

# Keota Jr.-Sr. High School 2022-23



## Student & Parent Handbook

(Revised 6-9-22)

School Website Address:

[www.keota.k12.ia.us](http://www.keota.k12.ia.us)

# Table of Contents

INTRODUCTION TO KEOTA COMMUNITY .....	1
JUNIOR AND SENIOR HIGH SCHOOL .....	1
BOARD OF EDUCATION .....	1
ADMINISTRATION .....	1
NOTICE OF NON-DISCRIMINATION – TITLE IX.....	1
GRIEVANCES.....	1
SPECIAL ED DELIVERY SYSTEM PLAN.....	2
JUNIOR - SENIOR HIGH SCHOOL FACULTY/STAFF.....	2
ACTIVITY SPONSORS .....	3
DISTRICT VISION STATEMENT .....	3
MISSION STATEMENT .....	3
MESSAGE TO PARENTS .....	3
EDUCATION EQUITY .....	3
GRIEVANCE PROCEDURE.....	4
SCHOOL HOURS .....	4
SCHEDULE OF CLASSES.....	4
EAGLE ADVISORY (E.A.).....	4
BELLS .....	4
JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT.....	5
NOTIFICATION OF STUDENT RECORDS POLICY.....	5
STUDENT SEARCH AND SEIZURE .....	6
ANTI-BULLYING/HARASSMENT POLICY (Code No. 105) .....	6
ATTENDANCE POLICY .....	9
MAKEUP WORK.....	9
ADVANCED MAKEUP SLIPS .....	9
ADMITS .....	9
PHONE CALLS/NOTES.....	9
TARDINESS .....	9
FIVE DAY ABSENCE POLICY.....	10

EXCUSED: VERIFIED (Will not be counted as part of 5 days) .....	10
EXCUSED: NON-VERIFIED (Will count toward 5 days) .....	10
UNEXCUSED ABSENCES.....	10
(After 5 unexcused, the truancy will be turned over to the Co. Attorney).....	10
ATTENDANCE & EXTRA-CURRICULAR ACTIVITIES .....	11
STUDENT PLANNERS .....	11
STUDENT HEALTH POLICY .....	11
HEALTH RECORDS .....	11
MEDICAL RESTRICTIONS & PRACTICES .....	12
MEDICATIONS .....	12
REQUIRED IMMUNIZATIONS.....	13
DENTAL EXAMS .....	13
HEAD LICE POLICY .....	13
FIGHTING.....	14
CLASSROOM BEHAVIOR.....	14
PERSONAL ELECTRONIC DEVICES.....	14
UNACCEPTABLE USE OF THE INTERNET .....	15
STUDENT DRESS .....	15
HALLWAY CONDUCT .....	15
GUM.....	15
PUBLIC AND NON-PUBLIC DISPLAYS OF AFFECTION.....	15
SCHOOL DANCES.....	16
JUNIOR - SENIOR PROM.....	16
STUDENT BEHAVIOR AT HOME & AWAY GAMES .....	16
TRANSPORTATION TO AND FROM SCHOOL EVENTS.....	16
DETENTION .....	18
DETENTION PROCEDURE .....	18
DISCIPLINE REFERRALS.....	18
SUSPENSIONS:.....	18
KEOTA JR/SR HIGH SCHOOL "STUDY TABLE"/HOMEWORK POLICY .....	19
STUDENT HOMEWORK RESPONSIBILITIES.....	19
ACADEMIC PRIORITY .....	19
TRANSPORTATION FROM 'STUDY TABLE'/INTERVENTION TIME.....	20

LOCKERS.....	20
LOCKER POLICY .....	20
DESTRUCTION OR STEALING OF SCHOOL, STUDENT, OR EMPLOYEE PROPERTY .....	20
ALCOHOL, DRUGS, SMOKING, TOBACCO & CONTRABAND .....	20
WEAPONS POLICY .....	21
PROFANITY .....	21
FINE POLICY.....	21
SCHOOL ISSUED LAPTOPS AND CHROMEBOOKS.....	22
GRADUATION REQUIREMENTS.....	23
EARLY GRADUATION POLICY.....	24
POST SECONDARY EDUCATION OPTIONS, .....	26
DUAL ENROLLMENT & CONCURRENT ENROLLMENT .....	26
CONCURRENT ENROLLMENT .....	26
WORK EXPERIENCE (ON THE JOB TRAINING) EXPECTATIONS .....	27
COURSE SELECTION.....	27
DROPPING CLASSES AT SEMESTER TIME .....	27
BOOK RENTAL .....	27
LIBRARY MEDIA CENTER .....	28
STUDY HALL/LIBRARY REGULATIONS.....	28
PLAGIARISM & CHEATING POLICY .....	28
REPORT CARDS.....	29
GRADING SYSTEM .....	29
PARENT-TEACHER CONFERENCES:.....	29
HONOR ROLL.....	29
CLASS RANK.....	29
JUNIOR HIGH RETENTION POLICY .....	30
SENIOR POLICY .....	30
PHYSICAL EDUCATION.....	30
FIELD TRIPS (ACADEMIC).....	30
CERTIFICATE OF ATTENDANCE AND SPECIAL EDUCATION .....	31
NATIONAL HONOR SOCIETY SELECTION.....	31
KHS SILVER CORD – VOLUNTEER RECOGNITION AWARD .....	32
KHS SILVER CORD REQUIREMENTS.....	32

