

Keota Elementary

2025-2026



Student & Parent Handbook

(Revised 7.10.2025)

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2025-2026

INTRODUCTION TO KEOTA ELEMENTARY SCHOOL

This handbook is designed to help you and your classmates become responsible, informed members of our school community. We encourage you to read it carefully and with purpose. While it may not answer every question, it will serve as a helpful guide for both students and parents in understanding our school's policies and expectations.

DISTRICT VISION STATEMENT

Keota Community School District is dedicated to preparing lifelong learners in an ever-changing society.

MISSION STATEMENT

It is the mission of Keota Elementary School to create a positive and productive school culture that nurtures, motivates, and challenges all students and staff.

BOARD OF EDUCATION

PRESIDENT: Billie Kindred
SECRETARY: Gina Bennett

BOARD MEMBERS: Pat Hammen
Andy Conrad
Dan Redlinger
Erin McGuire

ADMINISTRATION

SUPERINTENDENT
ELEMENTARY PRINCIPAL
JR.-SR. HIGH PRINCIPAL
ACTIVITIES DIRECTOR
CENTRAL OFFICE/BOARD SECRETARY
DISTRICT BUSINESS MANAGER
HUMAN RESOURCES

Dave Harper
Seth Milledge
Heather Rosewall
Dan Stout
Gina Bennett
Amy Greiner
Missy Sellers

ELEMENTARY SCHOOL FACULTY/STAFF

Laurie Altenhofen
Amanda Anderson
Stephanie Beinhart
Jinger Bell
Erica Cave
Brian Donaldson
Jodi Ebert
Jane Edwards
Candy Greiner
Kathy Greiner
Shar Greiner
Colleen Hart
Leah Hayes
Julie Hill
Rod Hill

Paraeducator
Paraeducator
4th Grade
Paraeducator
Library Associate
Custodian
1st Grade
Instrumental Music
Paraeducator
Custodian
Paraeducator
Kindergarten
Preschool
Music
Math Interventionist

Madeline Johnson
Lisa Kerby
Taylor Kindred
Jennifer Lathrop
Brenda Mennen
Chrissy Miller
Carly Moeller
Jonathon Overturf
Julie Petersen
Mary Pat Redlinger
Marnie Schrader
Madison Sheetz
Molly Sprouse
Dan Stout
Cathy Thalken
Stephanie Vest
Shelby Vogel
Lisa Woltering
Crystal Wright

Paraeducator
Preschool
Paraeducator
Kindergarten
Librarian
Paraeducator
2nd Grade
5th Grade
6th Grade
Head Cook
School Counselor
6th Grade
Title I Reading & Math
Physical Education
Nurse
Art
3rd Grade
Paraeducator, Health Associate
Secretary

ABSENCES

The school requests that *parents or guardians* contact the school by phone, email, or with a note carried to the office by a sibling if a student is unable to attend school on a given day. If the parent does not notify the school by 9:00 AM, the secretary will contact the home. This plan provides a measure of protection for the safety of the children.

ANTI-BULLYING/HARASSMENT POLICY (Code No. 104)

Keota Community Schools is dedicated to providing a safe, supportive, and respectful learning environment where all students, staff, and members of the school community are treated with dignity. A positive school climate is essential for academic success and personal growth. Bullying and harassment undermine this environment and disrupt students' ability to learn and thrive.

Bullying and harassment of students, staff, or volunteers are strictly prohibited and are violations of both federal and state law, as well as district policies and regulations.

Such behavior will not be tolerated:

- On school property,
- Within the jurisdiction of the school district,
- On school-owned, operated, or chartered vehicles,
- At any school-sponsored activity or event,
- Or off school grounds if the behavior materially disrupts the educational environment or is reasonably likely to do so.

Keota Community Schools remains committed to taking prompt and appropriate action to address and prevent bullying and harassment in all forms.

Definitions

Harassment” and “bullying” mean any repeated and targeted-electronic, written, verbal, or physical act or conduct toward an individual that-creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the individual in reasonable fear of harm to the individual’s person or property.
- Has a substantial detrimental effect on the individual’s physical or mental health.
- Has the effect of substantially interfering with the individual’s academic or career performance.
Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Complaint Procedure

Complaints may be filed with the superintendent or superintendent’s designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation and False Reports

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

AT-RISK PROGRAM

Keota Community Schools is committed to supporting students who may experience challenges in mastering the academic, cultural, language, or social skills necessary to reach their full potential.

Special assistance is provided through a variety of programs, including Title I Reading and Math, Special Education services, Guidance Counseling, and Extended Learning Program (ELP) opportunities.

These services are designed to assist students whose goals and academic progress may be negatively impacted by factors such as disability, family status, gender, income, language barriers, national origin, parental status, or race. The district is dedicated to ensuring that all students have equitable access to the resources and support needed for success.

ATTENDANCE

Students must be informed of the school district's attendance policies annually, including examples of the excused and unexcused absences. 501.9 - Student Absences-Excused

Students must attend school for the number of days or hours school is in session in accordance with the school calendar. Students are expected to be in class and to make attendance a priority.

Attendance is not only compulsory by Iowa law ([Iowa Code Chapter 299](#)) but is the only way a student can participate and benefit from Keota Community Schools education program and accomplish the student's educational objectives. Although Keota Community School believes that traditional, in-person school attendance leads to the greatest learning opportunities for students, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In such cases, the superintendent will have discretion to make reasonable accommodations for students on a case-by-case basis, to attend school through remote learning opportunities. Attendance will still be taken during these remote learning experiences.

Should a student return to school from an absence during the school day, or leave the school during the school day, the student must report to the Elementary School Office. If the student is returning to school during the school day, the student must sign in or out at the Elementary School Office prior to returning to class. This process is not meant to excuse an absence or act as a reason for an unexcused absence but merely to keep track of student activity and attendance.

Excused Absences

Students or Parents of minor students who know they will be absent must notify the Elementary School Office through email or phone in advance of the absence. Absences approved by office personnel are considered automatically excused absences. Excused absences include but are not limited to illness, family emergency, recognized religious observances, school activities, family trips/vacations, other family circumstances, other determined excused absences. It is the student's responsibility to make up any classroom work or required assignments.

If advance notification is not possible, parents must notify the Elementary School Office on the day of the absence prior to the student's first day back.

If notification is not received, the office will attempt to contact the parent at the given emergency number on file.

