$0.00	(\$22.99)	\$22.99	\$0.00	\$22.99	0.00%
81.3210.890.000.39.0009.122	CLAY TARGET LEAGUE CLUB MISC E	\$0.00	\$0.00	\$16,644.30	(\$16,644.30)	\$0.00	(\$16,644.30)	0.00%
81.6510.000.000.39.0009.122	CLAY TARGET LEAGUE CLUB INTERE	\$0.00	\$0.00	(\$85.70)	\$85.70	\$0.00	\$85.70	0.00%
81.6790.000.000.39.0009.122	CLAY TARGET LEAGUE CLUB MISC R	\$0.00	\$0.00	(\$16,558.60)	\$16,558.60	\$0.00	\$16,558.60	0.00%
	Department: CLAY TARGET LEAGUE CLUB - 122	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
81.3210.890.000.39.0009.124	CMHS FFA MISC EXPENSE	\$0.00	\$1,895.00	\$8,410.20	(\$8,410.20)	\$0.00	(\$8,410.20)	0.00%
81.6510.000.000.39.0009.124	CMHS FFA INTEREST	\$0.00	\$0.00	(\$44.11)	\$44.11	\$0.00	\$44.11	0.00%
81.6790.000.000.39.0009.124	CMHS FFA MISC REVENUE	\$0.00	(\$200.00)	(\$16,122.07)	\$16,122.07	\$0.00	\$16,122.07	0.00%
	Department: FFA CLUB - 124	\$0.00	\$1,695.00	(\$7,755.98)	\$7,755.98	\$0.00	\$7,755.98	0.00%
81.3210.890.000.39.0009.126	CMHS GERMAN CLUB MISC EXPENSE	\$0.00	\$146.00	\$887.60	(\$887.60)	\$0.00	(\$887.60)	0.00%
81.6510.000.000.39.0009.126	CMHS GERMAN CLUB INTEREST	\$0.00	\$0.00	(\$24.96)	\$24.96	\$0.00	\$24.96	0.00%
81.6790.000.000.39.0009.126	CMHS GERMAN CLUB MISC REVENUE	\$0.00	\$0.00	(\$6,374.79)	\$6,374.79	\$0.00	\$6,374.79	0.00%
	Department: GERMAN CLUB - 126	\$0.00	\$146.00	(\$5,512.15)	\$5,512.15	\$0.00	\$5,512.15	0.00%
81.3210.890.000.39.0009.129	CMHS KEY CLUB MISC EXPENSE	\$0.00	\$500.00	\$1,270.00	(\$1,270.00)	\$0.00	(\$1,270.00)	0.00%
81.6510.000.000.39.0009.129	CMHS KEY CLUB INTEREST	\$0.00	\$0.00	(\$10.26)	\$10.26	\$0.00	\$10.26	0.00%
81.6790.000.000.39.0009.129	CMHS KEY CLUB MISC REVENUE	\$0.00	(\$365.00)	(\$2,992.99)	\$2,992.99	\$0.00	\$2,992.99	0.00%
	Department: KEY CLUB - 129	\$0.00	\$135.00	(\$1,733.25)	\$1,733.25	\$0.00	\$1,733.25	0.00%
81.6510.000.000.39.0009.131	CMHS READING COMPETITION INTER	\$0.00	\$0.00	(\$1.46)	\$1.46	\$0.00	\$1.46	0.00%
81.6790.000.000.39.0009.131	CMHS READING COMPETITION MISC	\$0.00	\$0.00	(\$281.59)	\$281.59	\$0.00	\$281.59	0.00%
	Department: READING COMPETITION CLUB - 131	\$0.00	\$0.00	(\$283.05)	\$283.05	\$0.00	\$283.05	0.00%
81.3210.890.000.39.0009.132	CMHS SKILLS CLUB MISC EXPENSE	\$0.00	\$14,019.99	\$21,644.03	(\$21,644.03)	\$0.00	(\$21,644.03)	0.00%
81.6510.000.000.39.0009.132	CMHS SKILLS CLUB INTEREST	\$0.00	\$0.00	(\$26.96)	\$26.96	\$0.00	\$26.96	0.00%
81.6790.000.000.39.0009.132	CMHS SKILLS CLUB MISC REVENUE	\$0.00	(\$14,619.09)	(\$25,814.16)	\$25,814.16	\$0.00	\$25,814.16	0.00%
	Department: SKILLS CLUB - 132	\$0.00	(\$599.10)	(\$4,197.09)	\$4,197.09	\$0.00	\$4,197.09	0.00%
81.3210.890.000.39.0009.133	CMHS SPANISH CLUB MISC EXPENSE	\$0.00	\$100.00	\$4,159.00	(\$4,159.00)	\$0.00	(\$4,159.00)	0.00%
81.6510.000.000.39.0009.133	CMHS SPANISH CLUB INTEREST	\$0.00	\$0.00	(\$14.61)	\$14.61	\$0.00	\$14.61	0.00%
81.6790.000.000.39.0009.133	CMHS SPANISH CLUB MISC REVENUE	\$0.00	(\$410.00)	(\$9,034.40)	\$9,034.40	\$0.00	\$9,034.40	0.00%
	Department: SPANISH CLUB - 133	\$0.00	(\$310.00)	(\$4,890.01)	\$4,890.01	\$0.00	\$4,890.01	0.00%
81.6510.000.000.39.0009.141	CMHS NEWSPAPER CLUB INTEREST	\$0.00	\$0.00	(\$0.85)	\$0.85	\$0.00	\$0.85	0.00%
81.6790.000.000.39.0009.141	CMHS NEWSPAPER CLUB MISC REVE	\$0.00	\$0.00	(\$163.75)	\$163.75	\$0.00	\$163.75	0.00%
	Department: NEWSPAPER - THE VIEW - 141	\$0.00	\$0.00	(\$164.60)	\$164.60	\$0.00	\$164.60	0.00%
81.3210.890.000.39.0009.144	CMHS ROTARY CLUB MISC EXPENSE	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
81.6510.000.000.39.0009.144	CMHS ROTARY CLUB INTEREST	\$0.00	\$0.00	(\$12.66)	\$12.66	\$0.00	\$12.66	0.00%
81.6790.000.000.39.0009.144	CMHS ROTARY CLUB MISC REVENUE	\$0.00	(\$762.00)	(\$4,175.74)	\$4,175.74	\$0.00	\$4,175.74	0.00%
	Department: ROTARY/INTERACT CLUB - 144	\$0.00	\$738.00	(\$2,688.40)	\$2,688.40	\$0.00	\$2,688.40	0.00%