ACADEMIC ELIGIBILITY .....	33
GOOD CONDUCT .....	33
ALCOHOL, TOBACCO PRODUCTS, DRUGS & INVOLVEMENT WITH LAW ENFORCEMENT AGENCIES.....	33
ALL SPONSORED/NON-SPONSORED EXTRA-CURRICULAR ACTIVITIES .....	33
GOOD CONDUCT IN GENERAL.....	35
TRAINING RULES.....	35
GENERAL INFORMATION .....	36
LOST AND FOUND DEPARTMENT.....	36
CARS AND THE PARKING LOT.....	36
BUS REGULATIONS.....	36
BUSING.....	37
EARLY DISMISSAL, LATE START & CANCELLATIONS.....	37
PURCHASE REQUISITION.....	37
SENIOR LOUNGE & RULES.....	37
SENIOR HIGH STUDENT COUNCIL .....	38
VISITORS.....	38
CLOSED NOON HOUR.....	38
HOT LUNCH AND BREAKFAST PROGRAM .....	38
LEVEL ONE INVESTIGATOR.....	38
DIRECTORY INFORMATION .....	39
EMERGENCY DISASTER PLAN .....	39
FIRE DRILL.....	39
STORM DRILL.....	39
DUE PROCESS.....	39

# 2022-2023 INTRODUCTION TO KEOTA COMMUNITY JUNIOR AND SENIOR HIGH SCHOOL

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.

## BOARD OF EDUCATION

PRESIDENT: Billie Kindred  
SECRETARY: Gina Bennett

BOARD MEMBERS: Andy Conrad  
Pat Hammen  
Jim Tinnes  
Dan Redlinger

## ADMINISTRATION

JH/HS PRINCIPAL/SUPERINTENDENT.....	Mr. Jim Henrich
ELEM/JR. HIGH PRINCIPAL.....	Mr. Seth Milledge
ACTIVITIES DIRECTOR.....	Mr. Dan Stout
CENTRAL OFFICE/BOARD SECRETARY.....	Mrs. Gina Bennett
DISTRICT BUSINESS MANAGER.....	Mr. Jeff Dieleman
HUMAN RESOURCES.....	Mrs. Missy Sellers

## NOTICE OF NON-DISCRIMINATION – TITLE IX

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

The District has adopted grievance procedures for resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquires regarding Title IX or the District's nondiscrimination policy may be referred to the District's Title IX Coordinator: Seth Milledge, 500 N Ellis St., Keota, IA 52248; 641-636-2323; [seth.milledge@keota.k12.ia.us](mailto:seth.milledge@keota.k12.ia.us). Such inquiries may also be referred to the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). Inquiries regarding complaints of race, color, national origin, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status discrimination may be directed to: Jim Henrich; 507 N Ellis St., Keota, IA 52248; 641-636-3491; [jim.henrich@keota.k12.ia.us](mailto:jim.henrich@keota.k12.ia.us).

## GRIEVANCES

Contact persons for any grievances related to these policies are:

Harassment Officer: Mr. Jim Henrich 641-636-3491  
Multi-Cultural Gender Fair: Mr. Seth Milledge 641-636-2323  
Americans with Disabilities Act/Section 504: Mr. Jim Henrich 641-636-3491  
Section 504 Coordinator: Mr. Jim Henrich 641-636-3491  
Equal Employment Opportunity/Affirmative Action: Mr. Jim Henrich 641-636-3491  
Level One Child Abuse Investigator: Mr. Jim Henrich 641-636-3491  
Homeless Liason: Mr. Seth Milledge 641-636-2323

## SPECIAL ED DELIVERY SYSTEM PLAN

THE IOWA ADMINISTRATIVE RULES of Special Education require each school district to develop a plan for the delivery of special education services. Parents requesting access to this plan should contact Jim Henrich, Principal at (641) 636-3491.