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the (**11.25 days = 15%**) in the grading period (**semester**), the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. **The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.**

SECTION II – Academic and Disciplinary Requirements

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Students are required to be in attendance, pursuant to board policy, for 149 days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive

days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9 AM on the day of the absence.

Unexcused Absences

Unexcused absences are absences that have not received prior approval and in which a student is absent without a reasonable excuse, as determined by the elementary principal. Unexcused absences include but are not limited to those listed above. An unexcused absence may become an excused absence should a parent or student of majority age offer a reasonable excuse. Reasonable excuses include those listed above.

Unexcused absences may look different district to district. Be sure that what the district considers unexcused absences in the student handbook is reflective of what is stated in board approved policy. Unexcused absence examples include but are not limited to:

- Tardiness
- No call, no show
- Shopping
- Hunting
- Concerts
- Preparation or participation in parties
- Home cleaning, laundry and other tasks
- Haircuts, beauty appointments (nails, etc.)
- Other as determined by administration

School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 5-7 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges.

There may be cases where an absence is automatically unexcused according to school rules and policy. However, some districts allow for excuses or exceptions for unexcused absences. Unlike excused absences that do not require an excuse and are automatically excused. These excuses/exceptions may look different from district to district. Reasonable excuses may include but are not limited to:

- Illness
- Family emergencies
- Recognized religious observances
- School sponsored or approved activities
- Family trips/vacations
- Other family related circumstances
- Other determined excuses

Consequences

If a student is unexcused for a whole day of classes, they may spend the next two days in one of the following sanctions until their work is made up.

Disciplinary sanctions may include but are not limited to:

- Supervised study hall
- Detention
- Early bird school
- Friday school
- In-school suspension
- Other disciplinary sanctions
- Oral or written notices to the student or parent
- Conferences with the student and parent
- Written attendance agreements
- Others as determined by the district

Schoolwork missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to make up all work missed due to any absence, excused and unexcused, and full credit will be awarded to all make-up assignments and tests submitted that meet the teacher's specifications, notwithstanding any credit lost pursuant to the informal hearing as outlined above.

Makeup Work

We do understand that it is necessary to be absent occasionally. If students are absent, it is their responsibility to get their assignments from the classroom teacher before they are absent if they know ahead of time. For illness and family emergencies, make-up work is due within a period not to exceed two days for the first day of absence and one day for each succeeding day, maximum time being 10 calendar days. Any other arrangements must be made with individual teachers.

Phone Calls/Notes

If a student is not going to be in school for the day, a phone call should be made to the office by 9:00 AM to inform the school of the whereabouts of your child. **If the school does not receive a phone call the school will attempt to contact the parent at home and/or work.** At that time the parent must state the reason why the student is absent.

Tardiness

A student is tardy when he is not seated in his classroom or in the study hall when the tardy bell rings. School will begin with the first bell ringing promptly at 7:55 AM. **Tardy is any time after the bell at 8:00 AM.** At 8:31 AM the student is counted absent and it will count towards the absence policy. Students arriving late should sign in at the office before reporting to class.

AUDIENCE BEHAVIOR

Students are expected to demonstrate respectful and courteous behavior during all concerts and assemblies, whether held during school hours or in the evening. Appropriate behavior includes:

- Remaining quiet and refraining from talking during performances
- Entering and exiting only before or after a performance segment, except in the case of an emergency

- Showing appreciation for performers in a respectful and appropriate manner

These expectations help ensure a positive experience for both the audience and performers.

BICYCLES

Students who ride bicycles to school must park them in the designated bicycle rack immediately upon arrival. Bicycles are not to be ridden again until the end of the school day at dismissal.

BOOK RENTAL

A book rental fee of \$60.00 is charged to help cover the cost of supplies and materials. This fee is due in August at the time of registration. Students may be charged a fine for excessive wear or damage to school books.

Families who qualify for free or reduced-price lunch, or who have students in foster care, are eligible for a full or partial waiver of student fees. Additionally, families experiencing temporary financial hardship may apply for a temporary waiver of student fees. Parents or students who believe they qualify for such assistance should contact the Central Office Secretary to request a waiver form.

Please note that fee waivers must be applied for annually and do not automatically renew from year to year.

BUS REGULATIONS

While the law requires the district to provide transportation services, it does not relieve parents or guardians of their responsibility for supervising their children until they board the bus in the morning and after they leave the bus at the end of the school day. Similarly, students are expected to conduct themselves in a respectful and orderly manner while riding the bus.

Riding the school bus is a privilege—not a right—and may be revoked at any time if a student's behavior endangers the safety or well-being of others. The district will not compromise the right of all students to safe transportation because of the actions of a few who fail to follow the rules.

The bus driver has full authority over the bus and all passengers during transportation. When possible, the driver will address minor behavior issues directly with the student. However, if the behavior continues or warrants further attention, the driver will complete an Unsatisfactory Bus Conduct Report. This report will be shared with the student's parent or guardian, the transportation supervisor, building principal, and superintendent for appropriate follow-up.

Bus Rules

Student and parent cooperation is essential for the safety of all riding the bus.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend out of the windows at any time. No portion of the body should be out the window.
4. Aisles must be kept clear at all times. Waste containers are provided on all buses for bus riders to use.

5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. The driver may assign a rider's seat.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. The driver is in charge of the riders and the vehicle. Riders must follow their directions.
11. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
12. Riders shall not throw objects about the vehicle or out the windows.
13. Shooting paper wads, squirt guns, or other material in the vehicle is not permissible.
14. Roughhousing on the vehicle is prohibited.
15. The use or possession of alcohol, tobacco, or lookalike substances is prohibited in the vehicle.

In Town Bus Stops

The following locations have been designated as after school in-town bus stops:

- Bus #8 @corner of Keokuk & Adams
- Bus #8 @ corner of Keokuk & McKinley
- Bus #7 @ corner of Washington & Hamilton
- Bus #7 @ corner of Greene & Centennial
 - ✓ In order to use these stops, a child *MUST* have prior parent permission and the drop-off will be part of the child's regular routine.
 - ✓ If the child's routine needs to change, parents will be expected to inform the school office.
 - ✓ The bus drivers will not determine if a parent is present or not to meet the child.
 - ✓ The bus drivers *NOR* the district assumes no responsibility in supervising a child once exits the bus.

