

Keota Elementary

2022-2023



Student & Parent Handbook

(Revised 8-10-2022)

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INTRODUCTION TO KEOTA ELEMENTARY 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 and parents a better understanding of school policy.

DISTRICT VISION STATEMENT

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

MISSION STATEMENT

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

BOARD OF EDUCATION

PRESIDENT: Billie Kindred
SECRETARY: Gina Bennett

BOARD MEMBERS: Andy Conrad
Pat Hammen
Jim Tinnes
Dan Redlinger

ADMINISTRATION

JH/HS PRINCIPAL/SUPERINTENDENT.....	Mr. Jim Henrich
ELEMENTARY/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

ELEMENTARY SCHOOL FACULTY/STAFF

Mrs. Laurie Altenhofen.....	Paraeducator
Mrs. Vickie Altenhofen.....	Custodian
Mrs. Amanda Anderson.....	Paraeducator
Mrs. Connie Baker.....	Paraeducator
Mrs. Stephanie Beinhart.....	Special Education
Mrs. Jinger Bell.....	Paraeducator
Ms. Madison Briggs.....	1 st Grade
Mrs. Erica Cave.....	Paraeducator
Mrs. Ashley Cory.....	Paraeducator
Mrs. Robin Cottrell.....	Paraeducator
Mrs. Jane Edwards.....	Instrumental Music
Mrs. Shar Greiner.....	Paraeducator
Mrs. Colleen Hart.....	Kindergarten
Mrs. Leah Hayes.....	Preschool
Mr. Rod Hill.....	6 th Grade
Mr. Jim Henrich.....	Superintendent, JH/HS
Principal	
Mrs. Madeline Johnson.....	Paraeducator
Mrs. Lisa Kerby.....	Preschool
Mrs. Jennifer Lathrop.....	Kindergarten
Ms. Macie Leonard.....	1 st Grade
Mrs. Brenda Mennen.....	K-12 Librarian
Mr. Seth Milledge.....	Elementary/Jr. High
Principal	
Mrs. Chrissy Miller.....	Paraeducator
Mrs. Mary Miller.....	K-12 Art
Mrs. Carly Moeller.....	2 nd Grade
Mr. Jonathon Overturf.....	4 th Grade
Ms. Julie Petersen.....	5 th Grade
Mrs. Jamie Pringle.....	Library Associate
Mrs. Mary Pat Redlinger.....	Head Cook
Mrs. Marnie Schrader.....	School Counselor
Mr. Brian Shifflett.....	Custodian
Mrs. Molly Sprouse.....	Title 1 Reading & Math
Mrs. Donna Stevens.....	Special Education
Mr. Dan Stout.....	K-12 Physical Education
Cathy Thalken.....	K-12 Nurse
Mrs. Miranda VanAntwerp.....	3 rd Grade
Mrs. Shelby Vogel.....	3 rd Grade
Mrs. Dawn Woltering.....	Paraeducator

Mrs. Lisa Woltering.....	Paraeducator, Health Associate
Mrs. Crystal Wright.....	Secretary
Ms. Missy Yoder.....	Music, 5 th /6 th Science

ABSENCES

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

ACADEMIC INTERVENTIONS

It is the goal of the Keota Elementary School that all students experience success in the classroom. The Keota Elementary teaching staff is willing to provide individual help to students who need additional time or instruction. Students are encouraged to get extra help from 8-8:30 in the morning or from 3:35-4:00 after school.

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 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.

ASBESTOS REMOVAL

The Keota Community School District is committed to maintaining a safe and healthy learning environment for all children and occupants of our schools. In October of 1987 the Environmental Protection Agency issued regulations that require all local educational entities to look for asbestos in their schools and buildings under their control and to take action to reduce or eliminate potential exposure. Our school district has taken steps to remove all known asbestos materials completing the process in August, 1988, with the exception of floor tile which has been assumed to be of friable content. The district's management plan may be reviewed in the central office located in Keota Elementary.

AT-RISK PROGRAM

Special assistance is provided to students who have difficulty mastering the academic, cultural, language and social skills necessary to reach the educational levels of which they are capable. At-Risk programming is provided through Title I Reading & Math, Special Education services, guided Study Hall, Guidance Counseling services, and Extended Learning Program opportunities. The program shall serve students whose aspirations and achievement may be negatively affected by stereotypes linked to disability, family status, gender, income, language, national origin, parental status, or race.

