

Keota Jr.-Sr. High School 2024-25



**KEOTA
EAGLES**

Student & Parent Handbook

School Website Address:

www.keotaeagles.org

8/14/24

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received or can access a copy of Keota High School's Student Handbook available at www.keotaeagles.org. I understand the student handbook contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult an administrator with any questions I have about the contents of the student handbook.

I understand that the student handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Printed)

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OPENING STATEMENT

Welcome Letter

This book has been prepared in the hope that it will assist in making better school citizens of you and your classmates. It is hoped that you will read it thoroughly and purposefully. Naturally this book will not answer all your questions, but it can serve as a guide in giving students a better understanding of school policy.

IT IS ONLY through your cooperation and support that our school can operate effectively and efficiently. In order for your children to profit most from their school experiences and to develop into worthwhile citizens, it is necessary for the parents to:

1. Realize that school is the chief business during the school year for the student and that nothing must be allowed to interfere with this important job.
2. Visit the school at any time to discuss your child's educational progress.
3. Check both sides of the story before condemning anyone. Teachers are not looking for an opportunity to pick on your children.
4. Be interested to the point of knowing whether your child is working to his ability, for that is the most important aspect of his school career.

School District Mission Statement, Vision Statement, Educational Goals, and Expected Outcomes

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 Jr.-Sr. High 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: Andy Conrad
Pat Hammen
Jim Tinnes
Dan Redlinger

Administration

JH/HS PRINCIPAL/SUPERINTENDENT.....	Mrs. Lisa Brenneman
ELEMENTARY PRINCIPAL.....	Mr. Seth Milledge
ACTIVITIES DIRECTOR.....	Mr. Dan Stout
CENTRAL OFFICE/BOARD SECRETARY.....	Mrs. Gina Bennett
DISTRICT BUSINESS MANAGER.....	Mrs. Amy Greiner
HUMAN RESOURCES.....	Mrs. Missy Sellers

Grievances

Contact persons for any grievances related to these policies are:

Harassment Officer: Mrs. Lisa Brenneman 641-636-3491

Multi-Cultural Gender Fair: Mr. Seth Milledge 641-636-2323

Americans with Disabilities Act/Section 504: Mr. Dakota McCombs 641-636-3491

Section 504 Coordinator: Mrs. Colleen Donald 641-636-3491

Equal Employment Opportunity/Affirmative Action: Mrs. Lisa Brenneman 641-636-3491

Level One Child Abuse Investigator: Mrs. Lisa Brenneman 641-636-3491

Homeless Liaison: Mr. Seth Milledge 641-636-2323

Junior - Senior High School Faculty & Staff

Mr. Tony Baughman.....	HS Softball, JH Football (volunteer)
Ms. Rachael Bries.....	Jr. High Lang. Arts, HS English
Mr. Austin Bruns.....	S/K HS Bowling
Mrs. Erica Cave.....	K-12 Library Associate
Mrs. Angela Conrad.....	Computer Science, K-12 ELP
Ms. Rachel Cullett.....	HS English, 7 th Gr. Reading
Ms. Devin Dailey.....	HS Cross Country
Mrs. Colleen Donald.....	JH & HS Guidance Counselor
Mr. Brian Donaldson.....	Custodian
Mrs. Jane Edwards.....	Vocal & Instrumental Music
Mr. Ben Fox.....	S/K HS Trapshooting
Mr. Shawn Haifley.....	JH Boys' Basketball
Mrs. Amy Hemsley.....	Edgenuity Supervisor
Mr. Rod Hill.....	Golf
Ms. Jenny Hobbs.....	JH/HS Science, HS Volleyball, JH Track, JH Girls' Basketball
Mr. Alex Holt.....	S/K HS Soccer
Ms. Naomi Jaeger.....	Sp. Ed. – Resource Associate
Mr. Zachary Jamison.....	Vocational Agriculture, Asst. Boys' Basketball
Mr. Jared Jensen.....	S/K HS Football
Ms. Kaitlyn Kaplan.....	HS Math
Mrs. Jennifer Lathrop.....	JH Volleyball
Mrs. Vickie McCoid.....	Sp. Ed. – Resource Associate
Mr. Dakota McCombs.....	Special Ed. Resource
Mrs. Haley McCombs.....	Special Ed. Resource
Mr. Bronson McCulley.....	S/K Asst. Football, S/K JH Wrestling
Ms. Brenda Mennen, GPAEA	K-12 Librarian
Mr. Seth Milledge.....	Elem/Jr High Principal, Curriculum Director
Mrs. Hannah Myers.....	Sp. Ed. – Resource Associate
Mrs. Elizabeth Overturf.....	7-12 Math, Asst. HS Volleyball
Mr. Jon Overturf.....	JH Softball
Mr. Alan Sellers & Mr. Bruce Hahn.....	S/K JH Football

Mr. Brian Shifflett.....	Custodian
Mr. Jeff Sprouse.....	HS Girls' Basketball
Mr. Dan Stout.....	K-12 PE, Health, HS Boys' Basketball, HS B & G Track, S/K JH Football
Mrs. Andrea Striegel.....	HS Secretary/Registrar
Mrs. Jenni Swanson.....	JH Social Studies, 8 th gr. Reading
Ms. Cathy Thalken.....	K-12 Nurse
Mr. Cory VanDenHeuvel.....	S/K HS Boys' Wrestling
Ms. Stephanie Vest.....	K-12 Art
Mr. Austin Waterhouse.....	HS Baseball
Mr. Trevor Weeks.....	HS Soc. Studies, S/K Asst. Football, S/K HS Girls' Wrestling
Grant Wood AEA.....	K-12 Technology

Activity Sponsors

Cheerleading – High School.....	Mrs. Overturf
Drama/Plays.....	Mrs. Edwards
EAGLEROCK! Show Choir.....	Mrs. Edwards
Eagle's Wing.....	Ms. Cullett
FFA.....	Mr. Jamison
Graduation.....	Mrs. Brenneman & Ms. Bries (Sr. Advisor)
High School Student Council.....	Mrs. Donald
Junior-Senior Prom.....	Ms. Vest
KHS Web Page.....	Mrs. Hemsley
National Honor Society.....	Mrs. Conrad
Science Fair & Science Club.....	Ms. Hobbs
Silver Cord.....	Mrs. Donald
Speech Contest.....	Mr. McNurlen & Mrs. Callie Gretter
Yearbook.....	Ms. Vest

Equal Educational Opportunity

Keota Community Schools does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Keota Community Schools' educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Ms. Lisa Brenneman and can be contacted at lisa.brenneman@keotaeagles.org.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

SiT (Student Intervention Team)

Keota Community Schools, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Guidance Counselor Colleen Donald is responsible for this process. Parents and teachers wanting access should contact Colleen Donald at colleen.donald@keotaeagles.org.

We currently use the same process as the elementary in monitoring and identifying students in need of assistance. This process covers needs with absenteeism, academic support, and any other support identified by the intervention team. The name of the team is SiT (Student Intervention Team).

Affiliated forms can be found in IASB's sample policy [102](#) grouping. These include the following: **102.E1** - Annual Notice of Nondiscrimination, **102.E2** - Continuous Notice of Nondiscrimination, **102.E3** - Notice of Section 504 Student and Parental Rights, - **102.E4** Complaint Form (Discrimination, Anti-Bullying & Anti-Harassment), **102.E5** - Witness Disclosure Form, **102.E6** - Disposition of Complaint Form, **102.R1** - Grievance Procedure.

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Keota Community Schools for the first time must complete the following process at www.keotaeagles.org and click on register links.

School Calendar

Keota Community Schools school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

BOARD APPROVED -
APRIL 11, 2024



24-25 SCHOOL CALENDAR

SUMMARY OF CALENDAR

149 STUDENT DAYS
1080 REQUIRED HOURS

SEMESTER 1 - 69 DAYS
QUARTER 1 - 35 DAYS
QUARTER 2 - 34 DAYS

SEMESTER 2 - 80 DAYS
QUARTER 3 - 40 DAYS
QUARTER 4 - 40 DAYS

START & END TIMES

BREAKFAST SERVICE
7:40 - 8:00 AM

SCHOOL HOURS
8:00 AM - 3:45 PM

REPORT DATES

New Staff - August 19
Certified Staff - August 20
Classified Staff - August 20
All Staff Last Day - May 23

Students' First Day - August 23
Students' Last Day - May 22

MAKE-UP DAYS

First two snow days will not be made up. March and April "No School" days will be used for make-up dates.