Town students may ride a bus occasionally using the regular route and scheduled stop(s). Town students may ride a bus on a regular basis when necessitated by adult day care along a scheduled route. A parent or guardian must register that location at fall registration. If circumstances change in the registered stop during the school year, a parent/guardian must provide written notice to the office prior to the change. Eligible students may ride a different bus occasionally, using the regular route and scheduled stop(s).

Eligible students riding a bus may be picked up/dropped off at different locations, on a regular basis, along the scheduled route. A parent/guardian must register that location at fall registration. If

circumstances change in the registered stop during the school year, a parent/guardian must give written notice to the principal prior to a change in transportation.

When emergency bus routes are used, parents are to pick up their children at designated stops. Parents may give written permission to the bus driver to allow another adult to pick up their child(ren) at these stops. If the correct person is not there to pick up the child, that child will be brought back to school. Once at school, the child can wait in the cafeteria while waiting for the parent.

CANCELLATIONS AND EARLY DISMISSAL

In the event of a school cancellation, delayed start, or early dismissal due to inclement weather or other emergencies, announcements will be made as early as possible through the following channels:

- **SchoolMessenger** notifications
- **Keota Community Schools** website
- **KCII Radio – 1380 AM / 95.3 FM** (Washington)
- **KCRG-TV Channel 9**

Parents and guardians are strongly encouraged to discuss emergency plans with their children in advance. Arrangements should be made in case school is canceled, delayed, or dismissed early. For younger students in particular, families should identify an alternate location the child can go to if a parent is not home or an older sibling is unavailable.

Planning ahead helps ensure your child's safety and reduces confusion during weather-related schedule changes.

CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES

Keota Community School District strictly enforces its policy (503.09 & 503.09-R1) regarding the use of personal electronic devices at school. **Cell phones and other personal electronic devices are not to be used by students during the school day at Keota Elementary.**

Upon arrival, all student devices must be **powered off and stored in backpacks**. Devices are to remain in lockers throughout the school day and may not be used inside the building. Any cell phone or device that is **seen or heard** during the school day will be **confiscated** by a teacher, staff member, or the principal.

Consequences for Policy Violations:

- **1st Offense** – The device will be confiscated, held in the office, and returned to the student at the end of the school day.
- **2nd Offense** – The device will be confiscated, held in the office, and only returned when a parent or guardian picks it up.
- **3rd Offense** – The student will be required to turn in their device to the office upon arrival each morning for the remainder of the school year or as determined by administration.

This policy is in place to support a focused, respectful, and distraction-free learning environment.

DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district to assist certified personnel. The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises.

- ✓ Name
- ✓ Address
- ✓ Telephone listing
- ✓ Date & place of birth
- ✓ Major field of study
- ✓ Participation in officially recognized activities & sports
- ✓ Weight & height of members of athletic teams
- ✓ Dates of attendance
- ✓ Degrees & awards
- ✓ Most recent previous school or institution attended by the student
- ✓ Other similar directory information

Any student, parent, or guardian not wanting this information released to the public must make an objection in writing to the principal and renew it annually.

END OF DAY

Students are expected to go straight home after school. If they wish to play on the school grounds after school, they must go home first and then return.

If your child will have alternate end of the day arrangements for a particular day, ***parents are expected to contact the school by note, email or phone call.***

If an elementary student is to ride home with an older student, a parent note or call is still required. No student, town or country, is to go to the high school after school without parent permission. ***A sign-out sheet will be used for students arriving late or leaving early.***

EXCUSING STUDENTS FROM SCHOOL

If a student needs to leave school during the school day, a **written note from a parent or guardian** should be sent with the student in the morning, indicating the time of dismissal. Parents who arrive during school hours to pick up their child must **check in at the office** to inform school staff of their intent.

To ensure student safety, the school exercises **strict procedures** when releasing students to anyone other than a parent or legal guardian. Students will **not be released** during the school day without a direct request from the parent/guardian, unless the school has been **specifically authorized in advance** for that circumstance.

If a student becomes ill during the school day, they will **not be sent home** until the school has made contact with the parent or a designated emergency contact listed on the emergency form completed at the start of the school year.

Make-Up Work After Absences

It is the student's responsibility to request and complete any make-up work after being absent. Parents can support this by encouraging their child to follow through on assignments. If parents would like a sibling to pick up homework for an absent student, they should make the request **early in the school day** so materials can be prepared by dismissal.

Parental Travel Notification

If parents will be away during the school year and leaving their child in someone else's care, they should notify both the classroom teacher and the school office with the **name and contact information** of the responsible adult.

EXCUSING STUDENTS FROM PE AND RECESS

All healthy students are expected to actively participate in physical education and recess as part of their regular school experience. If there is a legitimate reason for a student to be excused from either activity, a **written request from the parent or guardian** must be provided in advance.

If a student is excused frequently, or if a pattern of non-participation emerges, the school may request that the parent consult a **licensed physician** and provide **medical documentation** supporting the continued need for exclusion from physical activity.

This policy ensures that students remain engaged in important physical and social development opportunities while also supporting their health and well-being.

EXTENDED LEARNING PROGRAM

Rationale for Gifted Education

The Keota Community School District, in keeping with its philosophy of providing the best educational environment possible for each student, recognizes students who could benefit from additional time for in-depth independent study. Students of high ability are entitled to an instructional program which is stimulating and non-threatening. Students of high ability learn quickly, generally with 1-3 repetitions to master a fact in their area of competence. Students with specialized talents need/want to know more that can be offered in standard curriculum. Students of high ability may have affective (emotional) responses classified as "intense." This intensity is part of their motivational system which assists learning and productivity. It is the desire of the Keota School Board that such a Gifted Education Program will bring about a more equitable education for all Keota students.

Identification of Students

Students will be assessed for identification purposes through standardized and non-standardized procedures which have validity and reliability.

Standardized measures may be used to identify students in general intelligence and overall/specific academic ability.

General Intelligence

- Students scoring at the 99th percentile are considered Special Needs and may need long term Personalized Education Plans (PEP).
- Students scoring at or above 97th percentile may require classroom differentiation or intermittent service.

Overall/Specific Academic Ability

- Students scoring a composite score at or above 97th percentile in composite or specific subjects may be considered as Special Needs and may need Personalized Education Plans (PEP) to ensure adequate learning opportunities.