ATTENDANCE

Attendance is taken very seriously at Keota Elementary. 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%.***

Phone Calls/Notes

If a student is not going to be in school for the day, an email/note/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 message 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 they are not seated in their classroom when the tardy bell rings. ***School will begin with the first bell ringing promptly at 8:10 AM. Tardy is any time after The Pledge of Allegiance at 8:20 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.

Negative patterns in student attendance should be brought to the attention of the principal.

Five Day Absence Policy

Keota Elementary 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 count 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 (May be asked for a note.)
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

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.

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

1. Unexcused absence is that which does not fall under the above categories or procedures. All unexcused absences will be made up after school.

It will be the principal's discretion to determine if it 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.

AUDIENCE BEHAVIOR

It is expected that students exhibit courteous behavior when attending concerts or assemblies during school hours, as well as, evening performances. Expectations include:

1. Refraining from talking during performances.
2. Refraining from entering or leaving during performances except in an emergency.
3. Demonstrating appreciation for the performances in an appropriate manner.

BICYCLES

If students ride bicycles, they are to be parked in the bicycle rack immediately upon arrival at school and are not to be ridden until dismissal time.

BOOK ORDERS

Each teacher chooses a company through which to order books. Each teacher is responsible for their own orders. Checks for student orders should be made payable to the book company. The teacher will give further instructions to students.

BOOK RENTAL

Book rent is charged to help cover the cost of supplies and materials. This \$60.00 is to be paid in August at the time of registration. A fine for excessive wear on books will be charged to the student.

Students whose families meet the income guidelines for free and reduced price lunch or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they qualify for temporary financial hardship should contact the superintendent's secretary for a waiver form. This waiver does not carry over from year to year and must be applied for annually.

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 school 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 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 with a student problem will be handled by the driver with the student when possible. If the driver deems it necessary to report a student's behavior, the driver will complete an Unsatisfactory Bus Conduct Report. This report will be shared with parents, supervisor, building principal, and superintendent.

Bus Rules

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

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend out of the windows at any time. No portion of the body should be out the window.
4. Aisles must be kept clear at all times. Waste containers are provided on all buses for bus riders to use.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. The driver may assign a rider's seat.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. The driver is in charge of the riders and the vehicle. Riders must follow their directions.
11. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
12. Riders shall not throw objects about the vehicle or out the windows.

13. Shooting paper wads, squirt guns, or other material in the vehicle is not permissible.
14. Roughhousing on the vehicle is prohibited.
15. The use or possession of alcohol, tobacco, or lookalike substances is prohibited in the vehicle.

In Town Bus Stops

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

- Bus #12 @ Catholic Church
- Bus #6 @ corner of Washington & Iowa
- Bus #11 @ corner of Greene & Centennial
 - ✓ In order to use these stops, a child **MUST** have prior parent permission and the drop-off will be part of the child's regular routine.
 - ✓ If the child's routine needs to change, parents will be expected to inform the school office.
 - ✓ The bus drivers will not determine if a parent is present or not to meet the child.
 - ✓ The bus drivers **NOR** the district assumes no responsibility in supervising a child once exits the bus.

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

Eligible students riding a bus may be picked up/dropped off at different locations, on a regular basis, along the scheduled route. A parent/guardian must register that location at fall registration. If circumstances change in the registered stop during the school year, a parent/guardian must give written notice to the principal prior to a change in transportation.

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

CANCELLATIONS AND EARLY DISMISSAL

In the event school is canceled, delays start, or is dismissed early due to weather conditions, announcements will be provided at the earliest time to the following stations:

TV Stations

KCRG (9) - www.kcrg.com

WHOTV (13)- www.whotv.com

KGAN (2) - www.kgan.com

Radio Stations

WMT 96.5 FM 600 AM

KCII 106.1 FM 1380 AM

KHAK 98.1 FM

KBOE 104.9 FM

For emergency dismissals, young students should have an alternate place to go in the event the parent is not at home and/or an older sibling is not available to care for them.

Notifications will also be made on the Keota Elementary Facebook page and district website.

CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES

Cell phones are ***NOT*** to be used by students at school. Upon arrival at Keota Elementary, student devices are to be turned off and stowed away in backpacks. Cell phones and personal electronic devices are to be kept in lockers throughout the day and are not to be used in the building. This policy does not include school-issued devices that may be used at the teacher/staff member's discretion. Any student cell phone that is seen or heard will be confiscated by a teacher/staff member or principal.