CALENDAR LEGEND

- Begin/End
- PD Day - No School
- Quarter
- PT/Conf
- Holidays - No School
- Vacation Days - No School
- X No School

AUGUST

M	T	W	T	F
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	X
7	8	9	10	11
14	15	16	17	X
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	X
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	X
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	X
20	21	22	23	24
27	28	29	30	X

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	X
17	18	19	20	21
24	25	26	27	X

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	X
17	18	19	20	21
24	25	26	27	X
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	X
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	X
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST 2024

19	New Staff Orientation Day
20-22	Staff Inservice/Work Day (No School)
23	Begin 1st Semester
30	Friday School

SEPTEMBER 2024

2	Labor Day (No School)
6	Friday School
13 & 27	Professional Development (No School)
20	Friday School

OCTOBER 2024

3	P/T Conf. (JH/HS Only) 4:15-8:15 PM
4 & 18	No School
11 & 25	Professional Development (No School)
15 & 17	P/T Conf. (ELEM Only) 4:15-8:15 PM
17	End of 1st Quarter (35 days)

NOVEMBER 2024

1 & 15	No School
8 & 22	Professional Development (No School)
14	P/T Conf. (JH/HS Only) 4:15-8:15 PM
27-29	Thanksgiving Break (No School)
28	Thanksgiving Day (No School)

DECEMBER 2024

6 & 20	Professional Development (No School)
13	Comp Day (No School)
19	End of 2nd Quarter (34 days)
19	End of 1st Semester (69 days)
23-31	Winter Break (No School)
25	Christmas Day (No School)

JANUARY 2025

1	New Year's Day (No School)
2	Winter Break (No School)
3	Teacher Work Day (No School)
6	Begin 2nd Semester
10 & 24	Professional Development (No School)
17 & 31	No School
30	P/T Conf. (JH/HS Only) 4:15-8:15 PM

FEBRUARY 2025

7 & 21	Professional Development (No School)
14 & 28	No School

MARCH 2025

7 & 21	Professional Development (No School)
11 & 13	P/T Conf. (ELEM Only) 4:15-8:15 PM
13	End of 3rd Quarter (40 days)
14 & 21	No School

APRIL 2025

4	Professional Development (No School)
10	P/T Conf. (JH/HS Only) 4:15-8:15 PM
11	No School
18-21	Easter Break (No School)
25	Friday School

MAY 2025

2 & 16	Professional Development (No School)
9	Comp Day (No School)
18	Commencement
22	End of 4th Quarter (40 days)
22	End of 2nd Semester (80 days)
23	Teacher Work Day
26	Memorial Day

- The school calendar may include up to five days or 30 hours of instruction delivered primarily over the internet.
- The school calendar includes total hours, holidays, vacation days, and may discuss when and how days missed due to inclement weather will be made up or built into the calendar

Virtual “No School” Days Procedures

The Department of Education allows 5 virtual days to count for any days that need to be made up during the school year. You will receive detailed instructions on how this process will work, if needed during the year.

Daily Academic Schedule

BELL to go to 1st Class...	7:57		
1ST PERIOD.....	8:00-8:51	LUNCH (Gr. 7-12).....	12:19-12:49
2ND PERIOD.....	8:54-9:43	6TH PERIOD.....	12:52-1:41
3RD PERIOD.....	9:46-10:35	7TH PERIOD.....	1:44-2:33
4TH PERIOD.....	10:38-11:27	8TH PERIOD.....	2:36-3:25
5TH PERIOD.....	11:30-12:19	Eagle Advisory (Gr. 7-12).....	3:28-3:45

Eagle Advisory (E.A.)

The goal of Eagle Advisory is to free up teachers so they can help the students that need extra help in their classes. These students might need time to make up a test, get extra tutoring, complete missing assignments, etc. Co-Curricular or Extra-Curricular groups may hold meetings during this time as well. Advisors will have learning or planning activities periodically during Eagle Advisory. Students will be assigned an Eagle Advisory teacher based on grade level.

Attendance is taken every day for Eagle Advisory. If students are not where they are assigned they will be counted truant and the attendance policy will be enforced. Those that leave for practice in Sigourney or other Districts will be required to report for attendance and any important announcements and then will be released to go to practice if practice is not within the Keota District.

Jurisdictional & Behavioral Expectations Statement

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 High School office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Notification of 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 high school 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 Jr.-Sr. High School is the High 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 is 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.

School Day – Arrival and Departure

THE JR.-SR. HIGH SCHOOL building will be open between 7:45 AM – 4:15 PM. Students are only to be in the building during these hours unless they have made other arrangements with a teacher. We are on an eight-period day.

Student 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 High School Office. If the student is returning to school during the school day, the student must sign in or out at the High 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 High 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 High 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

This is a result of new legislation to crack down on chronic absenteeism and will not be treated as it has in the past. **The legislature have made cracking down on chronic absenteeism a focus for schools.**

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 (**6 days = 15%**) in the **grading period (quarter)**, 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

This is a result of new legislation to crack down on absenteeism.

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 a.m. 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 HS 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
- Going home before leaving on an activity bus (lunch, uniform, etc.)
- Haircuts, beauty appointments (nails, etc.)
- Employment without a work permit
- Other as determined by administration

If a student accumulates 7 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 5 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

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.

Students will remain in class until the (*principal or superintendent*) make a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" [administrative withdrawal].

A student who loses credit due to excessive absences is assigned to *supervised study hall* or *in-school suspension* for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

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 such as extracurricular activities, early dismissal, or Senior lounge.

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
- College Visits
- Other determined excuses

Consequences

If a student is unexcused for one or more classes but less than a whole school day, the student may be subject to discipline including but not limited to guided study hall after school until their work is made up. 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.
- Loss of non-academic privileges such as extracurricular activities.
- Loss of open campus.
- 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 7:57 AM. Tardy is any time after the 1st period 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.

Students must get a note from their previous teacher or the office to enter a class or study hall after the bell rings. Because there may be emergencies or situations that cause students to be tardy to school, each student is allowed three tardies each semester, without disciplinary consequences. On the 4th tardy and every 4th tardy thereafter, students will be given a detention each time. **Students are counted tardy even if the parent excuses them with the reason for the tardy.**

Attendance & Extracurricular Activities

STUDENTS PARTICIPATING IN school activities **must be in school by 11:30 AM and remain for the rest of the school day in order to participate in the practice, rehearsal, performance or contest.**

Students who are at school in the morning (either for early morning rehearsals/practices or after classes begin) and go home sick can NOT come back to participate for practices, rehearsals, games, etc.

Only in extraordinary circumstances or with advanced approval from the principal may this rule be waived. It will be the responsibility of the student to inform the coach or activity sponsor of their absence when necessary.

When students are suspended, either for in-school or out-of-school, the student may not participate in school activities on those days.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school by March 1st for the next school year. Students wishing to open enroll to another school must contact the superintendent for more information.

We are flexible in meeting the needs of all our students. Please check with the principal or the counselor if your student is struggling. We have a range of alternative methods of learning.

College Visits

Seniors and Juniors are encouraged to visit college campuses on Fridays when school is not in session, weekends or school holidays. However, if visits cannot be scheduled at those times, seniors may be excused up to 4 days and juniors 2 days to visit college campuses as approved by the principal when accompanied by a note signed by the student's parent.

Inclement Weather

THERE MAY BE times when school will start late or be dismissed early due to inclement weather conditions. These late starts, early dismissals, or cancellations will be posted at the earliest possible time over the school's website, emailed out to parents, and announced on KCII 1380 AM or 95.3 FM Washington and KCRG Channel 9.

Please discuss the possibility of emergency late starts, early dismissals, and cancellations and have arrangements made in the event of school not being in operation for all or part of a school day.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Keota Community School believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Keota Community School believes there is a strong correlation between student academic performance, conduct and student appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. Clothing or other apparel promoting products or activities that are illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Students who refuse to comply or are found to be a habitual offender may be sent to the principal who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Examples of clothing that may be restricted or modified include but are not limited to:

- Shoes with cleats except for outdoor practices.
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes).
- Clothing or accessories that are dangerous or could be used as a weapon.
- Displays of obscenity, profanity, or vulgarity.
- Discriminatory remarks.

Student Expression and Publication

The board of directors of Keota Community Schools protects the intellectual freedom of the school district's students and practitioners. Expressions made by the students, including student expression through publication, is not an official expression of the school district. The *Student Expression and Publication Code* policy are made available to parents and students via district policy **502.3**.

Students who violate expression and publication rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression and publication, except to the extent that regulation of protected speech is allowed by law. Disciplinary

measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the principal.

Student Expression

Keota Community Schools will protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Keota Community Schools generally allow for student-led protests. Student protests include walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and together in a group or groups with the purpose of promoting belief(s) but remain on district property. Walk-outs occur when students leave their learning environments during school hours and gather in a group(s) off district property with the purpose of promoting belief(s). Protests are subject to the same rules and restrictions as student expression outlined above.