- Students scoring at or above 90th percentile in composite or specific subjects are part of the talent pool and may need enrichment opportunities within the subject.

Non-standardized measures may also be used to identify students in general intelligence and overall/specific academic areas.

General Intelligence

- Students may be identified through school performance if the student has been in school long enough so teachers have observed and verified the student's ability.

Overall/Specific Academic Ability

- Students may be identified through recommendations based on daily performance, outstanding projects and/or specific screening activities which suggest native talent that has grown through encouragement from others and/or self-motivation.

Identification of students may be initiated by anyone who knows the student. These may include but are not limited to:

- Student self-recommendation
- Recommendation by teacher, parents, administrators or anyone who knows a student, and/or has seen specific student performance or knows of student interest

Procedures for nominating students and deciding which students should be served and the levels and types of services provided, are established. Procedures are established for deciding which students should be served and the levels and types of services provided. Annually names of students currently in the program are made available to staff, as well as, the process of recommending students.

FIELD TRIPS

A field trip is an excellent opportunity for people OUTSIDE of Keota to witness just how special the Keota Community School District is! The Keota students, parents and teachers represent the Keota community every time they are out and about on a field trip. We want our hosts to say, "I hope those Keota students come back! They really know how to act in public! What a great district Keota must be!"

Field trips are an extension of the curriculum; providing a broadened learning experience outside the four walls of the classroom. In order to be simultaneously fun and meaningful, it is important that all those involved be aware in advance of their roles and responsibilities with regard to the planning and participating in the field trip experience. These are outlined as follows:

Elementary Office

Collect information at the beginning of the year and update as needed:

- ✓ Field trip permission
- ✓ Emergency contact info
- ✓ Process teacher paperwork for approval and transportation

Classroom Teacher

- ✓ Plan field trip location and schedule well in advance
- ✓ Complete paperwork
- ✓ Seek approval for field trip
- ✓ Transportation request

- ✓ Notify the kitchen of the number of sack lunches needed (You will need to provide your own coolers for storing school lunches on the field trip.)
 - ✓ Determine # of necessary chaperones and objectively select (first come/first serve, draw from a hat, etc.) A general ratio rule will dictate the amount of chaperones attending field trips. A chaperone ratio of 1 adult for 5 students (1:5) will be attempted to be maintained for students in PK-2nd Grade. A chaperone ratio of 1 adult for 10 students (1:10) will be attempted to be maintained for students in 3rd-6th Grade.
 - ✓ Communicate field trip information to students and parents
 - ✓ Provide chaperones with necessary information
 - ✓ Schedule
 - ✓ Expectations
 - ✓ Student supervision assignments
 - ✓ Take along chaperones' cell numbers, emergency contact info, first aid kit
- (Out of state field trips must have School Board approval prior to going on trip.)**

Chaperones:

- ✓ Review field trip information in advance
- ✓ Be aware of and follow teacher expectations
- ✓ Student supervision assignments (Teachers will determine these groups.)
- ✓ Behavior expectations
- ✓ Schedule
- ✓ Supervise assigned students by sight and sound
- ✓ Periodically do a head count of assigned group
- ✓ Serve as a role model for student behavior on the trip
- ✓ Provide guidance as needed
- ✓ Check in with the office the day of the field trip, providing cell phone number
- ✓ Ride the school transportation

Younger siblings of students may not attend the field trip. Parents serving as chaperones should make prior care arrangements for their other children.

Students

- ✓ Deliver field trip communication to and from school and home
- ✓ Bring necessary items (ie: water bottle, sunscreen, etc.)
- ✓ Dress appropriately for field trip
- ✓ Be aware of behavior expectations and conduct self in respectful manner
- ✓ Know assigned parent chaperone and stay in group

Parents

- ✓ Provide lunch for your child (if needed)
- ✓ Provide child spending money (if needed)
- ✓ Read all field trip information in advance
- ✓ Make certain your child is dressed appropriately for the trip.
- ✓ Remind your child how to behave in public
- ✓ If the students are scheduled to arrive back at school later than the school day ends, have someone at the school to pick them up

FIGHTING

Fighting is strictly prohibited at school, on school grounds, and at all school-sponsored activities. Any student involved in a physical altercation may face disciplinary consequences, including **detention, loss**

of privileges, in-school suspension, or out-of-school suspension, depending on the severity of the incident.

In all cases, **parents or guardians will be contacted** regarding the situation and any disciplinary actions taken.

Keota Community Schools is committed to maintaining a safe and respectful learning environment for all students.

FOOD SERVICE

The purpose of the Keota Community School District's Hot Lunch Program is to provide all participating students with a **nutritious and satisfying meal at lunchtime**. All meals are **balanced and closely monitored** to meet federal school lunch program guidelines.

- **Lunch** is available to students at a cost of **\$3.25 per day**, which is scanned from the student's meal account.
- **Breakfast** is offered daily from **7:40–8:00 AM** (except on delayed start days) at a cost of **\$1.80 per meal**, also scanned from the meal account.
- **Snack milk** is available to **preschool and kindergarten students** at a cost of **\$0.45 per day**.

Menus are emailed to parents and are also available on the school website: <https://keotaeagles.org/>

Free and Reduced-Price Meals

Guidelines and applications for **free and reduced-price lunches and breakfasts** are provided to all families at the start of the school year and are available through the Central Office.

Parents are encouraged to regularly monitor their child's meal account and ensure adequate funds are available. Communication will be provided when accounts are low or negative.

Payment of Meals

Each family has a **meal account** used to pay for student breakfasts, lunches, and snacks. Payments can be made in person at either the **Elementary or High School front office**, or online via the Keota CSD RevTrak portal: <https://keota.revtrak.net/>.

In accordance with federal regulations and district policy, **students will never be denied a reimbursable meal**, regardless of whether their account has a negative balance from previous purchases. The district is committed to ensuring all students have access to the nutrition they need to support learning.

Negative Account Balances

The Keota Community School District will make **reasonable efforts to notify families** when a student's meal account balance is low or negative. Families will be notified of a negative balance **once the account reaches -\$0.01**. Notification will be provided via email (if an address is on file) and a **letter sent home with the student each day** the account remains negative.

The district will also make reasonable efforts to **collect unpaid meal charges** that are classified as **delinquent debt**. Communication with families will be coordinated to resolve outstanding balances in a timely and respectful manner.