### JUNIOR - SENIOR HIGH SCHOOL FACULTY/STAFF

Ms. Vickie Altenhofen.....	Custodian
Mr. Tony Baughman.....	HS Softball, JH Football (volunteer)
Ms. Rachael Bries.....	Jr. High Lang. Arts, HS English
Mrs. Angela Conrad.....	English & ELP
Mr. Jordan Cottrell.....	Asst. HS Baseball
Mrs. Colleen Donald.....	JH & HS Guidance Counselor/some FCS
Mrs. Jane Edwards.....	Vocal & Instrumental Music
Ms. Rachel Garren.....	Spanish
Mrs. Amy Hemsley.....	ILO Associate
Mr. Rod Hill.....	Golf, JH Softball
Ms. Jenny Hobbs.....	JH/HS Science, JH Track, JH Girls' Basketball
Infrastructure Technology Solutions (I.T.S.) .....	K-12 Technology
Ms. Naomi Jaeger.....	Special 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.....	Special Ed. – Resource Associate
Mr. Dakota McCombs.....	Special Ed. Resource, HS Baseball
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
Ms. Mary Miller.....	K-12 Art
Mrs. Teresa Miller.....	Asst. HS Volleyball
Mr. Curtis Myers & Mr. Ben Fox.....	S/K Trapshooting
Mrs. Hannah Myers.....	Special Ed. – Resource Associate
Mrs. Elizabeth Overturf.....	7-12 Math, 7 <sup>th</sup> gr. Reading
Mr. Jon Overturf.....	JH Boys' Basketball
Mrs. Jamie Pringle.....	Library Associate
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.....	Social Studies, 8 <sup>th</sup> gr. Reading
Mrs. Debra Swantz.....	HS Volleyball
Mr. Cory & Mr. Ryan VanDenHeuvel.....	S/K HS Wrestling
Mr. Austin Waterhouse.....	JH Baseball
Mr. Trevor Weeks.....	HS Soc. Studies, S/K Asst. Football, & JH S/K Wrestling
Mr. Frank Whitten.....	7-12 Business Education
.....	K-12 Nurse

## ACTIVITY SPONSORS

Cheerleading – High School.....	Mrs. Overturf
Drama/Plays.....	Mrs. Edwards
EAGLEROCK! Show Choir.....	Mrs. Edwards
Eagle’s Wing.....	Mrs. Conrad
FFA.....	Mr. Jamison
Graduation.....	Mr. Henrich & Ms. Kaplan, Sr. Advisor
High School Student Council.....	Mrs. Donald
Junior-Senior Prom.....	Ms. Miller
KHS Web Page.....	Mrs. Hemsley
Model United Nations .....	Mr. Weeks
National Honor Society.....	Mrs. Donald
Science Fair & Science Club.....	Ms. Hobbs
Silver Cord.....	Mrs. Donald
Speech Contest.....	Mrs. Bennett & Mr. McNurlen
Yearbook.....	Ms. Miller

**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.*

## MESSAGE TO PARENTS

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.

## EDUCATION EQUITY

IT IS THE policy of the Keota Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment practices.



## GRIEVANCE PROCEDURE

IF YOU BELIEVE you have been discriminated against on the basis of sex, race, national origin, creed, age, marital status or disability, you should pursue the following procedure:

Contact the Superintendent of Schools, who is the Equity Coordinator for the District.

Telephone: (641) 636-2189

Write: Mr. Jim Henrich

Keota Community Schools

PO Box 88

Keota, IA 52248

## SCHOOL HOURS

THE JR.-SR. HIGH SCHOOL building will be open between 8:00 AM and 4:00 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. The class times will be as follows:

## SCHEDULE OF CLASSES

1ST PERIOD.....	<b>8:15-8:59</b>	<b>“A” LUNCH (Gr. 7-9).....</b>	<b>12:10-12:35</b>
2ND PERIOD.....	9:02-9:46	Eagle Advisory (Gr. 10-12)....	12:10-12:35
3RD PERIOD.....	9:49-10:33	<b>“B” LUNCH (Gr. 10-12).....</b>	<b>12:38-1:03</b>
4TH PERIOD.....	10:36-11:20	Eagle Advisory (Gr. 7-9).....	12:38-1:03
5TH PERIOD.....	11:23-12:07	6TH PERIOD.....	1:07-1:51
		7TH PERIOD.....	1:54-2:36
		8TH PERIOD.....	2:39- <b>3:23</b>

## 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 and will remain with their Eagle Advisory teacher for a period of 6 years, unless other arrangements are made.

**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.**

## BELLS

THERE WILL BE two bells when it is time for classes to change. The first bell will be the dismissal bell and the second bell will be the tardy bell. All students are expected to be in the classroom on time.

## **JURISDICTIONAL AND 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 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.

## **STUDENT SEARCH AND SEIZURE**

THE BOARD OF DIRECTORS holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles. Such a search may be under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized contraband materials discovered in the search.

It is recognized that illegal, unauthorized, or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student on the school premises.

Periodic unannounced inspections of student lockers are permissible to check for cleanliness, vandalism and proper use. Drug dogs may be used for unannounced inspection of student lockers and student cars parked on school property.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

## **ANTI-BULLYING/HARASSMENT POLICY (Code No. 105)**

HARASSMENT AND BULLYING of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance, or;
4. 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.

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

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
3. Implied or explicit threats concerning one's grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
4. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or
5. Unreasonable interference with a student's performance or creating of an intimidating, offensive, or hostile learning environment.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
3. The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

1. Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
2. Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging harassment. *The Superintendent will serve as the alternate investigator.*

The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- A. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- B. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  1. Tell a teacher, counselor or principal; and
  2. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
    - a. What, when and where it happened;
    - b. Who was involved;
    - c. Exactly what was said or what the harasser or bully did;
    - d. Witnesses to the harassment or bullying
    - e. What the student said or did, either at the time or later;
    - f. How the student felt; and
    - g. How the harasser or bully responded.

### PENALTIES:

1. Warning.
2. 3 days out-of-school suspension.
3. Up to 10 days out-of-school suspension and possible expulsion at the discretion of the principal.