Students who believe they have been unreasonably restricted in their exercise of their rights should follow the complaint procedure outlined in the *Student Complaint/Grievances* portion of the student handbook.

Student Publication

Students may produce official school district publications as part of the curriculum under the supervision of the supervising teacher. Student-produced official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. Students cannot express, publish, or distribute in an official school district publication material that is obscene, libelous or slanderous, encourages students to commit unlawful acts, violates school district policies, rules or regulations, or causes a material and substantial disruption of the orderly operation of the school as required by Iowa law. It is the responsibility of the supervising teacher to maintain professional standards of English and journalism and comply with the law.

Should a student believe they have been unreasonably restricted in their exercise of expression through publication, they should follow the complaint procedure as outlined in Student Complaint/Grievances portion of the student handbook. [Iowa Code 280.22](#).

Student Complaints/Grievances

Students may file a complaint regarding school district policies, rules, and regulations or other matters by complying with adopted procedures as outlined in board policy 502.4.

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](#).

Motor Vehicle

Students are permitted to park on school premises as a matter of privilege and not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

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.

Also, to keep the lockers in excellent condition, students are asked not to decorate the outside of the locker. Magnets may be used on the inside of your locker. 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.

There will be a fine of \$100 or more depending on the amount of damage to the locker. With this being the 6th year of the renovation project of the student lounge & lockers, it is expected that it all remains in superior condition.

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.

Bullying and Harassment

Keota Community Schools is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Keota Community Schools' rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

"Harassment" and "bullying" mean any electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the superintendent. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the superintendent determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian 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.

In case of an apparent conflict of interest, Keota Community Schools has designated the elementary principal as an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

The policy for *Discipline for Students Who Make Threats of Violence or Cause Incidents of Violence* can be found. Parents and guardians should review and become familiar with this policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion.

As required by Iowa law, districts must:

- Adopt a policy on this topic such as the [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](#) policy provided by the Iowa Department of Education.
- Make the policy available on the district website. - link
- Provide each parent or guardian with a copy of the policy.
- Require the parent or guardian acknowledge receipt of the policy in writing or electronically.

Exact policy language or a link to the policy may reside in this section of the student handbook, allowing for parents and guardians to acknowledge receipt of the policy through the “acknowledge receipt” page at the end of this handbook.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects 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. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

“Exceptions to this rule include students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.”

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school 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.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. Students in violation may serve a suspension of up to 10 days or be expelled. Police may also be called.

Internet

Individual student accounts and electronic email addresses will be issued to students. Students will be required to use district-issued email addresses and internet-based collaboration software at school. Students will receive age-appropriate training prior to using the internet.

Canvas is a learning management system the District has adopted this year. Students will be able to access their work and what they need for their classes through this system.

Each student is issued a Chromebook (computer) and will be responsible for its safety. Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible (blocking sites/GoGuardian/supervision) and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Personal electronic/technological devices include but are not limited to cell phones, headphones, earbuds, radios, etc. These devices are only permitted for use prior to the start of the school day, during lunch, and after the last bell rings. **Seniors that are in good standing will be allowed to use their cell phone during Senior lounge if they are in good standing. If they are not in good standing they stay upstairs in study hall.** Should a student be found using a device outside of the permitted times, it will be confiscated. There may be circumstances in which a student may need their devices during the restricted usage times. Devices may be used in these certain circumstances by going to the office to use the device with permission.

PENALTIES:

1. Electronic device will be returned at the end of the day.
2. Electronic device will be returned when a parent comes to pick it up.
3. Detentions, in-school or out-of-school suspension may be issued.
4. Turned in at the office every day for 2 months.
5. Discretion of administration.

Students are expected to refrain from using their devices for non-academic purposes. Misuse of devices include but are not limited to taking photos in the locker room or restroom, using a device to cheat, using a device to incite violence, using a device to bully, harass, threaten, or intimidate another person, to disseminate inappropriate photos or other restricted material, etc. Should a device be misused, a student may face disciplinary measures up to and including suspension and expulsion. Depending on the severity of the misuse, local law enforcement authorities may be contacted.

All teachers, associates, and secretaries are expected to enforce this policy at all times.

Cars & the Parking Lot

DRIVING A MOTOR vehicle to school is a privilege - not a right. Students who drive motor vehicles must park only in the designated areas. Before, during, & after school hours, students are NOT to park in the teachers' parking lot or in the diagonal parking in front of the high school on Ellis Street. All students' vehicles driven to school should be parked in the parking lot west of the high school, perpendicular to the curb in the lot. Parked vehicles should be going east and west. Vehicles parking in the school parking lot should park in an orderly manner and exit from both drives after school dismisses. We will continue to exit from both drives as long as it remains single file. You will be warned and have parking privileges removed if caught passing other vehicles to get out of the parking lot. **All vehicles may exit the parking lot until the buses pull up to the high school. At that point, all vehicles must wait until the last bus leaves.**

All parking lot cars must yield to the cars driving past on the street. The cars on the street have the right away. If a student pulls out in front of a car on the street the student will be at fault and will take full responsibility for the accident. Please be careful and courteous when driving, thinking always of the safety of pedestrians, other drivers, and passengers. When leaving school, all vehicles should use Davis Street, the street just west of the parking lot.

Students are not to be in the parking lot during the school day without permission from the office or from a teacher.

PENALTIES:

1. Warning.
2. Loss of parking privileges for 1 week.
3. Loss of parking privileges for rest of semester.
4. Loss of parking privileges for rest of school year.

* Any illegal parking or reckless driving may be reported to the local law enforcement. Anyone who does not comply to these rules may face the loss of parking privileges and will be towed at the owner's expense.

Hallway Conduct & Passes

STUDENTS ARE NOT to loiter in the halls or any other area of the building before school. Students wishing to visit should do so in the student lounge area.

Students in the hallways during class time MUST have a pass with them at all times.

Senior Lounge

THE SENIOR LOUNGE is a privilege earned by seniors that display a willingness to cooperate, plus the desire to achieve academically.

SENIOR LOUNGE RULES:

Seniors are to report to study hall after the teacher has taken attendance, they may then be excused to the senior lounge. If seniors are not going to stay in the student lounge, then they should remain in study hall. Seniors are to remain in the senior lounge and not go to any other area of the school without a pass that is shown at the office. This includes going to the gym, weight room, locker rooms, ag room/shop, and music room. Seniors when in the lounge may use their phones, but they are not to be talking on their phones. If a class is sent to study hall, the study hall teacher may allow seniors to go the lounge. Students are to be seated and NOT laying down on the floor as it does not look good when we have visitors in the building.

Any student with 3 or more detentions will lose their lounge privilege for the remainder of the quarter.

Students with a deficiency report (D or F mid-term) will lose lounge privilege until the end of the quarter and those students with a D or F at the end of the quarter will lose privilege until mid-term.

A senior lounge clean up schedule will be set up and used.

Plagiarism & Cheating Policy

1. The use of another person's work to represent one's own work or efforts.

2. Any effort to take an “unfair advantage” over other students is cheating, i.e. – using cheat sheets, copying from another student’s work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.
5. The use, whether by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement. More than seven consecutive words of copied text without the appropriate citation will be considered plagiarism.

Penalties for plagiarism and cheating will be as follows:

First offense: Maximum score of 75% with the opportunity to correct;
no credit given if student chooses not to correct.

Second offense: Maximum score of 50% with the opportunity to correct;
no credit **given if not corrected.**

Third offense: Score of “0”

These penalties will be enforced on a per teacher per year basis.

“Study Table”/Homework Policy

Homework is viewed as an important indicator of student skill and knowledge. Student grades should reflect the level of skill and knowledge a student has demonstrated.

In the event of unsatisfactory, missing, or late student work students will be required to call parents. A “study table”/intervention program will run after school, 3:45 to 4:15pm Monday through Thursday, except on early out days. If this time does not allow for the student to complete the work, intervention will carry over to the next day, until the assignment is acceptable.

- Unacceptable work will be determined by the teacher. This includes, but is not limited to: sloppy work that is unreadable, or incomplete, and of poor quality.
- Missing work is any work that has not been turned in. In the event a student has left the assignment somewhere outside of school, he/she will be required to stay for the after school intervention.
- Late work is any assignment that has not been turned in at the time it was due.
Example: If an assignment was due on Monday, 3rd hour, and was not turned in at that time, they would be required to stay Monday after school.

Purpose: During this intervention students will be working on any unacceptable, missing, or late work. The student will be working with the teacher requiring the work. The goal of this “Study Table”/Intervention program is to increase or improve student achievement in academic areas.