If a **negative balance exceeds \$50** and remains unpaid at the end of the school year, the matter will be referred to the **superintendent or the superintendent's designee** for further collection efforts.

Collection options may include, but are not limited to:

- Referral to a **collection agency**
- Filing in **small claims court**
- Use of **any other legal method permitted by law**

Families are encouraged to monitor meal accounts regularly and contact the school office with any questions or concerns regarding balances or payment options.

GIFTS DELIVERED TO SCHOOL

Personal deliveries to students during the school day are **discouraged**, as they can disrupt the learning environment. However, if a delivery is made, the item will be held in the **school office** until the end of the day. The student may **pick up the item before leaving for home**.

Please note that Keota Elementary is a latex free school with no balloon deliveries accepted.

GRIEVANCES

Contact persons for any grievances related to these policies are:

Harassment Officer: Dave Harper (641) 636-2189

Multicultural Gender Fair: Seth Milledge (641) 636-2323

Americans with Disabilities Act/Section 504: Seth Milledge (641) 636-2323

Section 504 Coordinator: Seth Milledge (641) 636-2323

Equal Employment Opportunity/Affirmative Action: Dave Harper (641) 636-2189

Homeless Liaison: Seth Milledge (641) 636-2323

GUIDANCE PROGRAM

Marnie Schrader, PK-6 Guidance Counselor

Email: marnie.schrader@keotaeagles.org

Guidance Expectations – Where Excellence is Standard

Counseling and guidance services are designed to help students develop their personal, social, academic and career potential.

The counseling program is an integral, but unique part of the school district's total educational program. Counseling services and the developmental guidance curriculum are preventive, proactive, and responsive.

Counselors assist students, teachers, parents, and administrators by utilizing three helping processes: counseling; consultation; coordination of services. These processes contribute to the students' gaining the maximum benefit from their school experience in preparation for a productive and satisfying future.

Elementary students experience a variety of activities and discussions which focus on these guidance themes:

- Responsible behavior
- Decision-making
- Interpersonal awareness
- Self-acceptance
- Understanding and expressing emotions
- Tools for academic success

- Conflict resolution
- Career awareness
- Personal safety

HEAD LICE PROCEDURE

If a student is found to have head lice, it is **strongly recommended** that the child be treated with a **medicated product specifically designed to eliminate lice** before returning to the classroom. In addition, families should thoroughly clean the home environment to help prevent reinfestation.

As Keota Community School District does **not employ a full-time nurse**, and because head lice management is considered a **parental responsibility**, the school will **not conduct random lice checks**. However, if a **staff member raises a concern** or lice are suspected, the school may check the student.

If head lice are confirmed, **parents or guardians will be notified**. The student should be treated promptly with an appropriate lice treatment and may return to school **as soon as possible after treatment** has been administered, in order to minimize disruption to learning and prevent the spread to other students and staff.

HEALTH RECORDS

All parents or guardians are required to complete the **Student Medical Information Form** and the **Medical Permissions Form** prior to the start of school. This form is included in the **PowerSchool Enrollment Express** registration process.

To help prevent the spread of illness, please keep your child home if they are exhibiting any of the following symptoms:

- Upset stomach
- Runny nose
- Fever (greater than 100°F)
- Diarrhea
- Sore throat

Students must remain home for **at least 24 hours after experiencing vomiting, diarrhea, or a fever over 100°F**, and must be symptom-free without the aid of medication before returning to school.

If your child becomes ill during the school day, they should inform their teacher, who may refer them to the office. The school will contact the parent or emergency contact if the illness or injury appears to require treatment or if we believe the student should go home.

If your child has been diagnosed with a communicable disease, they must stay home for **at least 24 hours after treatment begins**. A **doctor's release note** may be required upon return, depending on the illness. Please consult your physician for specific return-to-school timelines.

Your cooperation helps keep all students and staff healthy and safe.

Medical Restrictions and Practices

- Activity, PE and/or diet restrictions require a physician's prescription.
- A physician's prescription is required permitting a child to carry an inhaler or EPI pen on their person.
- A physician's prescription is required for all daily prescription medication given at school on a regular basis.

- All prescription and over-the-counter medications sent to school must be in their most recent original container with a note including your child's name, name of medication, date, directions and your signature. The school should be informed if the medication is to remain at school or be sent home with your child at the end of the school day.
- Parents are to give the first dose of a new prescription medication at home so your child can be observed by the parent for adverse reactions.
- The school will not administer expired or shared prescription medications.

Medications

Please do not send any medication to school unless absolutely necessary.

Medications can be administered by authorized school personnel, with written parental permission, under the following conditions and procedures:

- **PRESCRIPTION DRUGS** must be brought in the **most recent original bottle** with prescription label intact, with **name of the student, name and strength of the drug, amount and time to be given, route of administration, date ordered, and name of the healthcare provider.** Labels must be current. (Often drug stores will provide a 2nd bottle to be used at school if requested.) All medications should be taken for the full time prescribed, especially antibiotics.
- **NON-PRESCRIPTION DRUGS** must be brought in the original container, with label and directions intact. The student's name must be written on the container with a marker. This category includes: cough medicines, ointments, etc. The school has the right to refuse to give over the counter medications. Most can be given before school and right after school. They will not be given for more than 5 times without written authorization from a healthcare provider. The recommended dosage on the package will not be exceeded.
- **TYLENOL AND IBUPROFEN** will be supplied by the school district on an as needed basis only. Parents have the option of signing permission for Tylenol and/or Ibuprofen during registration each school year. A supply of Tylenol and Ibuprofen will be kept at each building. These medications will not be given more than 5 times without written authorization from a healthcare provider.
- **HERBAL SUPPLEMENTS AND VITAMINS** will not be given at school without written authorization from a healthcare provider and must be brought in the original container, with label and directions intact. Name of the student must be written on the container with a marker. Information sheet must be provided stating uses, warnings, and possible side effects. The school has the right to refuse to give herbal supplements and vitamins. Most can be given before school and right after school.

A request form with parent signature must accompany all medications brought from home. Medication not in the original container or accompanied by a signed request form will not be given. **MEDICATION THAT IS SENT TO SCHOOL IN BAGGIES or ENVELOPES WILL NOT BE GIVEN.** Medication will not be given with another person's name on the label. Remind your child that he/she is responsible to come to the office for their medication when it is time. The school shall have the right to contact the prescribing healthcare provider to confirm or clarify medication instructions.