Keystone Central School District

Student Activities Board Quarterly Report

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☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
81.3210.890.000.39.0009.146	CMHS SWPB MISC EXPENSE	\$0.00	\$637.35	\$1,633.17	(\$1,633.17)	\$0.00	(\$1,633.17)	0.00%
81.6510.000.000.39.0009.146	CMHS SWPB INTEREST	\$0.00	\$0.00	(\$31.72)	\$31.72	\$0.00	\$31.72	0.00%
81.6790.000.000.39.0009.146	CMHS SWPB MISC REVENUE	\$0.00	\$0.00	(\$9,741.75)	\$9,741.75	\$0.00	\$9,741.75	0.00%
	Department: SWPB CLUB - 146	\$0.00	\$637.35	(\$8,140.30)	\$8,140.30	\$0.00	\$8,140.30	0.00%
81.3210.890.000.39.0009.155	CMHS CLASS OF 2025 EXPENSES	\$0.00	\$0.00	\$2,666.20	(\$2,666.20)	\$0.00	(\$2,666.20)	0.00%
81.6790.000.000.39.0009.155	CMHS CLASS OF 2025 REVENUE	\$0.00	\$0.00	(\$2,666.20)	\$2,666.20	\$0.00	\$2,666.20	0.00%
	Department: CLASS OF 2025 - 155	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
81.3210.890.000.39.0009.161	CMHS CLASS OF 2026 MISC EXPENS	\$0.00	\$27,602.55	\$29,620.06	(\$29,620.06)	\$20.36	(\$29,640.42)	0.00%
81.6510.000.000.39.0009.161	CMHS CLASS OF 2026 INTEREST	\$0.00	\$0.00	(\$93.38)	\$93.38	\$0.00	\$93.38	0.00%
81.6790.000.000.39.0009.161	CMHS CLASS OF 2026 MISC REVENU	\$0.00	(\$7,936.00)	(\$29,498.99)	\$29,498.99	\$0.00	\$29,498.99	0.00%
	Department: CLASS OF 2026 - 161	\$0.00	\$19,666.55	\$27.69	(\$27.69)	\$20.36	(\$48.05)	0.00%
81.0101.000.000.39.0009.164	CMHS CLASS OF 2029 CASH	\$0.00	\$21.90	\$21.90	(\$21.90)	\$0.00	(\$21.90)	0.00%
81.3210.890.000.39.0009.164	CMHS CLASS OF 2029 MISC EXPENS	\$0.00	\$384.42	\$861.24	(\$861.24)	\$0.00	(\$861.24)	0.00%
81.6510.000.000.39.0009.164	CMHS CLASS OF 2029 INTEREST	\$0.00	\$0.00	(\$38.95)	\$38.95	\$0.00	\$38.95	0.00%
81.6790.000.000.39.0009.164	CMHS CLASS OF 2029 MISC REVENU	\$0.00	(\$911.00)	(\$8,981.53)	\$8,981.53	\$0.00	\$8,981.53	0.00%
	Department: CLASS OF 2029 - 164	\$0.00	(\$504.68)	(\$8,137.34)	\$8,137.34	\$0.00	\$8,137.34	0.00%
81.3210.890.000.39.0009.165	CMHS CLASS OF 2027 MISC EXPENS	\$0.00	\$389.69	\$573.34	(\$573.34)	\$0.00	(\$573.34)	0.00%
81.6510.000.000.39.0009.165	CMHS CLASS OF 2027 INTEREST	\$0.00	\$0.00	(\$35.87)	\$35.87	\$0.00	\$35.87	0.00%
81.6790.000.000.39.0009.165	CMHS CLASS OF 2027 MISC REVENU	\$0.00	(\$4,415.18)	(\$12,329.59)	\$12,329.59	\$0.00	\$12,329.59	0.00%
	Department: CLASS OF 2027 - 165	\$0.00	(\$4,025.49)	(\$11,792.12)	\$11,792.12	\$0.00	\$11,792.12	0.00%
81.3210.890.000.39.0009.166	CMHS CLASS OF 2028 MISC EXPENS	\$0.00	\$2,704.25	\$2,704.25	(\$2,704.25)	\$0.00	(\$2,704.25)	0.00%
81.6510.000.000.39.0009.166	CMHS CLASS OF 2028 INTEREST	\$0.00	\$0.00	(\$46.90)	\$46.90	\$0.00	\$46.90	0.00%
81.6790.000.000.39.0009.166	CMHS CLASS OF 2028 MISC REVENU	\$0.00	(\$6,398.82)	(\$15,460.97)	\$15,460.97	\$0.00	\$15,460.97	0.00%
	Department: CLASS OF 2028 - 166	\$0.00	(\$3,694.57)	(\$12,803.62)	\$12,803.62	\$0.00	\$12,803.62	0.00%
81.3210.890.000.39.0009.171	CMHS FCA CLUB MISC EXPENSE	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
81.6510.000.000.39.0009.171	CMHS FCA CLUB INTEREST	\$0.00	\$0.00	(\$5.67)	\$5.67	\$0.00	\$5.67	0.00%
81.6790.000.000.39.0009.171	CMHS FCA CLUB MISC EXPENSE	\$0.00	(\$1,099.00)	(\$2,195.00)	\$2,195.00	\$0.00	\$2,195.00	0.00%
	Department: FCA CLUB - 171	\$0.00	(\$99.00)	(\$1,200.67)	\$1,200.67	\$0.00	\$1,200.67	0.00%
	Building: CENTRAL MOUNTAIN HIGH SCHOOL - 0009	\$0.00	\$14,480.80	(\$141,020.14)	\$141,020.14	\$20.36	\$140,999.78	0.00%