Student Homework Responsibilities

Keota Jr/Sr High School students are expected to:

1. Hand in quality work the day and period it is due
2. Stay after school to make up late or missing assignments
3. Contact the teacher for help before the assignment is due
4. Make contact with their teacher when an absence is pre planned to get work ahead of time
5. Make contact with their teacher as soon as possible to get make-up work after an absence
6. Use the organizational tools, supports and strategies supplied by the school (planners, study hall, counselors, and after school programs)

“Study Table”/Homework Intervention

1. “Study Table”/Intervention will last until 4:15 pm and will be served with the classroom teacher.
2. Additional time will be spent to address chronic behavior and responsibility issues preventing work from being done.
3. If a student has multiple late assignments in one day, students will serve time with each teacher until work is completed successfully.
4. If, at any time, a student does not show up at the assigned time, they will be given detention and will receive a “0” for the missing assignment(s) and any subsequent assignments, until the missing work is turned in.

Academic Priority

Students participating in extracurricular activities are expected to make academics a priority. If a student has a homework violation, the student will attend intervention until 4:15 pm.

If a student is receiving an F in a class at midterm or quarter, that student will report to the teacher afterschool until they raise their grade to passing, which at that point they will be able to continue participation in extracurricular activities.

Transportation from “Study Table”/Intervention Time

This will be the responsibility of the parent and/or student. Siblings of students staying for study table will need alternative transportation arranged by their parent. Due to the structure of this intervention time, siblings will not be allowed to remain in the school. If a student is responsible for a younger sibling, other arrangements will need to be made for them as well.

Dual Enrollment - Homeschooling

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Keota Community Schools are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the high school principal at 641-636-3491.

STUDENT CONDUCT

Fighting

FIGHTING will not be tolerated in school, on school grounds, or at school activities. Any fighting may result in detention or suspension: in-school or out of school.

Classroom Behavior

A LOYAL CITIZEN of Keota High School comes to attention when the bell rings, responds courteously to the teacher, gives attention and respect to classmates and gives their best to the class session in every way. They are especially courteous and helpful to substitute teachers. Students sent from class to the office will be dealt with in the following manner:

1. First offense- 1 day from class or discretion of the Principal.
2. Second offense- 2 detentions or the discretion of the Principal.
3. Suspension from school. Suspension is either “in school” or “out of school” and will be at the principal’s discretion. This could also include coming to school on a **Friday** to as a consequence.

Penalties are numbered meaning First Offense, Second Offense, Third Offense and so forth.

Teachers will file a discipline report when sending a student to the office. A copy of this report will be sent to the parent and a copy is placed in the student’s cumulative folder.

Destruction or Stealing of School, Student, or Employee Property

ANY STUDENT INTENTIONALLY or carelessly destroying or stealing property of the school, students, or employees may be suspended and will pay restitution.

Anything not covered specifically or seen as an extreme violation of any rule will be disciplined at the discretion of the administration and/or by interpretation of an appropriate board policy.

Profanity

PROFANITY DURING school hours will not be tolerated and will result with the following punishment:

1. Profanity towards another student will result in a detention.
2. Profanity towards an adult will result in 2 detentions. Your return to school is dependent upon completion of a parent conference with the administrator.

Public & Non-Public Displays of Affection

THE CONDUCT OF STUDENTS in the corridors is sometimes the basis used by visitors in the building in evaluating the entire school. While at school, affectionate displays between students will not be tolerated. School is neither the time nor the place for the display of affections. Anything beyond hand-holding will be considered inappropriate behavior.

Consequences are up to the discretion of the Administration and could include: a warning, detention, or suspension.

Student Behavior at Home & Away Games

A LOYAL Keota fan wants their team to win but to win fairly and cleanly. They respect the decision of the referees even though they believe it to be wrong. They treat the opposing team and their boosters with respect. They are a worthy winner and good loser.

Good Conduct Rule

In the event a student/extra-curricular participant is observed by police, staff member, admits to or is found guilty, of using or being in possession of alcohol, tobacco products, illegal drugs or involvement with law enforcement agencies, the student/extra-curricular participant shall immediately be declared ineligible for participation. Involvement with law enforcement agencies excludes minor traffic violations.

All Sponsored/Non-Sponsored Extracurricular Activities

1st offense:

Suspension from 1/3 of the contests of current season or students next season if currently not involved. His/her next activity is the one in which he/she has participated in the previous year or has commenced to attend practice sessions. If a participant plays at the junior varsity and varsity level, the participant will sit out 1/3 of the JV schedule and 1/3 of the varsity schedule.

2nd offense:

Suspension from 2/3 of the season or contests. His/her next activity is the one in which he/she has participated in the previous year or has commenced to attend practice sessions. If a participant plays at the junior varsity and varsity level, the participant will sit out 2/3 of the JV schedule and 2/3 of the varsity schedule. If total suspension is not fulfilled in one season, the balance of the suspension will be carried over into the athlete's next sport. His/Her next sport is one in which he/she has participated in the previous year or has commenced to attend practice sessions.

3rd offense:

Suspension for one calendar year from all extra-curricular activities from the date of the 3rd infraction and proof of completion of an approved substance abuse class at the expense of the student/parents.

If a student is caught in violation of the good conduct policy on school grounds the maximum punishment will be enforced.

If a student is involved in multiple activities that coincide, the suspension will apply to each activity.

A student will start over with first offense one year after the last infraction.

(A calendar year starts at the date of the infraction unless stated otherwise.)

Other eligibility requirements, as set forth by the State Association:

You are not eligible if -

- You do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- You have attended high school for more than eight semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
- You changed schools this semester (except upon like change of residence of your parents.)
- You were out of school last semester or if you entered school this semester later than the second week of school.
- You have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in any athletic contest.
- You have competed, outside school time, as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal.
- You have ever trained with a college squad or have participated in a college event.
- Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
- You have exhibited behavior that would constitute bullying or harassment prohibited by district policy.

Local school rules may be more restrictive than those of the Iowa High School Athletic Association or the Iowa Girls Athletic Union.

The school administration may declare a student ineligible if they feel that the student is not taking care of his/her responsibilities, both as a citizen and student of the school and community.

Any student declared ineligible under a prior school district's Good Conduct Rule, and then without having completed full period ineligibility at that school transfers to Keota High School, will not be eligible for interscholastic competition at Keota High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Keota High School as far as any Good Conduct Rule is concerned.

(A calendar year starts at the date of the infraction unless stated otherwise.)

Good Conduct

ANY STUDENT, through his/her habits or conduct, who is not able to represent the ideals, principles, and standards of Keota Jr.-Sr. High School, may be declared ineligible for activities by the principal or superintendent until he/she is capable of upholding the high ideals and principles of the school. If a student breaks the good conduct policy and they have not fulfilled any penalty under this policy, he/she will not be eligible for other activities determined by the Principal until one non-school day for first offense, 2 for second offense, etc. has been served before the activity.

Training Rules

THE HOURS and additional training rules for athletes shall be left to the discretion of each head coach. However, coaches and activity sponsors have the option to expect more than the minimum standards concerning eligibility.

ANYTHING NOT COVERED IN THE GOOD CONDUCT POLICY BECAUSE OF ANY UNUSUAL CIRCUMSTANCE, THE PRINCIPAL OR SUPERINTENDENT HAS THE DISCRETION TO ADMINISTER A CONSEQUENCE TO ANY OFFENDER.

Academic Eligibility

A Keota High School student involved in any extra-curricular activities is regarded as an extra-curricular participant on a year-round basis and not simply during the extra-curricular season or during the school year. Upon enrollment at Keota High School, you will be expected to abide by these rules and regulations at all times until you finish school - throughout the school year and summer.

ACADEMIC ELIGIBILITY WILL be determined on a 1st & 3rd quarter and 1st & 2nd semester basis for all extra-curricular activities. Each time grades are issued the student's status will be reviewed. The student **MUST PASS ALL CLASSES AND BE MAKING ADEQUATE PROGRESS TOWARDS GRADUATION REQUIREMENTS AT THE END OF EACH GRADING PERIOD.**

If a high school student is not passing all classes at the end of a grading period, the student is ineligible for 20 calendar days from the first date of competition of the activity they are involved in or the next activity they are in. After 20 days grades will be checked again, and if the student is not passing, the student will remain ineligible until the grade is passing. (Not applicable to summer activities.)

Junior high student grades will be reviewed at midterm of every quarter. If a student is failing a class, they will be required to attend study table until their failing grade/s are passing. Once they are at a passing level, the student can return to participation in extracurricular activities.

If the student is dismissed or quits an activity before the end of the season, they can't count the ineligibility that has been served. The ineligibility will need to be served in their next activity.