Required Immunizations

Students enrolled or attempting to enroll in a public or nonpublic elementary or secondary school shall have received the following vaccines:

T-dap

- 1 dose

Entering 7th Grade if born after 9-15-00.

Meningococcal	- 1 dose	Entering 7th Gr on or after 10 yrs if born after 9-15-04.
Meningococcal	- 2 doses - 1 dose	Before entering 12th Grade if born after 9-15-99 or... Sometime after turning 16 years of age or older
DTP	- 3 doses - 4 doses - 5 doses	One dose after 4 years if born on or before 9-15-00. One dose after 4 years if born after 9-15-00 but or before 9-15-03. One dose after 4 years if born after 9-15-03.
ORAL POLIO	- 3 doses	One dose after 4 years
MMR	- 2 doses	One dose after 12 mo. of age... ...and the 2nd dose received no less than 28 days after the 1st dose.
HEPATITIS B	- 3 doses	
VARICELLA	- 1 dose - 2 doses	After 12 mo.of age or born between 9-15-97 and 9-15-03 (or natural disease chickenpox). On or after 12 mo. of age if born after 9-15-03 (or natural disease chickenpox).
HiB	- 3 doses	Required for preschool

Dental Exams

Dental exams are required for Kindergarten and 9th graders.

HOMEWORK POLICY

Definition of Homework

Homework is school work done by a student outside of school. It may be preparation for advanced work, or it may be supplemental work which expands regular class work. The abilities of the student and the nature of the subject determine under which classification the homework falls specifically.

General Objectives

- ✓ To stimulate voluntary effort, initiative, self-reliance and responsibility of the student.
- ✓ To encourage carry-over of worthwhile school activities into leisure interest.
- ✓ To enrich school experiences through related home activities.
- ✓ To reinforce school learning by providing practice and application.

Types of Homework

1. 20 Minutes of Reading Per Day
2. Practice Drills
3. Group Activities
4. Unit Projects
5. Research Work
6. Experiment Prep

Homework Guidelines

- ✓ We subscribe to the "Reading Matters" philosophy. We agree with the positive impact of students reading 20 minutes per day.
- ✓ Time on homework will not exceed the age of the students for K–3rd Grade. (Example: 5-6 minutes for Kindergarten students) For 4th–6th, we will not exceed 15 minutes of homework in addition to Reading Matters. Parents should reach out to their student's

teacher if homework is taking more than 5-8 minutes for K–3rd Grade students or more than 15 minutes for 4th–6th Grade students.

- ✓ Students will not be expected to finish class work at home. Class work will be done in class.
- ✓ Homework will be practice used to enhance learning of a concept or skill that has already been taught.
- ✓ Homework will not be busy work, graded, or punitive in nature.
- ✓ We will be mindful of age-appropriateness and frequency of homework assignments.
 - K–3rd: Reading Matters + 1-2 assignments/week
 - 4th–6th: Reading Matters + 2-3 assignments/week

Teacher expectations regarding homework should be clearly expressed to both parents and students. Individual student needs should be considered when assigning homework. Accommodations for students with learning concerns, formally identified or not, are expected.

It is the expectation of the school that parents support the school's homework policies by taking an active role in monitoring their child's homework and helping them to develop responsible homework habits and routines.

INTERNET ACCEPTABLE USE

The Keota Community School District is pleased to offer students and staff access to the internet as a valuable educational tool. The internet is a global network that provides access to vast, diverse, and unique resources. It supports research, communication, and collaboration, connecting millions of users around the world.

While the internet offers many educational benefits, it also includes content that may not be appropriate for a school setting. To help safeguard students, **all internet access within the Keota Community Schools is routed through a content filtering system**. However, no filtering solution is capable of blocking all inappropriate material. The district believes that the educational value and opportunities for learning and growth available on the internet outweigh the potential risks.

Internet access is a privilege, not a right. Students must have **parental or guardian consent** to use district internet resources. Prior to being granted access, families are expected to review and discuss the district's **Acceptable Use Agreement**, including the benefits, risks, and responsibilities associated with internet use.

Before a student may access the internet at school, a parent or guardian must review and accept the following agreements as part of the registration process: **Internet Use Agreement, Annual Notice: COPPA Agreement**, and the **School-Issued Devices Fees/Fines Agreement**. By accepting, the parent or guardian agrees not to hold the district responsible for any of the following:

- Materials acquired by the student through the system
- Violations of copyright laws
- User errors, negligence, or misuse
- Any costs incurred by the user

Students are expected to use the internet responsibly and **only for educational purposes** in alignment with district guidelines.

Acceptable Use Agreement

The use of the computer and the internet...

- ...shall support the educational goals & curriculum of the school district.
- ...shall support a specific teacher directed goal and assignment.
- ...shall not violate any copyright laws or include any other illegal activities.
- ...shall not disrupt the use of the network by other users.
- ...shall be without physical or digital damage to the machine or the network.
- ...shall not be used for commercial purposes, product advertising, political lobbying or campaigning.
- ...shall not disclose, use, or disseminate unauthorized personal information of a minor.
- ...shall only be used under your username and password and only by you.
- ...is maintained by school personnel, and follows the same privacy guidelines.
- ...does not include chat rooms or non-educational games.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT (Iowa Code 279.65A & 279.66)

This handbook is an extension of board policy and reflects the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulations or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Keota Elementary School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

LOST AND FOUND

A wide variety of items become lost or misplaced during the school year. These items are placed on the lost and found hooks located near the office. Parents and students are encouraged to inspect the hooks each time an item is missing.

MONEY AND OTHER POSSESSIONS

If a student brings money to school to buy lunch, pictures, etc., the student should take care of it the first thing when arriving at school. Parents are asked that students not be allowed to carry money to school except to pay bills at school.

If money is sent to school with your child, place it in a sealed envelope and label the purpose of the money. Write both the child's and the teacher's name on the outside of the envelope. This helps in case the envelope is lost. ***If a check for a meal account is sent, it should be made payable to Keota Community School District.***

A child's personal items should be labeled with his/her name.

MUSIC PROGRAMS

Students will be required to participate in one or two evening programs. This includes the Fall or Winter Fine Arts Night for grades Preschool through 6th Grade and the Spring Fine Arts Night for Preschool through 6th Grade. Every student involved is expected to attend. If a problem arises, parents should contact the school office.