## **ATTENDANCE POLICY**

Attendance is taken very seriously at Keota. Research shows a direct relationship between attendance and student success. The more students are in the classroom, the more opportunities they have to be successful. **Our goal is to have all students attending at 100%.**

## **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. Parents/guardians are encouraged to contact the school for assignments if their student is absent for more than **two days**. 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.

## **ADVANCED MAKEUP SLIPS**

Any student who anticipates missing school or class for any school-sponsored event must get their make-up work from their teachers before they leave.

**If a student does not return with work completed, the teachers have the right to assign zeros to all work missed.**

## **ADMITS**

Admits will be issued for every absence. It is the student's responsibility to get the admit as soon as they arrive at school after an absence and before the first bell rings. They must bring a written note or have the parent call the school stating the **date, times and reason for the absence**. If a note is questionable, the principal will determine whether the absence is excused or unexcused.

## **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 8:12 am. Tardy is any time after the bell at 8:15 am until 8:30 am.** At 8:31 am the student is counted absent and 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 4<sup>th</sup> tardy and every 4<sup>th</sup> 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.**

## **FIVE DAY ABSENCE POLICY**

The Keota Jr.-Sr. High school limits the number of days a student can be absent from school to the **equivalent of five (5) non-verified excused school days during a semester. Verified absences do not count toward the 5-day allotment. A parent phone call does excuse the student, but it counts as a non-verified absence and they are allowed up to 5 days a semester.**

**A verified absence must be verified by a third party. For example, when you have an appointment you need to turn in an appointment card or signed note from the doctor's office to verify it. There is no limit on verified absences.**

The Keota Community School Board has identified three types of absences: Verified, Non-verified and Unexcused.

### **EXCUSED: VERIFIED (Will not be counted as part of 5 days)**

1. Death in the family. (Bereavement - Amount of excused time away from school for bereavement will need to be approved by the principal.)
2. Medical appointments (Signed and dated on office letterhead or card within 24 hours of visit.)
3. Court Appearances. (Signed and dated on office letterhead or card within 24 hours of visit.)
4. Participation in school sponsored events.
5. Religious Holidays
6. College Visits (Max. total of visits for the year for juniors is 2 and seniors is 4)

### **EXCUSED: NON-VERIFIED (Will count toward 5 days)**

1. Personal Illness.
2. Family Days – Family days count toward 5 absences allowed per semester. This will be up to the discretion of the principal. Without pre-approval the absences are not guaranteed to count as excused and time will need to be made up. This is at the discretion of the principal. Family days will include work for the family business.

### **UNEXCUSED ABSENCES:**

(After 5 unexcused, the truancy will be turned over to the Co. Attorney)

An unexcused absence is anything that doesn't fall under the above categories or procedures. Unexcused absences may require time to be made up before or after school.

**It will be the Principal's discretion to determine if an absence is unexcused.**

### **Notification to Parents:**

Parents/Guardians will be notified when a student has missed the equivalent of five school days. This notification will be an alert that the student is getting close to receiving the sixth absence.

## ATTENDANCE & EXTRA-CURRICULAR 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 extra-ordinary 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.

## STUDENT PLANNERS

ALL **JUNIOR HIGH STUDENTS** ARE required to use a planner at all times. Students will receive a warning if they do not have their planner, after that a detention may be assigned each day that the student does not have their planner.

If the student is caught writing on or destroying any part of another student's planner or their own planner, they will be required to bring \$7.00 for a replacement planner for that student. No pages are to be torn out of the planners for any reason throughout the year. If pages are torn out or the student loses their planner, they will need to bring \$7.00 immediately to school the next day to purchase a new one.

**HIGH SCHOOL STUDENTS** have the option to order a planner from the school each year by notifying the office by April 1 of each year.

## STUDENT HEALTH POLICY

### 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.



## 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.

## MEDICATIONS

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

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

- **PRESCRIPTION DRUGS** must be brought in the **most recent original bottle** with prescription label intact, with **name of the student, name and strength of the drug, amount and time to be given, route of administration, date ordered, and name of the healthcare provider**. Label must be current. (Often drug stores will provide a 2<sup>nd</sup> 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. Student's 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.

## REQUIRED IMMUNIZATIONS

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

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

## DENTAL EXAMS

Dental exams are required for Kindergarten and 9<sup>th</sup> graders.

## 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.

## **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 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.

***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.

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices can only be used at lunch and in between classes or with teacher permission. They are NOT to be used during class time. Any students' electronic device that is "seen or heard" will be confiscated by a teacher/staff member or the principal. Students may obtain permission to use their cell phone in the office for necessary reasons.

Students are NOT allowed to take pictures or video in school with any electronic device unless given permission by teacher/staff member or principal.

Personal electronic devices are never allowed in detention, in-school suspension, study table, non-school days, or any other time when the student is serving time as a consequence.

Headphones are only allowed during instructional time if they are needed to complete student work or with the teacher's permission.

### **PENALTIES:**

1. Electronic device will be returned at the end of class.
2. Electronic device will be returned at the end of the day.
3. Electronic device will be returned when a parent comes to pick it up.
4. Detentions may be issued.