Consequences:

1st Offense - Cell phone or personal electronic device will be confiscated, held in the office, and returned to the student at the end of the day.

2nd Offense - Cell phone or personal electronic device will be confiscated, held in the office, and returned when the parent comes to pick it up.

DIRECTORY INFORMATION

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

- ✓ Name
- ✓ Address
- ✓ Telephone listing
- ✓ Date & place of birth

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

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

END OF DAY

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

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

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

EXCUSING STUDENTS FROM SCHOOL

If at all possible, appointments should be made for hours after school, Saturdays, or other days when school is not in session. If it is necessary for a student to leave school during school hours, the student should bring a note from the parent/guardian stating the time to be dismissed. Parents arriving at school to pick up their children during school hours should check in at the office to make their needs known.

Extreme care is exercised in the release of children to adults other than parents or guardians. Students will not be excused from school under any circumstances unless the request is made by the parent (unless the school is authorized by the parent to do otherwise for a specific circumstance). The school will not send a student home during the day due to illness, without first contacting the parent or person designated by the parent on the emergency form filled out at the beginning of each year.

If a student has been absent from school, it is his/her responsibility to get make-up assignments from the teacher. A parent may help by encouraging the child to fulfill this obligation. If parents want a brother or sister to pick up homework for a child who is absent, a request should be made early in the day, so it can be ready when school is dismissed.

Family trips which pull students from classes are discouraged as these interrupt the flow of learning. In the event that such a trip is necessary, parents are asked to notify teachers as

soon as possible. Parents will need to contact the teacher in advance with regards to how missed work will be made up.

If an absence is known ahead of time for any reason, the teacher is to be notified ahead of time.

Parents taking trips without their children during the school year should inform the teacher and the office to know where and with whom their children are staying.

EXCUSING STUDENTS FROM PE AND RECESS

All healthy students are expected to take part in physical education and recess. In the event of a legitimate reason for a student to be excused from either, parents must provide a written request in advance. If the child is excused quite often or a pattern of excuses is noted, parents may be asked to consult a physician to provide documented verification.

EXTENDED LEARNING PROGRAM

Rationale for Gifted Education

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

Identification of Students

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

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

General Intelligence

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

Overall/Specific Academic Ability

- Students scoring a composite score at or above 97th percentile in composite or specific subjects may be considered as Special Needs and may need Personalized Education Plans (PEP) to ensure adequate learning opportunities.
- Students scoring at or above 90th percentile in composite or specific subjects are part of the talent pool and may need enrichment opportunities within the subject.

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

General Intelligence

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

Overall/Specific Academic Ability

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

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

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

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

FIELD TRIPS

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

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

Elementary Office

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

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

Classroom Teacher

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

Chaperone:

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

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

Students

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

Parents

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

FIGHTING

Fighting 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.

FOOD SERVICE

The purpose of the hot lunch program is to provide all participating students a sufficient and satisfactory meal at noon. Meals are balanced and nutritious and monitored closely to follow federal school lunch program guidelines. The price of the lunch for students is \$3.15 per day which is scanned out of the student's meal account. Menus for lunches are emailed to parents and can be found on our school website www.keota.k12.ia.us. Guidelines for free and reduced price lunches and breakfasts will be made available to all students.

A nutritious breakfast is available to all students at a cost of \$1.80 per meal which is scanned out of the student's meal account. Breakfast is served 7:55 - 8:20 AM daily with the exception of days when the start of school is delayed.

Milk is served as a snack during the school day for preschool, kindergarten and first grade students at a cost of \$.45 per day which is scanned out of the student's meal account.

In accordance with state and federal law, the Keota Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Families have a meal account. Payments for student lunch accounts can be made at the Elementary or High School front offices or online at: <https://keota.revtrak.net/>.

Students shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches **\$0.01**. Families will be notified by an email (if email address is provided) and a letter sent home with the student each day the account remains negative. Negative balances of more than \$50, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

GIFTS DELIVERED TO SCHOOL

Personal deliveries to students are discouraged. In the event that a student does receive a delivery at school, the item will remain in the office until the end of the school day, at which time, the student may pick it up before going home.