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Account Number

Description

GL Budget

Range To Date

YTD

Balance

Encumbrance

Budget Balance % Bud

Grand Total:

\$0.00

\$52,663.96

(\$228,489.83)

\$228,489.83

\$1,326.58

\$227,163.25

0.00%

End of Report

Keystone Central School District
Personnel
August 13, 2026

ATHLETICS
Miscellaneous

<u>Name</u>	<u>Position</u>	<u>Bldg/Dept</u>	<u>Approximate Beginning-End Date</u>
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Volunteer

Cindi Blazina	Marching Band Volunteer	Central Mountain High/Middle School	7/21/26
Nathan Brinker	Boys Soccer Volunteer	Central Mountain High/Middle School	7/21/26
Jennifer Crawford	Marching Band Volunteer	Central Mountain High/Middle School	7/29/26
Kelly Deems	Marching Band Volunteer	Central Mountain High/Middle School	7/21/26
Laura Kitko	Marching Band Volunteer	Central Mountain High/Middle School	7/29/26
Connor Kleckner	Marching Band Volunteer	Central Mountain High/Middle School	7/21/26
Kathryn Kleckner	Marching Band Volunteer	Central Mountain High/Middle School	7/21/26
Martin Lewis	Marching Band Volunteer	Bucktail Area High School	7/21/26
Michele Long	Marching Band Volunteer	Central Mountain High/Middle School	7/29/26
Nancy Young	Marching Band Volunteer	Central Mountain High/Middle School	7/21/26