## UNACCEPTABLE USE OF THE INTERNET

**FIRST VIOLATION:** A warning letter will be sent to the parent concerning the nature of the violation and the meaning of the previous agreement that was signed.

**Loss of internet and/or privileges for 10 school days.**

**SECOND VIOLATION:** A warning letter will be sent to the parent concerning the nature of the violation, the previous violation and the meaning of the previous agreement that was signed.

**Loss of internet and/or computer privileges for 20 school days.**

**THIRD VIOLATION:** A warning letter will be sent to the parent concerning the nature of the student's accountability, the meaning of the previous letter and the meaning of the previous agreement that was signed.

**Loss of internet and/or computer privileges for 180 school days.**

## STUDENT DRESS

*All students are expected to be neat and clean when attending school.*

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

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

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

## HALLWAY CONDUCT

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.

## GUM

CHEWING GUM is allowed at the discretion of each teacher, **BUT** if it becomes a distraction in class or study hall, you will be asked to discard of it in the trash can.

## **PUBLIC AND 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.

## **SCHOOL 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**

A spring activity this year will be the 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 26, 2023.

- 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 26, 2023.**

## **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.

## **TRANSPORTATION TO AND FROM SCHOOL EVENTS**

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.

**KEOTA SCHOOL DISTRICT  
2022-2023 ACTIVITY TRANSPORTATION RELEASE**

**PARENT/GUARDIAN PERMISSION & STUDENT ACKNOWLEDGEMENT FOR TRANSPORTATION VIA PRIVATE VEHICLE  
FOR SPECIFIED SCHOOL ACTIVITY**

**SCHOOL ACTIVITY:** \_\_\_\_\_

**ACTIVITY LOCATION(S):** \_\_\_\_\_

**(Parent/Guardian)** I give my permission for my son/daughter to travel to and from Keota High School by means of private vehicle transportation and understand explicitly that this transportation permission applies to transportation to and from activities. I acknowledge having the opportunity to review this Release prior to signing, consult advisors about it if I choose, and understand the provisions of this document.

**(Parent/Guardian)** My permission for private vehicle transportation includes: 1) my son/daughter as the driver of a car owned by me and by my son/daughter with and without other students as passengers; 2) my son/daughter as a passenger in a vehicle driven by another student driver.

**(Student)** I acknowledge as a condition of waiver, that I agree to abide by the school's rules of behavior and conduct.

**(Parent/Guardian)** I confirm that I have discussed the contents of this document with my son/daughter; acknowledge that he/she understands its contents and their significance. I further acknowledge that I will report to the school administration any violation of school rules or infractions of motor vehicle laws or careless driving which are known by me.

**(Student)** I acknowledge the importance that the Keota Community places on driver safety, particularly while I am en route as a driver or passenger to and from Keota High School. I will obey all rules of the road and insist that other drivers do also.

**(Parent/Guardian)** In giving my permission for my son/daughter, I fully understand that the Keota Community School District, its officers, agents, and employees will not be liable for my injury, harm, or danger to my son/daughter's person or property, and to my vehicle if used for transportation, occurring during or arising out of such transportation; I waive, and agree to hold the Keota Community School District, its officers, agents, and employees harmless from any claim arising out of such transportation, including any claims that the Keota Community School District, its officers, agents, or employees, were negligent in permitting the transportation to which I have given permission to above.

**(Student)** I fully understand that the Keota Community School District, its officers, agents, and employees will not be liable for any injury, harm, or damage to my person or property occurring during or arising out of such transportation as I may use in participating; I waive, and agree to hold the Keota Community School District, its officers, agents, and employees harmless from any claim arising out of such transportation, including any liability for any injury, harm or damage to my person or property occurring or arising out of such transportation, including any claims that the Keota Community School District, its officers, agents, or employees was negligent in permitting the transportation to which my parent./guardian has given permission to above.

I understand that my signature below applies until the end of the **2022-23** school year ONLY and that I may revoke such a waiver in writing to the high school principal or activities director at any time.

Please complete the permission section below:

\_\_\_\_\_  
Signature of Parent/Guardian                      Printed Name                      Date

\_\_\_\_\_  
Signature of Student                      Printed Name                      Date

\_\_\_\_\_  
Student's Cell Phone # (Emerg. Use Only)                      Principal or AD Signature

**THE ABOVE MUST BE COMPLETED AND RETURNED TO THE HIGH SCHOOL OFFICE**

## **DETENTION**

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. Students will be given 1 day to make arrangements for transportation before serving detention, if necessary.

### **DETENTION PROCEDURE**

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 3:23-3:53 PM.

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.

## **SUSPENSIONS:**

FOR ALL "IN" OR "OUT" OF SCHOOL suspensions, all class work must be made up and handed in on day of return to receive credit.

## KEOTA JR/SR HIGH SCHOOL “STUDY TABLE”/HOMEWORK POLICY

### “STUDY TABLE” - Homework/Intervention 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, 3:23 to 3:53 pm 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, 3<sup>rd</sup> 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 the teacher when an absence is preplanned to get work ahead of time
5. Make contact with the 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 3:53 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 a 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 extra-curricular activities are expected to make academics a priority. If a student has a homework violation, the student will attend intervention until 3:53 pm.