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

GRIEVANCES

Contact persons for any grievances related to these policies are:

Harassment Officer: Mr. Jim Henrich (641) 636-3491

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

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

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

Equal Employment Opportunity/Affirmative Action: Mr. Jim Henrich (641) 636-3491

Level One Child Abuse Investigator: Mr. Seth Milledge (641) 636-2323

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

GUIDANCE PROGRAM

Marnie Schrader, PK-6 Guidance Counselor

Email: marnie.schrader@keota.k12.ia.us

Guidance Expectations – Where Excellence is Standard

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

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

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

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

- Responsible behavior
- Decision-making
- Interpersonal awareness
- Self-acceptance
- Understanding and expressing emotions
- Tools for academic success
- Conflict resolution
- Career awareness
- Personal safety

HEAD LICE PROCEDURE

When a child is discovered to have head lice, we recommend the student be treated with a hair product that effectively kills lice before the child returns to the classroom. The home will also need special cleaning.

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 notified. We recommend he/she 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.

HEALTH RECORDS

All parents should fill out a Health Information & Permission Form before your child starts school. This information is 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, who 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 and Practices

- Activity, PE and/or diet restrictions require a physician's prescription.
- A physician's prescription is required permitting a child to carry an inhaler or EPI pen on their person.
- A physician's prescription is required for all daily prescription medication given at school on a regular basis.
- All prescription and over-the-counter medications sent to school must be in their most recent original container with a note including your child's name, name of medication, date, directions and your signature. The school should be informed if the medication is to remain at school or be sent home with your child at the end of the school day.
- Parents are to give the first dose of a new prescription medication at home so your child can be observed by the parent for adverse reactions.
- The school will not administer expired or shared prescription medications.

Medications

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

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

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

- **HERBAL SUPPLEMENTS AND VITAMINS** will not be given at school without written authorization from a healthcare provider and must be brought in the original container, with label and directions intact. Name of the student must be written on the container with a marker. Information sheet must be provided stating uses, warnings, and possible side effects. The school has the right to refuse to give herbal supplements and vitamins. Most can be given before school and right after school.

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

Required Immunizations

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

T-dap	- 1 dose	Entering 7th Grade if born after 9-15-00.
Meningococcal	- 1 dose	Entering 7th Gr on or after 10 yrs if born after 9-15-04.
Meningococcal	- 2 doses - 1 dose	Before entering 12th Grade if born after 9-15-99 or... Sometime after turning 16 years of age or older
DTP	- 3 doses - 4 doses - 5 doses	One dose after 4 years if born on or before 9-15-00. One dose after 4 years if born after 9-15-00 but or before 9-15-03. One dose after 4 years if born after 9-15-03.
ORAL POLIO	- 3 doses	One dose after 4 years
MMR	- 2 doses 1st	One dose after 12 mo. of age... ...and the 2nd dose received no less than 28 days after the 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 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 9th graders.

HOMEWORK POLICY

Definition of Homework

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

General Objectives

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

Types of Homework

1. Group activity of certain types
2. Unit assignments such as in science and social studies
3. Drill practices to help the child to remember the concepts taught in class
4. Research work
5. Textbook assignments that should have been completed in school
6. Preparation for science experiments
7. Finding items to be brought to class

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

Homework should not be punitive in nature. Research shows a definite link between student success and meaningful homework.

Teacher expectations regarding homework should be clearly expressed to both parents and students.

The ***National Parent Teacher Association*** recommends the following guidelines:

- | | |
|---|---------------------|
| ✓ Kindergarten-2 nd grades | 10-20 minutes total |
| ✓ 3 rd -6 th grades | 30-60 minutes total |

Individual student needs should be considered when assigning homework. Accommodations for students with learning concerns, formally identified or not, are expected.

Parents should regularly be informed regarding missing, late, or consistently inaccurate assignments.

INTERNET ACCEPTABLE USE

The Keota Community School District is pleased to offer its students and staff access to the internet. The Internet offers vast, diverse and unique resources. It is the “network of networks” connecting millions of computers all over the world with millions of users.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. To limit access to these materials, all internet connections at the Keota Community Schools are directed through a filtering device. However, it is impossible to control access to all such material. Keota Community School District believes that the valuable information and interaction available on the worldwide web far outweighs the possibility that users may interact with material that is inconsistent with the educational goals of the district.

That said, the use of the internet is a privilege, not a right. Students that will access the internet will need parental/guardian consent. Please review the Acceptable Use Agreement with your student(s). Discuss the advantages, risks, and responsibilities.

Before using the district’s internet resources, the parent/guardian shall sign and return the Keota Community School District Parent Permission Form Internet Use Agreement. The parent/guardian shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by the user. The student shall agree to use the internet in a responsible manner for educational purposes.

Acceptable Use Agreement

The use of the computer and the internet...