If a high school student is not passing all classes at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next 20 days of that sport but has eligibility in the fall.

Districts are allowed to be stricter in their academic eligibility requirements than required by Iowa law. Academic eligibility requirements may vary from district to district. Keeping this in mind, students who are open enrolling into a district from a district in which they failed to meet academic eligibility, cannot then become eligible in the new district just because academic eligibility rules may be different.

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment and be sent to the hallway, office, or alternate location. This is at the discretion of the classroom teacher.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by a school employee or administrator on a case-by-case basis.

Detention may be assigned to any student for unacceptable behavior in the classroom, at other times during the school day, or at school activities. Detention will be served at the times assigned this could be before or after school, or **Friday school**. Students will be given 1 day to make necessary arrangements for transportation before serving detention. Failure to serve a detention could lead to more detentions or **Friday school**.

If a student is given detention by a teacher, the detention is to be served with the teacher who issued it and the time the detention is to be served will be decided by that teacher. If a detention is given for any non-classroom reason (tardiness, office, hallways, lunchroom, etc.), it will be on Tuesday or Thursday from 3:45 - 4:15 P.M.

Students are reminded that detention is not served at their convenience. They will need to make arrangements with work and other commitments. Arrangements can be made to serve a detention if prior approval is made with the teacher they are serving the detention with or the principal.

If a student has more than 1 hour worth of detention, then they WILL NOT be allowed to participate in practice or games, contests, competitions. When they get their detention time back **at or under 1 hour**, then they can participate again.

In addition, parents will be notified of each detention assigned. The parents will be required to attend an intervention meeting with the student, teachers, principal and counselor to determine a response to future behavior if the student's behavior is an issue on a consistent basis. All detentions over the four years of high school must be served before the student is allowed to participate in the graduation ceremony. This applies to all students grades 9-12. Detentions carry over from year to year if not served.

Students must bring material to work on or read or an additional detention will be assigned. No sleeping or talking will be allowed.

PENALTIES FOR MISSING DETENTIONS:

1. An additional detention.
2. Suspension at the discretion of the principal.

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. One copy is sent home and another goes in the student's cumulative file.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the principal after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

When considering special education students for suspensions, refer to their Individual Education Program (IEP) and any other policy that may touch on implementing discipline procedures to special education students. Special procedures for special education students are required by law.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Fines & Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the principal for more information and waiver forms. School districts must provide notice that students from low-income families are eligible to have their student fees waived.

Book Rental

THE BOOK RENTAL policy as set up by the Board of Education is that the annual rental fee is determined by the annual expenditures for books and workbooks, and therefore can possibly change from time to time, depending on the raising and lowering of costs for the books used.

Excessive wear on books will be charged against the student by a fine. All workbooks and lab books remain the property of the school and will be collected when school is out in the spring. These books and supplies represent a very great outlay of money each year, and students should protect them from rough handling.

Book rent for grades 7-12 is \$60.00 per student with a family maximum of \$170.00.

Students in dual credit college classes will be charged 1/6 of the cost of the textbook the school purchases from the college.

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact the office.

More information and resources regarding the Hawki program, may be found on the Iowa Health and Human Services website: [Hawki | Health & Human Services \(iowa.gov\)](https://www.hawki.org/)

Extracurricular Student Insurance

Health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion and bear the entirety of the cost. If a parent is interested in purchasing insurance, they must contact the office for more information.

Keota Community Schools highly recommends students participating in intramural or extracurricular athletic activities have health and accident insurance.

Health Records

All parents should fill out a Health Information & Permission Form before your child starts school. This information is normally included in your registration packet.

If your child is ill, keep your child home from school. Be alert to such symptoms as upset stomach, runny nose, fever, diarrhea or sore throat. **Please keep your child home for 24 hrs. after vomiting, diarrhea or a fever greater than 100 degrees.** Should your child become ill at school with a fever and/or vomiting, diarrhea, we will send them home if a parent or designee has been contacted.

If your child contracts any communicable diseases, please keep them home for a minimum of 24 hrs. after treatment has begun. Upon returning to school, please provide a doctor's release letter. Check with your doctor for the proper time for returning to school for all illnesses.

If your child becomes ill at school your child should tell the teacher, whom may send the child to the office. We will call you if there is an illness or injury that requires treatment or if we feel your child should go home.

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

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 7 th Grade if born after 9-15-00.
Meningococcal	- 1 dose	Entering 7 th Gr on or after 10 yrs if born after 9-15-04.
Meningococcal	- 2 doses	Before entering 12 th Grade if born after 9-15-99 or...
	- 1 dose	Sometime after turning 16 years of age or older

DTP	- 3 doses	One dose after 4 years if born on or before 9-15-00
	- 4 doses	One dose after 4 years if born after 9-15-00 but on or before 9-15-03.
	- 5 doses	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 2nd dose received no less than 28 days after 1 st dose.
HEPATITIS B	- 3 doses	
VARICELLA	- 1 dose	After 12 mo.of age or born between 9-15-97 and 9-15-03 (or natural disease chickenpox)
	- 2 doses	On or after 12 mo. of age if born after 9-15-03 (or natural disease chickenpox)
HiB	- 3 dose	Required for preschool

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

The requirements still must be met with a valid Iowa Department of Public Health Certificate of Immunization Exemption stating that receiving the immunization is inconsistent with the parents' religious beliefs or a written statement from the healthcare provider that the immunizations are detrimental to the student's health.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's doctor, physician's assistant, chiropractor etc. stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity. Students that cannot afford a physical examination should contact the office.

Dental Exams

Dental exams are required for Kindergarten and 9th graders.

Medical Restrictions & 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.

Administration of Medication

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. Label 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. 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. Students name 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.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Head Lice Policy

When a parent/faculty/staff member discovers a student with head lice, it should be reported to the principal's office. We will not know if a problem exists unless we are notified by parents. The student should be treated with a hair product that effectively kills lice before the child will be allowed to return to the classroom. The home will also need special cleaning. The child's name will be kept in confidence with school officials.

Once the school has been notified of a case of head lice, the other students in his or her classroom may be checked. Also, if that student has siblings in school, the siblings may be checked. If a sibling is found to have head lice, then his or her classmates may also be checked.

Because our school district does not employ a full-time nurse and because we believe the responsibility is that of the parents, the school will not check students at random unless there is a concern by a staff member. If the school discovers a student with lice, the parents will be called to pick up the child. Before returning to school, he/she should be treated with an effective head lice product to prevent the other students and school staff from being infected. The child should then return to school as soon as possible after treatment.

If a student has head lice three or more times during one school year, the nits or eggs should be removed before returning to school.

After a student has had head lice three times during the school year, the parent should bring the student to school. The student will be checked for lice before the parent leaves.

The public health nurse may be called for families that have continuing problems with head lice in a given year for assistance in finding the solution.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

Iowa Department of Health and Human Services provides a list of reportable diseases on their website: [Reportable Diseases | Health & Human Services \(iowa.gov\)](#).

Sexual Abuse and Physical Abuse of Students by School Employees

Keota Community Schools does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Keota Community Schools' Level 1 investigator is the superintendent and can be contacted at central office, 505 N. Ellis St. 641-636-2189. Keota Community Schools' Level 1 investigator alternative is the elementary principal. Allegations will be handled promptly and confidentially to the maximum extent possible.

The Iowa Department of Education provides further information on their website and through their published Chapter 102 Manual: [Chapter 102 Level I Investigator Manual | Iowa Department of Education \(educateiowa.gov\)](#).

Health Education List

Per Iowa law, districts are required to include a list of age-appropriate and research-based materials and resources that may be used by parents to educate their children in recognizing unwanted physical and verbal sexual advances and other related topics as described in [256.9\(46\)\(a\)](#). The Iowa Department of Education is required to develop and make available to school districts examples of age-appropriate and research-based materials and lists of resources. This list is titled "Health Education List" by the Iowa Department of Education and can be found here: [Health Education List \(iowa.gov\)](#)

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

A **FIRE DRILL** IS announced by the sounding of the fire alarm.

A **STORM DRILL** WILL be announced over the intercom as to where everyone should report students going to the auditorium or tunnel. Students should not use the hallway by the student lounge and should avoid any areas where glass is present.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy (503.6) and state law.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class. Parent-Teacher Conferences will be conducted at midterm of each quarter.

Students who receive an incomplete in a class must complete the class within 10 days after the end of a grading period. Extensions may be granted by the teacher. Failure to finish an incomplete may result in a failing grade and/or loss of credit.

If parents have any concerns or questions about their child's progress, they may contact the student's teacher. Additionally, parent-teacher conferences are regularly scheduled and held from 4:00PM – 8:00 PM on:

Oct. 3, 2024

Nov. 14, 2024

Jan. 30, 2025

Apr. 10, 2025

Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the student's teacher.