## **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.

## **LOCKERS**

LOCKERS are checked out to students at the beginning of the school year for convenience and safekeeping of personal property. **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 5<sup>th</sup> year of the renovation project of the student lounge & lockers, it is expected that it all remains in superior condition.**

## **LOCKER POLICY**

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.

## **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.

## **ALCOHOL, DRUGS, SMOKING, TOBACCO & CONTRABAND**

STUDENTS are not to possess, use, or be under the influence of any alcohol, drugs, tobacco, or any other contraband material on school property. Any materials found will be picked up and not returned. Students in violation may serve a suspension of up to 10 days or be expelled. Police may also be called.

**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.**

## **WEAPONS POLICY**

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

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

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

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

## **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.

## **FINE POLICY**

ALL FINES SHOULD be paid by the end of the current school year. If they are not paid, they are carried over to the next year until paid. *Any student that has not paid their fines on the last day of their senior school year will not be allowed to participate in the graduation ceremony.*

## **SCHOOL ISSUED LAPTOPS AND CHROMEBOOKS**

NO FOOD OR DRINK IS ALLOWED while using the Chromebooks/Laptops. Violators will be warned then the drink or food will be confiscated.

The School Assigned Device Agreement has been condensed for replacement in the Student Handbook. See the original School Assigned Device Agreement signed by students and parent/guardians for full details for this agreement.

High school students will be assigned a district-owned device at no cost to the student/parent/guardian. Financial obligations will not be issued unless loss or damage of the assigned device occurs as the result of handling, storage, transport or inappropriate use.

By taking possession of an assigned device, the student agrees to assume full responsibility for the safety, security, and care of the assigned device. Any loss, theft, or damage to the device should be reported to the administration or technology department within two school days.

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

Devices are to be stored in the charging cart at the end of each school day unless special permission is granted by the principal. In such case, a signed waiver will be required.

# Graduation Requirements

**\*\* 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 Yr - Choose 1 Required Class: Practical English **OR** College Prep - **1<sup>st</sup> Sem**  
may also take Elective Class: Journalism – **1<sup>st</sup> Sem**

Senior Year - Choose 1 Elective Class: Creative Writing, Communications, or  
Journalism – **2<sup>nd</sup> Sem**

#### **3 years of Science – 6 credits total**

Physical Science – 1 year

Biology – 1 year

Chemistry **OR** Environmental 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

Algebra 1 – 1 year

Geometry – 1 year

Algebra II – 1 year

**Incoming 9<sup>th</sup> Graders who do NOT take Algebra I as 8<sup>th</sup> graders -  
would have the following options in math:**

**Option #1:** 9<sup>th</sup> Gr. – Pre-Algebra                      10<sup>th</sup> Gr. – Algebra I  
11<sup>th</sup> Gr. – Geometry                                      12<sup>th</sup> Gr. – Algebra 2/Practical Math (Optional)

**Option #2:** 9<sup>th</sup> Gr. – Algebra I                      10<sup>th</sup> Gr. – Geometry  
11<sup>th</sup> Gr. – Algebra II                                      12<sup>th</sup> Gr. – F.S.T.(Optional)

**\* Option #3 is with approval of the math instructor**

**Option #3:** 9<sup>th</sup> Gr. – Algebra I                      10<sup>th</sup> Gr. - Geometry & Algebra II  
11<sup>th</sup> Gr. – Pre-Calculus                                      12<sup>th</sup> Gr. - Calculus

**Business Computer Apps – 1 Semester = 1 credit total**

**Personal Finance – 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 IOWA STATE 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.

### **EARLY GRADUATION POLICY**

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 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 extra-curricular 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.

# Keota High School

## Student Expectations When Taking Concurrent/PSEO Classes

Student Name: \_\_\_\_\_

Classes Registered for: \_\_\_\_\_

Expectations	Student Initial	Parent Initial
I understand that if I did not register for classes on or before the deadline I may not be able to get into the class I would like. I understand that classes may fill up even if I registered for classes before this deadline.		
I understand I must maintain a minimum grade average of a "C". If I fail to maintain a "C" average I may not be able to take college classes in the future.		
I understand that some of my college classes may or may not transfer to my chosen degree program. It is my responsibility to check on credit granted for the college classes I am taking. Most classes will transfer fully to the three regent universities but may not transfer fully to private colleges or universities.		
I understand that if I am failing at mid-term, I will not be able to drop the class. I will do what I can to get my grade to an acceptable level.		
I understand that if I were to be paying for a college class that I am currently taking it would cost me over \$524 per class.		
I understand that if I am having difficulty in my college classes that I should seek help from my instructor or talk to the counselor. I understand that parents are <b>not</b> to contact instructors with academic issues regarding their children. It is the student's responsibility to take care of his/her's academic needs.		
I understand that my college classes are calculated into my high school GPA.		
I understand that my college classes will forever be on my high school transcript.		
I understand that colleges will not accept transfer credits for grades that are lower than a "C" average. In some cases, colleges will not transfer credit if the student has a "B-" average.		
I understand that I should keep a paper or electronic record of all work I submit for my college coursework. I should also print grade reports through the semester in the event that I have trouble with my final grade.		
I understand that if I am a senior, I must take five classes plus PE.		