NOTICE OF NON-DISCRIMINATION – TITLE IX

It is the policy of the Keota Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity or socioeconomic status (for programs) in any of its educational programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.

The District has adopted grievance procedures for resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding Title IX or the District's nondiscrimination policy may be referred to the District's Title IX Coordinator: Seth Milledge, 505 N Ellis St., Keota, IA 52248; 641-636-2323; seth.milledge@keotaeagles.org. Such inquiries may also be referred to the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). Inquiries regarding complaints of race, color, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status discrimination may be directed to: Dave Harper; 507 N Ellis St., Keota, IA 52248; 641-636-3491; dave.harper@keotaeagles.org.

PARENT RIGHT TO KNOW *Annual Notification Statement*

Parents have the right to know the qualifications of their child's teacher(s).

The district will insure that parents will be notified in writing that their child has been assigned to or will be taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents must be notified if their child is placed in a Limited English Proficient program.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences for the elementary will be on two evenings each semester. They will take place from 4:15-8:15 PM on:

- ✓ Tuesday, October 14, 2025 / Thursday, October 16, 2025
- ✓ Tuesday March 10, 2026 / Thursday, March 12, 2026

PRESCHOOL PROGRAM

The years of early childhood are the time for developing a child's physical, social, emotional, and intellectual potential. Research shows that a child with a foundation in preschool is more likely to succeed academically in the future. The Keota Community Preschool is designed to provide a balance of experiences throughout the child's school day that enhances his/her growth physically, emotionally and intellectually. Children who attend this program are 3.5–5 years old.

REPORTING STUDENT PROGRESS

Teachers are expected to keep grades updated in PowerSchool on a weekly basis.

1st and 3rd quarter report cards for all students will be provided at the Parent-Teacher Conferences scheduled after the end of the 1st and 3rd quarters. 2nd and 4th quarter report cards will be sent home with the student. Parents may monitor their child's progress with the PowerSchool Student Information System online: <https://keota.powerschool.com/public/home.html>. A username and password may be obtained by contacting the elementary office.

SCHOOL DAY

Classes begin at 8:00 AM. Parental assistance is requested in scheduling the departure of children from home so that the students (except those eating breakfast at school) do not arrive prior to 8:00 AM. No students are to be in the elementary building before 8:00 AM. The serving times for the school breakfast are from 7:40 until 8:00. Dismissal time is 3:45 PM for bus students followed by town students.

SCHOOL ISSUED DEVICES

Keota Elementary students will have access to school issued Chromebooks and iPads.

In the case of deliberate damage to school issued devices, the student will be charged the entire cost of repairs. If the device is not repairable, the student will be charged the replacement cost at the time the damage occurs.

Devices are to be stored in the charging cart at the end of each school day.

SCHOOL PARTIES

Holidays celebrated with school parties are Halloween, Christmas, and Valentine's Day. The type of celebration will vary by grade. Information relevant to individual parties will be sent home from the teacher. Other parties for students or teachers will be permitted only by administrative approval. Birthday treats for the students are allowed. **Party treats need to be store bought in the original packaging.** This is to ensure the safety of our students. Parents should not bring younger children to school parties.

Personal party invitations should not be brought to school unless the whole class or all the boys or all the girls in the class are to receive one.

SELLING ITEMS

Students should not bring items to school to sell, even for charitable causes. The school assumes no liability for items brought to school to be sold or any money lost or stolen as a result.

SPECIAL ED DELIVERY SYSTEM PLAN

The Iowa Administrative Rules of Special Education require each school district to develop a plan for the delivery of Special Education services. Parents requesting to see this plan should contact Mr. Seth Milledge, Elementary Principal, at (641) 636-2323.

SPECIAL SERVICES

The Great Prairie Area Education Agency provides many special services and resources to the Keota Community Schools. Among these are the services of specialized professionals providing support for our students; school psychologist, school social worker, speech pathologist, audiologist, therapist, educational consultants, etc. Parents are encouraged to contact the school office should a need for AEA services arise.

STUDENT DISCIPLINE

The Keota Community School Board affirms its intent to support the school discipline policies, its intent to support school staff which enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

Discipline Referrals

A discipline referral is used to report anything related to discipline that doesn't require a detention. This can range from cell phone offenses to fighting. The punishment for a discipline referral can vary from a visit with the Principal to out of school suspension. These forms are the means used to record all discipline issues other than detentions.

STUDENT DRESS

Students are expected to wear clothing that is **appropriate** to their age level and that does not disrupt the school or educational environment. ***Students may not wear:*** clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; clothing that displays or suggests obscene, profane, vulgar, racial or sexual remarks through slogans, pictures or words. Any clothing that exposes cleavage, the stomach area, or has straps that are not at least 1" wide are not acceptable. No cutoff shirts if beyond the seam of armpit and no undershirts (thin sleeveless tanks). Running shorts are not allowed if they are too short and loose. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. If a school employee finds a student's attire offensive, they will request the student change the inappropriate attire. ***The principal makes the final determination of the appropriateness of the student's appearance.***

- All students are expected to wear shoes or sandals.
- Keota students are not allowed to wear hats, hoods or any type of head apparel in school buildings unless given special permission.
- School issued uniforms and equipment are to be worn only for school practice, games, and other designated activities.
- All students, fans or participants, representing Keota Community Schools in extra-curricular activities should be neatly dressed when attending these functions.

Failure to follow this code may result in being required to change inappropriate attire or serve detentions. It will be at the discretion of the principal.

STUDENT RECORDS POLICY

The Keota Community School District maintains cumulative records on each student as an aid in the instruction, guidance and educational development of the student. The records contain information about the student's education, including identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, and observations and external agency reports.

Records of each student are located in the elementary office area of the school building. Any exception is noted in the student's other record or by those involved in record maintenance.

Those who are responsible for maintenance of school records are the Superintendent/designee/and/or building administrator. The person directly responsible for maintenance of student cumulative records at Keota Elementary School is the Elementary School Principal.

Information and data collected about students in the Keota Community School District for the purpose of administering, designing, implementing, and evaluating the educational progress of each student shall be handled in accordance with the Educational Rights and Privacy Act of 1974.