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

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

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.

LEVEL ONE INVESTIGATOR

This notice is to inform you that Mr. Seth Milledge, Elementary Principal, is the level-one investigator at Keota Elementary School concerning cases of child abuse by any school employee. Contact the above named at his office or (641) 636-2323.

LOST AND FOUND

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

MONEY AND OTHER POSSESSIONS

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

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

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

MUSIC PROGRAMS

Students will be required to participate in one or two evening programs. This includes the Fall or Winter Fine Arts Night for grades Kindergarten through 6th Grade and the Spring Fine Arts Night for 3rd through 6th Grade. Every student involved is expected to attend. If a problem arises, parents should contact the school office.

Concert Attire

Performances are a special and formal occasion. Regular school clothing such as jeans and t-shirts are not appropriate for such an important event.

NOTICE OF NON-DISCRIMINATION - TITLE IX

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

The District has adopted grievance procedures for resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding Title IX or the District's nondiscrimination policy may be referred to the District's Title IX Coordinator: Seth Milledge, 500 N Ellis St., Keota, IA 52248; 641-636-2323; 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). 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.

PARENT RIGHT TO KNOW *Annual Notification Statement*

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

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

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

PARENT-TEACHER CONFERENCES

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

- ✓ Tuesday, November 1, 2022 / Thursday, November 3, 2022
- ✓ Tuesday March 16, 2023 / Thursday, March 18, 2023

PRESCHOOL PROGRAM

The years of early childhood are the time for developing a child's physical, social, emotional, and intellectual potential. Research shows that a child with a foundation in preschool is more likely to succeed academically in the future. The Keota Community Preschool is designed to provide a balance of experiences throughout the child's school day that enhances his/her growth physically, emotionally and intellectually. Children who attend this program are 3 1/2 -5 yrs old.

REPORTING STUDENT PROGRESS

Teachers are expected to keep grades regularly updated in PowerSchool.

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

SCHOOL DAY

Classes begin at 8:20 AM. Parental assistance is requested in scheduling the departure of children from home so that the students (except those eating breakfast at school) do not arrive prior to 8:00 AM. No students are to be in the Elementary building before 8:10 AM. The serving times for the school breakfast are from 7:45 until 8:15. Students will be counted tardy after 8:20 AM. Dismissal time is 3:20 PM for bus students followed by town students.

SCHOOL ISSUED DEVICES

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

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

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

SCHOOL PARTIES

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

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

SELLING ITEMS

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

SPECIAL ED DELIVERY SYSTEM PLAN

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

SPECIAL SERVICES

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

STUDENT DISCIPLINE

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

Discipline Referrals

A discipline referral is used to report anything related to discipline that doesn't require a detention. This can range from cell phone offenses to fighting. The punishment for a discipline referral can vary from a visit with the Principal to out of school suspension. These forms are the means used to record all discipline issues other than detentions. One copy is sent home and another goes in the student's cumulative file.

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 the seam of armpit and no undershirts (thin sleeveless tanks). Running shorts are not allowed if they are too short and loose. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. If a school employee finds a student's attire offensive, they will request the student change the inappropriate attire. ***The principal makes the final determination of the appropriateness of the student's appearance.***

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

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

STUDENT RECORDS POLICY

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

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

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

Information and data collected about students in the Keota Community School District for the purpose of administering, designing, implementing, and evaluating the educational

progress of each student shall be handled in accordance with the Educational Rights and Privacy Act of 1974.

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

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

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

STUDENT RULES

Keota Elementary School is committed to being a PBIS (Positive Behavior Intervention Supports) school; one which looks at choices in behavior as skills to be taught, rather than actions to be punished. Students are expected to conduct themselves with **Safety, Organization, Achievement, Respect** and responsibility, S.O.A.R. Students with exemplary behavior will be recognized for their efforts. Students struggling with the S.O.A.R. expectations will be taught and re-taught certain skills and/or receive consequences (including parent notification) for their actions. ***Elementary teachers and staff are expected to follow the philosophies, procedures and guidelines outlined in the PBIS Staff Manual.***

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, non prescription 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 reasonable suspicion and be reasonable in scope.

TELEPHONE USE

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

TITLE I READING & MATH

**Keota Community Schools
Title I Parent Involvement Policy
Reviewed and Updated for the 2016-2017 School Year**

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

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

VISITORS

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

VOLUNTEER PROGRAM

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

WEAPONS POLICY

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

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

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

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