I have read and understand the expectations of taking college classes. By signing this document, I agree to abide by the expectations laid out in this document.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Counselor Signature                      Date

\_\_\_\_\_  
Principal Signature                      Date

# POST SECONDARY EDUCATION OPTIONS, DUAL ENROLLMENT & CONCURRENT ENROLLMENT

**Concurrent Enrollment college courses** can be applied as non-core elective credit toward graduation requirements. This means that a college level English course such as Composition I, does not count as a high school core English class, but instead as a Keota High School elective. Whereas these college classes are a beneficial option for students trying to secure college credit while still in high school, priority will always be given to the core classes students need to graduate high school.

***Concurrent classes, also known as Dual Enrollment courses or PSEO (Post Secondary Education Options) can be taken by 11<sup>th</sup> and 12<sup>th</sup> grade students or 10<sup>th</sup> grade ELP/TAG students who are granted Administration permission.***

**Concurrent enrollment courses** are at no cost to the students who are enrolled full time in Keota Schools. They are not available after High School graduation.

If a student fails a class or drops the class after the specified drop date by the college, the student is responsible for reimbursing the District for the cost of the class plus any additional materials. This will be considered a fine and the bill will need to be paid before the student is allowed to participate in the graduation ceremony their senior year.

Many options for concurrent classes exist, including some concurrent college courses being taught at Keota High School with some teachers being adjunct professors of Indian Hills and teaching courses that benefit the students with college credits (as well as high school elective credit). In addition, Kirkwood Community College with an academy in Washington, IA and Indian Hills Community College with an academy in Sigourney and Ottumwa, IA both have online options as well as their in-person academies. Students taking in-person learning at either of the academies are responsible for their own transportation and must still be present for their Keota High School courses.

If a student wants to take a concurrent college course, the similar course and all prerequisites must be taken at the high school level and passed before taking the concurrent college level course.

Enrollment into college courses takes place through the Keota High School counselor. The counselor will advise and direct students regarding options for classes and how to sign up.

**ALL STUDENTS** enrolled in college classes must demonstrate strong academic ability and be on track for high school graduation. Parental and Keota High School Administration permission must be obtained for any student wanting to take a concurrent college class.

## CONCURRENT ENROLLMENT

There are many online, concurrent enrollment course options available to students through Indian Hills Community College and Kirkwood Community College.

Please see the Guidance Counselor for a list of available courses prior to the beginning of each term.

## **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.

## **COURSE SELECTION**

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.

## **DROPPING CLASSES AT SEMESTER TIME**

**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.

## **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.**



## **LIBRARY MEDIA CENTER**

THE LIBRARY MEDIA CENTER is open from 8:15 AM to 3:23 PM.

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.*

## **STUDY HALL/LIBRARY REGULATIONS**

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 rest room at a time, on the form available.
4. All students with passes should report to 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.

## **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.

### **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:

<b>Letter Grade</b>	<b>Percent</b>	<b>Grade Points</b>	<b>Letter Grade</b>	<b>Percent</b>	<b>Grade Points</b>
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)

### **PARENT-TEACHER CONFERENCES:**

**PARENT TEACHER CONFERENCES** for the junior high and senior high will be one night each quarter at midterm. They will take place from 4pm-8pm on:

**Sept. 21, 2022**

**Nov. 16, 2022**

**Feb. 8, 2023**

**April 19, 2023**

### **HONOR ROLL**

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 2<sup>nd</sup> 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.

## **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.**

## **PHYSICAL EDUCATION**

According to the Iowa Department of Education, ALL STUDENTS will be required to take physical education. A waiver can be granted for academic or medical reasons and is left to the discretion of the principal.

## **FIELD TRIPS (ACADEMIC)**

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.

## **CERTIFICATE OF ATTENDANCE AND SPECIAL EDUCATION**

ANY STUDENT incapable of carrying the regular academic load will be placed on the certificate of attendance program. Parents of these students will be contacted in order that a complete understanding of the program can be reached.

Students identified as special education students by a qualified psychologist must attend the school assigned by the local district.

## **NATIONAL HONOR SOCIETY SELECTION**

BECOMING A MEMBER of the National Honor Society is a high achievement. Selection into the National Honor Society is based on four areas - Scholarship, Character, Leadership and Service. The application process is initiated each year in October for seniors for admission into NHS during their senior year and then in March for 10<sup>th</sup> & 11<sup>th</sup> grade students.

To be eligible, a student must possess and maintain a 3.2 cumulative GPA. The student will then be asked to fill out a questionnaire listing their involvement and achievements with both in and out of school activities. In addition, the students will be asked to explain both why they wish to become a member of the National Honor Society and why they feel qualified for such an honor.

A list of candidates who have made proper application for admission will then be created and presented to the entire high school faculty. Faculty members are asked to rate each candidate on a scale with "1" being the lowest and "5" being the highest. They may use tenths of points to express their approval or disapproval of a candidate.