Student records and rosters are to be used only for the welfare of students. Access to student records shall be to authorized personnel only. The following persons, agencies, and organizations may have access to student records without prior written consent of the parents or students over the age of 18:

1. School officials and teachers with a legitimate educational concern.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. Parents of dependent children, regardless of the child's age. Any other access to the student records shall be only upon the parent's written consent (or the student's if over 18); or upon court order or legal issued subpoena.

Parents of students under age 18 and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, and to challenge the contents of the records on the grounds of inappropriateness, inaccuracy, or invasion of privacy, and to have the records explained by school personnel.

STUDENT SEARCH AND SEIZURE

Keota Community Schools believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has

violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Iowa law requires schools to give notice that locker inspections may occur periodically without informing the student ahead of time.

Iowa law requires that a search of individual lockers occur in the presence of the students whose lockers are being searched or the search must be conducted in the presence of at least one other person, according to [Iowa Code 808A.2](#).

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Iowa law requires written notice to all students and students' parents, guardians or legal custodians regarding the district's student search rules. This rule must be adopted in the student handbook. The student search rule must address the following three items:

- Search of a student's person;
- Search of a student's protected area; and
- Search of lockers, desks, and other facilities or spaces owned by the school.

502.8E1 – Search and Seizure Checklist that should be considered in order to determine whether reasonable and articulable suspicion exists to perform a search of the student, the student's personal effects or vehicle. Reasonable and articulable suspicion is required by *Iowa Code 808A.2*. It is important that the district considers these factors as Iowa law requires searches to be reasonably related to the objectives of the search and not excessively intrusive, or the search risks violating student rights.

SEARCH AND SEIZURE CHECKLIST

- I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?
 - A. Eyewitness account.
 1. By whom:
 2. Date/Time:
 3. Place:
 4. What was seen:
 - B. Information from a reliable source.
 1. From whom:
 2. Time received:
 3. How information was received:
 4. Who received the information:
 5. Describe information:
 - C. Suspicious behavior? Explain.
 - D. Time of search:
 - E. Location of search:
 - F. Student told purpose of search:
 - G. Consent of student requested:
- II. Was the search you conducted reasonable in terms of scope and intrusiveness?
 - A. What were you searching for:
 - B. Where did you search?
 - C. Sex of the student:
 - D. Age of the student:
 - E. Exigency of the situation:
 - F. What type of search was being conducted:
 - G. Who conducted the search: Position: Sex:
 - H. Witness(s):
- III. Explanation of Search.
 - A. Describe the time and location of the search:
 - B. Describe exactly what was searched:
 - C. What did the search yield:
 - D. What was seized:
 - E. Were any materials turned over to law enforcement officials?
 - F. Were parents notified of the search including the reason for it and the scope:

Student Lockers and Desks

Lockers are checked out to students at the beginning of the school year for convenience and safekeeping of personal property. Students may request the use of a **school padlock** if they wish to lock their lockers. Students are expected to keep all possessions in their locker when not in use. Lockers also must remain closed at all times.

Valuables brought to school may be checked into the Principal's Office for safekeeping if the student desires. All students have been assigned a locker. There will be a charge for the destruction of any locker.

PURSUANT TO HF528 - Students' lockers may be opened and the contents can be examined, at any time, as long as the student is present for inspection.

TELEPHONE USE

Students are permitted to use the school phone for non-long distance calls on a limited basis (ie: emergency or school-related business). Phone calls may not be made to arrange after school social arrangements. Students must obtain permission from the teacher before using the school telephone.

TITLE I READING & MATH

Keota Community Schools Title I Parent Involvement Policy Reviewed and Updated for the 2025-26 School Year

This policy is distributed to parents of participating Title I children and all parents through the Student Handbook which is distributed to every family at the time of registration.

1. An annual meeting is held each year with the parents of Title I students who are in the program for the current year as well as parents of new students identified as participants in the program for the upcoming year. Notification of the meeting is sent by mail to the parents.
 - a. The teacher gives a brief description of the program with an explanation of the curriculum's standards, benchmarks, and assessments used and the expected proficiency levels. An explanation of the requirements for the No Child Left Behind Law is given. Suggestions are provided on how to monitor their child's progress and how to work with them at home.
 - b. Questions from parents are addressed.
 - c. Parents are asked for their input to the program and are encouraged to be involved.
2. Parent/teacher conferences are held at the end of the first and third quarters of the school year. Conference times are available for scheduling during the day or the evening. Childcare is provided as well as any necessary expenses such as transportation or home visits with Title I funds.
 - a. Specific times are set up for parents of each Title I student to meet with the teacher.
 - b. Evaluation and progress of each student are discussed with parents.
 - c. Questions from parents are addressed.
3. Parents of Title I students are contacted personally in a timely manner whenever there is a change in the student's Title I status.
 - a. Parents of new students are contacted before the student enters the program.
 - b. Parents are notified if their child will no longer be in the program.
 - c. Parents of all students eligible for the program the following year are contacted each spring.
4. Parents are asked to be involved in their child's Title I learning experience.
 - a. Parents receive an invitation to attend classroom sessions to observe their child's class participation.
 - b. Parents are asked to help whenever necessary with Title I class activities that occur outside the classroom, such as field trips.
 - c. Students in the Title I Reading Program are asked to do reading at home from books checked out of the Title I library and give a brief synopsis of their reading in class. Parents are advised of this and asked to assist or supervise with this reading at home, especially in the primary grades.
 - d. Parents are informed that they can contact the Title I teacher whenever they have questions or concerns regarding the program of their child.
 - e. Parents are asked to be involved in the planning, review, and improvement of the Parents Involvement Policy and the Title I program.
 - f. Parents are asked to sign a School-Parent Compact which outlines how parents, the school staff, and students share in the responsibility for improving student achievement.
 - g. Parents are asked to read and use materials that the school provides at parent/teacher conferences and at the annual meeting to help improve their child's achievement.

VISITORS

All visitors will need to buzz in at the front door. You may be asked the reason for your visit and if they are expecting you. All visitors must report to the office and sign in prior to proceeding to any classroom or school location. This is a vital step in keeping Keota students safe.

VOLUNTEER PROGRAM

Anyone interested in being a volunteer will need to complete a background check and will be assigned a duty by the elementary office. If interested in volunteering, call the elementary office at (641) 636-2323.

WEAPONS POLICY

The Board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms in school shall be expelled for not less than 12 months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.