Districts often allow teachers to individually determine homework assignments and requirements. However, some districts may include general requirements in the student handbook such as an agreed upon number of chances a student has to complete late homework. Should this be the case, that information should be included in this section.

Powerschool is the learning management system that is used to record grades, discipline, attendance, demographic information, etc. Every student has a user name and password. Parents can obtain a user name and password by contacting Andrea Striegler at the high school office 641-636-3491.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law.

Health Education Program for Students

Keota Community Schools provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may request that the student be excused from the instruction.

Class Hours and Adding/Dropping Classes

Students must be registered for at least 6.5 hours per quarter/semester unless prior permission is granted by the principal.

THOSE STUDENTS needing assistance in course selection should contact the guidance counselor or the principal. For a complete list of offerings, contact the office. All

pre-registration materials will be given to students in April preceding the next school year. Students are also encouraged to speak to their instructors for academic counseling.

If a class is one year long, then students will be expected to complete both semesters of that class. Students wishing to drop a one-year class at the conclusion of the first semester must obtain a DROP/ADD Class Form from the office and return it to the office with signatures from both the teacher of the class you are dropping or adding and also your parent(s) before your schedule will be changed.

Students dropping classes have 5 days at the beginning of the semester to drop and add a class. After these 5 days, a failing grade may be assigned.

Study Hall/Library Regulations

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy themselves for the entirety of the study hall duration.

1. The study hall/library is a place for study. Upon entering the study hall/library, there will be no talking or unnecessary noise.
2. There will be no speaking privileges, unless at the teacher's desk.
3. Only one person may be checked out to the restroom at a time, on the form available.
4. All students with passes should report to the study hall for attendance at the beginning of each hour. You will not be allowed to leave until after roll is taken. Violators will not be issued passes in the future. After attendance is taken, the study hall teacher will write the time on the pass and send it with you. You must carry a pass when you are in the hall and sign out on the appropriate form.
5. When possible, teachers will be available during part of their free hour to give you assistance with your work. Do not try to see teachers that are in class unless you have a student pass signed by that particular teacher in advance.
6. Once you enter the study hall you are not to leave, for any reason, without the permission of the study hall teacher.

Student Honors and Awards

Senior high students who attain a grade average of 3.20 during a grade period will be considered members of the honor roll. Junior High students attaining a grade average of 3.00 will be honor roll members.

Class Rank

ALL CLASSES THAT figure into a student's GPA will be calculated to determine class rank. GPA will be carried out to the 2nd decimal point, i.e. – 3.98. If there are ties in the GPA, those students will be ranked at the same number in the class rank.

Postsecondary Enrollment Options

Keota Community Schools provides students in grades nine through 12 with opportunities to receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges, state universities or other post-secondary educational institutions. Students are able to access such services through the Keota teachers in Keota HS and Regional Academies.

Students and parents should be aware of these opportunities and will be required to attend an informational meeting before signing up a student for college classes.

Senior Year Plus - Concurrent Credit Options

Senior Year Plus serves as an umbrella for a variety of programs designed to provide high school students access to courses that have the potential to generate college credit.

Student Eligibility Requirements

To participate in Senior Year Plus programming, students must meet the academic requirements of both the school district and the postsecondary institution.

- At the school district level, students interested in Arts & Science courses must demonstrate proficiency on the state tests in all three academic areas. This is primarily determined using the students' most recent scores on the designated state required test. ISASP levels below.

Grade	Not-Yet Proficient	Proficient	Advanced
ISASP English Language Arts Performance Levels			
8	385 to 493	494 to 593	594 to 720
9	410 to 504	505 to 617	618 to 750
10	435 to 529	530 to 641	642 to 780
11	460 to 560	561 to 659	660 to 800
ISASP Math Performance Levels			
8	385 to 489	490 to 605	606 to 720
9	410 to 512	513 to 625	626 to 750
10	435 to 536	537 to 653	654 to 780
11	460 to 558	559 to 674	675 to 800
ISASP Science Performance Levels			
8	385 to 507	508 to 608	609 to 720
10	435 to 544	545 to 655	656 to 780

- If a student is not proficient in one or more areas, but wishes to enroll in an Arts & Science course, he/she must meet an alternate proficiency requirement. Three options are available as alternate proficiency measurements: (1) an Accuplacer recommended cut score for the individual course as determined by the community college, (2) only proficient in the area they wish to take concurrent courses, (3) the student shall have previous high school course performance of a “B-” or higher linked to the intended college course enrollment (discipline/subject specific).
- Career Technical programs/courses do not require proficiency for eligibility. See your counselor for more information.
- At the college level, students must meet any assessment requirements of a postsecondary institution including any placement exam requirements of the institution.

Concurrent Enrollment

The concurrent enrollment program promotes rigorous academic or career and technical pursuits by providing opportunities for high school students through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

IMPORTANT: College credit obtained may or may not transfer to a higher-level institution. Students and/or parents should contact the university or college choice to make sure that what they are planning to take will transfer to the specific major or particular field of study of the student.

Add, Drop, and Withdraw for IHCC Courses:

Adding a course: No course additions are permitted after the 5th day of the fall, winter, and spring term. Contact your school counselor immediately to add a class online, on IHCC campus, or at KHS.

Dropping a course: Keota students have eight days after the beginning of the Indian Hills Community College term to drop an IHCC class. Students must communicate with their school counselor to complete the request. If a student drops an IHCC class, there is no record on their transcript they took the class and the student will find an alternative class to enroll in at KHS if the class is needed for graduation or to complete the student’s schedule.

Withdrawing from a course: Keota students who are enrolled in IHCC classes have the option to withdraw from classes. Students may withdraw from the course from the ninth day of the term until two weeks before the term ends. Students and families will be communicated with by KHS staff when those deadlines are for each term.

During this period, students wishing to withdraw from class should speak with their school counselor. A withdrawn class will appear on the permanent college transcript and high school transcript as a “W” which signifies the withdrawal and no credit will be earned.

WHAT DOES “COLLEGE” REALLY MEAN?

“College” is a broad term that encompasses all options after high school that lead to what employers are looking for, or that leads to further education or training including: 2 year and 4 year institutions, certificates, diplomas, apprenticeships, military and more!

NCAA Clearinghouse

For students who potentially might play athletics in college, specific courses meet eligibility standards for freshman participation at member NCAA Division I and II schools. Courses are designated as Approved or Not Approved for the NCAA Clearinghouse. The Counseling Office has further information for questions about the college-bound athlete.

Transfer in Iowa - Transferring Community College Credit

The state of Iowa has a rich tradition of providing quality post-secondary educational opportunities for its citizens that also attracts students from all over the country and world. Today, Iowa’s three Regent universities and 15 community colleges serve more than 150,000 students annually!

Iowa’s Regent universities and community colleges have joined to create a website dedicated to seamless transfer. Their intent is simple - to create a one-stop resource to help students and families plan for their future.

The number one question transfer students ask is “How will my credits transfer?” Follow the ‘Transferring Your Credit’ links on the Transfer in Iowa website to discover how your courses may transfer to the Regent universities. You are invited to explore, discover, and continue to dream big. Visit www.transferiniowa.org for more information.

Regent Admission Index (RAI) - College Entrance Requirement

Students from Iowa high schools planning to begin their studies in the fall 2009 or later must have a Regent Admission Index score of at least 245 and take the minimum number of required high school courses to qualify for automatic admission to Iowa State University, the University of Northern Iowa, and the College of Liberal Arts and Sciences at The University of Iowa.

Students who achieve a score less than 245 will be considered for admission on an individual basis.

The index combines four factors that strongly predict success as regent universities: ACT or SAT test score, high school rank, high school cumulative grade point average, and the number of completed high school core courses.

Visit www.regents.iowa.gov/RAI/ for more information or to calculate your RAI. See your Counselor for more information.

Free Application for Federal Student Aid (FAFSA)

The *Free Application for Federal Student Aid*, or FAFSA, is the first step in the financial aid process when looking for funding available to pursue postsecondary education. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid. For more information visit www.studentaid.gov.

Work Experience (On the Job Training) Expectations

In order to enroll in Work Experience (a 2-credit course), students must be on a clear path to graduation with all required courses completed or in process. The Work Experience Program is only available for Seniors and can only be taken ONE semester. Placements are not to be with family members but must rather be with a place of business that will provide a real work experience which prepares students for long-term employment later in life. The Work Experience Program is a “pass/fail” course that does not impact the student’s GPA. **Students must get permission from Keota School Administration to participate and placements must be approved.**

Along with a signed agreement by all involved parties, students are to have their employers fill out an evaluation form every month, which is provided by the school and it must be returned back to the school administration for credit to be issued.