A faculty committee of five (5) members including the counselor will then review the application data based on the information provided before making a final decision. Acceptance into the Honor Society will be determined by committee vote, and will require 4 votes in the affirmative. Actions judged by the faculty council to be unbecoming to a National Honor Society member will be grounds for sanctions up to and including revoking membership status. These would include student misconducts in or out of school, as well as maintaining the minimum GPA.

# KHS SILVER CORD – VOLUNTEER RECOGNITION AWARD

The Silver Cord is an opportunity for students to be recognized for hours of community service that they have completed during their four years of high school. For service hours to be honored, the student may not receive payment or credit for their service.

**Students who complete 200 hours of community service during their four years of high school by April 1st of their senior year will be recognized at Senior Awards Night and will wear a silver cord at the graduation ceremony.**

*Please contact your student's guidance counselor with any Silver Cord questions or to verify in advance that a planned activity is eligible for Silver Cord hours credit at (641) 636-3491.*

## KHS SILVER CORD REQUIREMENTS

1. Students may only accumulate 50 hours per year toward the silver cord award. **Documentation of the 50 hours per year must be turned in each year by April 1.** The silver cord coordinator may still collect additional hours so documentation of all hours is in a central location.
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 9<sup>th</sup> 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.

# 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 1<sup>st</sup> & 3<sup>rd</sup> quarter and 1<sup>st</sup> & 2<sup>nd</sup> semester basis for all extra-curricular activities. Each time grades are issued the students 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. THIS IS A CHANGE INITIATED BY STATE LAW EFFECTIVE JULY 1, 2006.**

If a high school student is not passing all classes at the end of a grading period, the student is ineligible for 30 calendar days from the first date of competition of the activity they are involved in or the next activity they are in. After 30 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 students not passing all classes at the end of the 1<sup>st</sup> & 3<sup>rd</sup> quarter and 1<sup>st</sup> & 2<sup>nd</sup> semester grading period will be ineligible for 14 calendar days from 1<sup>st</sup> game or contest.

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 30 days of that sport but has eligibility in the fall.

# GOOD CONDUCT

## ALCOHOL, TOBACCO PRODUCTS, DRUGS & INVOLVEMENT WITH LAW ENFORCEMENT AGENCIES

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 EXTRA-CURRICULAR 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.

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.**



# GENERAL INFORMATION

## LOST AND FOUND DEPARTMENT

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

## CARS AND 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. During 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.

## BUS REGULATIONS

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."

## **BUSING**

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.

## **EARLY DISMISSAL, LATE START & CANCELLATIONS**

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 announced at the earliest possible time over WMT Cedar Rapids 600 AM or KCII Washington 1380 AM or 95.3 FM, WHO 1040 AM, KZIA Cedar Rapids Z102.9, and the following TV stations: KGAN Channel 2; KWWL Channel 7; 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.

**School Alert System – Iowa School Alerts** is a system that allows you to sign up and receive notifications when school is delayed or canceled. You may sign up at <https://schoolalerts.iowa.gov/>

## **PURCHASE REQUISITION**

THE CLASS TREASURY will not be held responsible for debts attributed to students unless a purchase requisition has been properly filled out.

## **SENIOR LOUNGE**

THE SENIOR LOUNGE is a privilege earned by the seniors by a show of maturity and willingness to cooperate, plus the desire to achieve academically.

### **SENIOR LOUNGE RULES:**

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.

## SENIOR HIGH STUDENT COUNCIL

THE ELECTION for new student council members will be held in the fall for the current school year. The council consists of four members from each class, grades 9-12 plus the President. Members are elected at large from each class. In order to place your name on the election ballot, you must file a nomination form with the sponsor.

## VISITORS

ALL VISITORS must report to the Principal's office. Students will not be allowed to have friends or visitors at school during the school day.

## 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.

## HOT LUNCH AND BREAKFAST PROGRAM

THE PURPOSE of the hot lunch program is to give all participants a sufficient and satisfactory meal at noon. This is a balanced meal, and furnishes all the essential foods necessary for a noon meal.

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 \$4.15 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 7:45 AM to 8:05 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.

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.

## LEVEL ONE INVESTIGATOR

THIS IS TO INFORM all students, parents, and guardians that Jim Henrich, 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 his office or call 641-636-3491.

## **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 a 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.

## **EMERGENCY DISASTER PLAN**

### **FIRE DRILL**

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

At the sound of the alarm, all pupils and teachers immediately stop the activity in which they may be engaged and proceed quickly and in an orderly manner to the outside of the building, but well in the clear and will reenter the building at the sound of the bell. Directions are posted in each room.

### **STORM DRILL**

STORM DRILLS WILL find students going to the tunnel. The warning will be announced over the intercom.

Directions are posted in each room. Students should not use the hallway by the student lounge and should avoid any areas where glass is present.

*ANY ADDITIONAL DISASTER OR EMERGENCY WILL BE ANNOUNCED OVER THE INTERCOM. PLEASE LISTEN CAREFULLY AND FOLLOW YOUR TEACHER'S DIRECTIONS IF THIS WOULD BECOME NECESSARY.*

### **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.