Employment

Rhonda Balchun	Game Worker	Bucktail Area High School	7/28/26
Dawn Bechdel	Game Worker	Central Mountain High/Middle School	7/28/26
*Madalyn Bechdel	Head Jr High Softball Coach	Central Mountain High/Middle School	7/29/26
Position is a result of Bryann Hilty's Resignation as the Head JH Softball Coach			
Salary will be of a Category 2 Step 1 \$5,201.00 based on Schedule B			
Michelle Bechdel	Game Worker	Central Mountain High/Middle School	7/21/26
Dylan Caprio	Assistant Wrestling Coach	Central Mountain High/Middle School	7/29/26
Position is a result of Doug Buckwalter's Resignation as the Assistant Wrestling Coach			
Salary will be of a Category 3 Step 4 \$5,365.00 based on Schedule B and prior years of coaching with KCSD			
*John Coover	Game Worker	Bucktail Area High School	8/11/26
*Jason Ditty	Assitant Football Coach	Bucktail Area High School	8/11/26
Position is a result of Opening all positions when the Head Coach Resigned			
Salary will be a Category 3 Step 3 \$5,083.00 based on Schedule B and prior years of coaching with KCSD			
*Ryan Graw	Co-Head Jr. High Football Coach	Bucktail Area High School	8/7/26
Position is a result of Opening all positions when the Head Coach Resigned			
Salary will be 50% of a Category 2 Step 5 \$3,251.00 based on Schedule B and prior years of coaching with KCSD			
*Eleanor Hanna	Student Game Worker	Central Mountain High/ Middle School	8/11/26
*Daniel Heiser	Co-Head Jr. High Football Coach	Bucktail Area High School	8/7/26
Position is a result of Opening all positions when the Head Coach Resigned			
Salary will be 50% of a Category 2 Step 1 \$2,600.50 based on Schedule B			
*Cody Hollick	Assitant Football Coach	Central Mountain High/Middle School	8/11/26
Position is a result of Cole Bitner's Resignation as Assistant Football Coach			
Salary will be a Category 3 Step 1 \$4,518.00 based on Schedule B			
Michael Kramer	Game Worker	Central Mountain High/Middle School	7/21/26

Dallas Kurtz	Game Worker	Central Mountain High/Middle School	7/27/26
April Lucas	Game Worker	Central Mountain High/Middle School	7/29/26
Terry Markle	Game Worker	Central Mountain High/Middle School	7/28/26
*Haylee Miller	Head Jr. High Cheer Coach	Central Mountain High/Middle School	7/28/26
Position is a result of Kristi Dion's Resignation as the Head Cheer Coach			
Salary is based on the Schedule C of the Teachers contract and will be \$4,519.29			
*Jessica Neff	Assistant Volleyball Coach	Central Mountain High/Middle School	8/5/26
Position is a result of Opening all positions when the Head Coach Resigned			
Salary will be of a Category 3 Step 1 \$4,518.00 based on Schedule B			
Jacquelyn Newlen	Head Cheer Coach	Central Mountain High/Middle School	7/28/26
Position is a result of Kristi Dion's Resignation as the Head Cheer Coach			
Salary is based on the Schedule C of the Teachers contract and will be \$4,801.49			
*Bruce Ransom	Head Football Coach	Bucktail Area High School	7/15/26
Position is a result of Kevin Ransom's Resignation as the Head Football Coach			
Salary will be of a Category 1 Step 5 \$8,217.00 based on Schedule B and prior years of coaching with KCSD			
*Jenna Schienke	Co-Head/Assistant Volleyball Coach	Central Mountain High/Middle School	8/5/26
Position is a result of Head Coach Resignation and Opening all positions for re-hire			
Salary will be 50% of a Category 2 & 3 Step 1 added together \$4,859.50 based on Schedule B			
William Serafini	Assistant Football Coach	Central Mountain High/Middle School	7/15/26
Position is a result of Timothy Thompson's Resignation as Assistant Football Coach			
Salary will be of a Category 3 Step 1 \$4,518.00 based on Schedule B			
*John Shearer	Game Worker	Bucktail Area High School	8/11/26
Micahel Smith	Game Worker	Central Mountain High/Middle School	7/28/26
Rebecca Snyder	Game Worker	Bucktail Area High School	7/29/26
Barbara (Barner) Stevens	Game Worker	Central Mountain High/Middle School	7/29/26
*Lisa Wagner	Game Worker	Central Mountain High/Middle School	8/11/26
*Erin Winslow	Co-Head/Assistant Volleyball Coach	Central Mountain High/Middle School	7/29/26
Position is a result of Head Coach Resignation and Opening all positions for re-hire			
Salary will be 50% of a Category 2 & 3 Step 1 added together \$4,859.50 based on Schedule B			
*Corey Woomer	Game Worker	Central Mountain High/Middle School	8/11/26
*Courtney Yourchak	Head Jr. High Volleyball Coach	Central Mountain High/Middle School	7/30/26
Position is a result of Head Coach Resignation and Opening all positions for re-hire			
Salary will be of a Category 2 Step 1 \$5,201.00 based on Schedule B			

-Game Workers are paid on a per event basis - Rates are determine by position and sport listed on Schedule C of the Teachers Contract-

Resignations:

Dylan Caprio	Head Girls Wrestling Coach	Central Mountain High/Middle School	7/16/26
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*Updated Information