Job Shadowing/Work Based Learning

This program is in development and will be administered as opportunities and need arises throughout the school year.

Early Graduation

If a student wishes to graduate prior to the completion of grade twelve, the student and his/her parent(s) must meet with the guidance counselor to consider all ramifications of such a decision. The principal, counselor, and superintendent will follow a checklist of criteria. Following the conference, the student and his/her parent(s) may petition the principal for early graduation. The principal will then meet with the student and his/her parent(s) to discuss policies and procedures for early graduation. Following this meeting, the principal will make a recommendation to the superintendent who will then make a recommendation to the Board of Education if early graduation is merited.

Students who select and are approved for early graduation shall forfeit their eligibility as a student to participate in extracurricular activities, and other school activities. After all course work is completed and the student has completed the appropriate check out procedures and forms, the student’s status will become that of a post-secondary student.

Students who select and are approved for early graduation will be entitled to participate in the commencement program with their graduation class if they so choose.

Graduation Requirements 2024 – 2025

**** All students MUST carry a minimum of 6.5 credit EACH semester ****

(unless approved by Principal)

Core Graduation Requirements (28 credits required):

ACADEMICS:

4 years of English – 8 credits total

English 9 – 1 year

English 10 – 1 year

Junior Year - Choose 1 Lit. Class:

American Literature **OR** World Literature – 1 year

Senior Year (Sem. 1) - Choose 1 Required Class:

Practical English **OR** Composition I- 1st Sem

May also take Elective Class: Publications – **1st Sem**

Senior Year (Sem.2) - Choose 1 Elective Class:

Creative Writing, Communications, Publications or Composition II - 2nd Sem

3 years of Science – 6 credits total

Physical Science – 1 year

Biology – 1 year

Chemistry **OR** Environmental Science – 1 year

Plant Science – 1 year

3 years of Social Studies – 6 credits total

US History – 1 year

Government - 0.5 year

3 Core Electives – 1.5 years

3 years of Math – 6 credits total

Pre-Algebra – 1 year (optional with instructor's approval)

Algebra 1 – 1 year (required)

Geometry – 1 year (required)

Algebra II – 1 year (required)

PreCalculus – 1 year (required for those who have taken Alg. I as an 8th grader)

Remediation – English/Language Arts & Math

The Keota CSD assesses all students using Iowa Testing. If a student does not test proficient in the area of English (ELA) or math, the Keota Board of Education requires all students that are not proficient to take a remediation course during the next school year following the test performance. Based on our Iowa Testing reports, the student will automatically be placed in the remediation program with no exceptions to this rule. Students will receive Pass/Fail elective credit for the class.

Computer Apps – 1 Semester = 1 credit total

Physical Education – required every year all year unless it does not fit into a schedule or an athletic waiver applies – in accordance with STATE of IOWA GUIDELINES

Non-Core Elective Credit (20 credits required)

CPR Certification

Total Credits Required for Graduation – 48 credits

All students will take required core credits for graduation at Keota High School. If a course does not fit in a student’s schedule over four years of high school attendance, an exception may be made and other courses could be accepted.

Report Cards

REPORT CARDS will be issued for grades 7-12. At the end of each nine weeks, the report card will be issued and need not be returned.

Grading System

When figuring a student’s letter grade and grade point average, we use the following scales:

Letter Grade	Percent	Grade Points	Letter Grade	Percent	Grade Points
A	93-100%	4.00	C+	77-79%	2.33
A-	90-92%	3.66	C	73-76%	2.00
B+	87-89%	3.33	C-	70-72%	1.66
B	83-86%	3.00	D+	67-69%	1.33
B-	80-82%	2.66	D	63-66%	1.00
			D-	60-62%	0.66
			F	0-59%	0.00

(F’s are added into GPA)

“WEIGHTED” CLASSES AND GPA CALCULATIONS: (as of July 2022)

All college courses through Indian Hills CC & Kirkwood CC are considered “weighted” classes: These college courses will be “weighted” with an additional 0.33 on a 4.0 grading scale.

EXAMPLE: 84% = “B” (3.00 grade pts) would become 3.33 for grade pts calculations for GPA’s.

Junior High Retention Policy

PROMOTION FROM SEVENTH (7) to eighth (8) grade & eighth (8) to ninth (9) grade will be based on the following standards:

1. Any student who fails two or more core courses in a semester will be subject for review by the Promotion Review Committee.
2. The Promotion Review Committee will consist of the Junior High Core teachers, the resource room teachers (if a special education student is involved), the guidance counselor, and the principal. It is the responsibility of this committee to inform the parents of recommendations which may include part or all of the following:
 - a. Private tutoring at the parent's expense
 - b. Professional counseling
 - c. Testing for learning disabilities
 - d. Repeating specific classes
 - e. Retention at previous class level
3. Identified special education classes are exempted from certain provisions unless: It is agreed upon by special education teachers and the principal that the failure resulted from lack of significant effort rather than lack of ability.

Senior Policy

THE ACADEMIC WORK of the senior class shall be evaluated approximately one week prior to the rest of the high school, as the remaining week of school will find Commencement exercises being held. All bills and fees must have been paid and settled.

All coursework in all classes for seniors will need to be complete one week in advance of the graduation date every year. If a teacher sets an earlier date in order to review work completed and determine a final grade, the student is required to meet the deadline established by the teacher.

Enough funds must be retained in the treasury to cover any incidental bills that might be acquired at the last minute.

All detentions and suspension days must be served and fines must be paid before being allowed to participate in the graduation ceremony.

KHS Silver Cord Requirements

1. Students should work to spread out the total 200 hours throughout high school rather than accumulating them within just a year or two. Silver Cord documentation will be given to the Silver Cord Coordinator for review and filing. The Coordinator will go through the documents with seniors who have obtained the necessary **100 hours**.
2. Students have the responsibility for tracking their volunteer hours, and obtaining signatures of the site coordinator and the Silver Cord coordinator.
3. Students may record any volunteer hours beginning the summer before their 9th gr. year
4. Students are expected to volunteer for a variety of causes in their community.

5. Designation as “Community Service” is determined by the project or activity coordinator; not the student.
6. Students may volunteer to help staff members during study hall, if they are in good academic standing. No more than 40% of total volunteer hours may be accumulated during the school day.
7. Family chores and obligations do not count as volunteer service. However; if a large family project is planned, contact the Silver Cord coordinator for advance approval of volunteer hours. Adult family members may not sign as the site supervisor or activity coordinator without prior approval of the Silver Cord Coordinator.

National Honor Society

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Keota High School.

Eligibility:

- a. must be members of the sophomore, junior, or senior class.
- b. must have been enrolled for a period equivalent to one semester at Keota High School.
- c. must have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character, which must meet the following minimum standards:
 - **Service** – 2024-25 school years must have a minimum of 50 hours of documented Silver Cord volunteer service. Beginning with the 2025-26 school year, candidates must have a minimum of 75 hours of documented Silver Cord volunteer service.
 - **Leadership** – Candidates must have participated in at least three (3) school or community sponsored extracurricular activities, beginning with the summer before their freshman year.
 - **Character** – Candidates are expected to follow the rules and regulations outlined in the KHS Student & Parent Handbook.

The selection of active members shall be held annually in September.

Candidates become members when inducted at a special ceremony in October.

Members are expected to attend all chapter meetings. If a member must miss, the adviser should be notified prior to the meeting.

The chapter shall determine one or more service projects for each year.

For the full Keota NHS By-Laws use the following link.

<https://www.keota.k12.ia.us/vimages/shared/vnews/stories/4a492305ecc71/NHS-Bylaws-2023.pdf>

STUDENT ACTIVITIES

Field Trips

With a 4 day school week all field trips should be scheduled on Fridays if at all possible. PROPER CONDUCT is expected of all students while they are on academic field trips and all out-of-town trips. On trips, classroom conduct is to be maintained by field-trip members. All work must be made up before leaving for a field trip.

Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Elections for student council are held in the auditorium in May for the following year. Students who decide they would like to run for a student council or other officer position should contact Mrs. Donald for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information. Students who decide to participate in the election by voting will report to the auditorium on election day to cast their ballot.

Senior High Student Body President & Student Council

REQUIREMENTS FOR seniors wanting to apply to be Student Body President are as listed:

- You must have been on the student council for at least one year.
- A cumulative GPA of 3.20 is required.
- Applicants will be asked to share a presentation to the students in grades 9-11, outlining why they want to be Student Body President (no longer than 5 minutes).

The duties of the Student Body President include but are not limited to:

- Attending and leading the Student Council meetings.
- Making sure the meetings are conducted in an orderly and respectful manner.
- Taking a leadership role in all activities that the council is involved with throughout the year -(highway cleanup, Homecoming, holiday events, fundraisers, etc.)
- Setting a good example of leadership through both words and actions to be the model that the rest of the council and study body look up to and follow.

STUDENTS IN grades 9-12 can volunteer to become members of the student council with no cap on how many may be involved. Students must be passing all classes and must attend all meetings and all student council sponsored events. Any student missing more than 3 meetings or events will be removed from student council and can not rejoin in following y

Buses and Vehicles Used for Activities

All students will ride in a school vehicle to and from school events unless prior approval to ride with an adult family member over the age of 21 has been granted by the sponsor or principal. If prior approval is given, a note from the parent or guardian will be required. Parents may also sign their student out after the game to ride home with them.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the principal and school board at least one school board meeting before the fundraiser begins. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the student organization sponsor prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the administration prior to selecting a gift.

Dances

SCHOOL DANCES WILL be held occasionally, and like other school activities students are to be on their best behavior. In addition, students leaving the dance will not be readmitted. Junior High students will not be permitted to attend high school dances. Elementary students are not permitted to attend Junior High dances.

Junior-Senior Prom

The main activity for the evening will be the dance that is underwritten by the Junior Class. The dance will be open to all juniors and seniors and their dates who must be of high school age or under the age of 21. However, it will be a closed event; that is, those attending must arrive by 9:30 PM or not be admitted. Once you have arrived at the dance, you must remain. When you leave the dance, you will not be admitted again. The dance will end at 11:30 PM.

Any student from another school attending as a GUEST – must be in grade 9, 10, 11, or 12 in good standing, or a past graduate under the age of 21. The Keota junior or senior student must pick up a permission form from the high school office and have it completed and signed by all parties involved and have it returned to the Keota High School office by the end of the day Wednesday, April 23, 2025.

- This form must be signed by the principal, assistant principal, or counselor of the GUEST'S school to be valid. Signatures will be verified.
- **NO FORMS WILL BE ACCEPTED AFTER WEDNESDAY, APRIL 23, 2025.**

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of policy on education records and other related information and procedures contact the superintendent's office at 641-636-2189

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

The information in this section acts as notice of parent and eligible student FERPA rights. It must be distributed annually in some form, not necessarily in the handbook, as required by federal law.

This notice should be made available in the parents' or eligible students' native language.

If the district collects personal information from students for the purposes of marketing or selling that information, the school district must annually notify parents and eligible students.

Student 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. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the Principal. It is desirable to renew this objection at the beginning of each school year.

The information includes name, address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards, the most recent previous school or institution attended by the student and other similar information.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the Principal. The Principal will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

THE LIBRARY MEDIA CENTER is open from 8AM to 3:45PM.

The circulation policy is:

1. Regular shelf books and paperbacks may be checked out for a period of two weeks. These may be renewed.
2. Reference books may be checked out for one period during the day. They may also be checked out overnight. They are due no later than 8:30 AM the following day.
3. Books placed on reserve by a teacher may be checked out overnight. They are also due by 8:30 AM the following day.
4. Magazines and vertical file materials may be checked out for two weeks.

All books and magazines must be checked out before being taken from the library.

If library materials are lost or damaged, a replacement fee will be charged. If materials become more than one month overdue, parents will be notified.

This circulation policy is established so the greatest number of students may have access to as much information as possible.

** Please take care of our library materials so that all may benefit from them.*

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board

policy 605.2. Tests and assessment materials are only available for inspection with the consent of the administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the curriculum director at 641-636-2323.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the curriculum director, at 641-636-2323, who will provide all necessary forms, or they may access the objection forms through the school district's policy 605.3.

MISCELLANEOUS

Student Guidance and Counseling Program

Keota Community Schools maintains a guidance program that provides certain services that assist students with their personal, educational and career development. Confidentiality is maintained by the employees involved in the guidance program to the extent the law allows.

Visitors/Guests

Visitors are welcome to Keota Community Schools under certain circumstances. All visitors must check in at the office. The check-in process includes pushing the button at the door so that the secretary can see who would like to enter the building.

Level One Investigator

THIS IS TO INFORM all students, parents, and guardians that Lisa Brenneman, Principal, is the level-one investigator in the Keota Junior-Senior High School concerning cases of abuse by any school employee. Contact the above named at the office or call 641-636-3491.

School Nutrition Program and Free and Reduced Lunch

Keota Community Schools operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school.

The meal accounting system we use is called the School Dining System. Every family will be able to put money into your "family" meal account by credit/debit card or you may send a check as you have in the past. Checks must be turned into the office no later than 9:30 AM. You will also be able to check the family meal account on-line at any time. **The cost of lunch for all students is \$3.15 per day. Adult lunch is \$4.85 per day. An ala carte is an additional \$1.75 and extra milk is \$0.45.**

A nutritious breakfast is available to all students with grades 7-12 taking place from 7:30-7:50 AM. **The cost of breakfast for students is \$1.80 per day and \$2.35 for adults.** No breakfast is served when there is a late start.

When your family has a balance of \$10.00 in the account, a notification will be sent to you via e-mail. If you do not have an e-mail account, then a slip will be sent home with your child as in the past. Please keep a positive balance in your family's lunch account.

Free and reduced lunch is available to those who qualify and may require those services. For more information and forms contact the office.

Students going to breakfast or lunch are to use the hallway connecting the two buildings. As the noon hour is closed, all students will be required to use the hot lunch program or carry a sack lunch and eat in the cafeteria.

Closed Noon Hour

THE NOON HOUR will be closed which means all students must eat in the hot lunch program or carry a sack lunch brought from home. No microwave or refrigerator is allowed for student use unless specific permission is given by the teacher. Students will not be allowed to order in or have food delivered to the school. If you wish to eat, all lunches must be eaten in the cafeteria at the assigned time. After completing their lunch, students must stay in the cafeteria until dismissed to go to the student lounge. **All food must be eaten in the cafeteria.** Water is allowed to be taken out of the lounge if it is in an enclosed container. NO drinks are allowed in the auditorium.

Students will not be excused over the noon hour to leave campus for lunch, **UNLESS** they have an ISASP Reward Ticket. Students who received ISASP Reward tickets at the beginning of the year may use it to get out of lunch. The ticket must be signed and dated by the student's guardian for the day the student is wanting to use it. Students must sign out at the office and redeem their ticket, and must sign back in upon return. Students **MUST** be back in time for 6th period.

Buses and Other School District Vehicles

ALTHOUGH the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such times as the student boards the bus and after the student leaves the bus at the end of the day. Nor does it relieve students from the responsibility to behave in an orderly manner on the bus. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. The right to safe transportation will not be taken away from an entire bus load of students because a few disobey the rules. The bus driver shall have complete control of the bus and the students that are being transported for the duration of the bus ride. Misbehavior arising from a student problem will be handled by the driver with the student when possible. If in the judgment of the driver a student's behavior needs to be reported, the driver will complete the form, "Driver's Report of Misconduct."

- Eligible students may ride a different bus on occasion(s), using the regular route and scheduled stops.
- Eligible students riding a bus may be picked up/dropped off at different location, on a regular basis, along the scheduled route. A parent/guardian must register that location with the transportation director. 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 contact person is not there to pick up the child, that child will be brought back to school. Hopefully calls can be made before the conclusion of the route. Once at school, the child can wait in the cafeteria while waiting for the parent.

District Owned Cameras

The Keota Community School Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

School Announcements

Announcements are made every day in your 1st period class by the teacher. Students are responsible for knowing the content of the announcements. Students who wish to have an item included in the announcements must receive permission from high school secretary.

Lost and Found

ITEMS FOUND should be turned into the Principal's office.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers are trained in the use of AI tools and how to implement them appropriately in the classroom. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Refer to policy number **605.8** - Artificial Intelligence in the Education Environment. and accompanying regulation **605.8R1** – Artificial Intelligence in the Education Environment Regulation. If your district has adopted these policies, be sure the language is consistent between the student handbook and adopted policies.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Due Process

INDIVIDUAL RIGHTS granted by the Constitution of the United States are granted to all people regardless of age, sex, race or creed. Students have rights as individuals; the school disciplinary procedures should not violate those rights. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept, students are entitled:

1. To know what the rules and regulations are;
2. To be notified of charges and provided the opportunity to respond to those charges;
3. To have counsel if they appeal;
4. To appeal a decision about the charges to a higher level, and
5. To have the charges or penalties removed from their records if the evidence demonstrates innocence or noninvolvement.

In the administration of procedures and throughout the provisions for essential rights, the student should be made to feel that his value as a person is not questioned. What may be questioned is the student's behavior. Students should understand that they are expected to be responsible and accountable for their actions.